

Course Description Template Pack

Eight subject-area templates with a completed example for each. Adapt for your student's specific coursework — accurate content is essential.

How to Use These Templates

1. Read the completed EXAMPLE for each subject to understand the format and tone. 2. Fill in the TEMPLATE for your student's actual course. 3. Aim for 80–130 words per description. Specific names, texts, and methods beat vague generalities every time. 4. Write in past tense for completed courses. Focus on what the STUDENT learned and did — not what you taught.

IMPORTANT: Every course description must accurately reflect the actual coursework completed. Never fabricate curriculum, assessments, or outcomes.

ENGLISH / LANGUAGE ARTS

COMPLETED EXAMPLE:

English Literature and Composition I — Grade 9 — 1.0 Credit — Grade: A

This course provided a rigorous introduction to literary analysis and expository writing through the close reading of canonical and contemporary works. Primary texts included Homer's *Odyssey*, Shakespeare's *Romeo and Juliet*, Lee's *To Kill a Mockingbird*, and selected stories by O'Connor and Poe. The student composed eight analytical essays of increasing length, developed a formal research paper using MLA citation, and maintained a weekly reading journal. Grammar instruction was integrated throughout using *The Elements of Style*. Assessment included essay rubric scoring, oral discussion evaluation, and a final portfolio review.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
COURSE DESCRIPTION (80–130 words):			

MATHEMATICS

COMPLETED EXAMPLE:

Algebra II — Grade 10 — 1.0 Credit — Grade: B

This course extended algebraic concepts to include polynomial functions, rational and radical expressions, exponential and logarithmic functions, conic sections, sequences and series, and an introduction to probability. Primary curriculum: Saxon Algebra 2 (complete edition), supplemented by Khan Academy video instruction for challenging topics. The student completed daily problem sets of 25–30 problems, four unit tests, and a comprehensive cumulative final examination. All tests were timed and completed without assistance. A Saxon

completion log was maintained throughout the year corroborating consistent progress.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
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COURSE DESCRIPTION (80–130 words):

SCIENCE

COMPLETED EXAMPLE:

Biology with Laboratory — Grade 9 — 1.0 Credit — Grade: B+

This full-year laboratory science course covered cell biology, genetics, evolution, ecology, and human body systems using Apologia Biology as the primary text. The laboratory component totaled approximately 60 hours and included 15 formal experiments: earthworm, frog, and fetal pig dissection; microscopy; field ecology observation; and cell division modeling. Lab reports followed standard scientific format. Module tests and two cumulative unit exams were completed independently. The lab log documenting all experiment dates and procedures is available upon request.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED	LAB HOURS (IF APPLICABLE)
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COURSE DESCRIPTION (80–130 words):

HISTORY / SOCIAL STUDIES

COMPLETED EXAMPLE:

United States History — Grade 11 — 1.0 Credit — Grade: A-

This survey course examined American history from colonization through the post-Cold War era using two primary texts — Zinn's *A People's History* and Schweikart's *A Patriot's History* — to develop critical analysis of competing historical narratives. The student analyzed twelve primary source documents, wrote four formal analytical essays, and completed a primary-source research project on the domestic impact of the Vietnam War. Unit examinations were taken independently under timed conditions. A local history field project involved visiting and documenting two regionally significant historic sites.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
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COURSE DESCRIPTION (80–130 words):

FOREIGN LANGUAGE

COMPLETED EXAMPLE:

Spanish II — Grade 10 — 1.0 Credit — Grade: B+

Building on Spanish I foundations, this course developed intermediate vocabulary, grammar structures (preterite, imperfect, and subjunctive mood), and conversational proficiency. Curriculum: Rosetta Stone Spanish Levels 2–3, supplemented by twelve 45-minute sessions with a native-speaker instructor via iTalki. The student completed all Rosetta Stone units and passed each milestone assessment. Reading included three graded Spanish readers at the A2–B1 CEFR level. Weekly Spanish journal entries were corrected by the conversation instructor and returned with written feedback.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
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COURSE DESCRIPTION (80–130 words):

FINE ARTS

COMPLETED EXAMPLE:

Studio Drawing and Design — Grade 9 — 0.5 Credit — Grade: A

This semester elective developed foundational drawing skills through structured study of line, value, perspective, proportion, and composition. Working through *Drawing on the Right Side of the Brain* (Edwards), the student completed twenty-four studio projects encompassing still life, portraiture, geometric perspective studies, and observational sketching from life. Projects were evaluated using a rubric assessing technical execution, creative risk-taking, and demonstrated improvement. A final portfolio of ten selected works was compiled and reviewed. Total studio hours: approximately 75.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
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COURSE DESCRIPTION (80–130 words):

PHYSICAL EDUCATION / HEALTH

COMPLETED EXAMPLE:

Physical Education and Personal Fitness — Grade 9 — 0.5 Credit — Grade: Pass

This semester course combined structured physical training with health literacy study. The student participated in a fitness program three times weekly (45 minutes per session) covering cardiovascular training, strength fundamentals, and flexibility. Health curriculum used Total Health (Meeks/Heit) covering nutrition, mental wellness, first aid, and substance-use prevention. Fitness assessments using the FitnessGram protocol were conducted at the semester's start and conclusion. A personal fitness journal documenting workouts and health reflections was maintained throughout. Graded Pass/Fail per standard physical education practice.

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
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COURSE DESCRIPTION (80–130 words):

ELECTIVE

COMPLETED EXAMPLE:

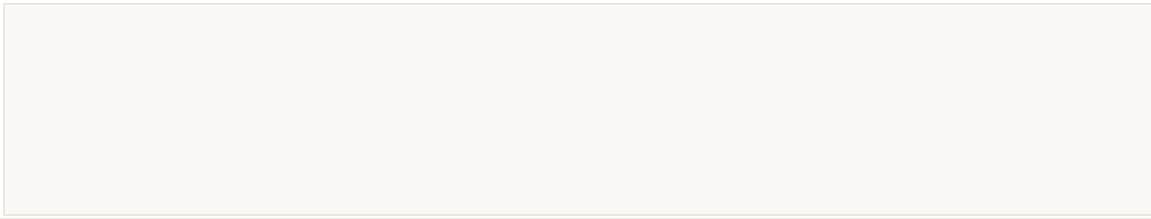
Personal Finance — Grade 12 — 0.5 Credit — Grade: A

This semester elective developed practical financial literacy skills using Dave Ramsey's Foundations in Personal Finance curriculum. Topics covered: budgeting, debt management, compound interest, investing basics (mutual funds, Roth IRA), insurance, taxes, and real estate fundamentals. The student completed all chapter assessments, built a personal monthly budget spreadsheet, and wrote a 1,200-word financial independence plan applying course concepts to a ten-year personal goal. Final grade based on chapter assessments (70%) and written financial plan (30%).

YOUR TEMPLATE:

COURSE NAME	GRADE LEVEL	CREDITS	GRADE EARNED
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COURSE DESCRIPTION (80–130 words):



Free course description builder at homeschooltranscripthub.com/tools/course-description-builder.html — generates a formatted description from your answers in 60 seconds.