



North Hawai'i Education &  
Research Center  
University Of Hawai'i at Hilo

**NON-CREDIT COURSE  
PROPOSAL**

1) Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

2) Suggested Title(s) \_\_\_\_\_

3) Brief course description (include target population, requirements/prereqs, format [i.e. workshop, series])

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Course objectives (what students will be able to accomplish at end of session)

\_\_\_\_\_  
\_\_\_\_\_

5) Topical course outline:

Session 1	_____	6	_____
2	_____	7	_____
3	_____	8	_____
4	_____	9	_____
5	_____	10	_____

6) Materials needed (books, handouts, tools)

\_\_\_\_\_  
\_\_\_\_\_

7) Other special needs (type of room, a/v equipment, etc.)

\_\_\_\_\_  
\_\_\_\_\_

8) Suggested cost: \_\_\_\_\_

9) Preferred schedule (Dates, days of week, times): \_\_\_\_\_

\_\_\_\_\_

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