

## Getting Started

- Begin with a course proposal outline.
- Prepare a detailed outline of the material you anticipate presenting.
- Determine the number of general topics you would like to discuss and make note of them.
- Use clear, concise running notes so the casual reader will understand what it is you are trying to convey.
- Determine the course requirements, needs and format (library resources, reserved materials, text- book(s), computer access, Internet access, outside presenters, etc.).
- Consider some issues that are not related to the course content.
  - Pre-requisites
  - Learning preferences
  - Learning styles
  - Registration Process
  - Teaching assistance
  - Student demographics
  - Geographical location
  - Class size
  - Class policies
  - Instruction format