



**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.

NSU

School of Business

Institution

Division/Department

*Michael Waroux*

4/28/2020

Institutional Approval Signature

Date

**Section 1. 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
BADM 102	Professional Development and Planning	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 a comprehensive approach to professional development. It incorporates self-assessment, self-awareness, professional exploration, goal setting, and self-marketing techniques. This course is designed to increase awareness of the professional decision making process, expand understanding of the relationship between undergraduate education, graduate and professional schools, self-employment, and the world of work. The course also includes practical skill-building activities designed to assist students to prepare for post-graduation success including resume writing, interviewing, career research and networking.

*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?

**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 course information below)  No

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

If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system [Course Inventory Report](#) to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

**Unique Course**

Prefix & No.	Course Title	Credits
	First Year Seminar – various institutions	1-3
ACS 102	Exploratory Studies	2

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

**ACS 102, Exploratory Studies – SDSU:** This course provides guidance and experiences in decision-making, self-assessment, academic exploration and career planning for students who are uncertain of their choice of major and are in the Exploratory Studies program. Both lecture and lab experiences are included with the goal of student selection of a major by the end of the first-year of study.

This course is for students who are uncertain of their major. The proposed course is designed for students who have decided upon a major in a business discipline. ACS 102 is also a 2 credit course, and the proposed course is a one credit course; the addition of a two credit course would either remove elective credit from students or require them to take more than 120 credit hours to complete their degree.

**First Year Seminar – Various Institutions:** First year seminars often have variable topics and credits between institutions and may also contain course content, such as common read requirements, that would not fit with the desired outcomes of the proposed course. First Year Seminars offered at NSU are open across disciplines, have variable topics, and using this option would cause confusion with students.

**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 **BADM 284 – Career Planning 1 Cr.**  
(course prefix, course number, name of course, credits)  
\*Attach course deletion form

Effective date of deletion: 8/1/2021

- No.** Schedule Management, explain below:

- Yes.** Specify below:

**3.2. Existing program(s) in which course will be offered:** Undergraduate Business Core required for all business majors.

**3.3. Proposed instructional method by university:** R -Lecture

**3.4. Proposed delivery method by university:** N01 Face-to-face and N15 online

**3.5. Term change will be effective:** Fall 2021

**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: 20  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: NMGMK

4.2. Banner Department Code: NMAM

4.3. Proposed CIP Code: 32.0107

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



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**Existing Courses: Minor Modifications**

Use this form to request minor modifications of existing unique and common courses. Consult the system database through Colleague or the [Course Inventory Report](#) for information about existing courses before submitting this form. If the course revision is for an approved General Education course, please see the Revision to General Education Requirements Form.

NSU	School of Business	Doug Ohmer	4/9/2020
<b>Institution</b>	<b>Division/Department</b>	<b>Originator</b>	<b>Date</b>
Sara Schmidt	Douglas Ohmer	<i>Michael Wenous</i>	4/28/2020
<b>Department Chair</b>	<b>School/College Dean</b>	<b>Institutional Approval Signature</b>	<b>Date</b>

**Section 1. Existing Course Title and Description**

Prefix & No.	Course Title	Credits
BADM 284	Career Planning	1

**Effective Date:** 8/1/2021

**This course is a (Place an "X" in the appropriate box):**

- Unique Course** (see section 2)                       **Common Course** (see section 3)

**Section 2. Unique Courses: Requested Minor Modifications**

*Place an "X" in the appropriate boxes.*

**Delete Course (effective date):** 8/1/2021

**Justification for changes indicated in Section 2:**

Course will be replaced by BADM 102.