

## Instructional Course Outline Format

Course Title and Number \_\_\_\_\_

Prepared By \_\_\_\_\_ Date \_\_\_\_\_  
(Instructor)

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Academic Dean)

### **Course Description**

Include a brief description of this course from the College catalog or the VCCS Master Course File. Included should be a brief outline of the general objectives of the course. The synopsis could be written in outline form or as a narrative, or in any other form that is useful to the one doing the preparation. It is useful to ask questions such as (1) What is the overall purpose? (2) What is the sequence of development? (3) What are the main ideas?

### **Instructional Goals (or Course Objective)**

Instructional goals are what the teacher hopes to accomplish by teaching this course. These should include what the teacher will do to provide learning experiences for the students, i.e., lecture demonstrations, laboratory, video and audio play back, discussions, etc.

### **Course (Student) Objectives**

The course objectives should include what the students will be expected to accomplish as a result of having taken this class. List only the major objectives that make up the subject matter and the mental processes or skills to be developed. Should be written in terms of desired outcomes so that the student progress can be evaluated.

### **Course Content (or Course Outline)**

The course content should include a listing of the major topics and the approximate amount of time to be allocated to each topic.

### **Method of Evaluation**

How the student will be graded in the class. Describe any applicable procedure that may affect the student's grade, i.e., the relative weight of examinations, quizzes, reports, homework, classroom participation, attendance, etc.

### **Bibliography**

Textbooks, lab manuals, parallel reading, reserve books (in the library), AV media, etc.

*Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the Tidewater Community College Catalog and Student Handbook. Students should familiarize themselves with the College's policies regarding academic misconduct and inclement weather policies found in the Student Handbook.*