

Las Positas College Community Education Office

Course Proposal Outline

Thank you for your interest in proposing a course for Las Positas College Community Education.

This is a guideline to help you prepare materials for your proposal. Please include the following items in your proposal:

1. Current resume, including references
2. One page outline of what you would cover in the class
3. Suggested course description for the catalog, a few sentences long
4. Suggested one or two line description of your qualifications to teach the class, also for our catalog
5. Number of hours/days the class would be offered
6. Your preferred dates and times

If your class is selected for the program, you will need to be hired by Community Education and the Chabot/Las Positas Community College District. This requires some paperwork and also fingerprinting. The pay rate for Community Education teachers here at Las Positas is \$40 per hour of in class time. Other arrangements are available if you own your own business. Please ask the office for information.

Return all materials to:

Community Education
Las Positas College
3033 Collier Canyon Road
Livermore, CA 94550

Phone: (925) 373-5867

email: commed@clpccd.cc.ca.us

Fax: ATTN: Community Education
(925) 443-0742

Thanks!