Course Description Sheet

Use one sheet for each course that needs more documentation than a transcript title alone provides.

Student Name _____

Course Title _____

School Year _____

Grade Level _____

Credit Earned _____

Course Level _____

Provider / Instructor (if applicable)

_____

Course Description

Summarize the subject matter, major concepts, and academic content.

Primary Textbooks, Curriculum & Materials

List the primary resources, texts, programs, software, or equipment used.

Course Description Sheet

Continue the course record.

Major Topics Covered

List major units or areas of study.

Major Assignments / Projects / Labs

Include substantial papers, research, labs, practical work, or projects.

How the Course Was Evaluated

Tests, quizzes, essays, labs, projects, demonstrations, portfolio, etc.

Additional Notes

Special details, certifications, NCAA documentation, dual enrollment, or unusual structure.