



BUSINESS AND COMMUNITY EDUCATION CENTER

Outreach Center

301 Avenue of the Cities
East Moline, Illinois 61244-6038

www.bhc.edu/bcec

Suggested Non-Credit Class/Program

Please type or print clearly

Date _____

Suggested Class/Program Title or Subject/Topic: _____

Name _____

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Work/Cell Phone _____ Fax _____

E-mail _____

Brief (Paragraph) Summary of suggested class/program as it might appear in a catalogue:

Length of suggested course/program (total hours): _____

Suggested Length of each class session: _____

Suggested Audience for class/program: _____

Please indicate the times you are available to teach in the table below. *Note: If you have preferences, please indicate by number (with 1 = Highest).*

	MON	TUE	WED	THU	FRI	SAT	SUN
AM							
PM							
EVE							

Return this form to: Brenda Brown – BCEC Director
BHC Outreach Center
301 Avenue of the Cities
East Moline, IL 61244

Thank you for your interest in becoming a facilitator/instructor for the Business & Community Education Center at Black Hawk College



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SUGGESTED NON CREDIT CLASS/PROGRAM

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Course/Program Name: _____

Objective(s)

(1) _____

(2) _____

(3) _____

Methodology (Suggested class size, physical arrangements, etc.) _____

List Equipment needed (if available):

(e.g. - computer, projector, video equipment, boards, or any specific equipment/materials the class would require.

Possible Books/manuals/handouts required:

The following items may also be required before a final decision is made. You may attach them now if desired.

- A. Resume
- B. Outline
- C. Syllabus

Please return this form to the address on the first page.

**Please note: Form must be completed in it's entirety before consideration is made.*

Thank you for your interest in becoming a facilitator/instructor for the Business & Community Education Center at Black Hawk College