SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS

New Course Request

Use this form to request a new common or unique course. Consult the system database through Colleague or the Course Inventory Report for information about existing courses before submitting this form.

College of Business & Information Systems

DSU
_____
Institution

Division/Department

Click here to enter a date.

Institutional Approval Signature

Date

Section 1. Existing Course Title and Description

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system database in Colleague and the Course Inventory Report including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits
CIS 210	Quickbooks	1

NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in Colleague.

Course Description

This course is designed to teach students how to use many of the features available in Quickbooks Financial Software for Windows. The main focus of the course is to learn how to utilize the various functions in Quickbooks to record daily business transactions and ultimately to prepare financial statements.

NOTE: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as "we" and "you," or rely on specialized jargon, vague phrases, or clichés.

Pre-requisites or Co-requisites (add lines as needed)

Prefix & No.	Course Title	Pre-Req/Co-Req?
CSC 105	Introduction to Computers	Pre-Req

Registration Restrictions

None

Section 2. Review of Course

2.1. Was the course first offered as an experimental course (*place an "X" in the appropriate box*)?

☐   Yes (if yes, provide the   ☒   No
                                    course information below)

2.2. Will this be a unique or common course (*place an "X" in the appropriate box*)?

☒   **Unique Course**

Prefix & No.	Course Title	Credits

Provide explanation of differences between proposed course and existing system catalog courses below:

☐   **Common Course**   *Indicate universities that are proposing this common course:*
     ☐   BHSU   ☐   DSU   ☐   NSU   ☐   SDSMT   ☐   SDSU   ☐   USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

☒   **No**. Replacement of

                Effective date of deletion: Click here to enter a date.

☐   **No**. Schedule Management, explain below:

☐   **Yes**. Specify below:

3.2. Existing program(s) in which course will be offered:

B.S. in Professional Accountancy

3.3. Proposed instructional method by university: R - Lecture

3.4. Proposed delivery method by university: 001, 018

3.5. Term change will be effective: 2017 Summer

3.6. Can students repeat the course for additional credit?

☐   Yes, total credit limit: _____   ☒   No

3.7. Will grade for this course be limited to S/U (pass/fail)?

☐   Yes   ☒   No

3.8. Will section enrollment be capped?

☐   Yes, max per section: _____   ☒   No

3.9. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the Course Inventory Report?

☐   Yes   ☒   No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

3.10. Is this prefix approved for your university?

☒   Yes   ☐   No

If no, provide a brief justification below:

Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: DINFS

4.2. Proposed CIP Code: 11.0201

Is this a new CIP code for the university?   ☐   Yes   ☒   No