



**WORKFORCE DEVELOPMENT & TRAINING
CLASS PROPOSAL FORM**

Proposal Prepared By:	
Biography: Please provide information on your background as it relates to the class you are proposing. Please also provide a resume.	
Suggested Class Title:	
Prerequisite/Skills Required:	
Total Class Hours:	
Maximum Enrollment:	
Type of Supplies:	
Supply Fee: \$	
Class Highlights (We will use this to create a class description. If there is copy that should not be changed, please indicate.)	
Type of Classroom & Equipment Required:	
Textbook(s):	Required: () Optional: () Handout Material: ()
Book Title, Author, Publisher:	
Comments:	

TARGET AUDIENCE: This class is designed for whom?

COMPETITION: Where is this class or a similar class being offered?

MARKETING SUGGESTIONS: Professional associations, specific publications, etc.
