



# HHH Institute

Holistic Harmony Haven · Calgary, Alberta, Canada

## Course Template

### Course Outline & Syllabus Builder

*A blank, fillable template instructors complete when proposing or building any new HHH Institute course. Replace every [PLACEHOLDER] and follow the italic guidance notes.*

Document Version	1.0
Effective Date	2026-06-18
Document Owner	Pardeep Kaur Randhawa, Director
Review Cycle	Annually, every June
Institution	HHH Institute — Holistic Harmony Haven

## How to Use This Template

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This template standardizes how every HHH Institute course is designed and documented. Complete each section in order. Items shown as **[PLACEHOLDER]** must be replaced with your course-specific content. Text shown in *italic gray* is guidance for you, the instructor, and should be deleted from your final, submitted version.

*Tip: Build your Learning Outcomes first, then design assessments and modules that map directly back to those outcomes. This “backward design” keeps the course coherent and is what accreditation reviewers look for.*

*Submission: Send the completed template to the Director for review at least four weeks before the intended cohort start date. All courses must be approved and signed before enrollment opens.*

## SECTION 1

# 1. Course Identification

Field	Entry
Course Title	[e.g., Foundations of Holistic Nutrition]
Course Code	[e.g., HN-101]
Track	[Personal Track / Practitioner Track — select one]
Total Instructional Hours	[e.g., 45 hours]
CEU / CPD Value	[e.g., 4.5 CEUs]
Prerequisites	[e.g., None / HN-101 or equivalent]
Delivery Mode	[Cohort (scheduled) / Self-paced / Blended]
Instructor of Record	[Full name, credentials]

Course codes use a two-letter track prefix and a three-digit level (100 = foundational, 200 = intermediate, 300 = advanced/practitioner). CEU value is typically total hours ÷ 10.

## SECTION 2

# 2. Course Description

Write 150–250 words in second person (“In this course you will...”). Describe what the course covers, who it is for, the approach, and what learners walk away able to do. Use HHH brand voice: warm, grounded, evidence-informed, root-cause oriented.

[Paste your 150–250 word course description here.]

### Word count

[ ] words (target 150–250)

## SECTION 3

### 3. Program Alignment

Identify which certificate(s) or flagship program(s) this course contributes to, and how. This shows reviewers that courses build coherently toward a credential.

Field	Entry
Contributes to Certificate	[e.g., Certificate in Holistic Nutrition]
Contributes to Flagship Program	[e.g., Full Functional Nutritional Medicine / N/A]
Position in Program Sequence	[e.g., Core, Module 1 of 6]
Track Designation	[Personal / Practitioner / Both]
University Articulation / Credit Transfer Partner (if applicable)	[Name of university partner — leave blank if none. Partnerships under development.]

The University Articulation field is optional. HHH Institute has university collaborations and joint-delivery partnerships under development; flag here any course earmarked for those pathways so it can be tracked for future credit-transfer arrangements. Do not state a partnership is finalized unless confirmed by the Director.

## SECTION 4

### 4. Learning Outcomes

Write 5–8 measurable outcomes. Begin each with a Bloom's-taxonomy action verb (e.g., describe, analyze, evaluate, design, demonstrate, integrate). Avoid vague verbs like "understand" or "know." Each outcome should be assessable.

#	Upon completion, the learner will be able to...	Bloom Level
1	[measurable outcome statement]	[Remember]
2	[measurable outcome statement]	[Understand]
3	[measurable outcome statement]	[Apply]
4	[measurable outcome statement]	[Analyze]
5	[measurable outcome statement]	[Evaluate]
6	[measurable outcome statement]	[Create]
7	[measurable outcome statement]	[level]

#	Upon completion, the learner will be able to...	Bloom Level
8	[measurable outcome statement]	[level]

*Bloom's verb bank — Remember: define, list, recall · Understand: describe, explain, summarize · Apply: demonstrate, use, implement · Analyze: compare, differentiate, examine · Evaluate: appraise, critique, justify · Create: design, formulate, construct.*

## SECTION 5

# 5. Module-by-Module Outline

Select your module count (6, 8, 10, or 12) and complete one row per module. Delete unused rows. Each module should map to at least one Learning Outcome (LO#).

