



College of Alameda

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Extension Course Proposal

Process: Complete the information below and send to Dean Eva Jennings, ejennings@peralta.edu and Jayne Smithson, Curriculum Chair jsmithson@peralta.edu

1. Course Title (Course number will be added by CoA Office of Instruction)
2. Course Description
3. Justification (reason for offering. What groups might be interested)
4. Lecture/Lab Content (brief course content outline)
5. Student Learning Outcomes (what will participants be able to do with this information)
6. Proposed Days and Meeting Times (must meet more than once to qualify as a course)
7. Proposed Start Date and End Date
8. Cost of Materials (materials to be provided by participants)
9. Name of Course Originator/Instructor
10. Course Originator/Instructor Contact Information (email)