

CHAPTER
11

LOOKUP: APPROVED COURSES FOR A TERM

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Lookup Approved Courses for a Term

Function and Use: This feature allows you to bring up all approved courses for a specific term. It includes both new and revised courses. Faculty can then be made aware of changes to the courses they are teaching. You may narrow the list by specifying the course department, area department, or division.

Below is an illustration of a typical Lookup of Approved Course(s) for a Term:

Exercise A–1: Lookup Approved Courses for a Term

Step

Illustration

1. Choose Lookup / Reports > Approved Courses for a Term. You can also type in LAC and then press <ENTER> as a shortcut.

CCCSC Curriculum Management	
ation	Lookup/Reports Utili
Course outline	(LCO)
Prerequisites for a course	(LPC)
Parts of an outline	(LPO)
Comparison of versions	(LCV)
History of versions	(LHV)
Signatures...	(LS)
Variations (spinoffs)	(LV)
Articulation...	(LAR)
Listing of proposals	(LLP)
Approved courses for a term	(LAC)
Degrees and certificates	(LDC)

2. Fill in the fields in the data entry box. In this example, we typed in 'CIS' in the Course Dept. field and 'S2001' for Term Effective (this field is required).

Course Dept	:	CIS	COMPUTER & INFO SCI
Area Dept	:		
Division	:		
Term Effective:		S2001	

3. Press the <ACCEPT> function key to view the approved CIS courses for the S2001 term.

Accept

Use the <SCROLL FORWARD> and <SCROLL BACKWARD> function keys buttons to move through one page of the report. Use <NEXT PAGE> to view the next page in the report:

SANTA ROSA J C: 261		CCCSC Curriculum Management									
		Approved Courses for a Term									
CC101-APRV-TRM		SANTA ROSA JUNIOR COLLEGE								PAGE: 1	
12:35		COURSE APPROVALS EFFECTIVE THIS TERM								SPRING 2001	
Course Department: CIS - COMPUTER & INFO SCI											
Dept/Nbr	Title	Vrs Nbr	Crse Stat	Units Max	Lec Hrs	Lab Hrs	Cnt DHR	Cnt Tot	Gr	Dur	Wks
CIS 51.13	WINDOWS COMMAND-LINE	02	CHNG	1.5	2.0	2.0	1.5	5.5	GC	8	8
CIS 51.14	NETWORKING PRACTICUM	02	CHNG	1.5	2.0	2.0	1.5	5.5	GC	8	8
CIS 51.15	NETWORKING THEORY	02	CHNG	1.5	2.0	2.0	1.5	5.5	GC	8	8
CIS 51.31	NOVELL NETWARE	02	CHNG	1.5	2.0	2.0	1.5	5.5	GC	8	8
CIS 51.51	WINDOWS NT SYST ADMIN	02	CHNG	1.5	2.0	2.0	1.5	5.5	GC	8	8
CIS 58.53B	ADV. WEB GRAPHICS	02	CHNG	1.5	2.0	0.0	3.5	5.5	GC	8	8
CIS 58.54	WEB CONTENT DEVELOPMENT	02	CHNG	4.0	2.0	0.0	6.0	8.0	GC	17	17
CIS 58.55	WEB PROJECT MANAGEMENT	03	CHNG	4.0	2.0	0.0	6.0	8.0	GR	17	17
CIS 61.33	MORE EXCEL	02	CHNG	3.0	2.0	0.0	3.5	5.5	GC	17	17
CIS 69.53	SQL	02	CHNG	1.5	2.0	0.0	3.5	5.5	GC	8	8
CIS 73.31C	PHOTOSHOP ADV CONCEPTS	03	CHNG	4.0	3.0	0.0	3.5	6.5	GC	17	17

Approved Courses for a Term

Press ENTER key to continue_
 Lines:1-19 Columns:1-80

		Scroll Forward	Scroll Backward				Next Page
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Figure 11.2 Approved Courses for a Term



At any time you can exit a report by pressing <CTRL> + ‘Y’ on your keyboard. This shortcut comes in handy when you are in a report that has multiple pages.

Below you will see an explanation for the fields in *Approved Courses for a Term*:

- Dept/Nbr** Course discipline and number.
- Title** Descriptive name of the course.
- Vrs Nbr** Version Number. A computer assigned two digit number to identify course versions.
- Crse Stat** Course Status. The status of the course in the curriculum system. NEW=new course. CHNG=change of an existing course. REIN=rein-stated course. TERM=terminated course.
- Units Max** Units Maximum. Maximum units for which the course may be offered.
- Lec Hrs** Lecture Hours. The number of lecture hours per week that the student is required to attend.

Lab Hrs	Lab Hours. The number of lab hours per week that the student is required to attend.
Cnt DHR	Contact DHR. The number of supervised hours by arrangement per week that is required of the student.
Cnt Tot	Contact Total. The sum of lecture hours, lab hours, and contact DHR.
Gr	Grading. Indicates how the course is graded. CR=credit/no credit only. GC=credit/no credit option. GR=grade only. NC=non-credit course. NG=non-graded credit course.
Wks Dur	Weeks Duration. The number of weeks that the course is taught.