

Curriculum

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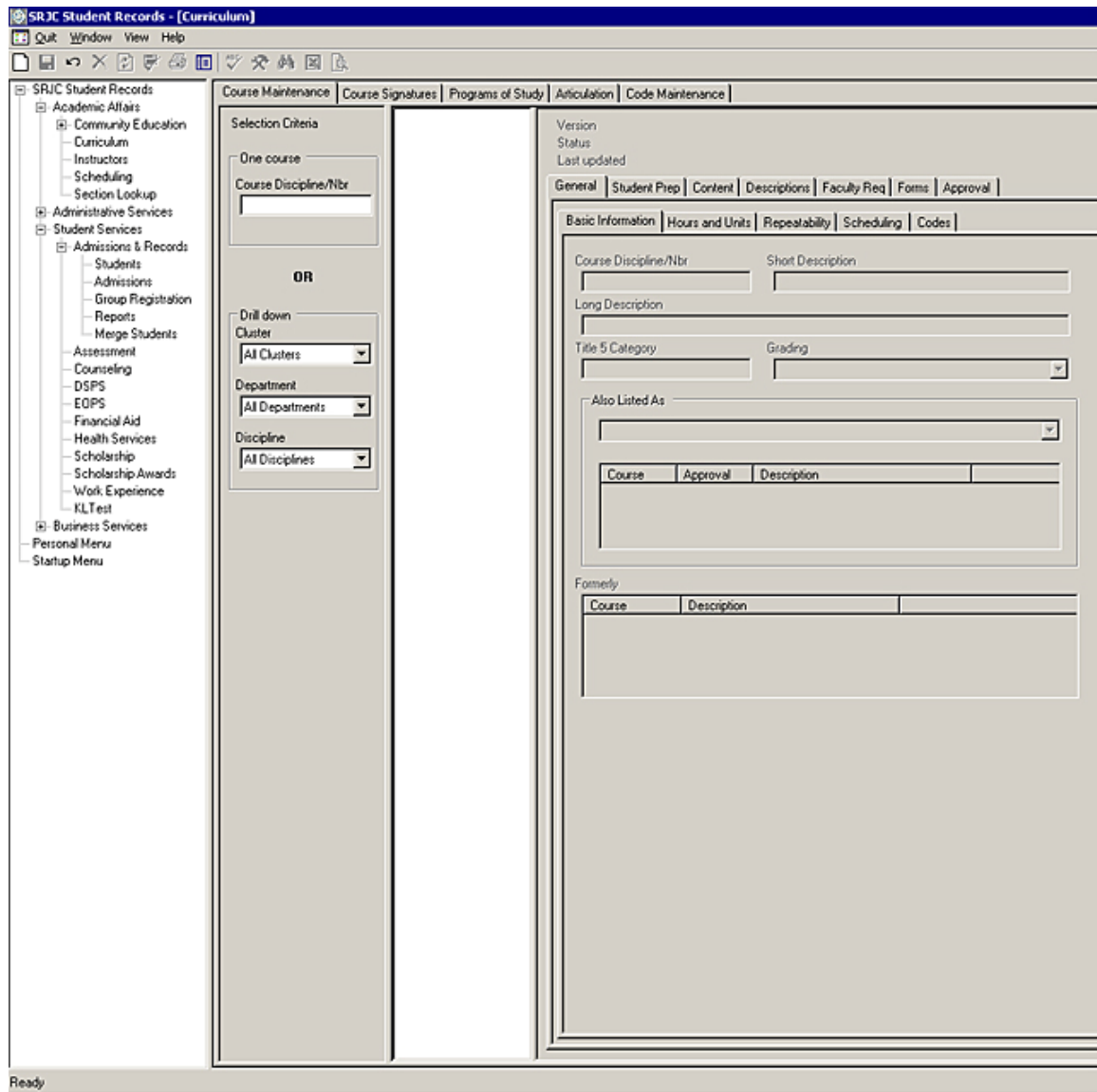
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Academic Affairs

Curriculum

Course Maintenance

Type topic text here.



General Tab

Basic Information Tab

The Basic Information tab

Version 2 **DA 69 Chairside Skills Workshop**
 Proposed course change effective Spring 2007; Transferable CSU only
 Last updated on 5/16/2006 at 0:00 by Conversion

General | Student Prep | Faculty Req | Descriptions | Content | Approval | Forms | Reports

Basic Information | Hours and Units | Repeatability | Scheduling | Codes

Course Discipline/Nbr: DA 69 Short Description: CHAIRSIDE SKLS WKSP

Long Description: Chairside Skills Workshop

Title 5 Category: AA Degree Applicable Grading: Credit Course Taken for CR/NC Only

Also Listed As: Not cross-listed

Course	Approval	Description


Formerly

Course	Description

Data Field	Description
Course Discipline/Nbr	A read-only box that shows the CourseID, a computer-assigned number associated with all versions of a course.
Short Description	An abbreviated course description found in many class listings where space is limited. A maximum of 24 text characters can be typed in this box.

Long Description	The full-length course description found in the college catalog or class schedule. A maximum of 60 characters can be typed in this box.
Title 5 Category	Read only box informs if course meets requirements for certain degrees as outlined in title 5 of the California Code of Regulations relating to curriculum in the community colleges
Grading	Choose from drop-down box if course is for a letter grade, credit/non-credit, both, or just for credit.
Also Listed As	Different names for the same course. From the drop-down list, if the course is cross-listed, select the "Also Listed As" group with which it is cross-listed. When a group is selected, the other courses in the group appear in the listview below the selection box.
Formerly	If the course has changed names, the former names appear in the "Formerly" listview.

Hours and Units Tab

General	Student Prep	Faculty Req	Descriptions	Content	Forms	Approval	Reports		
Basic Information		Hours and Units		Repeatability	Scheduling	Codes			
Units Max <input type="text" value="5.00"/> Min <input type="text" value="5.00"/>		Weeks Max <input checked="" type="checkbox"/> Full-term <input type="text" value="17.5"/> Min <input checked="" type="checkbox"/> Full-term <input type="text" value="17.5"/>		Methods of Instruction <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab					
Values for Maximum Units and Weeks									
Carnegie Units <input type="text" value="5.00"/>				Other Values 					
Hours per Week				Hours Total					
	Scheduled		TBA			Scheduled		TBA	
Lec Hrs	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Lec Hrs	<input type="text" value="87.50"/>	<input type="text" value="87.50"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Lab Hrs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Lab Hrs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Contact Total	<input type="text" value="5.00"/>				Contact Total	<input type="text" value="87.50"/>			
Non-Contact TBA	<input type="text" value="0.00"/>				Non-Contact TBA	<input type="text" value="0.00"/>			

Data Field	Description
Units	A unit is a measure of the amount of study required to complete a course. Type in the maximum (Max) and Minimum (Min) units for which the course may be offered. Values are .25, .50, or multiples of whole and half numbers less than 100.
Weeks	Check the "Full-term" checkboxes if the weeks duration for the course is semester-length.
Methods of Instruction	Check the boxes to indicate if the course has lecture and/or lab instruction.
Carnegie Units	This box shows the Carnegie units- the number of hours per unit in which a course is taught. The basic formula in hours per week is 1 unit = 1 lecture hour, or 2 hours lab with homework, or 3 hours lab without homework.
Other Values (Hours & Units Calculator)	Click this "Other Values" calculator button to play "what if" with different combinations of units and weeks. The required hours per week are calculated for you.
Hours per Week	Enter the Scheduled Lecture and Lab hours for

	<p>the course. If there are additional lecture and/or lab hours that are not scheduled at particular days and times, enter the hours under the "To Be Arranged" (TBA) category. The TBA lecture hours box is also used for Distance Education courses. Key in 1-2 digits and optional .0, .25, .5, .67, .75.</p>
Hours Total	<p>Read only boxes that display the values chosen under the Hours per Week category to the left.</p>
Contact Total	<p>A read-only box showing the number of hours per week of lecture and/or lab hours that the student is required to attend.</p>
Non-Contact TBA	<p>Enter other (non-contact) days and hours to be arranged per week required of the student. Key in 1-2 digits and optional .0, .25, .5, .67, .75.</p>

Repeatability Tab

Type topic text here.

Version 3 **ENGL 1A Reading Composition**
 Approved course change effective Fall 2006; Transferable UC and CSU
 Last updated on 7/17/2006 at 9:49 by Gregg Tilles

General | Student Prep | Faculty Req | Descriptions | Content | Forms | Approval | Reports

Basic Information | Hours and Units | **Repeatability** | Scheduling | Codes

Repeat Code
 00 - One Repeat if Grade was D, F, or NC

Repeat Groups

Description	Active Status	Repeat Code
<input type="checkbox"/> ADMINISTRATION OF JUSTICE 61	Active	00
<input type="checkbox"/> AgbusWine60	Active	00
<input type="checkbox"/> AgbusWine61	Active	00
<input type="checkbox"/> AgbusWine62	Active	00
<input type="checkbox"/> AgDet86.1	Active	00
<input type="checkbox"/> AgHortNrmWeld56	Active	00
<input type="checkbox"/> AgmecDET84	Active	00
<input type="checkbox"/> AgmecDet88	Active	00

Check to add course to a group; uncheck to remove course from group.

Courses in Repeat Group Show all courses

Course	Approval	Description	Effective	Inactive
--------	----------	-------------	-----------	----------

Data Field	Description
Repeat Code	The repeat code indicates the limit on the number of times a student may enroll in a course. Select a code that applies from the drop-down list.
Repeat Groups	You may also assign the course to one or more repeat groups, each with its own repeat code. Add the course to the repeat group by checking the Repeat Group. Uncheck to remove the course from the group. Click the group to see what courses are in the group.
Courses in Repeat Group	After clicking on a group, the courses appear in the "Courses in Repeat Group" listview. By default, only the course versions that are offered in the same time frame as your course version appear in listview.
Show all courses	Check the "Show all courses" checkbox to see all the course versions in the Repeat Group.

Scheduling Tab

Scheduling - Options Tab

Type topic text here.

Version 3 **ANAT 1 General Human Anatomy**
 Approved course change effective Spring 2006; Transferable UC and CSU
 Last updated on 4/27/2005 at 0:00 by Conversion

General | Student Prep | Faculty Req | Descriptions | Content | Forms | Approval | Reports

Basic Information | Hours and Units | Repeatability | Scheduling | Codes

Options | Methods of Delivery | Account Class

Class Size
 Maximum: Minimum:

Audit allowed

Open Entry/Exit
 Never
 Always
 Optional

Credit by Exam
 Credit by exam allowed
 Date Approved: Change Date:

Data Field	Description
Class Size	A section cannot be scheduled with a limit greater than the class maximum nor with a minimum enrollment less than the class size minimum.
Audit allowed	Courses eligible for auditing will be determined by the individual departments at SRJC with concurrence from the Office of Academic Affairs. Check box is auditing the class is allowed. Leave unchecked if auditing the class is not allowed.
Open Entry/Exit	The Open Entry/Exit self-paced courses enable students to begin the course throughout the semester and to exit the course when completed. Select a course Open Entry/Exit status by choosing from the Never, Always, and Optional radio buttons.
Credit by Exam	Check box if the course can be taken for units by examination The date approved for credit

Curriculum

by exam may be changed in the change date drop-down box.

Scheduling - Methods of Delivery Tab

Type topic text here.

Data Field	Description
All Methods of Delivery	Check boxes for selecting one or more ways that course material is delivered to the student. Check values in the list to add and uncheck to remove.
Course Methods of Delivery	Checked values from the All Methods of Delivery list in the left panel that have been added to the course methods of delivery in the right panel.

Click a code or description column to sort the values in ascending order. Slide the vertical divider between panels to the right or left to see more or less of one list. Methods of Delivery may be disabled for Work Experience and Independent Study courses.

Scheduling - Account Class Tab

Type topic text here.

Data Field	Description
Account Class	Budget values that are used when a section of the course is scheduled. First appears as default values
Fu	Fund: box holds two numeric digits
Lo	Location: box holds two numeric digits
Re	Responsibility: box holds two numeric digits
Prog	Program: box holds four numeric digits
Actv	Activity: box holds four numeric digits
Object	Object: box holds 4 object and 2 sub object numeric digits
Account Class Program	Default program values can be overridden by selecting from drop-down box
Account Class Activity	Default activity values can be overridden by selecting from drop-down box.

Codes

Codes - Miscellaneous Tab

Version 2 **DA 69 Chairside Skills Workshop**
 Proposed course change effective Spring 2007; Transferable CSU only
 Last updated on 5/15/2006 at 0:00 by Conversion

General | Student Prep | Faculty Req | Descriptions | Content | Approval | Forms | Reports

Basic Information | Hours and Units | Repeatability | Scheduling | Codes

Miscellaneous | Instructional Level | Funding | Distance Ed

Noncredit Category
 0 - Not Applicable, Credit Course

Classification
 Occupational Education Courses

SAM Code
 Clearly Occupational

TOP Code
 124030 - Dental Laboratory Technician

Course Values
 Occupational Education Courses
 Clearly Occupational
 124030 - Dental Laboratory Technici

Work-Based Learning Activities
 Not included Included Unknown

DSPS Course
 No Yes Unknown

In-Service Course
 No Yes Intensive Unknown

Data Field	Definition
Noncredit Category	Choose a code from the drop-down list to indicate the primary objective of a non-credit course within the non-credit categories set forth in the California Education Code.
Classification	Choose from the selections in the drop-down box to classify a course according to its primary objective.
SAM Code	The Course Sam Priority Code is used to indicate the degree to which a course is occupational and to assist in identifying course sequence in occupational programs.
TOP Code	The California Community Colleges Taxonomy of Programs (TOP) code is a system of numerical codes used to collect and report information on programs and courses in different colleges throughout the state that have similar outcomes. Each course is given a TOP code that comes closest to describing the

Curriculum

	course content.
Course Values	Three read-only boxes showing Classification, SAM Code, and TOP Code results from choices to the left.
Work-Based Learning Activities	Work-based learning are course-linked learning experiences outside the classroom and include an employer or community connections. Choose from the Not included, Included, or Unknown radio buttons.
DSPS Course	Choose the No, Yes, or Unknown radio button to indicate if the course is a Disabled Students Programs and Services (DSPS) course.
In-Service Course	An In-Service course is taken while fully employed, such as teacher education workshops, or police officer continuing education training. Choose a No, Yes, Intensive, or Unknown radio button.

Codes - Instructional Level

Data Field	Description
Basic Skills	Choose from radio buttons: Not basic skills, General basic skills, Precollegiate basic skills, and unknown.
Precollegiate Basic Skills	Click on one or more of the boxes to indicate type of precollegiate basic skill course.
Level Below Transfer	Choose radio buttons One level, Two levels, Three levels, Non-applicable, or Unknown. Use the Non-applicable code if the course is not in English, reading, writing, ESL, or mathematics, or the course is transferable, or the course is more than 3 levels below transfer.

Codes - Funding Tab

The screenshot shows a software interface with several tabs: 'Basic Information', 'Hours and Units', 'Repeatability', 'Scheduling', and 'Codes'. The 'Codes' tab is active, and within it, the 'Funding' sub-tab is selected. Under the 'Funding' sub-tab, there is a section titled 'Funding Agency Category' with four radio button options:

- Economic Development funds not used
- Partially developed with Economic Development funds
- Primarily developed with Economic Development funds
- Unknown

Data Field	Description
Funding Agency Category	This describes the radio button choices for funding categories used in reporting the MIS data element CB23, which was implemented by the California Community Colleges Chancellor's Office (CCCCO) in Spring 2006.
Economic Development funds not used	A System Office Economic Development Grant was not used to develop this course.
Partially developed with Economic Development funds	A System Office Economic Development Grant was partially used to develop this course. (Economic development funds exceed 40% of total development funds).
Primarily developed with Economic Development funds	A System Office Economic Development Grant was primarily used to develop this course.
Unknown	It is not known if a System Office Economic Development Grant was used to develop this course.

For more information about the California Community College Management Information System data element CB23, visit the website at www.ccco.edu.

Codes - Distance Ed

Version 5 **CIS 58.51A Creating Web Pages 1 - HTML**
 Approved course change effective Fall 2003; Transferable CSU only
 Last updated on 7/8/2003 at 0:00 by Conversion

General | Student Prep | Faculty Req | Descriptions | Content | Approval | Forms | Reports

Basic Information | Hours and Units | Repeatability | Scheduling | Codes

Miscellaneous | Instructional Level | Funding | Distance Ed

CVU/CVC Status

Distance Ed, not CVU/CVC developed
 Distance Ed, CVU/CVC developed
 CVU/CVC unknown, or not Distance Ed

Data Field	Description
Distance Ed, not CVU/CVC developed	Radio button choice describing a distance learning course that is not developed with the use of the California Virtual University or the California Virtual Campus. See definitions below table.
Distance Ed, CVU/CVC developed	Radio button choice describing a distance learning course that is developed with the use of the California Virtual University or the California Virtual Campus. See definitions below table.
CVU/CVC unknown, or not Distance Ed	A radio button choice for courses not defined as distance education or the California Virtual University/California Virtual Campus status is unknown. It is acceptable for a course to be Distance Ed and have an unknown CVU/CVC status. See definitions below table.

Definitions:**Distance Learning:**

This refers to instruction in which student and instructor are separated by distance and/or time and interact through the assistance of computer and communication technology. The Distance Ed tab collects the information used in reporting the MIS data element XB10.

