



Continuing and Professional Studies
160 Convent Avenue
Shepard Hall, Room 2
New York, NY 10031

COURSE PROPOSAL FORM

Proposed Course: _____

Number of Course sessions: _____ Total Hours: _____

Intended Audience: _____

Brief Description of Course:

Course Objectives (Include specific skills or knowledge of student will gain.)

Prerequisites for class (education or specific knowledge)

Attach the following: resume, course syllabus, course outline and a list of needed instructional materials.