

CHAPTER  
**14**

**OUTLINE: CREATE VERSION**

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 Version

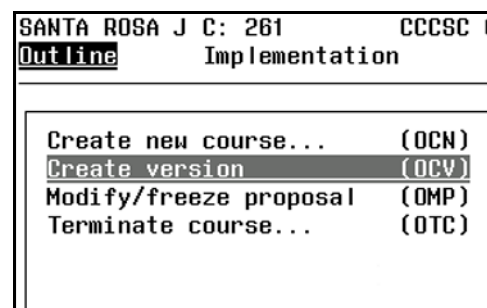
Function and Use: Use this to create a revision of an approved course. The new version has the same course ID number as the previous version. However, the course revision will now have a new version number in relation to the course ID number. For example, assume you are making a revision to CULT 55 Ver 01, changing the required textbook information in the outline section. When you create the revision, a new version number, in this case, Ver 02, will be assigned to the new version. Both versions will continue to share the same course ID number.

### Exercise A-1: Create Version

#### Step

1. Choose Outlines > Create version. You can also type in 'OCV' and then press <ENTER> as a shortcut.

#### Illustration

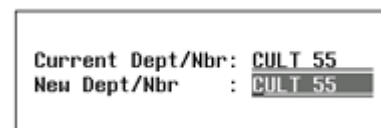


2. Type in the course for which you are creating a new version. Press the <ACCEPT> function key to process the data entry.

In this example we entered 'CULT 55'.

The same Dept/Nbr is assigned to the new version as a default. You may change it by keying in a different discipline prefix and/or number.

3. The new Dept/Nbr is shown: 'CULT 55'. Pressing the <ACCEPT> function key will generate a new version number of this course.



If an unapproved version of the course already exists, you will get the following error message:

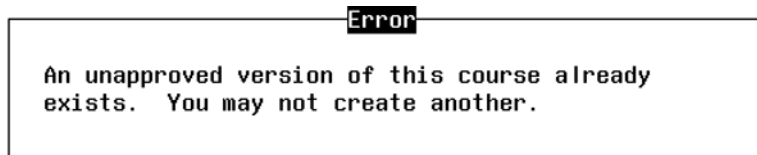


Figure 14.2 Error Message

Notice that nearly all of the fields in Figure 4.3 are filled in. Most are filled in from the previous version and some are determined by the curriculum program. This screen may look different depending on the customization of the program at your college.

The new version number is located under the field 'Ver' in the upper right hand corner of the screen:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
<u>Outline</u>	Implementation	Lookup/Reports	Utilities
Create New Version		Page 1(M)	
Course: <u>CULT 55</u>	Title: <u>FOOD SCIENCE</u>	Ver: <u>02</u>	Stat: <u>C</u> Aprv: <u>P</u>
Full title: <u>Food Science</u>			
Term effct: _____	Submitted by: _____	Date: <u>12/05/2002</u>	
Division : <u>00</u> NOT USED	Units max: <u>3.0</u>	Min : <u>3.0</u>	
Area dept : <u>CFS</u> CONSUMER AND FAMILY	Lec hours: <u>2.0</u>	Load: <u>2.0</u>	
FSA's : <u>CFS</u> CONSUMER AND FAMILY	Lab hours: <u>4.0</u>	Load: <u>4.0</u>	
Disciplines: <u>*CFS</u> FAMILY AND CONSUMER	Cntct DHR: _____	Load: _____	
T/5 cat : <u>01</u> AA DEGREE APPLICABLE	Total hrs: <u>6.0</u>	Other DHR: _____	
Basic skill: <u>X</u> NOT BASIC SKILLS	Weeks dur: <u>17</u>	Graded : <u>GR</u> Grade only	
Instr lvl: <u>X</u> NOT APPLICABLE	MOI's : <u>03</u> LECTURE/LABORATORY	Open exit: <u>N</u> NOT OPEN ENTRY/EXIT	
Repeat cd : <u>00</u> ONE RPT FOR D, F, NC	Pacs actv: <u>1306</u> CULINARY ARTS	Limit : _____ Wait: _____	
Group ID : _____	Fee : _____	Workload : <u>0.0000</u>	
In-service: <u>X</u> NOT IN-SERVICE	Limit : _____	Wait: _____	
Pacs prog : <u>0000</u> UNRESTRICTED	Fee : <u>\$ .00</u>	Workload : <u>0.0000</u>	
Specr crs : <u>X</u> NOT A SPECIAL COURSE	Limit : _____	Wait: _____	
Auditable : <u>N</u>	Selectd topic: <u>N</u>	Workload : <u>0.0000</u>	
Cost level: <u>00</u>	Certif applic: <u>Y</u>	Workload : <u>0.0000</u>	
Create New Version		Page 1(M)	
Change Keys	Help Field	Rpt Grp Courses	Select More
Back Tab		Accept	Reject

Figure 14.3 First Screen of 'Create New Version'

**A detailed explanation of the fields in the 'Create New Version' screen is found in Chapter 1 Outline: Create New Course - Part 1.**

Make the appropriate changes for the new course.

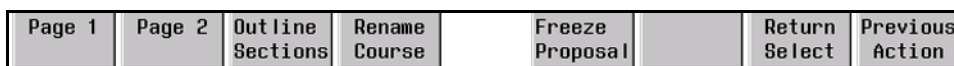
If you press the <SELECT MORE> function key, you can add additional codes into the field which is highlighted. For example, up to six disciplines can be entered for a course. If you press <SELECT MORE>, you can keep adding more disciplines. If you enter more than one the field will have an '\*' asterisk 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 Version* screen have changed:



**Figure 14.4** 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 and/or number.
- 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 create another course revision.
- 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 Version:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
<u>Outline</u>	Implementation	Lookup/Reports	Utilities
		<b>Create New Version</b>	<b>Page 2(M)</b>
Course: <u>CULT 55</u>	Title: <u>FOOD SCIENCE</u>	Ver: <u>02</u>	Stat: <u>C</u> Aprv: <u>P</u>
Classification: <u>I</u>	OCCUPATIONAL EDUCATN	Curric approve: <u>08/01/1981</u>	
Matric req : <u>X</u>	EXMPT FROM ASSESSMNT	Prereq approve: <u>08/01/1981</u>	
Non-credit cat: <u>X</u>	NOT APPLIC, CREDIT	Vrsion approve: _____	
SAM code : <u>C</u>	CLEARLY OCCUPATIONAL	Last reviewed : _____	
Subject code : <u>XXXXXX</u>	NOT USED		
TOP code : <u>1306.10</u>	RESTAURANT MANAGEMNT	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>12/05/2002</u>	
		<b>Create New Version</b>	<b>Page 2(M)</b>
Change Keys	Help Field	Same As Courses	Select More
Back Tab		Accept	Reject

Figure 14.5 Second Page of Create New Version

**A detailed explanation of the fields in the 'Create New Version' screen is found in Chapter 1 Outline: Create New Course - Part 1.**

Notice that in Figure 4.5 most of the fields have values in them. The values have either been copied from the previous version 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 4.5:

Change Keys	Help Field	Same As Courses	Select More		Back Tab		Accept	Reject
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**Figure 14.6** 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.