



EMPLOYMENT TRAINING FOR ADULTS

*What's Your ETA?*

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## Non-Credit Course Proposal

Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

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

Professional qualifications (please also attach current resume):

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

Proposed course title: \_\_\_\_\_

Course description: \_\_\_\_\_

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

Course objectives: \_\_\_\_\_

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

Course outcomes/competencies: \_\_\_\_\_

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

Suggested location:  Myers  SAEC

Which session do you wish to offer this course?

Fall  Winter  Spring  Summer

Preferred day(s) of the week: \_\_\_\_\_

Preferred time: \_\_\_\_\_

15 Henning Road, Saratoga Springs New York 12866

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[www.etaprogram.org](http://www.etaprogram.org)

The ETA program is a Division of the WSWHE BOCES



**Suggested number of sessions:** \_\_\_\_\_

**Suggested hours per session:** \_\_\_\_\_

**Total Course Hours:** \_\_\_\_\_

**Facilities and equipment needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated cost of materials and equipment**

**Course:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Individual Student:** \_\_\_\_\_  
\_\_\_\_\_

**Have you taught this course or a similar one before?** \_\_\_\_\_

**\*\* Please attached Course Outline (units per week) \*\***