



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

Betty Sedor
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310-660-3593 x 6466

SUBMISSION DEADLINES

FALL 2026 (Sept–Dec 2026)

DUE Friday, June 12, 2026

WINTER/SPRING 2027 (Jan–May)

DUE Friday, July 25, 2026

SUMMER 2027 (June–Aug)

DUE 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.)

SECTION 1 · RETURNING INSTRUCTORS SKIP SECTIONS 2 - 4

No course content changes? Returning instructors only complete section 1.

Instructor Name

Applies to all sessions below

Course Name

Applies to all sessions below

Session	Term	Start Date	End Date	Day(s) of Week	Start Time	End Time
Session 1	☐ Fall 2026 ☐ Win/Spr 2027 ☐ Sum 2027					
Session 2	☐ Fall 2026 ☐ Win/Spr 2027 ☐ Sum 2027					
Session 3	☐ Fall 2026 ☐ Win/Spr 2027 ☐ Sum 2027					

— — — — NEW INSTRUCTOR or NEW COURSE PROPOSAL: Complete sections 2- 4 below. — — — —

SECTION 2· 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 <i>Maximum students</i>		Tuition / Course Fee (\$) <i>Instructors paid 40% of fee per student</i>	
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Materials Fee (\$) — Optional <i>Collected by instructor on Day 1</i>	<i>What does the Materials Fee cover? Describe items; no fee inflation.</i>
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SECTION 3 · SCHEDULE

Term:	☐ Fall 2026 (Sept–Dec)	☐ Winter/Spring 2027 (Jan–May)	☐ Summer 2027 (June–Aug)
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Start Date		End Date		Duration (# of weeks)	
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Recurring Pattern	☐ Weekly	☐ Bi-Weekly	☐ Monthly	☐ Daily	Total # of Sessions	
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Day(s) of Week:	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday	☐ Saturday	☐ Sunday
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Start Time		End Time		Skip / No-Class Date(s)	
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Classroom / Equipment Needs:	☐ Tables ☐ Computer/Projector ☐ Internet/Computers ☐ Shop/Lab ☐ Other
	<i>Other / special room needs:</i> _____

Minimum Age to Attend		Min. Enrollment		Max. Enrollment	
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SECTION 4 · INSTRUCTOR INFORMATION

Instructor Name	
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Mailing Address	
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Day / Mobile Phone		E-mail Address	
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Instructor Bio <i>2–5 sentences on qualifications relevant to this course. A current résumé/CV must also be submitted.</i>	
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The El Camino College 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.

EEO Statement: 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.