El Camino College
Community & Continuing Education

2026–2027 COURSE PROPOSAL FORM

El Camino College Community & Continuing Education
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SUBMIT COMPLETED FORM TO:

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SUBMISSION DEADLINES

Fall 2026 (Sept–Dec 2026)
Friday, June 12, 2026
Winter/Spring 2027 (Jan–May)
Friday, July 25, 2026
Summer 2027 (June–Aug)
Friday, January 8, 2027

CAMPUS HOLIDAYS 2026–27 — Avoid Scheduling on These Dates

Jul 5 Independence Day (obs.)
Sep 7 Labor Day
Sep 25 Native American Day
Nov 11 Veterans Day
Nov 26–29 Thanksgiving Wknd
Dec 25 - Jan 1 Winter Holidays
Jan 18 MLK Day
Feb 12 Lincoln's Day
Feb 15 Washington's Day
Mar 31 Indigenous People's Day
May 31 Memorial Day
Jun 18 Juneteenth (obs.)

RETURNING INSTRUCTOR — PREVIOUSLY TAUGHT COURSE (No Content Changes)

Re-proposing a course with NO content changes? Complete only these fields, sign, and submit — skip Sections 1–3.

Course Name **Instructor Name** **Term:** ☐ Fall 2026 ☐ Win/Spr 2027 ☐ Sum 2027

Start Date **End Date** **Day(s) of Week** **Start Time** **End Time**

— — — — — — — — NEW COURSE PROPOSAL · Complete All Sections Below — — — — — — — —

SECTION 1 · COURSE INFORMATION

Course Name *Simple & catchy — 3 seconds to grab attention*

Course Description *2–5 sentences for catalog & marketing. Use action verbs, address reader as 'you.' Subject to Program Director edits.*

Pre-Requisites / Pre-Class Requirements *Required knowledge, skills, supplies, or preparation. Write 'None' if not applicable.*

Delivery Type (check all that apply)

☐ New Course ☐ On-Campus/In-Person ☐ Online (Async) ☐ Zoom/Live Online ☐ Hybrid ☐ Off-Site/Excursion

If Off-Site — Location Name & Address:

Total Seats *Maximum students* **Tuition / Course Fee ($)** *Instructors paid 40% of fee per student* **Materials Fee ($) — Optional** *Collected by instructor on Day 1*

What does the Materials Fee cover? *Describe items; no fee inflation.*

SECTION 2 · SCHEDULE

Term: ☐ Fall 2026 (Sept–Dec) ☐ Winter/Spring 2027 (Jan–May) ☐ Summer 2027 (June–Aug)

Start Date **End Date**

Duration (# of weeks) **Recurring Pattern** *Weekly / Bi-Weekly / Monthly / Daily* **Total # of Sessions**

Day(s) of Week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time **End Time** **Skip / No-Class Date(s)**

Classroom / Equipment Needs:

☐ Tables ☐ LCD Projector ☐ Overhead ☐ Internet/Computers ☐ Shop/Lab ☐ Other

Other / special room needs:

Minimum Age to Attend **Min. Enrollment** **Max. Enrollment**

SECTION 3 · INSTRUCTOR INFORMATION

Instructor Name

Mailing Address

Day / Mobile Phone **E-mail Address**

Instructor Bio *2–5 sentences on qualifications relevant to this course. A current résumé/CV must also be submitted.*

The Community & Continuing Education department reserves the right to edit course titles, descriptions, instructor biographies, and class fees. Submission of this form does not guarantee acceptance.

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law. In accordance with California Senate Bill 1137, this commitment also extends to discrimination or harassment based on the intersection or combination of two or more protected characteristics, recognizing that overlapping identities can create unique forms of prejudice and harm.