

Academic Non-Credit Course Proposal Form

Curriculum Office- 11/2024

Submitted by (name): _____ PCC email: _____

Department: _____

Is this a New or Revised proposal?

About the Course: (Check only one from questions 1-3.)

1. Does the course prepare students for employment in a specified occupation or cluster of closely related occupations? For example, Nursing Assistant and Optician Assistant Training.

If yes, which occupation or cluster of closely related occupations?

2. Does the course prepare students for general workplace skill development, or pre-college, remedial academic education? For example, non-credit language courses, technology in the workplace, and adult education courses.

3. Does the course prepare individuals who have already entered an occupation, to improve their occupational skills and knowledge in order to achieve employment stability or advancement? For example, HVAC, AAPC Medical Coding, and Leadership Skills.

If yes, who is the target audience?

4. Include Assessment Strategies.

If you answer “**No**” to all of the questions above, this is a non-reimbursable course, and does not need to be reviewed through this approval process.

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5. Rationale for the course:

6. Proposed course number (if applicable): _____

7. Proposed course title: _____

8. Proposed contact hours

For Non-credit course use

Total contact hours: _____

9. Course description:

10. Learning outcomes:

Upon successful completion of the course students should be able to:

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11. Is there any intent to make this course part of a series of courses? If yes, please explain.

12. Please list the subject matter experts (SAC, individual PCC faculty, individual contracted for curriculum development, etc.) involved in the development of this course. Please list individuals by name and role.

13. Please describe the curriculum development process followed by the above subject matter experts:

14. Implementation term: _____

AODocs Workflow

1. Create an AODocs PASS workflow as follows (instructions for creating an AODocs PASS workflow can be found [here](#)):
First Approver: Program Dean or Director
Second Approver: Pathway Dean **or** (for PDT/Customized) AAVP, Academic & Career Pathways
Third Approver: Executive Dean, Teaching & Learning Support
Fourth Approver: VP, Academic Affairs
2. Under "Routing": select z-Other from the drop-down menu
3. Under "Send final approved document to", add Stacey Holland and Edmond Wong (Curriculum office)
4. Under "Add Attachments": Upload this completed form
5. Submit

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Curriculum Office Use Only

CIP code: _____

Approved in AODocs

date: _____

Approved by CCWD

date: _____

Comments: