# Information Required in Course Syllabus

Course name

Course number with section number (i.e. AMA 101-125)

Credit hours (i.e. 3 or 4) & Contact hours (i.e. 45 or 60)

Semester (i.e. Fall 2018)

Course time and location

Faculty contact info (Adjuncts only need email address)

Office location, office hours & phone number

PPCC email address

Division contact info: (i.e. 502-3300; Centennial Campus F300 or Rampart Range W119)

Required materials: (i.e. textbook)

Prerequisites

[CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) Course Description

Link to Master Course Syllabus with additional state required components

## Course Specifics

Grading system (i.e. 90-100% = A)

Brief description of course assignments

Important dates (start date, end date, drop, withdrawal, vacation)

Links to Institutional Syllabus. Link to Student Services pages optional.

## Schedule

Schedule of assignments (either included or as an additional document)