

### Concordia University Course Description Guide

Course descriptions in syllabi approved by the Provost Office are entered into Banner by the Registrar's Office. Course descriptions must be accurate, correct and complete; they appear in the catalog and on the university website exactly as written on the approved syllabus. As such, they are a marketing opportunity for the university and should present us at our best. If you need to edit a course description, please follow the faculty syllabus revision approval process and include a signed syllabus approval cover sheet.

An effective course description is:

1. Short and Crispy
  - Uses narrative format of at least 2, and no more than 5, complete sentences in one paragraph
  - Excludes extraneous information (e.g. when course is offered)
  - Does not repeat the course name, credits, or pre-requisites
  - May include intended audience (e.g. "Course is intended for senior math majors.")
  - Begins with broad statements and ends with more specific details
2. Accurate
  - Provides an overview of course content and purpose (what students will learn)
  - Contains correct grammar, syntax and spelling
  - Is clear and understandable to readers within the discipline and those outside it
  - Is comparable to descriptions of similar courses at other universities (for transfer)
3. Attractive to Students
  - Uses interesting, vivid language to engage prospective students
  - Explains how students will benefit from the course

### **Good Examples**

(for Christian Apologetics course)

This course is an introduction to the art of defending the truth claims of the Christian faith. Students learn the biblical warrant for apologetics, the merits of rival methodologies, and study philosophical, scientific, and historical evidences. Students are equipped to respond to the skeptical challenges of atheism and the contrary claims of rival religions.

(for Human Anatomy for Physician Assistants course)

This course is an integrated approach to the gross anatomy of the human body, including study of the cardiovascular, musculoskeletal, respiratory, urinary, digestive, endocrine, lymphatic and reproductive systems. The laboratory portion of the course consists of supervised dissection of human cadavers.

(for Financial Issues in Nonprofit Management course)

This course examines the basic elements of nonprofit financial management, highlighting the differences in not-for-profit accounting standards, including program designation of operating expenses, sources of revenue, budgeting, and governmental reporting requirements. Other topics include financial analysis, cost accounting, auditing, cash flow management, and management controls.