



Continuing Education

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: _____