



Workforce Training Center

**WORKFORCE EDUCATION & PROFESSIONAL
DEVELOPMENT COURSE PROPOSAL FORM**

By submitting this completed form, you agree that in order to maintain an ethical and impartial learning environment, you will not promote any specific product, service, or source in the classroom, nor solicit contact information from the students.

**Proposal Prepared By
(include contact
information):**

Biography:
Please provide
information on your
background as it relates
to the class you are
proposing. Please also
provide a résumé.

Suggested Class Title:

**Prerequisite/Skills
Required:**

Total Class Hours:

Maximum Enrollment:

Type of Supplies:

Supply Fee: \$

**Class Highlights (We
will use this to create
a class description. If
there is copy that should
not be changed, please
indicate.)**

**Type of Classroom &
Equipment Required**

Textbook(s):

Required

Optional

Handout Material

**Book Title,
Author, Publisher**

Comments:

TARGET AUDIENCE: This class is designed for whom?

COMPETITION: Where else is this class or a similar class being offered?

MARKETING SUGGESTIONS: Professional associations, specific publications etc.

COMPETENCIES: (These competencies must be related to class outline.)

Use numbers to list objectives.

Example: *1. Demonstrate the basic functions of a computer.*

A successful student should be able to do the following at the end of this class:

LEARNING ACTIVITIES:

Use numbers to list activities & periods at the end of the activities. Example: *1. Lecture.*

The class will have the following distinct activities:

METHODS OF EVALUATION:

Use numbers to list evaluation methods & periods at the end of evaluation methods.

Example: 1. *Class assignments*.

In addition to attendance and participation the following criteria may be used:

CLASS OUTLINE (Please indicate projected time devoted to each content area.)