



**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.

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

If yes, please explain.

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Have you taught this course before?      Yes              No

If yes, when and for whom?

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

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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.

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

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