



PARADISE VALLEY COMMUNITY COLLEGE
Division of Continuing Education
Center for Business and Workforce Development
COURSE PROPOSAL & SYLLABUS

Please type or print clearly

Course Title _____ **Instructor Name** _____

Total number of course sessions _____ **Length of course sessions (hrs)** _____

Course Description

Instructor Bio For Schedule (brief)

Course Objective (the main learning point of the course)

Method of Presentation (lecture, demonstration, activity, etc.)

Media Requirements (ex. overhead, TV / VCR)

Recommended Texts (include publisher and ISBN)

Additional Fees for materials (if applicable) \$ _____ / student for _____

Handouts (attach)

Other Materials (attach)

Schedule of Topics / Sessions (limit to fewest number of meetings possible to meet learning objective)

Session 1:

Session 2:

Session 3:

Session 4:

What will students learn from this course?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Include a complete course outline, or syllabus (and materials list if applicable) and mail to:

**Division of Continuing Education
Center for Business and Workforce Development
Paradise Valley Community College
18401 North 32nd Street
Phoenix, Arizona 85032**

