



## **CONTINUING EDUCATION DEPARTMENT NEW COURSE PROPOSAL**

Bates Technical College's Continuing Education department strives to respond to industry demands and the needs of the community. Our classes are developed to provide opportunities for exploring new interests, refreshing skills and continuing professional development. The department receives and evaluates numerous proposals for new courses; each proposal is reviewed to determine viability. Classes are offered on both a for-credit and not-for-credit basis and have quarterly start and end dates. Most classes are held in the evenings and weekends to accommodate our students' busy work schedules.

Things we consider when deciding whether or not to develop a class:

- Is there an appropriate classroom available? Space is limited.
- Have we received requests from the community for this type of class?
- Is this is a popular or trending topic based on market research and analysis?

There are many reasons why a course proposal may be accepted or rejected. If your course is not approved, it may not be the right time (and may be considered for future offerings) or we may have determined it is not a good fit based on the interests and needs of the community.

Course proposals are reviewed prior to planning course offerings, which happens approximately ten to twelve weeks prior to the start of each quarter. We strive to respond to each proposal in a timely manner.

In order for your course proposal to be evaluated you must complete the Continuing Ed Course or Workshop Form. To begin the course proposal process, please go to:

<https://batestech.wufoo.com/forms/continuing-education-course-or-workshop-proposal/>

If you have any questions, please email [cont-ed@bates.ctc.edu](mailto:cont-ed@bates.ctc.edu).