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**Division of Continuing Education,  
Corporate & Public Sector Training**

Dear Professional:

Thank you for contacting Bergen Community College to request a packet to submit course and/or program proposals for consideration in the Division of Continuing Education, Corporate & Public Sector Training. We are always interested in exploring opportunities for new, non-credit programs, courses and workshops, especially job training programs that lead to reemployment.

Enclosed is a form for your use in proposing a new course; if you have more than one course to propose, please use a separate copy of the form for each course. If you prefer to e-mail the information, please be sure your document includes all of the information requested on the form (and on the enclosed checklist). You can e-mail your information to: <[CEproposal@bergen.edu](mailto:CEproposal@bergen.edu)>. Please don't forget to send your resume as well.

Please take a moment to review our Spring/Summer 2010 Course Catalog, which can be found at our web site at <<http://www.bergen.edu/pages/493.asp>>.

Once your proposal has been submitted, it will be reviewed and forwarded to the appropriate Director or Program Supervisor, who will then be in contact with you directly. Please note that all potential courses and instructors are subject to a review process which includes review of the course content and instructor qualifications as well as a possible background check by the Human Resources Department.

If you have any questions, please send them to <[CEproposal@bergen.edu](mailto:CEproposal@bergen.edu)>. Thanks again for your interest in teaching at Bergen Community College's Division of Continuing Education, Corporate & Public Sector Training.

**Deadline for submissions:**

For fall 2010:                      ASAP  
For spring & summer 2011:   August 20, 2010

Please note: This information and the attached form are only for proposing courses and programs in the Division of Continuing Education, Corporate & Public Sector Training.

### **Checklist for New Program/Course Submission**

- Resume – including degree(s) earned, industry expertise, and teaching experience
- Program/Course Title
- Description (25-30 words, suitable for brochure)
- Target Audience (adults, kids, teens, professionals seeking credentials, job training)
- Marketing Plan
- Total number of hours for the course, number of sessions and number of hours per session
- Suggested schedule (days, evenings, weekends; specific day you are available, etc.)
- Location - On-line, Hybrid, BCC campus or off site
- Required texts and/or materials that students must purchase
- Nominal fee for materials supplied in class by instructor (materials list must be attached)
- Course Outline/Syllabus: include topics to be discussed in each session and learning outcomes
- Please feel free to submit or attach any additional information that you feel will help support your course proposal.

**Please don't forget to submit a course outline as well as your resume/CV.**

**Submit all information to:**

**Bergen Community College  
Division of Continuing Education, Corporate & Public Sector Training  
400 Paramus Road, TEC-115  
Paramus, NJ, 07652**

**Or**

**E-mailed to: <[CEproposal@bergen.edu](mailto:CEproposal@bergen.edu)>**

**Division of Continuing Education, Corporate & Public Sector Training  
NEW PROGRAM/COURSE PROPOSAL FORM**

**Instructor:**

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email/Website: \_\_\_\_\_

**Proposed Course or Program** (brief description of your course, 25-30 words, suitable for a brochure):

Title: \_\_\_\_\_ Description: \_\_\_\_\_

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

Target Audience (mature adults, kids, tweens, unemployed, and/or Continuing Education credits for credential maintenance (i.e., AIA, CPE, PDH, ADACERP, and LEED AP):

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

Marketing plan:  Print Media     Flyer     Website links     E-mail lists  
 Events     Strategic partnerships (name agency) \_\_\_\_\_

**Course Requirements:**

Textbook(s): \_\_\_\_\_

Materials fee, if any, for instructor-supplied materials: (please attach detailed list.) \$\_\_\_\_\_

Instructor needs (A-V, IT, instructional materials, supply, etc.): \_\_\_\_\_

Room requirements: \_\_\_\_\_

Other: \_\_\_\_\_

**Scheduling Information:**

Proposed schedule/frequency to be offered: \_\_\_\_\_

Please note that Job Training programs need to meet for a minimum of 21 hours per week:

# of sessions \_\_\_\_\_ Length of each session \_\_\_\_\_

When possible, we try to accommodate your preferences when scheduling classes.

When do you **prefer** to teach this class?  Day  Eve  Weekend

Mon  Tue  Wed  Thu  Fri  Sat  Sun  No preference

Are there any days/times when you are not available? \_\_\_\_\_

Where would you **prefer** to offer your class?  On-line  Hybrid  BCC campus

Other, (Name/Address) \_\_\_\_\_