

CONTINUING EDUCATION NEW PROGRAM PROPOSAL

INSTRUCTOR INFORMATION:	
Instructor Name:Address:Address:	City/State/Zip: Email:
Previous Courses Instructed:	
Employer:	
COURSE INFORMATION:	
Proposed Course Title: Development Timeframe:	Proposed First Offer Date:
Delivery Method:	# Course Hours
Course Description:	
Course Goals and Objectives:	
Course Outline by week of Instruction:	
Instructional Methods:	
Target Audience (Including appropriate professional organization	s, certification requirements, etc.):
Benefits of Course to Participants:	
Relevant Job Titles and Business Sectors That Benefit:	
Instructional Materials:	
Course Timeline/Schedule (# of hours, how often class meets):	
Grading Method (if applicable):	
Competition for this Program:	
Key Selling Points (what makes this program unique):	
Learning Goals:	
Learning Assessment Tool:	
Class room requirements. A/V, tables, chairs, desks, etc.:	
Please attach current resume.	

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