

COURSE OUTLINE

Modesto Junior College – Community Education



Please complete both sides.

Suggested for: Fall___ Spring___ Summer___

PROPOSAL COURSE TITLE: _____

PROPOSAL SUBMITTED BY: _____ **Date:** _____

Address: _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Class Hours: (proposed)	Hrs. per session: _____ No. of sessions: _____ Total hrs: _____ Meeting time: _____ Day(s) of week: _____
Course Description: <i>Attach additional pages if needed</i>	_____ _____ _____ _____
Maximum number of Students:	Maximum # of students in class _____ Minimum # of students in class _____
Expected Outcome/Objective for Student: (make a stained glass window, etc.)	_____ _____ _____ _____ _____
Activities each session: (Demonstrate technique, Cut out first project, etc.)	Session 1. _____ Session 2. _____ Session 3. _____ Session 4. _____ Session 5. _____ Session 6. _____ Session 7. _____ Session 8. _____

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PROPOSAL COURSE TITLE: _____

Text (if needed)	Title _____
Material Fee (if applicable)	ISBN# _____ Retail _____
	Material Fee Amount: _____ For: _____
Equipment Needs: _____ (Projector, VCR, Blackboard, specific software, etc.)	
Room Requirements: (tables, computers, open space, etc.)	

***** OFFICE USE ONLY *****

Payment: _____ NEH EH C

Material Costs to students: _____

Program Costs: Duplicating: \$ _____

 Materials: \$ _____ Describe: _____

 Books: \$ _____

 Equipment \$ _____ Describe: _____

 Facility \$ _____ Describe: _____

 Other \$ _____ Describe: _____

Minimum Number needed: _____ **Maximum** _____

CONFIRMATION DATE _____ **BY** _____ **GAVE APPLICATION** _____

Please Return to:
MJC Community Education – (209) 575-6885
435 College Avenue, Modesto, CA 95350 FAX: (209) 575-6025

*Community Education cannot guarantee that they will be able to offer all the classes suggested, but we will try to offer as diverse a program as possible.
 Thank you for your Proposal!*