

CHAPTER
13

OUTLINE:
CREATE NEW COURSE - COPY FROM A COURSE

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. Outline: Create New Course - Copy from a Course

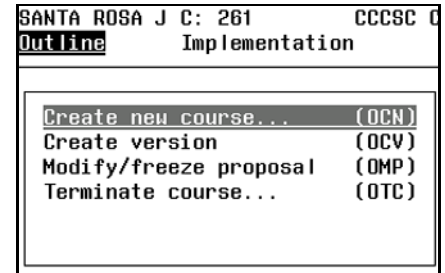
Function and Use: To use another course as a basis for a new course.

Exercise A-1: Copy from a Course

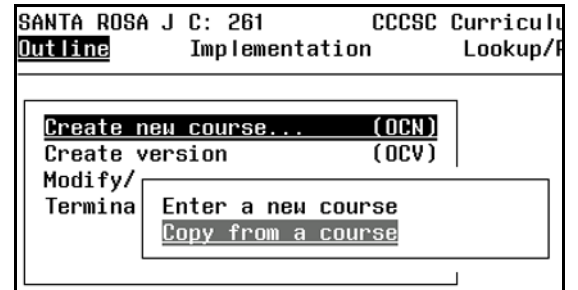
Step

Illustration

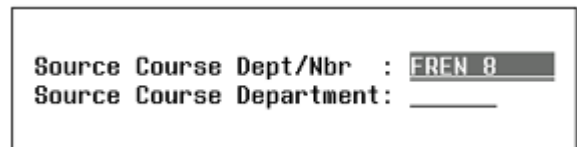
1. Choose Outlines > Create new course. You can also type in 'OCN' and then press <ENTER> as a short-cut.



2. <TAB> to 'Copy from a course' and press <ENTER>.



3. A prompt is displayed to enter the Source Course Dept/Nbr (this is the course from which you are copying). In this example we entered: 'FREN 8'. Press <ACCEPT> to process the data entry.



Exercise A-1: Copy from a Course

Step

Illustration

4. The program will then prompt you to enter in a New Course Dept/Nbr.

In this example we entered: 'FREN 9'. Press <ACCEPT> to process the data entry.

Alternatively, in Step 3 you may enter in the 'Source Course Department' field a department prefix. You can then pick the source course from a list.

If more than one version of the source course exists, pick the correct version from the list displayed.

Source Course Dept/Nbr:	FREN 8
New Course Dept/Nbr :	FREN 9

Note:

After pressing the <ACCEPT> function key in step four, the program checks that the new Course Dept/Nbr is not being used. It then calculates a new COURSE-ID number.

Notice that nearly all of the fields in Figure 1.2 are filled in. Most are filled from the source course and some are determined by the curriculum program. This screen may look different depending on the customization of the program at your college.

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Create / Copy from a Course		Page 1(M)	
Course: FREN 9	Title: FRENCH FOR DUMMIES	Ver: 01	Stat: N
Full title: French for Dummies		Aprv: P	
Term effct: _____	Submitted by: _____	Date: 12/02/2002	
Division : 00 NOT USED	Units max: 3.0	Min : 3.0	
Area dept : FOREIGN FOREIGN LANGUAGES	Lec hours: 3.0	Load: 3.0	
FSA's : FOREIGN FOREIGN LANGUAGES	Lab hours: _____	Load: _____	
Discplines: FOREIGN FOREIGN LANGUAGES	Cntct DHR: _____	Load: _____	
T/5 cat : 01 AA DEGREE APPLICABLE	Total hrs: 3.0		
Basic skill: X NOT BASIC SKILLS	Other DHR: _____		
Instr lvl: X NOT APPLICABLE	Weeks dur: 17		
Repeat cd : 12 9 UNITS TOTAL	Graded : 60 CR/NC option		
Group ID : _____	MOI's : 02 LECTURE		
In-service: X NOT IN-SERVICE	Open exit: _____		
Pacs prog : 0000 UNRESTRICTED	Pacs actv: 0000 REGULAR		
Specr crs : X NOT A SPECIAL COURSE	Limit : 30	Wait: 2	
Auditable : Y	Selectd topic: N	Fee : \$.00	
Cost level: 00	Certif applic: Y	Workload : 0.0000	
Create / Copy from a Course		Page 1(M)	
Change Keys	Help Field	Rpt Grp Courses	Select More
Back Tab		Accept	Reject

Figure 13.2 First Screen of 'Create / Copy from a Course'

A detailed explanation of the fields in the 'Create/Copy from a Course' screen is found in Chapter 1 Outline: Create New Course - Part 1.

Make the appropriate changes for the new course.

If you press the function key: <SELECT MORE> you can add additional codes into the field which is highlighted. For example, up to six disciplines can be entered for a course. If you press <SELECT MORE>, you can keep adding more disciplines. If you enter more than one the field will have an "*" asterisk by it, indicating there is more than one code entered. This applies to the fields: FSA's (Faculty Service Areas), Disciplines, Basic Skills, and MOI's (Methods of Instruction).

