

### ***Directions for Completing the Encore Campus Course Proposal Outline***

- Click on the Word icon below-labeled Encore Campus Course Proposal Outline
- Save the file to your computer (Do not open) using your last name with a number as the file name
- For multiple course submissions please increase the file name number by one
- Open the file and complete the appropriate sections
- Returning instructors submitting a previously taught course - complete Sections 1 and 3 only
- New instructors and returning instructors submitting a new course - complete Sections 1, 2 and 3
- Attach your Course Proposal Outline(s) to an email to [cai@tri-c.edu](mailto:cai@tri-c.edu)

 [ENCORE CAMPUS COURSE PROPOSAL OUTLINE](#)