



BOCES Consortium of Continuing Education

COURSE PROPOSAL

Date: _____

COURSE TITLE _____

A. Describe briefly the course as it might appear in the brochure (emphasizing the educational or vocational attributes)

_____ x _____ = _____
Hours per session # of sessions Total # of hours

B. List the essential objective or topic for each class meeting.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Submitted by : _____

For: FALL: ___ WINTER: ___ SPRING: ___ SUMMER: ___
Year: _____

C. Who is your target audience?

D. Prerequisite – (if applicable)

E. What are the objectives of this course in terms of the competency the students will show?

F. Course material. List or describe the text materials you will use in the course.

1. List text required, if any, and approximate cost.

2. List instructional material required, if any, and costs.

3. Additional expenses the student can expect and approximate costs.

4. List special equipment you will need (I.E., mats. AV, etc)

G. Additional information you wish to offer: