

CHAPTER
12

LOOKUP: DEGREES AND CERTIFICATES

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 Degrees and Certificates

Function and Use: This shows the different degrees and/or certificates offered by the college. A data entry screen allows you to limit the size of the report by type of award, TOP code range, active status and approval type. It also lets you determine the sort sequence of the report.

Definition: A.A. or A.S. Degree

An Associate of Arts or Associate of Science degree is granted to student who has completed 60 units, with a grade point average of 2.0, including the general education and major requirements.

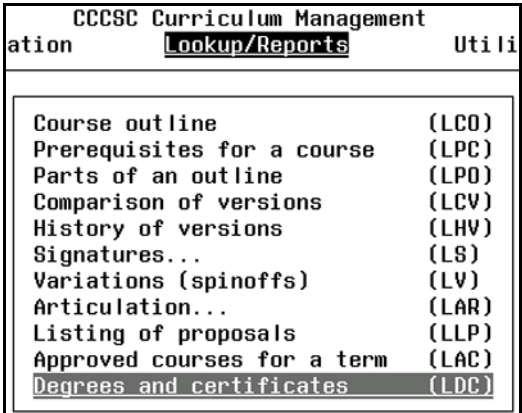
Career Certificate

Programs that lead to a career: generally 18 or more units. These programs have been approved by the Chancellor's office.

Mastery Certificate

Programs that are designed to update skills for employment; generally less than 18 units. These programs do not require Chancellor's Office approval.

Exercise A-1: Lookup Degrees and Certificates

| <u>Step</u> | <u>Illustration</u> |
|---|--|
| 1. Choose Lookup/Reports > Degrees and Certificates. You can also type in LDC and then press <ENTER> as a shortcut. |  <p>The screenshot shows a terminal window titled 'CCCSC Curriculum Management'. The menu structure is as follows:</p> <pre> 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) </pre> |

Exercise A–1: Lookup Degrees and Certificates

| Step | Illustration | | | | | | | | | | | | |
|---|--|----------------------|--|---|-----------------------|---|--|---|----------------------------|---|----------------------------|---|----------------------------|
| <p>2. The fields in the left column under 'Type of Award' automatically default to 'Y' for YES. (If you want to change that you can type 'N' for NO). The last three remaining fields are required.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Type of Award</td> </tr> <tr> <td>AA degree : <input checked="" type="checkbox"/></td> <td>TOP code range: _____</td> </tr> <tr> <td>AS degree : <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Certif 6+ un: <input checked="" type="checkbox"/></td> <td>Active status (Y/N/A): _ _</td> </tr> <tr> <td>Cr awd <6 un: <input checked="" type="checkbox"/></td> <td>Approval type (C/L/A): _ _</td> </tr> <tr> <td>Non-cred awd: <input checked="" type="checkbox"/></td> <td>Sort sequence (N/C/T): _ _</td> </tr> </table> | Type of Award | | AA degree : <input checked="" type="checkbox"/> | TOP code range: _____ | AS degree : <input checked="" type="checkbox"/> | | Certif 6+ un: <input checked="" type="checkbox"/> | Active status (Y/N/A): _ _ | Cr awd <6 un: <input checked="" type="checkbox"/> | Approval type (C/L/A): _ _ | Non-cred awd: <input checked="" type="checkbox"/> | Sort sequence (N/C/T): _ _ |
| Type of Award | | | | | | | | | | | | | |
| AA degree : <input checked="" type="checkbox"/> | TOP code range: _____ | | | | | | | | | | | | |
| AS degree : <input checked="" type="checkbox"/> | | | | | | | | | | | | | |
| Certif 6+ un: <input checked="" type="checkbox"/> | Active status (Y/N/A): _ _ | | | | | | | | | | | | |
| Cr awd <6 un: <input checked="" type="checkbox"/> | Approval type (C/L/A): _ _ | | | | | | | | | | | | |
| Non-cred awd: <input checked="" type="checkbox"/> | Sort sequence (N/C/T): _ _ | | | | | | | | | | | | |

Below is an explanation of the fields in the data entry box for *Lookup Degrees and Certificates*:

| | |
|------------------------|--|
| AA degree | Y=include AA degree programs. N=exclude AA degree programs. |
| AS degree | Y=include AS degree programs. N=exclude AS degree programs. |
| Certif 6+ un | Certificates of 6 or more units. Y=include certificate programs of 6 or more units. N=exclude certificate programs of 6 or more units. |
| Cr awd <6 un | Credit awards of fewer than 6 units. Y=include credit awards of fewer than 6 units or less. N=exclude credit awards of fewer than 6 units. |
| Non-cred awd | Non-credit award. Y=include non-credit awards. N=exclude non-credit awards. |
| TOP code range | To define a TOP code range, key in 1 to 6 digits, omitting decimals: Examples: '04' = top code values of 0400-0499.99 '040' = top code values of 0400.00-0409.99 '0400' = top code values of 0400.00-0400.99 If you want to include all TOP values, leave this field blank. |
| Active status | Y=include active programs only. N=include inactive programs only. A=include all programs regardless of active status. |
| Approval type | C=include Chancellor's Office approved only. L=include locally approved only. A=include all approval types. |
| Sort sequence | N=sort by degree/certificate name. C=sort by local code number. T=sort by TOP code. |

The fields in the *Lookup Degrees and Certificates data entry box* below have been filled in for illustration:

| | | |
|------------------------|---------------------------------|---------------------------|
| Type of Award | | TOP code range: <u>07</u> |
| AA degree : <u>Y</u> | | |
| AS degree : <u>Y</u> | | |
| Certif 6+ un: <u>Y</u> | Active status (Y/N/A): <u>Y</u> | <u>Active only</u> |
| Cr and <6 un: <u>Y</u> | Approval type (C/L/A): <u>A</u> | <u>All approval types</u> |
| Non-cred awd: <u>Y</u> | Sort sequence (N/C/T): <u>I</u> | <u>Sort by TOP</u> |

Figure 12.2 Degrees and Certificates data entry box

By filling in the fields as we did, the program is being told: “Please give us all types of awards, within the 07 TOP code range (see CCCSC website for full listing of TOP codes at: www.santarosa.edu/ccsc). In addition, list only those that are active, include all approval types, and sort by TOP code.”

