



Chester County Alliance
Adult Training and Education

Course Proposal Form

Course Title: _____

Submitted By:

Name _____ Date _____

Address _____

City, State, Zip _____

Home Phone _____ Work Phone _____

Course Description: _____

Total Course Hours: _____

Course Objectives: Upon successful completion of this course, the student should be able to:

- _____
- _____
- _____

Course Outline:

- _____
- _____
- _____
- _____
- _____
- _____

Course Outline: (Continued if necessary)

- _____
- _____
- _____

Course Specifics:

Identify target populations to be served by this course (i.e. seniors, business professionals, etc.)

Special requirements such as materials, room needs, equipment, water source, carpeting, hard floor:

List materials and books to be purchased by the student (indicate if they are required or suggested) include name of item, costs and source for purchasing. Books need title, author, publisher, year and cost.

What individuals or organizations should be contacted to promote this course? _____

Sample Course Outlines:

Computer Basics

Description: This course is designed to teach the novice computer user what computers can do. Learn how to use a mouse, the difference between hardware and software, and basic computer terms.

Learning Outcomes / Competencies: Upon successful completion of this course the student should have a basic understanding of what a computer is and how it works.

Course Outline:

1. Intro to Computers
2. Identifying hardware components
3. Setting up the PC & PC Startup
4. Mouse use and Window navigation
5. Exploring Software
6. Types of storage, Floppy Disks, and Drives
7. Brief look at the Internet

Sign Language

Description: Teaches the fundamentals of communicating with hearing-impaired children and adults and includes an overview of deafness, as well as instruction in manual alphabet and signs.

Learning Outcomes / Competencies: Upon successful completion of this course, the student should be able to:

1. Use sign communication skills.
2. Understand the role of sign language in deaf people's lives.

Course Outline:

1. Introduction to American Sign Language and finger spelling.
2. Introducing oneself
3. Exchanging Personal Information
4. Talking about surroundings
5. Telling where you live
6. Talking about your family
7. Telling about activities