If you press the function key: <RPT GRP COURSES> you will get a list of the courses associated with the Repeat Group ID.

Tip: Choose the <HELP FIELD> function key when there are multiple values that you can choose from for a particular field. A message box will appear: "Enter Optional Criteria". Press <ACCEPT> or <ENTER> on your keyboard. A list will appear from which you can pick the value you want.

Note: Not every field has to be filled in. However, before the course is approved, all fields must have information in them.

After completing the data entry on the first screen, press the <ACCEPT> function key to process the data entered (pressing the <REJECT> function key would delete the proposal). Notice that the function keys at the bottom of the *Create/Copy from a Course* screen have changed:

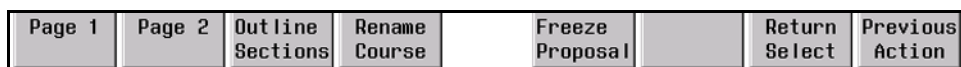


Figure 13.3 Function Keys after selecting <ACCEPT>

- Press the <PAGE 1> function key to move to the first field: 'TITLE' for data entry.
- Press the <PAGE 2> function key to move to the second screen of course data.
- Press the <OUTLINE SECTIONS> function key to bring up a menu of other sections of the course outline (see *Create New Course - Part 2* to work with outline sections).
- Press the <RENAME COURSE> function key to bring up a data entry box to change the course discipline prefix.

- Press the <FREEZE PROPOSAL> function key to freeze the proposal so the course is ready for signatures. Once frozen, only the Curriculum Super can 'unfreeze' the proposal and modify it if necessary.
- Press the <RETURN SELECT> function key to enter new selection criteria to copy from another course.
- Press the <PREVIOUS ACTION> function key to go to the previous menu or screen.

Press <PAGE 2> to move to the second screen of course data. This is Page 2 of Create/Copy from a Course:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
		Create / Copy from a Course Page 2(M)	
Course: <u>FREN 9</u>	Title: <u>FRENCH FOR DUMMIES</u>	Ver: <u>01</u>	Stat: <u>N</u> Aprv: <u>P</u>
Classification: <u>A</u>	LIBERAL ARTS AND SCI	Curric approve: _____	
Matric req : <u>—</u>	Exempt from assessme	Prereq approve: _____	
Non-credit cat: <u>X</u>	NOT APPLIC, CREDIT	Vrsion approve: _____	
SAM code : _____		Last reviewed : _____	
Subject code : <u>XXXXXX</u>	NOT USED		
TOP code : <u>0000.00</u>	UNKNOWN	Term effective: <u>FALL 2002</u>	
CIP code : <u>00.0000</u>	NOT USED	Term inactive : _____	
VEA codes : <u>N</u>	NOT VEA FUNDED	Last taught : _____	
Advisory code : <u>99</u>	OTHER ADVISORIES		
Prereq / coreq: <u>N</u>	NO PREREQ RULES		
Instr sig reqd: <u>N</u>	INSTR SIG NOT REQ'D		
Same crs key : _____			
Last user : <u>EWELLS</u>		Last updated : <u>12/04/2002</u>	
		Create / Copy from a Course Page 2(M)	
Change Keys	Help Field	Same As Courses	Select More
		Back Tab	Accept Reject

Figure 13.4 Second Page of Create/Copy from a Course

A detailed explanation of the fields in the 'Create/Copy from a Course' screen is found in Chapter 1 Outline: Create New Course - Part 1.

Notice that in Figure 3.4 most of the fields have values in them. The values have either been copied from the source course or calculated by the curriculum program. This screen may look different depending on the customization of the program at your college.

The following fields do not require data entry, as the information (if it exists) is pulled from other sources in the program:

- Curriculum approval (date)
- Prerequisite approval (date)
- Version approval (date)
- Last reviewed (date)

- Term inactive
- Last taught (term)

There is also a new set of function keys in Figure 3.4:



Figure 13.5 Function Keys after selecting <PAGE 2>

- Press the <CHANGE KEYS> function key to switch to another set of function keys.
- Press the <HELP FIELD> function key to display help for particular field.
- Press the <SAME AS COURSES> function key to display a list of approved courses which are in the 'same as' group.
- Press the <SELECT MORE> function key to enter additional data for the selected field.
- Press the <BACKTAB> function key to move backwards through the fields.
- Press the <ACCEPT> function key to update the database with the information entered.
- Press the <REJECT> function key to reject the changes on the current screen.

After completing the data entry on the second screen, press the <ACCEPT> function key to process the data entered (pressing the <REJECT> function key would reject but not delete the proposal). To delete a proposal go to <PAGE 1>, press <CHANGE KEYS>, then the <DELETE PROPOSAL> function key.