



**Course Title** \_\_\_\_\_

**Hours of Training** \_\_\_\_\_

**Instructor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_

**Course Description:** (Covers the objectives and purpose)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Course Outline:** (Sequence of topics and learning activities)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

\_\_\_\_\_ See attached outline for further details. (Optional)

**Required Text:** \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list complete title, author, edition, publisher, and cost.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Materials:** (Handouts: references, resources, or learning guides)

\_\_\_\_\_  
\_\_\_\_\_