



# CONTINUING EDUCATION

## City College of San Francisco

To: Prospective Continuing Education Instructors  
From: Kirk Stoller, Program Developer  
Don Suyeyasu, Program Developer  
Re: Continuing Education Class Proposals

The City College of San Francisco Continuing Education Program offers a wide variety of not-for-credit classes and workshops for adult students who wish to enhance their personal and professional skills. Class topics include: art, photography, business, finance, communication, computer, food & wine, health & fitness, home & garden, languages, music, ornithology, personal interest, test preparation, theater arts, and writing.

Class lengths vary; they may run one evening for 2 - 3 hours or up to 7 weeks for 21 hours. Classes generally are held on evenings or Saturdays. The Continuing Education office receives no public funding and is self-supported through student fees. Therefore a minimum enrollment must be reached in order for a class to run.

If you are interested in offering a class or workshop through the Continuing Education Program, please send a resume and proposal that includes the following information:

1. Class title and short, one paragraph description for the CE catalog;
2. A *brief* statement for students stating why you are qualified to teach this workshop;
3. Number of hours per week *and* number of weeks needed to cover the topic;
4. Prospective audience and anticipated number of students;
5. Day of the week preferred (Monday - Thursday evenings, or Saturdays);
6. Materials fee (to cover text, handouts, demonstration materials, equipment, etc.);
7. Materials list of equipment/supplies that students must bring to class;
8. Special needs (location, equipment, facilities);
9. Brief class outline (organized by class meeting);
10. Class objective (By the end of the class the student will be able to...).

Please include your address, phone number(s), e-mail address, fax number (if available), and Social Security number. Please tell us if you are on the faculty for City College of San Francisco and if you currently teach full or part time. Instructors who do not live in the San Francisco Bay Area will be contacted by e-mail.

Send information to: Continuing Education - CCSF  
Fort Mason Art Center  
Laguna St. & Marina Blvd., Bldg. B  
San Francisco, CA 94123

Email: [contined@ccsf.edu](mailto:contined@ccsf.edu) website: [www.ccsf.edu/continEd](http://www.ccsf.edu/continEd)  
Proposals may be e-mailed if they are included in the body of the message.