



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) |

Who is the target audience for this class? <i>(Adults, Baby boomers, Kids, Teens, Seniors, Generation X, Y)</i>	_____ _____																												
Are you able to help promote your class? <i>(post flyers, contact newspaper for press release, etc)</i>	_____ _____																												
What category and sub category does your class fit under? <i>(circle all that apply)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><u>Kids/Teens</u></td> <td style="width: 25%;"><u>Adult Fun</u></td> <td style="width: 25%;"><u>Lifestyle</u></td> <td style="width: 25%;"><u>Business</u></td> </tr> <tr> <td>Fun to do</td> <td>Arts/Crafts</td> <td>Health & Beauty</td> <td>Computers</td> </tr> <tr> <td>Music</td> <td>Music</td> <td>Home & Garden</td> <td>Finance & 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>Kids/Teens</u>	<u>Adult Fun</u>	<u>Lifestyle</u>	<u>Business</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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Class Hours: (proposed)	Number of sessions: _____ Hrs. per session: _____ Total hrs: _____ Meeting time: _____ Day(s) of week: _____																												
Course Description: <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> If needed attach extra page	_____ _____ _____ _____																												

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 _____

Will this class require a Textbook?	Title _____ ISBN# _____ Retail \$ _____
<p>Will this class require students to pay for Material or Supplies? Community Ed requests an office copy of all handouts, book, cd's, etc. prior to proposal approval and or class start date.</p> <p>**Material Fee Amount: \$ _____ For: _____</p> <p>** In fairness to the student Material fees should be kept as minimal as possible.</p>	
<p>Media Services: _____</p> <p>Room Requirements: _____</p> <p style="text-align: center;">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.</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 104 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.