

School of Business and Public Administration
Course Description Format---New or Revised Course

Please address each area and submit to your Department. When approved by the Department, please send to the BPA ARCC.

- A. Proposed Course: Number and Title

- B. Catalog Course Description (If syllabus already developed, please attach)

- C. Course Objectives and Degree Program Learning Outcomes

- D. Course Topic Outline

- E. Required Texts and Other Learning Materials

- F. Rationale
 - a) Present rationale for the course or course change. Describe how the discipline addresses the course material at other universities and complete a review of identical or similar courses offered on this campus.

 - b) Place in the Program of Study (core, elective, etc.)

 - c) Describe the market for the course

 - d) Prerequisites

 - e) Impact

- G. Faculty Resources Needed and Availability