

Luna Community College

366 LUNA DRIVE
LAS VEGAS NM 87701



Course Name

Instructor Name

ADDRESS
E-MAIL
PHONE

Scheduling Information

CIRCLE DAY(S)	MON	TUES	WED	THURS	FRI	SAT	SUN
	START DATE			END DATE			

Meeting Times:
LOCATION PREFERENCE
SPECIAL REQUIREMENTS OR EQUIPMENT NEEDED
Age Limitations if applicable

Fee Information

BASE FEE
OTHER FEES (PURPOSE AND AMOUNT)

Instructor Responsibilities

Instructor is required to meet all scheduled classes or arrange for a make-up class or a suitable substitute. Cancellation may result in participants requesting a partial refund from instructor.
See additional information on the Community Education Procedures list attached

Fee/Payment Schedule

Instructor payment is calculated at 70% of paid student fees as recorded in the CARS/JENZABAR system and payable upon submission of required documents by prescribed deadlines.

Course Content

Please list specific course objectives including topics to be covered:

Course Content (continued)

Explain your methods of presentation & teaching (i.e. lecture, demonstration):

Other than the LCC Campus, what other location(s) are you proposing for the course, if any?

Knowledge & Experience

Provide information regarding your education, training, and/or work experience, as it relates to the proposed course:

Certification

If the proposed course requires a special certification in order to be taught, you must submit a copy of your current up-to-date certification with this proposal. If the course does not require a special certification, but you are certified please submit a copy of the current up-to-date certification with this proposal. Note: If you have any other certifications that you feel are viable and should be kept on record for the proposed course, those certifications should be submitted with this proposal as well.

Approvals

Department	Name/Signature	Approval Y/N	Date
Instructor			
Community Education Coordinator			
Department Director			
Plant Director			
CFO			
President			