



For Office Use Only:

Course # _____

Credit Type _____

CEU's _____

Topic code _____

AR Code _____

Other Charges _____

For Office Use Only:

Date Approved: _____

Approval Signature: _____

**BUCKS COUNTY COMMUNITY COLLEGE
CONTINUING EDUCATION**

Course Outline for Non-Credit Continuing Education Programs

Course Title:

Dates:

Name of Instructor:

Total Hours of Instruction:

Total Lab Hours (if applicable):

Course Description/Summary:

Course Learning Outcomes (identifies knowledge and/or skills students can expect to acquire upon completion of course – separate sheet may be attached, if necessary):

Course Topical Outline (a planned sequence of topics or learning activities for each session designed to help students achieve the learning outcomes – a separate sheet may be attached if necessary):

Reference, resource or learning materials to be used by students (includes text, audio/visuals, manuals, handouts, art supplies, etc.):

BUCKS COUNTY COMMUNITY COLLEGE
CONTINUING EDUCATION OFFICE
TEXTBOOK REQUEST FORM

Please complete the following information if you wish students to purchase a workbook/textbook for your class. Books will be made available in the College Bookstore on or before the class start date unless otherwise arranged through this office. Please do not list supplementary reading material.

Course Name:

Instructor:

Book Title:

Author:

Name & Address of Publisher:

Phone Number of Publisher:

Paperback or Hardbound:

ISBN No.

Approximate Cost of Book:

Additional Comments:

Please return this form along with your Course Proposal Form and Syllabus.

Thank you.