**National Park College**

**Non-Credit/ Continuing Education/Workforce**

**Course Proposal**

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| **Instructor Name** | **Date** |
| **Address** |
| **Phone** | **Email** |
| **Course Title** | **Number of Sessions\_\_\_\_\_\_\_\_\_\_\_\_\_****Hours per Session\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Total Hours of Course\_\_\_\_\_\_\_\_\_\_\_** |
| **Course Description** |
| **Proposed Dates/Times** |
| **Classroom Type Needed:****\_\_\_\_\_\_Computer Lab (20 attendees) \_\_\_\_\_\_Art Room (15 attendees)****\_\_\_\_\_\_Standard Classroom (30 attendees) \_\_\_\_\_\_Gymnasium (pre-approval required)****\_\_\_\_\_\_Auditorium (60 – 200 attendees) \_\_\_\_\_\_Yoga Room (10 – 15 attendees)** |
| **Equipment Needs: \_\_\_\_Computer \_\_\_\_Projector \_\_\_Whiteboard \_\_\_TV/DVD** |
| **Textbook/Materials/Supply List** |
| **Instructor Signature** | **Date** |
| **For Official Use Only:****Reviewed by\_\_\_\_\_\_\_\_\_\_ Teach Back Date\_\_\_\_\_\_\_\_\_\_ Director Approval\_\_\_\_\_\_\_\_\_\_****Added to Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(semester/year)** |