



# Beaufort County Community College

5337 US Hwy 264 East Washington, NC 27889

## PERSONAL ENRICHMENT COURSE PROPOSAL/OUTLINE

COURSE SUBJECT/TITLE: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_ HRS PER SESSION (avg 2-3): \_\_\_\_\_ # OF WEEKS: \_\_\_\_\_

MATERIAL FEE PER STUDENT: \$ \_\_\_\_\_ MAX # OF STUDENTS: \_\_\_\_\_

INSTRUCTOR:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TEACHER QUALIFICATIONS (list schools, degrees, credentials, or if hobby/personal interest, provide length of time studies or otherwise involved in subject):

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COURSE DESCRIPTION (to be used for advertising purposes):

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COURSE OUTLINE (list main topics to be taught **per session**):

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TARGET GROUP(S) (if children, specify age range): \_\_\_\_\_

MATERIALS REQUIRED BY STUDENT: (E.g., beads and tools for a beading class. Note: texts are not encouraged unless vital to the course. If required, please include the complete title, ISBN#, edition and approximate cost.)

SPECIAL EQUIPMENT REQUIRED BY INSTRUCTOR (E.g., audio/visual equipment):

AVAILABILITY:

DAY	MORNING/ AFTERNOON	TIME		EVENING	TIME		OTHER
M	<input type="checkbox"/>		To	<input type="checkbox"/>		To	
T	<input type="checkbox"/>		To	<input type="checkbox"/>		To	
W	<input type="checkbox"/>		To	<input type="checkbox"/>		To	
TH	<input type="checkbox"/>		To	<input type="checkbox"/>		To	
F	<input type="checkbox"/>		To	<input type="checkbox"/>		To	
SA	<input type="checkbox"/>		To	<input type="checkbox"/>		To	
SU	<input type="checkbox"/>		To	<input type="checkbox"/>		To	

SEMESTERS AVAILABLE:

Fall (Aug 15-Dec 31)  Spring (Jan 1-May15)  Summer (May 16-Aug 14)

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Director of Personal Enrichment signature

The course proposal form can be emailed to [continuingeducation@beaufortccc.edu](mailto:continuingeducation@beaufortccc.edu) or faxed to 252-940-6254. It can also be delivered in person to the Director of Personal Enrichment & Regional Centers at BCCC, Building 8, 5337 Hwy 264 East, Washington, NC 27889.

252-946-6194

<http://www.beaufortccc.edu>

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Revised: 5/18/18