Course Proposal for Plus Fifty Career Builder

Shoreline Community College – Workforce Education Division
16101 Greenwood Avenue N, Room 5101, Shoreline, WA 98133
Contact: Donna Walther 206-533-6706 dwalther@shoreline.edu

Thank you for your proposal! Proposals are reviewed regularly. Please note general proposal deadlines:

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Name:

Address:

Phone:  Home:  Office:

E-mail:

Web Page:

Course Title:

Long Course Description for Catalogue and On-line Class Schedule: (345 characters maximum including spaces and punctuation)

Short Course Description for Printed Schedule (150 characters maximum including spaces and punctuation):

Target Audience:  (Who is your audience? What particular demographics, interest groups?)

Outline of Course Objectives/Student learning outcomes: (What are the course objectives and what will participants expect to be able to do or understand after completing your class-(please refer to example on page 3)
**Class format:** Please describe the best format: total number of sessions, number of sessions per week, and number of hours per session with total contact hours for your class.

____________________________________________________________________________________

**Maximum class size** you can work with:_______
What days are you available to teach? Mon___ Tues___ Wed___ Thurs___ Fri___ Morning___
Afternoon___
If you are available to teach on Saturday please indicate: Morning____ Afternoon____

What weeks are you available?______________________________

**Classroom Configuration:** Computer lab___ Smart Classroom (instructor computer, LCD projector and screen)____
Standard Classroom (desks)___ Tables and Chairs___

**Additional Hardware/Computer Requirements:** ____________________________________________

**Software Requirements/Installation instructions:** __________________________________________

**Audio Visual Needs:** _________________________________________________________________

**Other** __________________________________________________________

*If you will be using your own laptop please request a connecting cable.*

**Required Text:** Title__________________________ Edition___ Publisher____________
ISBN#___________

**Handouts:** Number of pages per student_____

**Instructor compensation:** Instructor pay is based on Associate Faculty, Part-time, non-tenurable employment. Instructor pay is discussed in detail during the interview phase.

**Supporting documentation:** Please attach a copy of your resume and any other supporting documentation, including marketing materials that you currently use for promoting your class.

===========================================================================
Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, age, marital status, gender, sexual orientation, or disability.
Example:
Getting Started with Computers

Course Description for Class Schedule
This is a great foundation-building class! Apply practical applications and computer basics for personal or business use. Build a solid foundation that will enable you to take advantage of the technology that can help with your home and business tasks. Topics include a presentation of Windows and the Internet, basic skills in hardware, using software for word processing and spreadsheets and preventing identity theft. Prerequisite: No previous contact with computers required, but we recommend computer access for out of class practice. No typing or mouse skills needed for this class, but it’s recommended that the student acquires some typing skills.

Target Audience:
The ideal student for this course is a user who has never worked with basic computer concepts or has limited knowledge of basic computer concepts.

Outline of Course Objectives/Student Learning Outcomes
1. Use and maintain your computer properly
   1.1 Demonstrate the makeup of a computer
   1.2 Use the keyboard and the mouse to navigate
   1.3 Use the task manager to perform basic maintenance on your computer.
2. Manage files and folders using the Windows Explorer
   2.1 Navigate Windows
   2.2 Manage files using the Windows Explorer
   2.3 Name, save and delete files
3. Identify basic concepts of the word processor (MSWord) and the spreadsheet (Excel)
   3.1 Use a word processor to set up documents, letters or reports
   3.2 Choose when you need to use a spreadsheet and identify the basic functions of Excel
4. Protect your identity from theft when using your computer
   4.1 Describe the different types of protections available
   4.2 Take steps to prevent internet security breaches while browsing
5. Use other resources to enhance user experience
   5.1 Use the Media Player to play music CDs and DVDs
   5.2 Describe how digital cameras interact with a computer
   5.3 Using the Paint application
6. Implement internet features to improve browsing ease and safety
   6.1 Organize and set up favorites
   6.2 Explore the options menu
   6.3 Set up toolbars