

Suggested Elements of a Course Syllabus

- Course Title/Number
- Hours of credit:
- Provider Information
 - Name
 - Address
 - Phone
 - Email
- Materials needed for the Course (List and provide all written and audio materials)
- Course description (4-6 sentences)..This course is designed to...
- Course Pre-requisites (List and describe, if any)
- Course/Learning Objectives...By the end of this course, participants will be able to...
- Course requirements.... All participants are expected to...
- Course Schedule (When taught)
- Course Outline/Instructional Methods...Detailed description of course content in sequence of how taught and methods used to teach content....Break course into 15 minute content segments
- Course references cited in materials
- Course Evaluation...How will provider determine if content learned