

Short course information and checklist

Course information

This information will be published on the [Short Courses web site](#) and [Genius platform](#) for an external audience.

Short Courses website:

If you wish to update your school's short courses website, dates and flyers email shortcourses@ecu.edu.au

Course Catalogue:

Email an image for the Course Catalogue to shortcourses@ecu.edu.au

The short course details and images will appear in the [Short Course Catalogue](#)

Provide us with the Course details

Self-registration available on catalogue Yes No

Closed/private course. Yes No

If yes, provided spreadsheet of users/students to enrol

COURSE TITLE:

COURSE OVERVIEW:

COURSE CONTENT:

MODE OF DELIVERY:

Online (Canvas & Genius)

Hybrid (Canvas & Genius)

Face-to-face (Genius)

TARGET AUDIENCE:

SUGGESTED KEYWORDS:

Offerings

Please provide details of all offerings below.

OFFERING 1:

Start date:

End date:

Duration of Canvas: 6 MONTHS 12 MONTHS ONGOING

Certificate of completion: Yes No

If yes, provide certificate content in word doc format (usually signed by HoS)

Standard certificate template available.

Indicate duration for certificate availability: Expires in 6-month increments

Venue (if applicable):

Instructor for this offering:

Student Cap:

Area (select one):

Price:

OFFERING 2:

Start date:

End date:

Duration of Canvas: 6 MONTHS 12 MONTHS ONGOING

Certificate of completion: Yes No

If yes, provide certificate content in word doc format (usually signed by HoS)

Standard certificate template available.

Indicate duration for certificate availability: Expires in 6-month increments

Venue (if applicable):

Instructor for this offering:

Student Cap:

Area (select one):

Price:

(For additional offerings please add page)

SELECT A COST CENTRE/FLEX CODE:

ASSOCIATE DEAN DISCIPLINE: SIGN

DATE:

EXECUTIVE DEAN:SIGN:

DATE: