Course number, Title, Section, Semester, Year (H1)
(This should be the ONLY Heading 1 used in the document)

Contact Information (H2)
- Instructor: (List)
- Office:
- Phone:
- Email:

Course Description (H2)
(Normal) (Note: In documents, avoid using underline (indicates hyperlinks) for emphasis and titles. Instead, use bold and/or italics.) Also, use sufficient color contrast (NOT sufficient contrast).

Course Outcomes (H2)
- Outcome 1 (List)
- Outcome 2

Required Texts/Readings (H2)

Textbook (H3)
Title of text book and other information (Normal)

Other Readings (H3)

Articles (H4)
1. Reading One (List)
2. Reading Two

Books (H4)
1. Book One (List)
2. Book Two
Course Requirements (H2)

Homework Assignments (H3)
(Normal) Avoid using the space bar to indent. Use “Tab” or “Increase Indent”.

Exams (H3)
(Normal) Ne meis nominavi maiestatis nec. ..

Attendance (H3)
(Normal) Ne meis nominavi maiestatis nec. Id noluisse expetenda mea, zril nostrud est ut, cu per...

Grading Scale (H3)

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 +</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Notes: Table created with Table tools. Correctly label (and repeat if necessary) header row and include alt tag.
Include tabular data only. Do not use tables for layout of images or other elements. Do not add lines to divide cells, etc.

Course Schedule (H2)

Note: Tables should NOT be used to format layout (i.e. create columns of information). If information can be presented in a bulleted/numbered list, use a list instead of a table.

Week 1 (H3)
• Reading: Chapter One  (List)
• Assignment: Assignment 1

Week 2 (H3)
• Reading: Chapter Two
• Optional Reading: Optional

Week 3 (H3)
• Reading: Chapter Three
• Exam #1

Other Information (H2)

Special Accommodation (H3)
Please contact Disability Services (umt.edu/dss).  (Self-describing link.  URL provided for print version.)