

# WEST CONTRA COSTA ADULT EDUCATION

6028 Ralston Avenue. Richmond, California 94805 510-215-4666 X209. Fax # 215-0430

## FALL QUARTER 2007 ASSIGNMENT REQUEST

The 2007 Fall Quarter will start on Monday, September 10 , 2007. Please complete the form below whether or not you plan to teach during the Fall Session. **Return to Lucy Parada via Mail, Fax, or drop by to the Main Office at WCCAЕ immediately.**

**The Deadline is Monday, June 18, 2007**

**Make sure you fill out the information requested, in order for your class and description to be accurate.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Request for FALL 2007 Teaching Assignment

\_\_\_\_\_ I am interested in teaching during the FALL 2007 session and request the following course(s).

\_\_\_\_\_ I am not interested in teaching during the FALL 2007 session.

**Please be specific on Days, time and write the date you want your class to start on, if no date is giving I will be giving the dates.**

Course Title	Day(s) of Week or Sat.	# of Meetings	Minimum # of students	Class Time

**Course Description** for the Catalogue. *If the same as last quarter print "same". Any Changes please attached.*

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## FOR NEW COURSE

If you need additional space please attach and number the items that you are adding.  
To propose a new course, you must complete the following:

(a) **Course description** for catalog:

One paragraph that describes what is to be taught.

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(b) **A Completed Course outline form** must be submitted to the office before class begins.  
**You may obtain a course outline form from the office and complete the following information.**

1. Course Title
2. # of hours, # of meetings
3. Goals
4. Objectives
5. Major units of instruction
6. Performance objectives
7. Instructional methods, procedures, strategies
8. Pre-requisites
9. Evaluation techniques
10. Conditions for course repetition

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**(For Administrators Only)**

**Course title approved:**

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Administrator's Signature

**Course outline approved:**

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Administrator's Signature