



Course Name: _____

Proposal Date: _____

Course Details

Course Description:

Total Hours of Instruction: _____

Intended Age of Students: _____

Is enrollment limited? What is the limit? _____

Is there a material fee? If so, how much? _____

List exact material participant will receive for this fee: _____

Is there a book required for the class? If so, who is responsible for ordering? _____

Book details if applicable: _____

List any special room, space or equipment/preference, and specific dates needed.

Course Learning Outcomes (identify the knowledge and/or skills students can expect to acquire upon completion of course – separate sheet may be attached, if necessary)

Course Topical Outline (a planned sequence of topics or learning activities for each session designed to help students achieve the learning outcomes – a separate sheet may be attached if necessary)

Reference, resource or learning materials to be used by students (includes text, audio/visuals, manuals, handouts, art supplies, etc.)

Instructor Details

Name: _____ Tel: _____ Cell: _____

Email: _____

Address _____

City: _____ State: _____ Zip: _____

Proposed Dates for Course: _____

Campus (Gardner, Leominster, Devens): _____