**CTE COURSE OUTLINE**

All approved CTE programs are required to submit a course outline for each course taught at their school. The course outline is used for a number of purposes: they are needed to identify reimbursable courses, to determine if course content aligns with standards, and are helpful in the evaluation process.

Required elements of a course outline are:

* School Name
* Instructor Name(s)
* School Year
* Course Name
* MIS03 course code
* Grade Level
* Awarded Credit (none, 1/4, 1/2, 1, 2)
* Unit Outline

A course outline template can be found on the next page.

Course outlines should be submitted to CTE in the Budget and Reimbursement Process (BRP) system with the Revised Budget by September 30.

**CTE COURSE OUTLINE**



|  |  |
| --- | --- |
| **School:**  |  |
| **Instructor:**  |  |
| **School Year:**  |  |
| **Course Name:**  |  |
| **MIS03 Code:**  |  |
| **Grade Level:**  |  |
| **Awarded Credit:**  |  |

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| **Unit Title** | **Unit Length** | **ND Standards & Benchmarks** | **Unit Description/Activities** |
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