# 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: □ Winter (Jan-Mar) □ Summer (June-Aug) □ Spring (Mid March-May) □ Fall (Sept-Nov)

<table>
<thead>
<tr>
<th>Who is the target audience for this class? (Adults, Baby boomers, Kids, Teens, Seniors, Generation X, Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________________________________________________________________________</td>
</tr>
</tbody>
</table>

| Are you able to help promote your class? (post flyers, contact newspaper for press release, etc) |
| __________________________________________________________________________________________|

<p>| What category and subcategory does your class fit under? (circle all that apply) |</p>
<table>
<thead>
<tr>
<th>Kids/Teens</th>
<th>Adult Fun</th>
<th>Lifestyle</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fun to do Music Activities Good to Know</td>
<td>Arts/Crafts Music Sewing Cooking Dance Activities</td>
<td>Health &amp; Beauty Home &amp; Garden Money Matters Personal Interest</td>
<td>Computers Finance &amp; Management Careers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Hours: (proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of sessions: _____ Hrs. per session: _____ Total hrs: _____</td>
</tr>
<tr>
<td>Meeting time: __________ Day[s] of week: __________</td>
</tr>
</tbody>
</table>

Course Description:

This write up will appear in the catalog. Community Ed reserves the right to edit descriptions for the purpose of presentation and promoting. If needed attach extra page.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please complete both sides of form
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 $ ________

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.

**Material Fee Amount: $ ________ For: _______________________
** In fairness to the student Material fees should be kept as minimal as possible.

Media Services: ___________________________________________
Room Requirements: _______________________________________

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. For example—(Projector, VCR, Blackboard, specific software, computer, tables, open space, mats, etc.)

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.