

CHAPTER  
**12**

## CREATE NEW COURSE - TEXTBOOKS

cur • ric • u • lum (ke-rik'ye-lem)

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


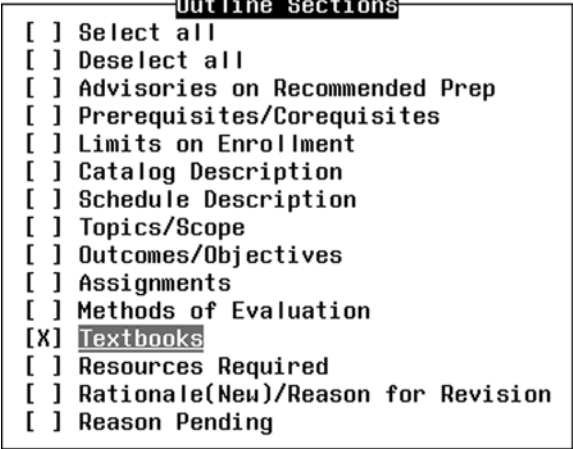

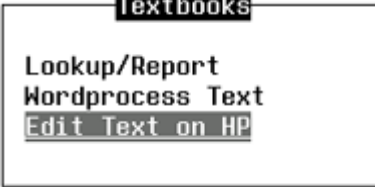
1. All the course of study offered by an educational institution.

2. A group of related courses, often in a special field of study; *the engineering curriculum*.

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

## A. Textbooks

Function and Use: The textbooks section of the outline lists textbooks, reference, and related materials used in the course. The list is representative only, the exact materials used when the class is offered may differ.

- | <u>Step</u>   | <u>Illustration</u>   |
|---|---|
| <p>1. Select the function key: &lt;OUTLINE SECTIONS&gt; after completing page one and two of the new course screens.</p>  |    |
| <p>2. You may now begin working with the other sections of course information. You can have multiple areas checked.</p> <p>We chose 'Textbooks' by tabbing to the menu branch and pressing &lt;ENTER&gt; on the keyboard.</p> |    |
| <p>3. Press the &lt;ACCEPT&gt; function key to process your selection.</p>  |  |
| <p>4. A submenu appears with three choices.</p> <p>We chose 'Edit Text on HP' and pressed &lt;ENTER&gt;.</p> <p>Note: If you have not identified your workstation, the choice: 'word-process text' will not be available.</p> |  |



You may check your work by returning back to the textbook submenu and selecting 'Lookup Report'.

SANTA ROSA J C: 261		CCCSC Curriculum Management				
		<b>Textbooks Description</b>				
CC103-TXTBKS-RPT		SANTA ROSA JUNIOR COLLEGE			PAGE: 1	
11:14:00		TEXTBOOKS DESCRIPTION			COURSE Base	
Course	Title	Vrsn	Stat	Aprv	Effective	Inactive
ENGL 1B	LITERATURE & COMPOSITION	03	C	P	FALL 2002	
Text						
LEGACIES: FICTION, POETRY, DRAMA, AND NON-FICTION. Bogarad, C. and J. Schmidt, eds., HarcourtBrace, 1995						
LITERATURE AND ITS WRITERS: AN INTRODUCTION TO FICTIN, POETRY, AND DRAMA, Charters and Charters, eds., Bedford Books, 1997.						
LITERATURE: STRUCTURE, SOUND AND SENSE, 6th ed., Perrine, L. and T. Arp, ed., Harcourt Brrace, 1993.						
<b>Textbooks Description</b>						
Press ENTER key to continue						
Lines:1-19 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 12.3 Lookup Report: "Textbooks Description"

The same text will appear in the course outline under the heading: 'REPRESENTATIVE TEXTBOOKS':

SANTA ROSA J C: 261		CCCSC Curriculum Management				
True/false						
Matching items						
Completion						
Other category:						
ATTENDANCE AND PARTICIPATION						
The basis for assigning students grades in the course:						
Writing assignments:		80% - 90%				
Problem-solving demonstrations:		0% - 0%				
Skill demonstrations:		1% - 10%				
Objective examinations:		1% - 10%				
Other methods of evaluation:		0% - 10%				
REPRESENTATIVE TEXTBOOKS:						
LEGACIES: FICTION, POETRY, DRAMA, AND NON-FICTION. Bogarad, C. and J. Schmidt, eds., HarcourtBrace, 1995						
LITERATURE AND ITS WRITERS: AN INTRODUCTION TO FICTIN, POETRY, AND DRAMA, Charters and Charters, eds., Bedford Books, 1997.						
Press ENTER key to continue						
Lines:42-60 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 12.4 Course Outline: "REPRESENTATIVE TEXTBOOKS"

**Note:** Use the <SCROLL FORWARD> and <SCROLL BACKWARD> to view more of the report.

If your query has many pages and you want to exit out of the report, press the <CTRL> + 'Y' on your keyboard. This shortcut comes in handy when you are in a report that has multiple pages.