

COURSE SPECIFICATIONS POLICY

Policy #	AA-411	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all credit-bearing course offerings at FBSU.

2. Definition

2.1 **Course specification** is a document that details what the University agrees to provide in the offering of the course and outlines the expectations on the part of a student. The purpose of the course specification is to inform a range of interested parties (including potential students and their advisers; students who are already on the course; employers; and internal and external peers) about the learning outcomes for a course and the means by which these outcomes will be achieved.

3. Policy

3.1 FBSU is committed to developing course specifications for all credit-bearing course offerings based on the template designed to this end by the NCAAA.

3.2 The Course Specification provides full information on:

- 1) Course basic information (Course Identification & General Information)
- 2) Course overall aims (Objectives)
- 3) Course content (Course Description)
 - Topics to be covered
 - Intended learning outcomes (ILOs)
 - Teaching and learning methods
 - Student assessment methods
- 4) Student Academic Counseling and Support
- 5) The textbook and references
- 6) Facilities required for teaching and learning.
- 7) Course Evaluation and Improvement Processes

4. Related Documents

- 4.1 NCAAA Course Specifications Template
- 4.2 Respective Program Specifications Template
- 4.3 Guide to Writing Learning Outcomes (AA-407-G01)
- 4.4 Guide to Learning Outcomes Assessment (AA-407-G02)
- 4.5 Course Learning Outcomes Development Policy (AA-409)
- 4.6 Course Learning Outcomes Development Procedures (AA-409-P01)