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|  | **Continuing Education**  **New Program Proposal** |
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| **Instructor Name:** | < enter instructor name here > |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Previous Courses Instructed:** |  |
| **Employer:** |  |

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| **Proposed Course Title:** | < enter here > |
| **Development Timeframe:** |  |
| **Proposed First Offer Date:** |  |
| **Delivery Method:** |  |
| **# Course Hours** |  |

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| **Course Description:** |
| < enter course here > |

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| **Course Goals and Objectives:** |
| < enter here > |

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| **Course Outline by week of Instruction:** |
| < enter here > |

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| **Instructional Methods:** |
| < enter here > |

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| **Target Audience (Including appropriate professional organizations, certification requirements, etc.)** |
| < enter here > |

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| **Benefits of Course to Participants** |
| < enter here > |

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| **Relevant Job Titles and Business Sectors That Benefit** |
| < enter here > |

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| **Instructional Materials** |
| < enter here > |

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| **Course Timeline/Schedule (# of hours, how often class meets)** |
| < enter here > |

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| **Grading Method (if applicable)** |
| < here > |

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| **Competition for this Program** |
| < enter here > |

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| **Key Selling Points (what makes this program unique)** |
| < enter here > |

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| **Learning Goals** |
| < enter here > |

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| **Learning Assessment Tool** |
| < enter here> |

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| **Class room requirements. A/V, tables, chairs, desks, etc.** |
| < enter here> |

Please attached current resume.