

**Course #**

**Course Title**

**Which Institution was this course taken at?**

**Term and Year Course was taken:**

**Which of the 6 Advanced Standing courses is this course equivalent to?**

Example: Microeconomics, Macroeconomics, Financial Accounting Introductory, Managerial Accounting, Marketing, Statistics

**Instructor’s Name:**

**Instructor’s Telephone:**

**Instructor’s Email:**

**Course Objective:**

- A brief paragraph describing the main focus and broad goals of the course – indicate the 2-3 “big ideas” of the course and the key skills to be developed.
- Student learning outcomes – what can students expect to know and be able to do by the end of the course?

**Text Book information:** Title, author, publicist and year of text

**Instructional Approach:** how was the class taught? Example: In class lectures, lab tutorials ect.

**Grading:** Break down how the grading was completed by percentage.

Example:

- Assignments 10%
- Mid terms 25%
- Projects 25%
- Final Exam 40%

**Course Schedule:**

Example:

<i>Class</i>	<i>Date</i>	<i>Topic</i>	<i>Reading</i>	<i>Notes</i>
1	Sept 3o	<ul style="list-style-type: none"> <li>• Introduction to accounting systems</li> <li>• Enterprise Systems</li> </ul>	Chapters 1,2	Team Selection for group project
2	Oct 7	<ul style="list-style-type: none"> <li>• Database Management Systems</li> <li>• Relational Database and SQL</li> <li>• Access Tutorial</li> </ul>	Chapters 5,6 Access 2003 textbook	

\*The above chart needs to be completed for the entire term breaking down the above by each class