Module count selected: [6] [8] [10] [12]

Module	Module Title	Key Topics	Hours	Maps to LO#
1	[title]	[topics covered]	[h]	[LO#]
2	[title]	[topics covered]	[h]	[LO#]
3	[title]	[topics covered]	[h]	[LO#]
4	[title]	[topics covered]	[h]	[LO#]
5	[title]	[topics covered]	[h]	[LO#]
6	[title]	[topics covered]	[h]	[LO#]
7	[title]	[topics covered]	[h]	[LO#]
8	[title]	[topics covered]	[h]	[LO#]
9	[title]	[topics covered]	[h]	[LO#]
10	[title]	[topics covered]	[h]	[LO#]
11	[title]	[topics covered]	[h]	[LO#]
12	[title]	[topics covered]	[h]	[LO#]

## SECTION 6

# 6. Required Readings & Resources

List required and recommended materials. Include full citations. Note any HHH-authored texts, open-access resources, or LMS-hosted media (HHH Institute delivers via Thinkific).

### Required Readings

1. [Author, Title, Edition, Publisher, Year]
2. [Author, Title, Edition, Publisher, Year]
3. [Author, Title, Edition, Publisher, Year]
4. [Author, Title, Edition, Publisher, Year]

### Recommended / Supplementary

1. [citation]
2. [citation]
3. [citation]

### Digital & Media Resources (Thinkific LMS)

- [Video lectures — list titles / durations]
- [Downloadable worksheets / handouts]
- [Discussion prompts / community resources]

## SECTION 7

# 7. Assessment Plan

List all graded components. Weights must total 100%. Map each assessment to the Learning Outcome(s) it measures. Use the companion Assessment Template (Document 07) to build each item.

Assessment	Type	Weight %	Due (Week)	Maps to LO#
[Knowledge check / quiz]	[type]	[%]	[wk]	[LO#]
[Case study]	[type]	[%]	[wk]	[LO#]
[Reflective journal]	[type]	[%]	[wk]	[LO#]
[Practical demonstration]	[type]	[%]	[wk]	[LO#]
[Capstone project]	[type]	[%]	[wk]	[LO#]
[assessment]	[type]	[%]	[wk]	[LO#]
Total		100%		

## SECTION 8

# 8. Grading Rubric Summary

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State your grading scale and the threshold for a Certificate of Completion. HHH Institute uses a percentage scale with a minimum passing standard; confirm with the Director.

Letter / Standing	Percentage	Descriptor
Exceeds Expectations	90–100%	Mastery; consistently exceeds outcome standards
Meets Expectations	80–89%	Solid achievement of all outcomes
Approaching	70–79%	Outcomes partially met; minimum passing standard
Not Yet Met	Below 70%	Outcomes not yet demonstrated; resubmission required

Minimum standard for Certificate of Completion: [e.g., 70% overall and completion of all required assessments]

#### SECTION 9

## 9. Attendance & Participation Policy

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### Cohort (scheduled) courses

Learners are expected to attend live sessions and participate in discussions. [State minimum attendance, e.g., 80% of live sessions]. Recordings [are / are not] provided for missed sessions. Participation contributes [\_\_%] of the final grade.

### Self-paced courses

Learners progress independently within the enrollment window of [e.g., 12 weeks]. Engagement is measured through [LMS module completion, discussion posts, and submitted assessments]. Learners are encouraged to complete at least [one module per week] to stay on pace.

*Be explicit and realistic. Accreditation reviewers expect a defined engagement standard for both delivery modes.*

#### SECTION 10

## 10. Academic Integrity Statement

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HHH Institute is committed to honesty and integrity in all learning. Learners must submit their own original work and properly attribute the ideas, words, and sources of others. Plagiarism, unauthorized collaboration, contract cheating, fabrication of data, and misuse

of artificial-intelligence tools to misrepresent authorship are violations of academic integrity.

Suspected violations are reviewed by the instructor and the Director. Consequences may include resubmission, a reduced grade, or removal from the program, depending on severity. Learners are encouraged to ask their instructor when uncertain about citation or collaboration expectations.

