New Course Proposal Form

Course Name: 

Teacher’s Name: ______________ Date: ______________

Duration ______________ Hrs per week ______________

(eg 8 weeks) (eg 2 hours)

Preferred Day/Time 2 ______________

(eg Monday 6.00 pm – 8.00 pm)

Course Objectives:
(Brief outline of the aims of the course – skills to be attained)

1. 

2. 

3. 

4. 

5. 

Topics covered in course objectives


Teaching Strategies (ie techniques and methods used to achieve course objectives


Materials required for course (Indicate next to each material if student (S), teacher (T) or Institute (I) is to provide.)


Reference materials/resources (Indicate with asterisk (*) if student to purchase material.)


Room Requirements (eg computer room, blackout facilities, VCR)


Publicity (Statement to appear in Short Course Program – 30 to 90 words)


Please submit the completed New Course Proposal form with your CV/Resume to: shortcourses@holmesglen.edu.au