|  |  |  |  |
| --- | --- | --- | --- |
| The most current documentation is electronic, therefore please discard printed copy after 24 hours | | | Print Date10/08/2015 |
| Document Number:3030-4-02 | Rev. 5.0 | Page 1 of 2 | Level # 4 |
| Title: Course Outline Template | | | Implementation Date: Spr2016 |



**NTC Master Course  Syllabi Template**

***(Descriptions of the sections and the “Notes” in blue italics are NOT part of the template.)***

**COURSE TITLE** *Example: Financial Information for Life*

**Course Information**

**Organization** **Northwest Technical College**

**Course Number** *Example: ACCT1000*

**Total Credits** Example: 2 (1/1/0)

**Meeting Days and Times:**

**Instuctor Information**

Name:

Phone:

Email:

Office Hours:

**Description**

*See course outline found at* [*http://www.ntcmn.edu/academics/courses/*](http://www.ntcmn.edu/academics/courses/) *(NOTE: AASC recommends that minor & major changes to the description shall be reported to course outline custodian)*

**Textbooks**

*List ISBN number and textbook title.*

**Additional Supplies**

*.* L*ists any additional supplies needed for the course.*

**Prerequisites**

*See course outline found at* [*http://www.ntcmn.edu/academics/courses*](http://www.ntcmn.edu/academics/courses) */ (NOTE: If pre-reqs need updating this is a major change andrequire AASC action. Contact AASC chair for process.)*

**Core Abilities/General Education Goal Areas**

A. *See course outline found at* [*http://www.ntcmn.edu/academics/courses/*](http://www.ntcmn.edu/academics/courses/)

**Program Outcomes**

A.   *See course outline found at* [*http://www.ntcmn.edu/academics/courses/*](http://www.ntcmn.edu/academics/courses/) *Each technical course must address at least one Program Outcome. If the course addresses more than one Program Outcome list them all.*

**Course Student Learning Outcomes**

1. See course outline found at <http://www.ntcmn.edu/academics/courses/> The guiding rule is 1 credit should have at least 3 student learning outcomes. Example: 3 credit course would have a minimum of 9 to

*15 student learning outcomes.*

**Grading**

*This section identifies how the course will be graded. Points, weighted or etc. Faculty teaching the course will determine how the course will be graded ( i.e. participation % of grade or tests/exams % of grade)*

*Example*

|  |  |
| --- | --- |
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-65 | D |
| 64-0 | F |

**Additional Grading Information**

*This section addresses policy on late work or any other information regarding grading you think a student should know.Online courses may indicate if proctoring is required.*

**Academic Integrity and Accommodations Statement**

Northwest Technical College promotes the highest standards of academic integrity and the highest regard for truth and honesty. Violations of academic integrity include the following:

1.The attempt by learners to present as their own any work not actually performed by them

2.Collusion, fabrication, and cheating on examinations, papers, and other course-related work

3.Stealing, duplicating, or selling examinations

4.Substituting for other in class discussions or examinations

5.Producing other learners’ papers or projects

6.Knowingly furnishing false or misleading academic information to college officials on official college records

7.Altering information on official college records

Violations of this policy are covered under the Campus Code of Conduct. In accordance with this Code, learners who, after due process, are found to have violated the Academic Integrity policy, shall be subject to college sanctions that may include discretionary sanctions, including failure on assignments and/or examinations, suspension or expulsion.

Northwest Technical College would like to assure that all educational programs, course materials, services, and activities sponsored by the College accessible to individuals with disabilities. If you would like to request accommodations or other services, please contact Accessibility Services (formerly known as Disability Services). This service is coordinated through Bemidji State University.  Contact information: Phone: 218/333-6656 or 218/755-3883 or email address [accessibilityservices@bemidjistate.edu](mailto:accessibilityservices@bemidjistate.edu). Also available through the Minnesota Relay Service at 1-800-627-3529.

**Course Assignment Schedule**

**You may use the following Course Schedule template or use the Desire2Learn (D2L) Calendar or Check List.**

**Course Schedule**

**Course Name & Number Ex:ACCT1100**

**Semester Term & Year Ex: Spring Semester 2017**

**Note: Assignment Schedule can be modified to instructor’s preference.**

|  |  |  |
| --- | --- | --- |
| **Week Or Day** | **Learning Activities** | **Assessment Activities** |
| Week 1  EX: Aug 22-28  Monday, Aug 22 | List activities that support your learning competencies.   * Ex: Read CH 1 * Review CH 1 Terms * Complete Practice Exercise | List assignments to be completed for grading.   * EX: Complete Skills Assignment 1 * Respond to discussion question in the discussion forum. |
| Week 2 |  |  |
| Week 3 |  |  |
| Week 4 |  |  |
| Week 5 |  |  |
| Week 6 |  |  |
| Week 7 |  |  |
| Week 8 |  | . |
| Week 9 |  |  |
| Week 10 |  |  |
| Week 11 |  |  |
| Week 12 |  |  |
| Week 13 |  |  |
| Week 14 |  |  |
| Week 15 |  |  |
| Week 16 |  |  |
|  |  |  |