Submission materials must provide:

A recent representative syllabus with the following information:

- Course details including department and course number, course title, and credit hours
- Intended IAI code in submission information
- Any prerequisites - department and course number with the course title
- Textbooks/Learning Resources - see information below
- Course description
- Student learning outcomes
- Detailed Topical outline and/or weekly schedule - **this detail should go beyond chapter numbers and titles from the text.**
- Methods of evaluation and assignments
- Grading criteria
- *All materials submitted for panel review must be recent and representative.*

Course Description

• Please provide complete catalog copy for this course.

Prerequisites

• Prerequisite information is required; prerequisite(s) must be of appropriate level. When listed, more than just a course number should be listed - a full course title should be listed so the panel can understand specifically what the prerequisite is.

Textbooks/Learning Resources

• The choice of required text should be an updated edition and must provide evidence of course content and focus. Texts reflect and support writing, speaking or content outcomes and requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.

Student Outcomes

• Provide additional evidence that the course focus is aligned with the IAI course descriptor.

Evaluation

• Submitted course information will provide evidence of academic rigor.

Detailed Topical Outline and/or Weekly Schedule

• The committee will review the schedule for evidence of the topics listed in the course IAI descriptor. This schedule/outline should go beyond chapter numbers, subsection numbers, and titles. Assignments and other details included should clearly reference required IAI topics.

Additional course information

• Each topic listed in the Business major panel course description should be clearly evidenced in submitted course material – please consult the official panel descriptions for details:

[BUS 901: Business Statistics](#)
[BUS 902: Computer Applications for Business](#)
[BUS 903: Financial Accounting](#)
[BUS 904: Managerial Accounting](#)

Course Specific Concerns:

Business Statistics:
For business statistics **(BUS 901)** courses the panel needs to see evidence of business applications integrated throughout the course (for example in the topical outline or assignments). Check the descriptor for a list of business applications needed in the course.

Some common reasons courses are not accepted:
• Doesn't match descriptor
• Textbooks are outdated
• Limited or no detailed course outline or weekly topical outline to evaluate course content
• No current representative syllabus provided