CVU:

The California Virtual University is an online catalog of the distance learning courses, programs, and other electronic educational content and services offered by California's accredited colleges

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and universities. For instance, students can search for courses in the online catalog, which is linked to the course website of the offering campus.

CVC:

The California Virtual Campus is a private nonprofit corporation that offers its services free to Californians and the global student population at no cost to the state. Named Seton Hall's Technology Center, it provides multimedia presentation software for instructors to use for their course web sites. To ensure academic integrity and quality, only colleges and universities accredited by the western association of schools and colleges (WASC) are eligible to participate.

Student Prep Tab

Prerequisites

Prerequisites - Text Tab

Type topic text here.

General | Student Prep | Content | Descriptions | Faculty Req | Forms | Approval

Requires Assessment: Exempt From Assessment

Prerequisites | Corequisites | Recommended | Limits on Enrollment

Generate prerequisite description from rules Prerequisites are provisional

Text | Rules | Generated Description

Prerequisite Text

Prerequisite Text that describes the rules can be typed in here if the boxes above the text button are not checked. The output will be seen in the catalog, class schedule, and course outline.

Prerequisites - Rules Tab

Type topic text here.

The screenshot shows a software interface for managing prerequisites. At the top, there are four tabs: "Prerequisites", "Corequisites", "Recommended", and "Limits on Enrollment". The "Prerequisites" tab is currently selected. Below the tabs, there are two checkboxes: "Generate prerequisite description from rules" and "Prerequisites are provisional". Below these checkboxes, there are three buttons: "Text", "Rules", and "Generated Description". The "Rules" button is currently selected. The main content area below the buttons contains the text "Prerequisite rules go here."

Check the Generate prerequisite description from rules box if you want the computer to create prerequisite text based on the rules. When you press the rules button the rules will appear in the area below the tab.

Check the box titled prerequisites are provisional if a validation study is being conducted to evaluate the prerequisites as a condition of enrollment essential to student success in the course.

Prerequisites - General Description Tab

Type topic text here.

The screenshot shows a software interface for editing course prerequisites. At the top, there is a horizontal menu with tabs: "General", "Student Prep", "Content", "Descriptions", "Faculty Req", "Forms", and "Approval". Below this menu, there is a section for "Requires Assessment" with a dropdown menu currently set to "Exempt From Assessment". Underneath, there are four sub-tabs: "Prerequisites", "Corequisites", "Recommended", and "Limits on Enrollment". The "Prerequisites" tab is active. In this section, there are two checkboxes: "Generate prerequisite description from rules" (which is unchecked) and "Prerequisites are provisional" (also unchecked). Below these checkboxes is another sub-menu with tabs: "Text", "Rules", and "Generated Description". The "Generated Description" tab is selected, and the main content area below it contains the text "Generated prerequisite description goes here."

The Generated Description shows the text the computer generates from the rules. If the "Generate prerequisite description from rules" checkbox is checked, the generated description, instead of the typed-in prerequisite text, appears in the catalog, the class schedule, and the course outline.

Corequisites Tab

Version 2 **THAR 22A Introduction to Makeup Design**
Proposed course change effective Fall 2004; Transferable UC and CSU
Last updated on 6/18/2003 at 0:00 by Conversion

General | Student Prep | Faculty Req | Descriptions | Content | Approval | Forms | Reports

Requires Assessment

Prerequisites | **Corequisites** | Recommended | Limits on Enrollment

Corequisite Text

THAR 25.

This tab contains a text area for typing in corequisite text. As with typed-in prerequisite text this text is ignored if the "Generate prerequisite description from rules" checkbox is checked.

Recommended

Recommended - Text Tab

Type topic text here.

The screenshot shows a web interface for managing curriculum. At the top, there are four tabs: "Prerequisites", "Corequisites", "Recommended" (which is the active tab), and "Limits on Enrollment". Below the tabs, there is a "Code" dropdown menu currently showing "No advisories" and a "Generate description" checkbox. Underneath, there are three sub-tabs: "Text" (the active sub-tab), "Rules", and "Generated Description". The main content area is a large text input field labeled "Advisory Text".

The advisory text area is for typing in text that describes the recommended preparation that a student is advised to complete prior to enrolling in the course. This set of information is referred to as "Advisories".

Select a value from the "Code" selection box. The code must be compatible with the data in the Advisory Text and Rules. If you wish to have the description of the advisories created by the computer, check the "Generate description" checkbox.

Recommended - Rules Tab

Type topic text here.

Prerequisites	Corequisites	Recommended	Limits on Enrollment
Code	<input type="text" value="No advisories"/>	<input type="checkbox"/>	Generate description
Text	Rules	Generated Description	
<p>Advisory rules go here.</p>			

Recommended - General Description Tab

Type topic text here.

Prerequisites	Corequisites	Recommended	Limits on Enrollment
Code	No advisories		<input type="checkbox"/> Generate description
Text	Rules	Generated Description	
Generated advisory description goes here.			

Limits on Enrollment Tab

Version 2 **WELD 98 Independent Study in Welding**
Approved course change effective Fall 1997; Transferable CSU only; Independent/Directed Study
Last updated on 4/14/2005 at 0:00 by Conversion

General | **Student Prep** | Faculty Req | Descriptions | Content | Approval | Forms | Reports

Requires Assessment

Prerequisites | Corequisites | Recommended | **Limits on Enrollment**

Limits on Enrollment Requires instructor's signature to enroll

Approval of the project proposal by sponsoring faculty, Department Chair and Supervising Administrator.

Faculty Req Tab

Faculty Req Tab

This tab contains the two subtabs below for entering the requirements that faculty must meet in order to teach the course. Click a column heading to sort values according to column values. Slide the vertical divider between panels to the right or left to see more or less of one list.

Version 4 **AERO 50 Private Pilot Ground Training**
 Proposed course change effective Spring 2007; Transferable CSU only
 Last updated on 6/5/2006 at 0:00 by Conversion

General | Student Prep | **Faculty Req** | Descriptions | Content | Forms | Approval | Reports

Disciplines | Service Areas

All Faculty Disciplines			Course Faculty Disciplines		
Discipline	Req MA	Description	Discipline	Req MA	Description
<input type="checkbox"/> ACCT...	N	Accounting Noncredit	AERO	N	Aeronautics
<input type="checkbox"/> ACCT...	Y	Accounting			
<input type="checkbox"/> ACTS...	N	Adaptive Computer Tech			
<input type="checkbox"/> ACTSP	Y	Adaptive Computer Tech			
<input checked="" type="checkbox"/> AERO	N	Aeronautics			
<input type="checkbox"/> AGBUS	N	Ag Business & Related S			
<input type="checkbox"/> AGE...	N	Agricultural Engineering			
<input type="checkbox"/> AGP...	N	Agricultural Production			
<input type="checkbox"/> AJ	N	Administration of Justice			
<input type="checkbox"/> ANT...	N	Anthropology Noncredit			
<input type="checkbox"/> ANT...	Y	Anthropology			
<input type="checkbox"/> APE	Y	Adaptive PE			

Data Field	Description
All Faculty Disciplines	These represent the educational requirements for instructors teaching the course. The column "ReqMA" indicates whether or not the discipline is one that requires a Master's Degree. "Y" means Yes, "N" means No. Check one or more faculty disciplines associated with each course.
Course Faculty disciplines	Check values in the "All Faculty Disciplines" list (left panel) to add them to the "Course Faculty Disciplines" (right panel); uncheck to remove them.

Version 2 **AGRI 10 Introduction to Agricultural Sciences**
 Approved course change effective Fall 2004; Transferable UC and CSU
 Last updated on 4/22/2004 at 0:00 by Conversion

General | Student Prep | Faculty Req | Descriptions | Content | Forms | Approval | Reports

Disciplines | **Service Areas**

All Faculty Service Areas		Course Faculty Service Areas	
Svc Area	Description	Svc Area	Description
<input type="checkbox"/>	AERO Aeronautical & Av		
<input checked="" type="checkbox"/>	AG Agriculture and F	AG	Agriculture and Forestry
<input type="checkbox"/>	APED Apprentice Educa		
<input type="checkbox"/>	APTE... Applied Technolc		
<input type="checkbox"/>	ART Art		
<input type="checkbox"/>	ART... Art History		
<input type="checkbox"/>	ASL American Sign La		
<input type="checkbox"/>	AUTO Automotive Tech		

Data Field	Description
All Faculty Service Areas	Faculty are assigned to one or more Faculty Service Areas (FSAs) for which they meet district competency requirements and minimum qualifications. Check one or more Faculty Service Areas associated with each course.
Course Faculty Service Areas	Check values in the "All Faculty Service Areas" (left panel) to add them to the "Course Faculty Service Areas" (right panel); uncheck to remove them.

Descriptions Tab

Descriptions - Catalog Tab

The catalog tab contains a textbox to type in descriptive information about the course that appears in the college catalog.

Prerequisites, grading, transferability, etc., that is captured elsewhere in the database should not be duplicated here.

This user-friendly format allows you to copy from existing text and paste to the textbox. Text may also be copied from the textbox and spellchecked.

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Version 3 ENGL 1A Reading Composition							
Approved course change effective Fall 2006; Transferable UC and CSU							
Last updated on 7/17/2006 at 9:49 by Gregg Tiles							
General	Student Prep	Faculty Req	Descriptions	Content	Forms	Approval	Reports
Catalog	Schedule						
Catalog Description							
Critical reading and discussion of works in various literary forms. Composition predominantly of reasoned and reflective prose. Content and emphasis of particular sections specified in the English Department's course description bulletin "A Hundred Doors" issued every year.							

Descriptions - Schedule Tab

The schedule tab contains a textbox where an abbreviated version of the catalog description is typed in to appear in the schedule of classes. The user friendly format allows copy and paste features as well as spellcheck. Prerequisites, grading, transcripts, etc. should not be duplicated here, since they are already captured elsewhere in the database.

Version 4 **EMC100 Emergency Care for First Responders**
Approved course change effective Fall 2006; Not transferable
Last updated on 5/17/2006 at 0:00 by Conversion

General | Student Prep | Faculty Req | **Descriptions** | Content | Forms | Approval | Reports

Catalog | **Schedule**

Schedule Description

Manipulative & problem solving skills necessary for the individual interested in pursuing a career as a first responder to victims of illness or injury. Upon completion of course, student receives both CPR & First Responder certificates.

Content

Content - Outcomes and Objectives Tab

The outcomes and objectives tab contains a textbox for typing in relevant information regarding what students will be able to do upon completion of the course. Features include copy, paste, and spellcheck capability.

Version 3 **ENGL 1A Reading Composition**
Approved course change effective Fall 2006; Transferable UC and CSU
Last updated on 7/17/2006 at 9:49 by Gregg Tilles

General | Student Prep | Faculty Req | Descriptions | **Content** | Approval | Forms | Reports

Outcomes and Objectives | Topics | Assignments | Methods of Evaluation | Textbooks

Outcomes and Objectives

READING - From expository essay and argumentative essays at or above grade 13 level, students will:

1. Identify the main idea or thesis.
2. Identify the sequencing or order of the ideas presented.
3. Explain how the writer supports and illustrates ideas and connects them to the thesis.
4. Paraphrase and summarize paragraphs and essays.
5. Annotate an essay with appropriate comments.
6. Identify the stylistic features of an essay.
7. Identify an essay's tone.
8. Distinguish between literal and inferential information and identify the use of assumptions and biases.
9. Identify argumentative techniques and recognize logical fallacies.
10. Identify their opinions and assumptions in relation to reading material.

