Sample Course Objectives

A course objective is a simple statement of what you expect participants to know when they complete your course. Defining course objectives well is extremely important, because participants generally decide whether to attend a course based on the stated objectives.

Course objectives can be written to show different levels of learning and become increasingly complex as one moves up. The following represent the different levels of learning:
1. **Knowledge** is knowing specific facts, principles, etc.
2. **Comprehension** is the ability to explain a point.
3. **Application** is using previously known facts to solve a problem.
4. **Analysis** is the ability to break a product apart into its requisite elements or logical components.
5. **Synthesis** is the ability to create something.
6. **Evaluation** is the ability to judge quality.

Related PACE Standard:
V. Objectives:
1. Specific written educational objectives identifying the expected learner outcomes must be developed for each activity and published in advance for the intended audience.

Expectations:
Course objectives should be the first item discussed with a course developer when planning continuing education (CE) programs. Objectives should determine specific course content. CE providers should review the results of recent needs assessment surveys and course evaluation summaries when developing course objectives. Course objectives should be free of commercial bias and product/trade names.

Well-planned course objectives should be used to determine the teaching methodology. Questions like, "Will a hands-on component be needed?" or "Can this be offered as a webinar?" can be answered once the course objectives have been set. They'll also help you to select an appropriate teaching facility and plan your budget.

Course objectives must be included in all course promotions to ensure that participants have reasonable expectations of what they will learn or do in a course. These objectives must not conflict with or appear to violate the ADA Principles of Ethics and Code of Professional Conduct.

Example:
Here is a helpful list of words that are used to develop different types of course objectives:

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
define	classify	apply	analyze	arrange	appraise
identify	describe	compute	appraise	assemble	assess
indicate	discuss	construct	calculate	collect	choose
know	explain	demonstrate	categorize	compose	compare
label	express	dramatize	compare	construct	contrast
list	identify	employ	contrast	create	decide
memorize	locate	give examples	criticize	design	estimate
name	paraphrase	illustrate	debate	formulate	evaluate
recall	recognize	interpret	determine	manage	grade
record	report	investigate	diagram	organize	judge
relate	restate	operate	differentiate	perform	measure
repeat	review	organize	distinguish	plan	rate
select	suggest	practice	examine	prepare	revise
underline	summarize	predict	experiment	produce	score
	tell	schedule	inspect	propose	select
	translate	sketch	inventory	set-up	value
		translate	relate		
		use	solve		