



Biddeford

Adult Education

Give Yourself a Raise... Education Pays

P.O. Box 624 • 64 West Street

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Director

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Community Adult Ed. Leader

Course Proposal Form

A. PROPOSED COURSE

Course Title: _____

Begin Date: _____ End Date: _____ Total Course Dates: _____

Day(s) of Week: Mon Tues Wed Thurs Fri Sat

Class Time: 9:00am-12:00pm 12:30pm-3:30pm 5:30pm-8:30pm

If other times are required, please discuss with Coordinator.

Minimum Enrollment _____ Maximum Enrollment _____

B. COURSE DESCRIPTION – print clearly your description as you would like it to appear in the brochure. Description should be between 40 and 120 words.

C. LOGISTICS

Do you require Biddeford Adult Education to order textbook(s)? Yes No

Text Title _____

Author _____ ISBN _____

Where can this book be purchased? _____

Will you need an instructor manual? Yes No

Will there be a material fee for this course? Yes No

Will the student(s) be paying you directly for this material fee? Yes No

Is there a material list we should provide the students with? Yes No

If yes, please provide on a separate sheet of paper.

Does this course require a computer lab? Yes No

If this course requires a computer lab, what software will be required? _____

Is there special equipment necessary (ie. VCR/DVD player, projector, LCD projector, etc.). Please list.

Course Information

Location:

- Learning Center
 - _____ Room 16 (Auditorium)
 - _____ Room 18A (Rotary Room)
 - _____ Room 23 (Kitchen)
 - _____ Room 24 (Altrusa Room)
 - _____ Room 26 (Saco Bay Room)
 - _____ Room 27 (Eagles Room)
 - _____ Room 28 (Lions Room)
- Center of Technology Room _____
- High School Room _____
- Middle School Room _____
- Intermediate School Room _____
- Primary School Room _____
- JFK Kindergarten School Room _____
- Off Site
Address _____

Course Category for Database and Brochure:

- Adult/College Transitions
- Enrichment
 - _____ Enrich Yourself _____ Health & Safety Education
 - _____ In The Kitchen _____ Music & Dance
 - _____ Mind & Body Wellness _____ Personal Finance
 - _____ Hobbies & Interests _____ Places to Go
 - _____ Computers & Technology _____ Be Creative
- Family Literacy
- HiSET
- High School Academics
 - _____ English Course _____ Fine Arts Course
 - _____ History Course _____ Computer Course
 - _____ Social Studies Course _____ Elective
 - _____ Science Course
- Career Advancement/Improvement
 - _____ Business & Skills Training _____ Healthcare Training
 - _____ Clerical Certificate Program _____ Tools & Trades
 - _____ Computers & Technology _____ Workforce Training
- Adult Literacy
 - _____ ABE
 - _____ ESOL

What are we paying the instructor?

Hourly fee _____
 Percentage _____
 Per Student fee _____

What are we charging the student?

Fee	NR Fee
Book	Lab
Mat Fee	Other Chg
<input type="checkbox"/> Payable at registration	
<input type="checkbox"/> Payable to instructor	

Teacher Information

Employment Function

- _____ Local Teacher (complete info below)
- _____ Local Counselor
- _____ Local Paraprofessional
- _____ Not NRS Report

Certificate Expiration Date: _____

Years of Experience

- _____ Less than One Year
- _____ One to Three Years
- _____ More than Three Years

Types of Certificates

- _____ Adult Education Certificate
- _____ K-12 Certification
- _____ Special Education Certification
- _____ TESOL Certification