

Course Outline

Version 7

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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