[Course name] Syllabus

[Semester and year]

# Instructor information

|  |  |  |
| --- | --- | --- |
| Instructor | Email Address | Office location and hours |
| [Instructor name] | [Email address] | [Location, hours, days] |

# General information

## Description

[To replace the placeholder text on this page, just select a line of text and start typing.]

## Expectations and goals

[But don’t replace the placeholder text just yet! First, view a few tips to help you quickly format your report. You might be amazed at how easy it is.]

# Course materials

## Required materials

[Need a heading? On the Home tab, in the Styles gallery, just tap the heading style that you want.]

* [Notice other styles in that gallery as well, such as for a numbered list or a bulleted list like this one.]
* [For best results when selecting text to copy or edit, don’t include space to the right of the characters in your selection.]

## Optional materials

[Want to add more tables to your document that look like the Course schedule and Exam schedule tables that follow? Nothing could be easier. On the Insert tab, just select Table to add a new table and then select the custom formatting you want from the Table tools design tab.]

## Required text

**[Item name 1]** [Media type 1], [Author name 1]

**[Item name 2]** [Media type 2], [Author name 2]

# Course schedule

| Week | Topic | Reading | Exercises |
| --- | --- | --- | --- |
| [Week 1] | [Topic 1] | [Reference 1] | [Exercise 1] |
| [Week 2] | [Topic 2] | [Reference 2] | [Exercise 2] |
| [Week 3] | [Topic 3] | [Reference 3] | [Exercise 3] |
| [Week 4] | [Topic 4] | [Reference 4] | [Exercise 4] |

# Exam schedule

|  |  |
| --- | --- |
| Date | Subject |
| [Date 1] | [Subject 1] |
| [Date 2] | [Subject 2] |
| [Date 3] | [Subject 3] |

# Additional information and resources

## [Look great every time]

[To replace this placeholder text, just select the line of text and start typing.]