Community Education Course Application

Course Title:
Instructor:

Course Category:
Personal Development

Target Audience:
General Community

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1. Course Description

Course Overview:

[Provide a 2–4 sentence description of the course, what participants will learn, and why the course is valuable to the community.]

Learning Outcomes:

By the end of the course, participants will be able to: [Describe]

Recommended Class Size [Maximum #]:
Expected Enrollment [#]:

2. Course Schedule

1 [Date] [Time]
2 [Date] [Time]

Total Instructional Hours:

3. Course Development

Development Activity	**Hours**
Curriculum development:	
Course setup/prep/evaluation:	

Total Development Hours:

4. Budget Overview (An additional budget worksheet will be created representing all costs)

Expense	Calculation	Cost
Participant materials	# participants × $ amount	
Supplies/equipment	Estimated	
Additional costs	Describe	
Total Course Cost		$

Estimated Cost Per Participant Total course cost ÷ expected enrollment**:**
<u>Proposed</u> Course Fee:

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5. Materials List - All materials and support needed for the course, to include materials, equipment, and marketing.

Materials provided by instructor/program:

[List items]

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6. Instructor Information – Only complete this section if you are a new instructor.

Instructor Name:
Professional Background/Qualifications:
[Brief description of relevant education, professional experience, certifications, teaching experience, or community involvement.]

Teaching Experience:

[Brief description]

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7. Course Approval

Program Coordinator:
Date:

Approved Course Fee:

Approved Enrollment: