**Creating a Course Outline in IDMS**

**Information Checklist**

**Your part:**

Instructor Name (Probably your name ☺ )

Room (Your office)

Availability (When you are available to meet with students: By Appointment, By Chance, etc)

Phone # Email:

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Program Title

Delivering Campus Delivery Mode (In class or Blended)

Period of Delivery (From To )

Classroom (If you know it enter it, if not enter “TBA” –“To Be Announced”)

Course Schedule (Dates and Times)

Withdrawal Date (ask your program head or another instructor)

Credits/Grading Basis/Pass Mark

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**Completed by NBCC: (From Curriculum)**

Course Description

Course Outcome

Competencies

Essential Skills

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**Your Part: Assessment and Evaluation**

Activities/Assessments

Required Resources (Enter the textbook name, tools the student needs to bring, etc)