Community Education Course Proposal

Course Title: _____________________________________________________________

Course Description: or attach a description
(HINT: Do NOT use, “this course will teach you”; Make it fun to read, so people will enroll)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Number of classes/weeks: Classes _____
Day and time preferred: Day of week _____ Time (ex: 6-8 pm) _____
Target Audience: Adults ________ Children (age range) ________
Pre-requisite (ex. Basic computer skills) _________________________________________
Course requirements (books, special equipment, tools, etc.):
_____________________________________________________________________
_____________________________________________________________________
Beginner Class ________ Intermediate Class ________ Advanced Class_______
Specific skills, equipment, needs for this class (bus, computer program, etc.)
_____________________________________________________________________
_____________________________________________________________________
Instructor info (please send resume)
Name: _________________________________________________________________
Address: _______________________________________________________________
_______________________________________________________________
Home Phone: ___________________________
Work/Cell Phone: _______________________
e-mail: _______________________________
Expected pay: _________________________