*This statement is standard across HHH Institute courses. Do not modify the substance; you may add course-specific examples (e.g., expectations for AI-assistance disclosure).*

## SECTION 11

# 11. Scope-of-Practice Reminder

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HHH Institute is a private educational institution offering certificate programs in holistic and complementary health education. Our certificates are educational credentials only and do not constitute a license to practice medicine or any regulated health profession. Graduates may not diagnose disease, prescribe medication, or treat medical conditions, and must always refer clients to licensed medical professionals for diagnosis and treatment.

*This statement must appear in the syllabus of every course, on both Personal and Practitioner tracks. Practitioner-track courses should additionally remind learners that they earn a certificate of completion — not a license — and may not diagnose, prescribe, or treat.*

## SECTION 12

# 12. Accessibility Statement

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HHH Institute is committed to inclusive, accessible education. We provide reasonable accommodations to learners with disabilities or specific learning needs. Course materials on our Thinkific LMS are designed for screen-reader compatibility, with captioned video and downloadable transcripts where available.

Learners who require accommodations should contact the instructor or the Institute at the start of the course so that arrangements (extended time, alternative formats, flexible deadlines) can be made. We welcome feedback on how to make our learning environment more accessible.

*Adjust contact details and any course-specific accessibility features. Keep the commitment language intact.*



## SECTION 13

# 13. Course Schedule (12-Week Template)

Complete a week-by-week schedule. For shorter courses, delete unused rows; for self-paced, treat "Week" as a suggested pacing guide.

Week	Module / Focus	Activities & Readings	Due
Week 1	[module / topic]	[readings, video, live session]	[deliverable]
Week 2	[module / topic]	[readings, video, live session]	[deliverable]
Week 3	[module / topic]	[readings, video, live session]	[deliverable]
Week 4	[module / topic]	[readings, video, live session]	[deliverable]
Week 5	[module / topic]	[readings, video, live session]	[deliverable]
Week 6	[module / topic]	[readings, video, live session]	[deliverable]
Week 7	[module / topic]	[readings, video, live session]	[deliverable]
Week 8	[module / topic]	[readings, video, live session]	[deliverable]
Week 9	[module / topic]	[readings, video, live session]	[deliverable]
Week 10	[module / topic]	[readings, video, live session]	[deliverable]
Week 11	[module / topic]	[readings, video, live session]	[deliverable]
Week 12	[module / topic]	[readings, video, live session]	[deliverable]

## SECTION 14

# 14. Approval Signatures

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This course outline is approved for delivery under the educational authority of HHH Institute.

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Instructor  
[name]

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Director  
Pardeep Kaur Randhawa

Date of Approval: [YYYY-MM-DD]

Next Review Date: [YYYY-MM-DD] (annually, every June)

## Worked Example

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### Certificate in Holistic Nutrition — Foundations Module

*Below is a completed excerpt so you can see the expected level of detail. Your own course will replace these entries.*

Field	Entry
Course Title	Foundations of Holistic Nutrition
Course Code	HN-101
Track	Personal Track and Practitioner Track
Total Hours	45 hours
CEU / CPD Value	4.5 CEUs
Prerequisites	None
Instructor of Record	Pardeep Kaur Randhawa, Functional & Holistic Medicine Practitioner

#### Course Description (excerpt)

In this foundational course you will explore how whole-food nutrition supports the body's natural capacity for balance and resilience. Grounded in an evidence-informed, root-cause approach, the course introduces macronutrients and micronutrients, digestion and absorption, hydration, and the relationship between food, lifestyle, and well-being. You will learn to read nutrition science critically and to build supportive, individualized wellness habits — always within an educational, non-clinical scope.

#### Sample Learning Outcomes

- Describe the roles of macronutrients and key micronutrients in human physiology (Understand).
- Analyze a sample dietary pattern and identify opportunities for nutritional support (Analyze).
- Evaluate common nutrition claims using credible, evidence-informed sources (Evaluate).
- Design a balanced, whole-food daily meal framework for a general-wellness scenario (Create).

#### Sample Assessment Plan

Assessment	Weight	Due	LO#
Module knowledge checks (6)	30%	Weeks 1–6	LO 1–2
Reflective food-journal	20%	Week 4	LO 2–3
Nutrition-claims case study	20%	Week 5	LO 3
Wellness meal-framework project	30%	Week 6	LO 4

*Notice how every assessment maps to a learning outcome and weights total 100% — this coherence is exactly what reviewers and your future learners need.*