# 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)