

Syllabus Template Instructions (Style = Title) – Course Title Here

Course Number Here (Style = Subtitle)

Quarter Here (Style = Subtitle)

*NOTE: Red notes are simply instructions on using this template only and should not appear in the finished product. Please refer to syllabus samples one and two to view a finished syllabus! We suggest that you **begin with a sample syllabus** (not this instruction sheet) and begin typing your own information over that one. If you find that the styles begin changing, refer to these instructions for re-applying style and format. All instructors are required to turn in a syllabus for each class at least two weeks before class begins. Syllabi may be shared with other instructors to ensure consistency among multiple sections of the same course.*

Using Template Styles (Style = Heading 2)

This template has specialized type styles built in to ensure that formatting is correct. As you cut and paste text from other documents, you may lose these styles. To reapply, look on the top left at the style drop-down box. Highlight the text you want to format, then choose the correct style from the style menu. I have indicated styles next to each type of formatted information. You may get a message asking if you want to “update” the style or “reapply” the former style. **Always choose to reapply!** This paragraph **style = syltext**.

➤ Bulleted information has a **style = sylbullet**.

Class Meeting Information (Style = Heading 2)

Tuesdays, April 10 — June 12, 6:00 pm – 9:00 pm (Day, date range, time)

10 class meetings (number of class meetings)

UCI Campus, CS 225 (class meeting location) **style = syltext****Instructor Information (Style = Heading 2)****Your Name**

Office Phone: phone number where students can reach you

Email:

Website: class website if you have one, if not then <http://www.unex.uci.edu> (style = syltext)

I am the Director of Information Technologies at UC Irvine Extension. I have numerous years of experience in both research and product development and in teaching information technologies courses.

Prerequisites — Classes or Knowledge Required for this Course (Style = Heading 2)

List all course prerequisites (style = syltext)

➤ Remember – if you need to bullet anything, the **style = sylbullet**

Course Description (Style = Heading 2)

The EXACT course description from our catalog including all information about certificate requirements. If you do not want to retype the information, you can find the course on our website, highlight the text, right click with your mouse to copy, then paste the information in your syllabus. If you cut and paste, remember to highlight all text and choose the **style = syltext** to correctly format the information for this syllabus template.

Moving from Page One to Page Two

Please take note!!! Notice that the header for page one is different than page two! This is already pre-set in the two samples. If you accidentally insert too much information in page one so that it bleeds to a second page, please follow these instructions to correctly format your headers. (If something goes wrong, you can press Ctrl Z as many times as necessary to undo your keystrokes.)

1. Turn on your paragraph marks by clicking the ¶ button on the right side of the standard menu bar on top. This will reveal all your hard-coded information.
2. Look for the Section break, which looks like: =====Section Break (Next Page)=====.
3. Highlight all your text that has overrun page one (DO NOT HIGHLIGHT OR DELETE THE SECTION BREAK!!) and press - Ctrl X (Make sure that the Section Break is now positioned at the bottom of page one.
4. Position your cursor on page 2 (after the section break) and press Ctrl V. This should reposition your text on page 2 with the new header. You can now toggle off your paragraph marks.

Learning Objectives (Style = Header 2)

At the end of this course, students will be able to accomplish the following.

1. List all the objectives for this class in demonstrable skills.

Methodology (Style = Header 2)

Describe briefly specific activities that you will use to teach the course. Examples of these activities include

- Lectures
- Guest speaker presentations
- Hand-on, in-class programming assignments
- Field trips
- Discussion breakout groups
- Online (distance learning) sessions
- Student presentations
- Video and other media

Where possible, indicate approximately how much time will be devoted to each activity (absolute time or percentage of class time).

Course Text (Style = Header 2)

List author, title, date, publisher and ISBN number if available and identify if the text is required or recommended. (style = syltext)

Evaluation and Grading (Style = Header 2)

Evaluation of Student Performance (Style = Header 3)

Homework Assignments (7)	14 points
Midterm Exam	50 points
Project	16 points
Final Exam	70 points
<hr/>	<hr/>
Total	150 points

Above is a simple two-column table. You can **add rows** by positioning your cursor in the bottom cell and pressing the tab key. You can **remove rows** by highlighting the row you want to delete and clicking "Table" in the top menu bar, the "delete", then "rows."

To add or remove **lines or borders**, you can use the borders tool on your formatting menu bar (which appears as a button with a square – to the left of your highlighter tool).

Grading Scale (Style = Header 3)

A = 90% – 100%
 B = 80% – 89%
 C = 70% – 79%
 D = 60% – 69%

Course Policies (Style = Header 3)

- List all your specific course policies including policies on late papers, make-up exams, class attendance, extra credit, additional expectations, and so forth. (style = sylbullet)

Exam/Paper Schedule (Style = Header 3)

Mid-term Exam	May 8
Final Exam	June 12

Course Outline (Style = Header 2)

Note about the following tables. Syllabus sample one has 10 meetings and sample two has 12 meetings. You may have to add class meetings or remove them for your particular syllabus.

To **remove** a class meeting, highlight the four-row table and click “Table” then “Delete” then “Columns.” To **add** a meeting, highlight the full table, copy (using Ctrl C or the copy button), position your cursor where you want the new meeting to go, and paste (using Ctrl V or the paste button).

All tables in the sample syllabi are formatted to prevent them from splitting pages. However, if you find that yours are splitting pages, highlight the whole table, then click “Format” then “Paragraph” then the “Line and Page Breaks” tab then check “keep with next.”

Date	April 10 (style = syltext)
Topics/Reading	Introduction
Objectives	<ul style="list-style-type: none"> ➤ Review syllabus and course logistics. ➤ Understand data representation: binary notation. (style = tablebullet)
Assignments Due	None

For each class meeting, list the date, any specific reading assignments or topics and specific objectives that the students should be able to master by the end of the class. Also list any assignments due that day.

Date	April 17
Topics/Reading	Read Chapters 1 and 2
Objectives	<ul style="list-style-type: none"> ➤ Continue discussion of binary notation. ➤ Understand data compression and error correction. ➤ Discuss data manipulation and computer architecture. ➤ Use machine instructions and programmability. ➤ Learn to communicate with peripheral devices. (style = tablebullet)
Assignments Due	Assignment 1