

Powell Valley Community Education Course Outline

Course Title: _____

Instructor: _____

Address: _____

Phone Numbers: Home _____ Work _____ Other _____

E-mail Address: _____

- Student Target **Age/Grade** Range _____
 - Number of **Hours per Meeting:** (To the ½ hour) _____
 - **Number of Meetings** in Course: _____
 - Preferred **Day(s) of Week** (please circle): *M T W Th F Sat Sun*
 - Preferred **Dates of Class:** _____, Preferred **Time for Class:** _____
 - **Tuition/Registration Fee:** \$ _____ (not including supply fee)
 - Additional Per Student Supply Fee: \$ _____ (Students expect full value. Estimate carefully in advance.)
 - **Total Amount Paid per Student:** \$ _____ = Tuition +Supply Fee
 - Course's **Begin Date:** _____ Course's **Last Meeting Date:** _____
 - **Instructor payment percentage:** _____ 55% of tuition plus 100% class supply fee, if necessary, unless otherwise noted: _____
 - **Minimum** number of students needed for class to go: _____
 - **Maximum** number of students accepted: _____
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Course Description: (Think Advertising! A brief, catchy description for the brochure, flyer or poster)

Course Content & Objectives: (Specific topics and objectives targeted by instructor)

Materials participants need to bring to class:

Materials supplied by the instructor: (Supply fees can be charged in addition to the registration fee to cover instructor's incurred expenses for supplies used. See above.) _____

Special facilities, equipment, audiovisual, or transportation (field trip) needs:
