



Continuing Education Center
 815 N. Orlando Smith Road
 Oglesby, IL 61348
 Phone: 815-224-0427
 Fax: 815-224-0276

IVCC Continuing Education Center Non-Credit Program Proposal

Please type or print clearly

- ❶ Proposed Titles or Subject _____
- ❷ Your Name _____
- ❸ Please indicate the times you are available to teach in the table below.

	MON	TUE	WED	THUR	FRI	SAT
AM						
PM						
EVE						

- ❹ Length of program/How many sessions will you need to cover material? _____
 Length of each class session _____
- ❺ Suggested target audience for program _____
- ❻ Program Objectives
- ❼ Please write a brief description of this course
- ❽ Methodology (preferred class size, physical arrangements, etc.)
- ❾ Equipment needed/Special Needs (overhead or computer projector, video equipment, white boards, hand-outs copied, etc.)