# Course Proposal – Continuing Education

Name:

Email:       Phone (daytime):       Phone (evening):

Mailing Address:

Date of Proposal:

**Course Title:**

**Proposed Course Format:**       sessions X       hours per session =       total course hours

**Proposed Course Schedule:** Day(s) of the week:       ; Start time:       ; End Time:

**Course Location(s):**

*List all locations you propose to deliver this course. Identify if you are willing to deliver to other locations using ITV.*

**Course Description:**

*(Draft - maximum of 70 words. Note: course descriptions may be edited for marketing purposes.)*

**Course Objectives:**

*List what students will learn and/or be able to do as a result of taking the course.*

**Potential Participants:**

*Describe who the course is designed for – who is likely to want to take this course, and why.*

*Are there any particular groups, types of organizations, etc. to whom the course should be promoted?*

**Outline of Class Sessions:** (Add additional sessions if needed)

*List the topics to be covered, and brief information about possible class activities (i.e. lecture, discussion, skill practice) for each session.*

Session #1:

Session #2:

Session #3:

**Anticipated Course Materials and Requirements:**

Is there a textbook(s) that you would like to use for the course? Yes No 

If yes, provide the name and approximate cost of the text:

Would there be any additional “optional” textbook(s) and/or materials? Yes No 

If yes, describe/list them:

Are there any supplies/materials that would need to be provided to students? Yes No 

If yes, describe/list them:

Are there any supplies/materials that students must purchase? Yes No 

If yes, describe/list them:

Are there any special facility requirements? Yes No 

If yes, describe/list them:

Are there any computer software and hardware requirements? Yes No 

If yes, describe/list them:

**Other:**

Please add any other important comments or details: