



Dear Interested Continuing Education Instructor,

Thank you for your interest in Continuing and Community Education. Continuing Education classes have been offered at the college for years and are essential to meeting the college's mission of providing lifelong learning. We have more than 1,000 students per quarter taking classes through us in a wide variety of classes both on campus and off.

The classes are advertised in the Continuing & Community Education schedule that is sent to a direct mailing list, and is available on our website at www.centralia.edu/academics/cont-ed/index.html.

How to propose a class:

- Fill out the course proposal form
- Attach a resume as a brief overview of your qualifications to teach the class
- Return to me via email, mail or by fax.

Tips to writing a good course description:

- Make the title descriptive but catchy
- Your description should be about 50 words in length or less, we may edit prior to publishing.
- Class fee should cover what you would like to make plus about 30% - we estimate that first time classes will get about 7-8 students to register.
- Choose days and times that are attractive to working people and non-working people.
- If your class is 30 hours or more you might want to split it into levels and offer one per quarter
- Review an existing course schedule to get an idea of wording and costs

Course proposals are accepted year round but deadlines for getting courses into the schedule occur on specific dates during the year, usually three months prior to the beginning of the quarter. Check with us for specific cutoff dates. In general, summer quarter is July-August, fall quarter is September-December, winter quarter is January-March, and spring quarter is April-mid June.

Please understand that this is a proposal and does not guarantee that your class will be offered. All classes are reviewed and based on current offerings, past experience, and market demand.

Thank you,
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