



**KANKAKEE COMMUNITY COLLEGE
OFFICE OF CORPORATE & CONTINUING EDUCATION
COURSE PROPOSAL**

Please fill out completely. Do not write "see attached." Incomplete forms will be returned.

Save file as a PDF document, and e-mail proposal and your resume as attachments to: mposing@kcc.edu.

*Or mail or fax proposal and your resume to: Mary Posing, Director, Office of Corporate & Continuing Education
Kankakee Community College, 100 College Drive Kankakee, IL 60901 Phone 815-802-8202 Fax 815-802-8101*

PLEASE PRINT OR TYPE

Proposed Course Title: _____

Instructor: _____	SSN or EIN: _____
Address: _____	Phone (Daytime): _____
_____	Phone (Evening): _____
_____	Fax: _____
	E-Mail: _____

Are you currently an employee of Kankakee Community College? Yes No

If you are a KCC employee, what is your employee ID number? _____

Proposed fee for the course? \$_____

Is there a materials fee? Yes No If yes, proposed fee: \$_____

What will the materials fee cover? *(If you are charging a materials fee, a copy or sample of your materials must be provided to the Office of Corporate & Continuing Education.)*

Brochure description of course (50-60 words). *This is how your description will appear in our schedule.*

Dates, Days, and Times of Proposed Classes

	Dates of Meetings	Day	Start Time	End Time	# of Meetings
Session 1					
Session 2					
Session 3					

Do you require a special type of classroom (e.g., dance room, shop area)? Yes No

If yes, please explain.

Do you require any special equipment (e.g., VCR, overhead, Smart Classroom)? Yes No

If yes, please explain.

Have you taught this course before? Yes No

If yes, when and for whom?

What audience is this class designed for (e.g., age group, professionals, senior citizens, etc.)?

Minimum age to attend your class (i.e., 14-18, 16-18, etc.): _____

Class size limits: _____ Minimum _____ Maximum

Course Outline: Please give a brief summary of the course content. If necessary, you may attach a separate outline sheet to this form.

Instructor qualifications/highlights related to the class being taught (note that submission of a resume is still required).