WRITING - Students will:

1. Write 6,000 to 8,000 words in expository and argumentative essays, each with a clearly identifiable thesis.
2. Organize their essays, paragraphs, and sentences logically and coherently.
3. Show development in paragraphs with concrete, appropriate, and relevant details.
4. Write essays which express a mature attitude toward their subject with a consistent and appropriate point of view.
5. Write argumentative essays responding to opposing arguments and avoiding logical fallacies.
6. Revise their prose for clarity, precision, and variety of sentences; correct diction; and appropriate voice.
7. Recognize and correct errors in punctuation, grammar, and spelling.
8. Demonstrate familiarity with elementary library research techniques and with the basic reference works and facilities of the college library.

Content - Topics Tab

The Topics tab has separate textboxes for lecture and lab topics. A vertical splitter allows more or less visibility of each type of topic. This application cross checks the data in the textboxes with the lecture and lab methods of instruction assigned to the course.

Version 3 **ENGL 1A Reading Composition**
 Approved course change effective Fall 2006; Transferable UC and CSU
 Last updated on 7/17/2006 at 9:49 by Gregg Tilles

General | Student Prep | Faculty Req | Descriptions | **Content** | Approval | Forms | Reports

Outcomes and Objectives | **Topics** | Assignments | Methods of Evaluation | Textbooks

Lecture Topics	Lab Topics
READING- Students will: 1. Read a number of essays during the semester with emphasis on critical reading involving analysis, evaluation, and synthesis of ideas from several essays/authors, 2. Discuss readings in order to examine and learn the above objectives, 3. Read/study/analyze the English Department's Work of Literary Merit for the particular semester. WRITING- Students will: 1. Write significant number of essays during the semester of various lengths, amounting to 6,000 to 8,000 words, primarily narrative/descriptive but will also write expository/informative and argumentative/persuasive prose, 2. Use revision skills frequently taught using writers' workshop methods or individual conferences/tutorials.	

Content - Assignments Tab

The assignments tab contains a textbox for listing course assignments that are integrated with the methods of evaluation.

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Last updated on 7/17/2006 at 9:49 by Gregg Tilles

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Outcomes and Objectives	Topics	Assignments	Methods of Evaluation	Textbooks
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Representative Assignments

WRITING:

1. Weekly out-of-class essays or out-of-class essays for which drafting/revision equivalent to a weekly essay are required.
2. In-class essays in response to reading essays or the Work of Literary Merit.
3. A research paper or essays for which library resources are used.
4. Specific exercises to work with aspects of writing, such as thesis invention; organization; development; style; tone; diction; etc.
5. Specific exercises in paraphrasing, summarization, annotation, recognizing logical fallacies, etc.
6. A journal in which students practice writing to various topics and responding to assigned course readings.
7. Quizzes and exams.

Content - Methods of Evaluation Tab

This tab informs how a student's performance in class is to be evaluated.


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 Approved course change effective Fall 2006; Transferable UC and CSU
 Last updated on 8/11/2006 at 13:39 by Gregg Tilles

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Outcomes and Objectives | Topics | Assignments | **Methods of Evaluation** | Textbooks

Degree Applicable Only
Assessment tools based on writing are not included because:

Problem Solving assessments are more appropriate
 Skill Demonstrations are more appropriate
 Course includes essay exams that fulfill writing component

Show Assignments 

Total Percentages
 Min: Max:

Category	Description	Min Pct	Max Pct
Writing Assignments	Written homework, Reading reports, ...	70	95
Problem-solving Assignments			
Skill Demonstrations			
Objective Examinations	Multiple choice, Matching items, Com...	5	20
Other Method of Evaluation	ATTENDANCE/PARTICIPATION	0	15

Selected Category
Writing Assignments Min: Max:

Description of assessment tools

Data Field	Description
Degree Applicable Only	For courses that apply, this information may be SRJC specific. Check the box in one or more categories if there are no writing assignments with a minimum percentage greater than 0.
Total Percentages	Read-only boxes that Indicate the total

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	minimum and maximum grade percentages for the course.
Category list view	Read-only listview in the middle of the tab. Click on a category to select from the list view box.
Show assignments	Secondary screen linked to the assignments textbox from the assignments subtab.
Selected Category	Make changes by first selecting from the category list view. Use the description of assessment tools textbox to type in changes and the Min and Max boxes to change the Total Percentages.

Content - Textbooks Tab

Above this textbox is a checkbox for including a college defined phrase. For SRJC, the phrase "Instructor prepared materials" will appear if the box is checked. Uncheck the box to remove.

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Outcomes and Objectives | Topics | Assignments | Methods of Evaluation | **Textbooks**

Representative Textbooks Instructor prepared materials

Atwan, Robert. TEN ON TEN, St. Martin's Press, 2000.
 Barthololme, David. WAYS OF READING, St. Martin's Press, 1998
 Colombo, Gary, ed. REREADING AMERICA, St. Martin's Press, 1998
 Garrison, Roger H. HOW A WRITER WORKS, Addison-Wesley, 1985.
 Hacker, Diana. A WRITER'S REFERENCE, St. Martin's Press, 1998.
 Smart, William. EIGHT MODERN ESSAYISTS, St. Martin's Press, 1994.
 Stygall, READING CONTEXT, Thomson 2005
 Eschholz, Alfred Rosa and Virginia Clark, LANGUAGE AWARENESS: READINGS FOR COLLEGE WRITERS, Bedford, 2005
 Peterson, Brereton, THE NORTON READER, Norton, 2005
 Barnett, SHORT GUIDE TO COLLEGE WRITING, Pearson/Longman, 2005
 Cohen, 50 ESSAYS: A PORTABLE ANTHOLOGY, Bedford/St. Martins, 2004
 Work of Literary Merit (W.O.L.M):
 Each semester the English Department selects a Work of Literary Merit for all 1A students. Typically, at least four faculty lectures are given and special library resources provided for this project.
 The following have been works studied.
 CANDIDE, Voltaire.
 THE MAYOR OF CASTORBRIDGE, Hardy.
 HENDERSON THE RAIN KING, Bellow.
 AS I LAY DYING, Faulkner.
 THE HORSE'S MOUTH, Cary.
 PRIDE AND PREJUDICE, Austen.
 A GATHERING OF OLD MEN, Gaines.
 THE TEMPEST and AS YOU LIKE IT, Shakespeare.
 THE MILAGRO BEANFIELD WARS, Nichols.
 THE ADVENTURES OF HUCKLEBERRY FINN, Twain.
 TO THE LIGHTHOUSE, Woolf.
 MADAME BOVARY, Flaubert.
 HEART OF DARKNESS, Conrad
 THE THINGS THEY CARRIED, O'Brien
 "GIMPEL THE FOOL" AND OTHER STORIES, Singer
 ALICE IN WONDERLAND, Carroll
 BELOVED and SONG OF SOLOMON, Morrison
 INVISIBLE MAN, Ellison
 WAITING FOR THE BARBARIANS, Coetzee

