



Lifelong Learning
Community Education Course Description Application

Send completed application to:

Gabe Branstetter

112 S. Pine

Eldon, MO 65026

Course Information: Duplicate this section to propose additional courses

Instructor _____ SS# _____

Address _____ City/Zip _____

Phone _____ E-Mail _____

Proposed Course _____

Please give a brief description of the course, as you would want it to appear in the program publicity (50 words or less). _____

What is the major goal/purpose of this course? _____

What efforts will you make to promote this course? _____

How many times would this class meet? _____ Length of each session: _____

How many sessions desired per week? _____ Preferred days of the week: _____

Preferred time of day/evening? _____

Session preference: Fall (Aug-Dec) _____ Spring (Jan-May) _____ Both _____

If you already have dates in mind: Start _____ End date: _____ Any skip _____

Are there any prerequisites for this class? Yes _____ No _____ If yes, please list _____

Are there any age requirements? Yes _____ No _____ If yes, please list _____

Are there any gender requirements? Yes _____ No _____ If yes, please list _____

Do you have any class enrollment requirements? MAX _____ MIN _____

Will you provide handouts to the class? Yes _____ No _____ If yes, please attach a sample

What kind of facility/room setup is needed for this class? _____

Please list equipment you would like ECC to provide for this class: _____

Are there any supplies/materials needed (provide detailed list, where to purchase, price, etc): _____

Write a brief introduction of yourself (I will use this in introducing you on the first night of class) _____

For Office Use ONLY:

Fee: _____ Plus Supplies: _____

Additional Comments: _____

Approved: _____ Date: _____