



ADULT EDUCATION DIVISION  
*Providing Career and Technical Training for a Lifetime*

## Course Proposal Form

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

Course Description: \_\_\_\_\_

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

Instructor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Pre-requisite(s)? \_\_\_\_\_

Credits/Credentials? *(We provide certificates of completion for all courses)* \_\_\_\_\_

\_\_\_\_\_

Additional Costs/Materials Needed: \_\_\_\_\_

\_\_\_\_\_

Schedule:

Day(s) of the Week: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Total Time: \_\_\_\_\_

Recommended Preparation: \_\_\_\_\_

Related Careers: \_\_\_\_\_

Extra Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Classroom Needs (Projections screen? Room layout? Lab requirements? Other?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return to:

**Derek Williams**, Asst. Dir. of Technical & Adult Education  
The River Valley Technical Center  
307 South Street, Springfield, VT 05156  
(802) 885-8302 [dwilliams@rvtc.org](mailto:dwilliams@rvtc.org)

