



MPC

**CONTINUING &
PROFESSIONAL EDUCATION**
MONTEREY PENINSULA COLLEGE

2024-2025 Class Proposal Form

Today's Date:

Instructor Contact Information

Name:

Address/City/Zip:

Phone:

Email:

Are you currently an employee of Monterey Peninsula College? Yes No

If you answered yes above, please indicate: Classified Certificated Management

Proposed Class Information

Proposed Class Title:

Proposed Class Description (120 words max):

Please provide a brief description that may be used to promote the class. Remember to make it engaging and tailored to your target audience.

Target Audience and age range:

(Please indicate the expected target audience and age range of the participants.)

What efforts will you make to market your class to reach this target audience?

Proposed Total Number of Hours for this Class:

Proposed Total Number of Weeks:

Justification for the Proposed Schedule (# of hours and weeks):

Proposed Method of Instruction (1-2 sentences):

(Lecture, demonstration, hands-on activities, workshop, etc.)

Proposed Day of Week (Mon, Tues, Wed, etc.):

Proposed Class Start and End Date:

Proposed Class Start and End Time:

Proposed Minimum/Maximum Number of Students:

Class Outcomes (1-2 outcomes): Upon completion of this class students will be able to:

- 1.
- 2.

Scope of Instruction: (List of topics to be covered in this class.)

Class Fees

Proposed Class Fee (per student):

Materials Fee (if applicable):

Please describe in detail an itemized list of materials that will be used during class and the fee of each item:

Facility Needs

Proposed Class Location:

Marina Campus

Monterey Campus

PSTC (Seaside) Campus

Other

If not on an MPC campus, please
include address of class location:

Classroom rental
fee amount (if any):

Please list items you need to teach this class (i.e. tables, chairs, technology):

Teaching Experience

Your qualifications to teach the proposed class, including education, prior teaching experience (if experience includes continuing education please indicate the program/institution), degree(s)/certification(s), experience working with the general public, background, etc.) **Please email your resume to continuinged@mpc.edu.**

Instructor Bio

2-4 sentences; to be included in marketing material (i.e. class brochure)