



HEARTLAND
COMMUNITY COLLEGE

TO: Prospective Community Education Instructor
FROM: Kim Barman, Dean of Continuing Education
RE: New Course Proposal Process

Thank you for expressing interest in teaching a non-credit course for Heartland Community College. We are always seeking new ideas and qualified instructors to enhance the Community Education program.

Please use the attached potential course form to outline your idea and identify any specific needs or details. Return the form, along with a recent resume, to the Community Education office. Potential course outlines are reviewed monthly. If your course is determined to fit our current needs, you will be contacted by someone from our office.

Thank you for your interest. Please call our office at (309) 268-8160 if you have any further questions.



HEARTLAND
COMMUNITY COLLEGE

COMMUNITY EDUCATION

Potential Course Outline

Date_____

Instructor_____

Address_____ City, Zip_____

Phone (work)_____ (home)_____ E-mail_____

Proposed Course Title _____

Course Objective _____

Course Description (3-4 sentences)_____

Topics to be Covered (feel free to attach an outline)_____

Prerequisites (if any)_____ Target Audience_____

Total Hours of Instruction_____ # Class Sessions_____ # Hours per session_____

Preferred Days to Teach_____ Preferred Time_____

Maximum # Students per Class_____ Suggested Location (if any)_____

Instructional Materials Required:
Textbook (Title, ISBN, price)_____

Audio-Visual Needs_____

Other Expenses (for instructor or student)_____

Completed form should be returned to: Heartland Community College
Attn: Community Education
1500 W Raab Road
Normal, IL 61761

Thanks for your interest in Community Education at Heartland Community College!