Approval Tab

Approval Tab

This document describes the following two tabs as they appear to a Curriculum Super user. For other users, these tabs are lookup only.

New course proposals and proposed changes carry a 'proposed' status in the computer and cannot be scheduled. After a course receives curriculum approval, its status is changed to 'approved'. The approval process inactivates the previous approved version and makes the newly approved version available for scheduling. There can only be one version of a course for a given term.

Approving a course: 4-Step process

Step 1: Freeze Proposal

Select the course to be frozen and bring it into the course data area. Right-click the course data area. A context menu appears with the option "Freeze Proposal". Highlight and click that option.

A Freeze Proposal message box appears asking if you want to freeze this proposal. Click Yes. The application validates the proposal. If it finds any errors the Cannot Freeze message box warns that the proposal contains invalid data that must be corrected before the proposal can be frozen. Click OK. Errors are flagged with Error Providers. Correct the errors and try again to freeze the proposal. You cannot freeze if there are errors. If the freeze is successful, the proposal is saved in a frozen state and the course data area is inactivated.

Step 2: Enter final signature approval

At the main menu, select the version and bring it into the course data area. Click the Approval tab. Click the Course Review tab. Use the up/down arrows to select the Course Review. Type in the name of the reviewer and click the Approve button. Date signed is automatically set to the current date. After you indicate approval, you cannot change your mind. If the approval is an error, click the cancel button on the toolbar. This Cancels all changes you made to the course since it was last saved.

Step 3: Enter curriculum approval date

Go to the Dates tab and use the date picker control shown under the "Change Date" heading to change the course version approval date. You can also click the drop down arrow on the right side of the control to activate the pop-up calendar. If the course version approval includes a course review, check the "Update date Last Reviewed" checkbox to update the course's last review date. In other words, if this proposal includes the quadratic review, change the date so that 4 years later another review will be scheduled.

Step 4: Approve the proposal

Right-click the course data area. A context menu appears with the option "Approve Proposal". Highlight and click that option. If the course is an active course version, an Approve Proposal message box appears. Click "Yes" to confirm. Once the course is approved, it cannot be 'unapproved' via the curriculum application. A final message box then appears indicating that the course version is approved and now available for scheduling. Click OK. If you choose "No" when asked to confirm the proposal, the course remains frozen. Save the course to preserve the final signature approval and curriculum approval date if desired.

Version 3 **AJ 21 Introduction to Administration of Justice**
 Approved course change effective Spring 2006; Transferable UC and CSU
 Last updated on 4/25/2005 at 0:00 by Conversion

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Course Review | Dates

Course Dates

Curriculum Approval	Change Date	Terms Scheduled First Term Fall 1981 Last Term Fall 2006 Nbr Terms 54
<input type="text" value="8/1/1981"/>	<input type="text" value="08/01/1981"/>	
Prerequisites Approval		
<input type="text" value="10/27/1999"/>	<input type="text" value="10/27/1999"/>	
Last Reviewed		
<input type="text" value="3/7/2005"/>	<input type="text" value="03/07/2005"/>	

Course Version Dates

Submitted	Submitted By	Terms Scheduled First Term Spring 2006 Last Term Fall 2006 Nbr Terms 3
<input type="text" value="10/28/2004"/>	<input type="text" value="RAY HILL"/>	
Term Effective	Term Inactive	
<input type="text" value="Spring 2006"/>	<input type="text"/>	
Version Approved	Change Date	
<input type="text" value="3/7/2005"/>	<input type="text" value="03/07/2005"/>	

Update Date Last Reviewed

Data Field	Description
Course Dates	This section shows information that relates to the course as a whole
Course Version Dates	This section shows information that relates to the course version.
Curriculum Approval	This shows the date when the curriculum committee approved version 1, the original course.
Prerequisites Approval	This is the last date in which any version of a course had prerequisites reviewed and approved by the curriculum committee.
Last Reviewed	The date when this version of the course was last reviewed by the curriculum committee.
Change Date	Use the date picker controls shown under this

Curriculum

	heading to change the curriculum approval date, prerequisites approval date, and last review date for the course..
Submitted	Shows date of course proposal submission.
Submitted By	Name of person submitting the course proposal.
Term Effective	A drop-down list to select a term when the proposed course version will be effective. The term effective of a proposed course version cannot be a term that has ended. It also cannot be a term in which a prior version of the course is being offered.
Term Inactive	A read-only box that contains the term a course was no longer offered, which occurs when a new course version becomes effective.
Version Approved	Use the date picker control to the right under the "change date" heading to change the course version approval date. If the course version approval includes a course review, check the "Update Date Last Reviewed" checkbox to update the course's last review date as well. If you do not check this box a warning appears reminding you to note in Comments why the review date is not being updated.
Change Date	This is the "Version Approved" date. Type in a date or click the drop-down arrow to activate the date picker pop-up calendar.
Update Date Last Reviewed	Check this box if the course version approval includes a quadratic course review. This will update the last review date of the course, so that it can be reviewed again in 4 years. If you do not check this checkbox, a warning appears reminding you to note in Comments why the review date is not being updated.
Terms Scheduled	The academic year is divided into three terms: fall, spring, and summer. Two "Terms Scheduled" sections show the First Term, Last Term, and Nbr (Number of) Terms a course was scheduled.
First Term	If in course dates section, the first term a section of any version of the course scheduled and not cancelled. If in the course version dates section, the first term a particular version of the course was scheduled and not cancelled.
Last Term	If in course dates section, the last term a section of any version of the course was scheduled and not cancelled. If in the course version dates section, the last term a particular version of the course was scheduled and not cancelled.
Nbr Terms	In the course dates section, the number of terms any version of the course has been

scheduled. In the course version dates section, the number of terms a particular version has been scheduled.

