Course Outline

Class Title _____

Instructor _____

Step 1 - Determine the objectives and outcomes you want participants to have when they take your course. List 3-4 broad statements of what you hope students will know, be able to do, or have experienced as a result of taking the course. This will give you the focus for your course outline.

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Step 2 - Develop the major topics and subtopics (if applicable) of your course. A good length for a course is three to seven major topic areas with two to four subtopics in each area. For a traditional course, it is not uncommon to organize lessons based upon the number of times that the course meets. Put the major topics of the course outline in logical step by step order. Once a list of topics has been identified it is a good idea to verify that they are consistent with and support your course's objectives.

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Step 3 – Create a detailed course description. The course description needs to reflect exactly what will be covered in the course. Typically this section of the course outline is a session by session breakdown of the topics or course content covered. List the dates of the sessions or refer to each session with phrases such as "week one" or "day one". Describe the instructional methods used in the course (i.e. lecture only, lecture and group work, in-class work etc.)

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