

10/17/2025

DATE

REQUIRED COURSE

ELECTIVE COURSE

SSE DIVISION

 NEW COURSE REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	HSP-206	TITLE: (30 Characters Max)	Introduction to Grant Writing								
SEM CR HRS:	3.0	Lecture:	3.0	Lab:	0.0	ICCB Lab:	0.0	ECH:	3.0		
Course Level:	<input type="checkbox"/> Gen Ed/IAI <input type="checkbox"/> Career/Technical <input checked="" type="checkbox"/> Baccalaureate/Non-IAI <input type="checkbox"/> Dev Ed/Not in Degree Audit			Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0		
Course PCS & CIP:	12 - 52.0502		IAI Code:	N/A			Contact Hours (Minutes/Week)				
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 Wks	300
Prerequisites:	None										
Corequisites:	None										
Catalog Description: (40 Word Limit)	This course covers grant writing basics, from finding funding sources (government, private and corporate) to proposal development, budgeting, and ethical considerations. Students learn the grant-seeking process from research to project completion.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Grant writing terminology	5			
Types of grants	5			
Needs assessment	5			
Budgeting and financial reporting	10			
Grant proposal components	10			
Ethics and compliance	10			
TOTAL	45	0	0	0

EVALUATION

QUIZZES <input checked="" type="checkbox"/>	EXAMS <input type="checkbox"/>	ORAL PRES <input type="checkbox"/>	PAPERS <input checked="" type="checkbox"/>
LAB WORK <input type="checkbox"/>	PROJECTS <input checked="" type="checkbox"/>	COMP FINAL <input type="checkbox"/>	OTHER <input type="checkbox"/>

COURSE MATERIALS

TITLE:	The Only Grant Writing Book you'll Ever Need
AUTHOR:	Ellen Karsh & Arlen Sue Fox
PUBLISHER:	Basic Books
VOLUME/EDITION/URL:	5th edition
COPYRIGHT DATE:	2019

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Grant writing terminology	5	1. Define key grant writing terminology.
Types of grants	5	1. Identify types of grants, including government grants, private foundation grants and corporate sponsorships.
Needs assessment	5	1. Discuss the importance of needs assessment and its role in grant writing.
Budgeting and financial reporting	10	1. Practice budgeting and financial reporting in the context of grant funding.
Grant proposal components	10	1. Analyze common grant proposal components, including a cover letter, executive summary, project narrative, budget and evaluation plan.
Ethics and compliance	10	1. Differentiate ethical considerations and compliance requirements related to grant funding.
	45	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Grant Admin Compli	Practice grant administration and compliance.
Course Outcome 2	Grant Proj Effectiv	Evaluate the effectiveness of a grant-funded project.
Course Outcome 3	Prepare Reports	Prepare compelling reports.
Course Outcome 4	Grant Proposal	Develop basic grant proposals.
Primary Laker Learning Competency	Professional Skills & Ethics: Students demonstrate professional skills and ethical accountability.	
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.	

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*