



**Suggested for:**      Fall              Spring              Summer

PROPOSED TITLE:		
INSTRUCTOR(S) NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	CELL PHONE:	
WORK PHONE:	FAX #:	
EMAIL ADDRESS:		

<b>INSTRUCTOR BIOGRAPHY/QUALIFICATIONS:</b>

HOURS (proposed)	Hrs per session: _____ No. of sessions: _____ Total hrs: _____ Meeting time: From _____ to _____ AM PM Day(s) of week: __ S __ M __ T __ W __ Th __ F __ Sa
DESCRIPTION (as it would appear in the catalog)	
NUMBER OF STUDENTS	Maximum #: _____ Minimum #: _____
EXPECTED OUTCOMES/OBJECTIVES FOR STUDENTS:  (i.e. make a stain glass window, demonstrate the basic skills of baby sitting, play an 18 hole golf course, etc.)	After participating in this offering, students will be able to...
PREFERRED LOCATION:	__ Merced __ Other: _____

<b>OUTLINE:</b>  List activities, what will be covered, method of instruction (lecture, demo, field trip, guest presenters, activities, etc.).	Session 1:	
	Session 2:	
	Session 3:	
	Session 4:	
	Session 5:	
	Session 6:	
	Session 7:	
	Session 8:	
<b>DUPLICATION REQUIRED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many sheets per students? _____	
<b>MATERIAL FEE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much per student? \$ _____	
<b>STUDENTS REQUIREMENT(S)</b>	Will students need to purchase books/supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list and give estimate of cost and where supplies may be purchased... \$ _____	
<b>OUTSIDE REQUIREMENT(S) (if any)</b>		
<b>HAVE YOU TAUGHT THIS OFFERING BEFORE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? _____	
<b>WHAT WILL YOU DO TO MARKET YOUR OFFERING?</b>  (we are willing to create a flyer for you to distribute – please indicate if interested)		

Thank you for your interest in the Merced College Community Education program. We truly appreciate your time and consideration. If we decide the proposal does not meet our current needs, then you will receive a notice by email. Fall classes begin September and end mid-December. Spring classes begin in January and continue through June.

**Contact Information:**

Merced College Community Education  
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