

Academic Non-Credit Course (ANC) Proposal Form

Adult Continuing Education (ACE) Health & Fitness, Safety, and Workforce courses
under 6 hours are not reimbursable and do not require ANC review and approval.

Curriculum Office 06/2026

Submitted by:

Department:

PCC email:

This is a: ☒ **New** course ☐ **Revised** course

Implementation term:

Course number, if applicable:

Total course contact hours:

e.g. 6 hours or 10-12 hours

If using a range of hours, the low and high end should be within 20% of one another, such as 10-12 hours, 20-24 hours, or 30-36 hours.

Course short title, required:

30 characters maximum; appears in quarterly schedule of classes

Course long title, optional:

60 characters maximum

Select only **one** option from this section. *If none of the following apply, this course is non-reimbursable and does not need to be reviewed through this approval process.*

This course prepares individuals for:

- ☒ **Employment in a specified occupation** or cluster of closely related occupations. For example, nursing assistant and optician assistant training. Which occupation or cluster of related occupations?
- ☐ **General workplace skill development or pre-college/remedial** academic education. For example, non-credit language courses, technology in the workplace, and adult education courses.
- ☐ **Improving existing occupational skills and knowledge** in order to achieve employment stability or advancement. For example, HVAC, AAPC Medical Coding, and Leadership Skills. Who is the target audience?
-

Course description:

Learning outcomes - Upon successful completion of this course, students will be able to...

Rationale for offering this course:

Assessment strategies - The following measures will be employed to assess student success:

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

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.

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

Submit course for approval using AODocs Workflow

1. Create an [AODocs PASS workflow](#) as follows:
 - a. First Approver: Program Dean or Director.
 - b. Second Approver: Pathway Dean or (for PDT/Customized) AAVP, Academic & Career Pathways.
 - c. Third Approver: Dean, TLCl.
 - d. Fourth Approver: VP, Academic Affairs.
2. Under “Routing”: select z-Other from the drop-down menu.
3. Under “Send final approved document to,” add Edmond Wong and Christy Weigel (Curriculum office).
4. Under “Add Attachments,” upload this completed form.
5. Submit.

Please note: State approval usually takes between 2 and 6 weeks - sometimes longer - depending on time of year and HECC staff workloads. The curriculum office will inform you when the course is state-approved, built in Banner, and ready to be scheduled.

Curriculum Office Use Only

CIP code:

☐ Approved in AODocs, date:

☐ Approved by CCWD, date:

Comments: