[Course Name] Syllabus

[Semester and Year]

# Instructor Information

|  |  |  |
| --- | --- | --- |
| Instructor | Email | Office Location & Hours |
| **[Instructor Name]** | [Email address] | [Location, Hours, Days] |

# General Information

## Description

To replace any placeholder text (such as [Course Name] above), just click it and type.

## Expectations and Goals

You might love the look of this clean, professional syllabus as much as we do. But it’s also easy to get exactly the look you want. On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview options right in your document and then click to apply one you like.

# Course Materials

## Required Materials

Need a heading or a bullet? On the Home tab, in the Styles gallery, choose from all styles used in this syllabus.

* Click here to add text.
* Click here to add text.

## 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 click Table to add a new table. New tables you create in this template are automatically formatted to match.

## Required Text

**[Item Name]** [Media Type], [Author Name]

**[Item Name]** [Media Type], [Author Name]

# Course Schedule

| Week | Topic | Reading | Exercises |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Exam Schedule

| Date | Subject |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Additional Information and Resources

## Click Here to Add a Subheading

Click here to add text.