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Course Review | Dates

Course Review 1 of 1

Review Type	Review Period	Date Created	Status
Course revision		7/2/2006	Complete

Final Reviewer Approval

Position
Cluster Dean

Reviewer Name: crc Date Signed: 4/25/2005

Approve Reject

Signatures

Seq	Position	Reviewer Name	Date Signed	Status
1	Originator			
2	Department Chair			
4	Learning Resources			
5	Curriculum Admin			
7	Tech Review			
8	Curriculum Committe			

Data Field	Description
Course Review	On this numeric UpDown control, select the appropriate review by clicking the UpDown arrows. Information pertaining to the selected review appears in the boxed areas of the course review tab.
Review Type	A box showing the type of review selected, such as a course proposal, course periodic review (every 4 years at SRJC) or revision, and prerequisite reviews.
Review Period	This read-only box shows the number of years since the last quadrennial review.
Date Created	This is the date this particular course version was created.

Curriculum

Status	This box shows if the review is complete or incomplete.
Final Reviewer Approval	Area where the final signature is captured to approve a course proposal.
Position	Automatic field from database showing the job title or committee title of the final reviewer.
Reviewer Name	Enter the name of the reviewer, usually the curriculum specialist at SRJC.
Date Signed	This date enters automatically as the current date when the reviewer signs.
Approve	Click this radio button after typing in the name of the reviewer to approve the proposal.
Reject	Click this radio button, if desired, after typing in the name of the reviewer. You can later change the rejection to approval.
Signatures	The "Signatures" listview shows the sequence of positions of those who should review the course, the reviewers' names, the dates they signed, and whether or not they approved the course. Signatures are recorded using the main tab Course Signatures that is yet to be developed.

Forms Tab

Forms - submission

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Submission | Tech Review | Curric Review | Intent

Check to add the form; uncheck to remove the form; right click to open the form.

List of Forms

Form Name	Status
<input type="checkbox"/> Changes to Existing Course	Primary
<input type="checkbox"/> Certificate or Major Revision	Supplementary
<input type="checkbox"/> Standard Coreq-Prereq Justification	Supplementary
<input type="checkbox"/> Distance Education	Supplementary
<input type="checkbox"/> CSU Transferability Checklist	Supplementary
<input type="checkbox"/> UC Transferability Checklist	Supplementary
<input type="checkbox"/> Enviromental Health and Safety	Supplementary
<input type="checkbox"/> Limitation on Enrollment Justification	Supplementary
<input type="checkbox"/> General Education Patterns Grid	Supplementary
<input type="checkbox"/> Criteria for Courses Proposed for CSU GE	Supplementary
<input type="checkbox"/> Criteria for Courses Proposed for IGETC	Supplementary
<input type="checkbox"/> Content Review	Supplementary

Forms are completed by a course developer or submitter as part of a course proposal. The curriculum application determines the correct form for the proposal. The list of forms includes the primary form called Changes to Existing Course and a choice of 1 or more supplementary forms. The content review form is used if there is a prerequisite or advisory.

Check the box to the left of the form name to add a form to the proposal. Text may be added or edited by authorized users only, otherwise access is read-only. Next, right click on the form name, then left click on the open form button. The file download dialog box appears. Choose open. Text may be edited or added to the opened word or excel workbook document, however, once the done button is clicked, the course is approved and cannot be modified without permission.

Forms - tech review

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General | Student Prep | Faculty Req | Descriptions | Content | Approval | Forms | Reports

Submission | **Tech Review** | Curric Review | Intent

Check to add the form; uncheck to remove the form; right click to open the form.

List of Forms

Form Name	
<input type="checkbox"/> Technical Review Worksheet	

This is a word or excel workbook form used by the technical review committee to provide feedback to the developer or submitter. Only persons with technical review access can add to a course proposal and make changes to it and for others, it is read-only.

Check the box to add the worksheet. Right click the form name, then click to open the form button. When the dialog box opens, choose open. Fill out the form and then when done it will be stored in the database along with the course.

Forms - curric review

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Submission | Tech Review | **Curric Review** | Intent

Type of Comment

Approved Approved with Contingencies Held

Curriculum Committee Comments

This tab provides an area for the Curriculum Committee to give feedback to the course developer/submitter. the area is to be used during Curriculum Committee meetings as course proposals are reviewed. Except for users with Curriculum Review access, the data in this tab is lookup only.

The tab includes three radio buttons that represent outcomes of the Curriculum Committee review. Each button has associated boilerplate language that is stored in the database. When a button is clicked, date, contact, and submitter information is appended to the existing Curriculum Committee Comments text, followed by the boilerplate language. The committee user then amends the text as needed.

Forms - intent

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General	Student Prep	Faculty Req	Descriptions	Content	Approval	Forms	Reports
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Submission	Tech Review	Curric Review	Intent
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This page is a placeholder. It is intended for info that describes/identifies the intent of the course. Info includes 'part of a program of study', GE, etc. Specific info is needed from Terri Frongia's office before this page is completed. It may turn out that this page is not needed.

Reports

Course Outline

Type topic text here.