

Course and Class Application

Is this a Class or Course? (a course consists of two or more classes on the same subject)

What is the title of the course?

How many hours do you think it will be for each class?

How many classes?

How often are you willing to do this course? (once, 5 days per week, etc.)

What is the best time(s) for you to do the course (evening, afternoons, mornings)?

How much do you want to charge for each class?

How much do you want to charge for the Course?

What are your requirements (what do you need to teach)?

Projector	White Board
Handouts	Course Materials
Books (list required separate from recommended)	Labs

Student Requirements:

Prerequisites

Other

Tips:

If you have a lot to teach then try to break it up into several courses instead of just one.

Keep your course short, around an hour in class and an hour more if you have a lab.

Plan your course in detail in advance.

Think reasonable when wanting to charge for classes. Portlandsterdam University only offers affordable classes and you may be asked to negotiate. You cannot use the University exclusively to demo or sell a product unless it has educational value.

When doing your class have examples of the finished item when the process may take hours or days; example: making a cake- show mixing the dough then have one already cooked. This way your students are not waiting an hour to cook the cake in an oven.