



Continuing Education
 7700 Clocktower Drive, Kirtland, OH 44094-5198
 lakelandcc.edu/ce
 Phone: 440.525.7116 • Email: ceinfo@lakelandcc.edu

Proposed Course Offering Worksheet

Please type your answers in the grey areas. End of document contains instructions for submitting.

Name _____

Address _____

Email address _____

Phone number (_____) _____ - _____

Course title _____

Suggested course length (in hours) _____

Are you offering this course anywhere else? If so, where and when? _____

Course description (about 50 words to be used for marketing) _____

Intended audience and rationale (who is the audience and why would they benefit from this course?) _____

Goals (a paragraph or list of the broad goals of the course) _____

Learning objectives for students taking course (what will students be able to do after taking this course?) _____

Outline (a list of subjects/topics that will be covered in each class) _____

Format (recommended schedule, dates and times)

Prerequisites (what previous knowledge, courses, degrees, experiences, etc. would people taking this course be expected to have?)

Instructional resources needed (textbooks: be specific and include ISBN number, volume, author, publisher, edition, price), audiovisual equipment needs, special room needs, copies, assistance (list the name and qualifications of any other person assisting in the course)

Your qualifications (what are your special qualifications for teaching this course. Be sure to include a current resume and any other materials to support this statement)

Maximum and minimum class size preferred _____

Other comments _____

Thank you for your proposal!

Please attach extra pages if needed.

Return form(s) to Lakeland:

1. Fill out, print and mail to:

Continuing Education, room H-163

Lakeland Community College, 7700 Clocktower Drive, Kirtland, OH 44094

2. Email: Save this document and then email it as an attachment to:

ceinfo@lakelandcc.edu.

Class offerings are determined by community need, cost, space availability, instructor qualifications/experience, and other considerations. When these considerations are met, you will be contacted by a course coordinator. We schedule courses three times a year. Please check our website for a list of the types of courses we offer: lakelandcc.edu/ce