

# Course Outline

Version 7

Published 2/14/2022 by **Gerald Encabo** Last updated 12/8/2022 3:53 PM by **Ingrid Scheepers**

**Detailed course outlines must be from the same year and term in which the courses were completed.**

**All course outlines must be submitted as separate PDF files. Please use the course code as the file name.**

Course outlines (also known as a “syllabus”) must come from the institution which delivered the course and should include the following

- Name of institution, faculty/school and program
- Course Code and Title
- Course Description
- Credit Status, including any additional requirements for credit such as successful completion of Field Placement
- Prerequisites, including references to any documentation which details prerequisite skills and/or experience, and type and level of competencies which would be considered equivalent to the stated prerequisite; equivalencies/exclusions
- Topic Outline; Planned schedule of topics, tests and assignments
- Mode of Instruction
- Prescribed Texts
- Reference Material, both required and recommended
- Required Supplies (if applicable)
- Promotion Policy
- Modes of Evaluation
- Learning Outcomes
- Any other information relevant to the section (e.g. hours and/or means of consultation, detailed grading schemes, any variations on the mode of delivery or

textbooks, audio/videotaping as methods for learning and/or evaluation, additional learning resources/equipment, etc.)

[Sample Course Outline from an Ontario College](#)

[Sample Course Outline from an Ontario University](#)

tags : transfer-credit