



# COURSE OUTLINE

## Modesto Junior College – Community Education

Date: \_\_\_\_\_

**PROPOSAL TITLE:** \_\_\_\_\_

Proposal Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**What is the Expected Outcome or Objective for Student** (for example: at the end of the course the student will complete a stained glass project, or be able to knit a scarf: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Suggested for:**
- |   |  |
|---|--|
| <input type="checkbox"/> Winter (Jan-Mar)       | <input type="checkbox"/> Summer (June-Aug) |
| <input type="checkbox"/> Spring (Mid March-May) | <input type="checkbox"/> Fall (Sept-Nov)   |

<b>Who is the target audience for this class?</b> <i>(Adults, Baby boomers, Kids, Teens, Seniors, Generation X, Y)</i>	_____ _____																												
<b>Are you able to help promote your class?</b> <i>(post flyers, contact newspaper for press release, etc)</i>	_____ _____																												
<b>What category and sub category does your class fit under?</b> <i>(circle all that apply)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><u><b>Kids/Teens</b></u></td> <td style="width: 25%;"><u><b>Adult Fun</b></u></td> <td style="width: 25%;"><u><b>Lifestyle</b></u></td> <td style="width: 25%;"><u><b>Business</b></u></td> </tr> <tr> <td>Fun to do</td> <td>Arts/Crafts</td> <td>Health &amp; Beauty</td> <td>Computers</td> </tr> <tr> <td>Music</td> <td>Music</td> <td>Home &amp; Garden</td> <td>Finance &amp; Management</td> </tr> <tr> <td>Activities</td> <td>Sewing</td> <td>Money Matters</td> <td>Careers</td> </tr> <tr> <td>Good to Know</td> <td>Cooking</td> <td>Personal Interest</td> <td></td> </tr> <tr> <td></td> <td>Dance</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Activities</td> <td></td> <td></td> </tr> </table>	<u><b>Kids/Teens</b></u>	<u><b>Adult Fun</b></u>	<u><b>Lifestyle</b></u>	<u><b>Business</b></u>	Fun to do	Arts/Crafts	Health & Beauty	Computers	Music	Music	Home & Garden	Finance & Management	Activities	Sewing	Money Matters	Careers	Good to Know	Cooking	Personal Interest			Dance				Activities		
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<b>Class Hours:</b> (proposed)	Number of sessions: _____ Hrs. per session: _____ Total hrs: _____ Meeting time: _____ Day(s) of week: _____																												
<b>Course Description:</b> <i>This write up will appear in the catalog. Community Ed reserves the right to edit descriptions for the purpose of presentation and promoting.</i> <b>If needed attach extra page</b>	_____ _____ _____ _____																												

**Please complete both sides of form**

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### **Describe class activities:**

(For example: in session one teacher does overview, session two students cut out pattern and sew blouse, session three students cut and sew skirt, session four students put on fashion show.) [Community Ed reserves the right to increase or decrease sessions. Most classes run One, Two, Three and Four sessions. Depending on subject matter six and eight sessions can apply.](#)

Session One \_\_\_\_\_

Session Two \_\_\_\_\_

Session Three \_\_\_\_\_

Session Four \_\_\_\_\_

Session Five \_\_\_\_\_

Session Six \_\_\_\_\_

<b>Will this class require a Textbook?</b>	Title _____ ISBN# _____ Retail \$ _____
<p><b>Will this class require students to pay for Material or Supplies?</b> <a href="#">Community Ed requests an office copy of all handouts, book, cd's, etc. prior to proposal approval and or class start date.</a></p> <p><b>**Material Fee Amount:</b> \$ _____ <b>For:</b> _____</p> <p>** In fairness to the student Material fees should be kept as minimal as possible.</p>	
<p><b>Media Services:</b> _____</p> <p><b>Room Requirements:</b> _____</p> <p style="text-align: center;"><a href="#">To ensure a suitable classroom is assigned and for scheduling of media delivery, Please list media services and room requirements needed for your class. Requests received once semester begins are subject to availability.</a></p> <p style="text-align: center;">For example–(Projector, VCR, Blackboard, specific software, computer, tables, open space, mats, etc.)</p>	

*Thank you for your Proposal!*

### **Please Return to:**

MJC Community Education - 435 College Avenue, room 204 Modesto, CA 95350  
 or by Fax: (209) 575-6025 ✪ Phone: (209) 575-6063

*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.*