

**Central Texas College**  
**Continuing Education**  
Personal & Professional Development Center

**COURSE PROPOSAL**

*Please type or print legibly.*

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

**What special experience, education or/and certifications qualifies you to teach this course?**

**COURSE TITLE**

**PREREQUISITES** (Are there any prerequisites for the class: music reading ability, basic computer skills, knowing certain ballet steps, etc.)

**COURSE DESCRIPTION** (Write a short paragraph describing the course which could be used in our course schedule.)

**COURSE OUTLINE** (List material to be learned during each class period. Attach an additional sheet is necessary.)

**CLASS FORMAT** (Explain the teaching techniques to be used: lecture, demonstration, practice under supervision, small group work etc.)

**INSTRUCTOR BIOGRAPHY** (Write a one sentence biography that can be placed at the end of the course description explaining your qualifications to teach the class.)

**CLOTHING** (Is there any special clothing students should wear?)

**MATERIALS/HANDOUTS/SUPPLIES** (What supplies will the students be expected to purchase? Will they be purchasing a 20-page resource book from you, food costs, art supplies, etc?)

Item	Quantity	Cost	Source
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**SUPPLY FEE** (will you need reimbursed for supplies that the students need such as craft supplies, copies, etc)

YES

Amount  
per student: \$ \_\_\_\_\_

NO

If yes, what supplies will you be purchasing?

**FACILITIES AND EQUIPMENT** (Class will be scheduled in a regular academic classroom (1 computer for instructor with projector) and a dry erase board unless you request otherwise.)

## **COURSE DETAILS**

Total classroom hours needed to cover material:

Dates:

Days of the week:

Number of meetings:                      Number of hours each meeting:

Class times:

**(Example: 8 total hours, Mondays, 4 meetings, 2 hours each, 6-8 pm)**

Minimum number of people you will teach:

Maximum number of people you will teach:

Minimum age for your class:

Maximum age for your class:

Continuing Education, Central Texas College  
PO Box 1800, Killeen, Texas 76540-1800, 254/526-1586  
Email: [morgan.matlock@ctcd.edu](mailto:morgan.matlock@ctcd.edu) or [sarah.mylcraine@ctcd.edu](mailto:sarah.mylcraine@ctcd.edu)