



## New Course or Workshop Proposal Form

Fill out as much information as you are able to provide- Ideas for courses are welcomed.

Submitted by:	Contact Info:		
Proposed course name			
Proposed instructor(s)	Area of expertise concerning this course	Employer or Retired	
Length of course		hours	
Type of course	Lecture only <input type="checkbox"/> Lecture & lab work <input type="checkbox"/> More than 80% lab <input type="checkbox"/>		
Special equipment needs			
Location where course will be taught (if known)			
Classroom needs (scopes, etc)			
Max # of students (typically 12 for a laboratory class)			
Student prerequisites			
Break down by each instructor (if applicable)	Instructor	Number of hours	Cost
Teaching hours			
Preparation hours			
	Type	Estimated Cost	
Consumables to be supplied by instructor			
Consumables to be supplied by CCI			
Goals of course			
Description of course			
Outline of course broken down by day			
Other information			
CCI Approval/Denial			

Email this form to: [cci@doj.ca.gov](mailto:cci@doj.ca.gov)

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