After pressing the <ACCEPT> function key you will see the screen below:

| | | | |
|--------------------------------|--|--|-----------------|
| SANTA ROSA J C: 261 | | CCCSC Curriculum Management | |
| | | Degrees and Certificates Report | |
| CC101-DG-CRT-RPT | | SANTA ROSA JUNIOR COLLEGE | |
| 10:33 | | DEGREES AND CERTIFICATES REP | |
| Selection: Active entries only | | All approval types | |
| Sort by TOP | | All award types | |
| 3208 | Name: DREAMWEAVER WEB CONTENT DEVELOPER | | |
| | Desc-40: DREAMWEAVER WEB CONTENT DEVELOPER | Desc-20: | |
| | Active: Y Approval: L State ID: | Majors List: Y | NC Hours: |
| 3210 | Name: FRONTPAGE WEB CONTENT DEVELOPER | | |
| | Desc-40: FRONTPAGE WEB CONTENT DEVELOPER | Desc-20: | |
| | Active: Y Approval: L State ID: | Majors List: Y | NC Hours: |
| 3211 | Name: GOLIVE WEB CONTENT DEVELOPER | | |
| | Desc-40: GOLIVE WEB CONTENT DEVELOPER | Desc-20: | |
| | Active: Y Approval: L State ID: | Majors List: Y | NC Hours: |
| 3212 | Name: HTML WEB CONTENT DEVELOPER | | |
| | | Degrees and Certificates Report | |
| Press ENTER key to continue | | | |
| Lines:1-19 Columns:1-80 | | | |
| | | Scroll Forward | Scroll Backward |
| | | Scroll Left | Scroll Right |
| | | | Next Page |

Figure 12.3 Degrees and Certificates

In Figure 12.3: Degrees and Certificates, there are four digit numbers in the very left column. These are the local award number codes. Admission and Records Technicians issue awards by these codes which then appear on transcripts. The number range indicates which type of award it is:

Note: Santa Rosa Junior College Examples:

- 1000 range award numbers are AA degrees
- 2000 range award numbers are AS degrees
- 3000-4999 range award numbers are certificates of 6 or more units
- 5000 range award numbers are awards of fewer than 6 units
- 8000 range award numbers are for non-credit awards

Below you will see an explanation for the fields in *Figure 12.3: Degrees and Certificates*:

| | |
|--------------------|---|
| Name | The 60 character name of the course. |
| Desc-40 | The 40 character name of the course. |
| Desc-20 | The 20 character name of the course. |
| Active | Y=active program. N=inactive program. |
| Approval | Type of approval. C=Chancellor's Office approved. L=locally approved. |
| State ID | The five character ID number that is obtained from the Chancellor's Office upon approval of the program. This field will be blank if the program is locally approved. |
| Majors List | Y=yes, the program should be on the majors list. N=no, the program should not be on the majors list. |
| NC Hours | The number of non-credit hours required for non-credit awards. |

By scrolling to the right (use the <SCROLL RIGHT> function key, additional information is presented:

| | | | |
|--|-----------------------|-----------------------------|---|
| SANTA ROSA J C: 261 | | CCCSC Curriculum Management | |
| Degrees and Certificates Report | | | |
| SANTA ROSA JUNIOR COLLEGE | | PAGE: 1 | |
| DEGREES AND CERTIFICATES REPORT | | COURSE BASE | |
| All approval types | | TOP codes 0700.00 - 0799.99 | |
| ajors List: Y | Desc-20: NC Hours: | Units: 11.5 | Program Awd: E Desc-10: TOP: 0701.00 |
| ajors List: Y | Desc-20: NC Hours: | Units: 11.5 | Program Awd: E Desc-10: TOP: 0701.00 |
| ajors List: Y | Desc-20: NC Hours: | Units: 11.5 | Program Awd: E Desc-10: TOP: 0701.00 |
| Degrees and Certificates Report | | | |
| Press ENTER key to continue | | | |
| Lines:1-19 Columns:53-132 | | | |
| | | Scroll Forward | Scroll Backward |
| | | Scroll Left | Scroll Right |
| | | | Next Page |

Figure 12.4 Degrees and Certificates (continued)

Note: Use the <SCROLL FORWARD> and <SCROLL BACKWARD> function keys to move through the page. The <NEXT PAGE> takes you to the next page, and you can not go back from there.

Below you will see an explanation for the fields in *Figure 12.4: Degrees and Certificates (continued)*:

- Units** The number of units required to earn the award indicated.
- Program Awd** Program Award. See the appendix for a list of the codes and their meanings.
- TOP** Taxonomy of Programs code - indicates the instructional program of the course. For a complete listing of TOP codes visit the Chancellor's Office Website at: <http://www.cccco.edu/cccco/esed/curric/topmain.doc>

The example that we have shown is just a sample of how you can customize a report for your needs.