

CHAPTER  
**16**

## OUTLINE: TERMINATE 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: Terminate Course

Function and Use: Use this to propose that a course be terminated. The computer creates a 'terminated' version of the course. This function also allows you to access previously created termination proposals.

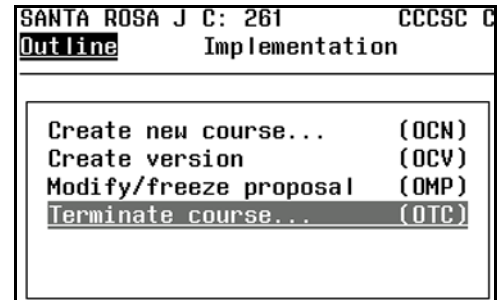
### Propose Course Termination

Use this feature to create a version of a course which is a proposed termination.

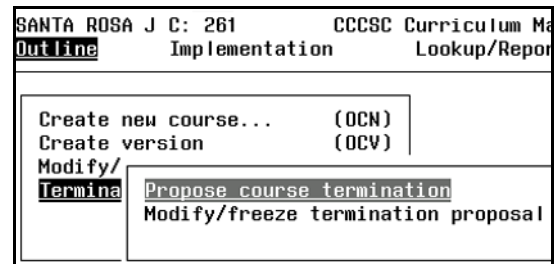
#### Step

#### Illustration

1. Choose Outlines > Terminate Course. You can also type in 'OTC' and then press <ENTER> as a shortcut.

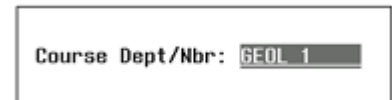


2. <TAB> to 'Propose course termination' and press <ENTER>.



3. Enter in the Course Dept/Nbr to be terminated and press <ACCEPT>.

In this example we entered in 'GEOL 1'.



Notice that nearly all of the fields in Figure 6.2 are filled in from the previous course version. This screen may look different depending on the customization of the program at your college.

The fields 'Term effect' and 'Submitted by' are required fields. They are also the only fields available for data entry for this screen:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
<b>Propose Course Termination</b>		Page 1(M)	
Course: <u>GEOL 1</u>	Title: <u>THE EARTH</u>	Ver: <u>02</u>	Stat: <u>I</u> Aprv: <u>P</u>
Full title: <u>The Earth</u>			
Term effct: <u>00</u>	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>ERTHS</u> EARTH AND SPACE SCIE	Lec hours: <u>3.0</u>	Load: <u>3.0</u>	
FSA's : <u>ERTHS</u> EARTH AND SPACE SCIE	Lab hours: <u>0.0</u>	Load: <u>0.0</u>	
Discplines: <u>GEOL</u> GEOLOGY AND EARTH SC	Cntct DHR: <u>0.0</u>	Load: <u>0.0</u>	
T/5 cat : <u>01</u> AA DEGREE APPLICABLE	Total hrs: <u>3.0</u>		
Basic skill: <u>X</u> NOT BASIC SKILLS	Other DHR: <u>0.0</u>		
Instr lvl: <u>X</u> NOT APPLICABLE	Weeks dur: <u>17</u>		
Repeat cd : <u>00</u> ONE RPT FOR D, F, NC	Graded : <u>GC</u> CR/NC option		
Group ID : _____	MOI's : <u>02</u> LECTURE		
In-service: <u>X</u> NOT IN-SERVICE	Open exit: <u>N</u> NOT OPEN ENTRY/EXIT		
Pacs prog : <u>0000</u> UNRESTRICTED	Pacs actv: <u>1917</u> EARTH & SPACE SCIENC		
Specr crs : <u>X</u> NOT A SPECIAL COURSE	Limit : <u>0</u> Wait: <u>0</u>		
Auditable : <u>N</u> Selectd topic: <u>N</u>	Fee : <u>0.00</u>		
Cost level: <u>00</u> Certif applic: <u>N</u>	Workload : <u>0.0000</u>		
<b>Propose Course Termination</b>		Page 1(M)	
Change Keys	Help Field	Back Tab	Accept Reject

Figure 16.2 First Screen of 'Propose Course Termination'

After you have entered data in the required fields, press the <ACCEPT> function key. Notice at the bottom of the screen a new set of function keys has been displayed:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Propose Course Termination		Page 1(M)	
Course: <u>GEOL 1</u>	Title: <u>THE EARTH</u>	Ver: <u>02</u>	Stat: <u>I</u> Aprv: <u>P</u>
Full title: <u>The Earth</u>			
Term effct: <u>F2002</u>	Submitted by: <u>JULIA M. BAUMHOEFER</u>	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>ERTHS</u> EARTH AND SPACE SCIE	Lec hours: <u>3.0</u>	Load: <u>3.0</u>	
FSA's : <u>ERTHS</u> EARTH AND SPACE SCIE	Lab hours: <u>0.0</u>	Load: <u>0.0</u>	
Disciplines: <u>GEOL</u> GEOLOGY AND EARTH SC	Cntct DHR: <u>0.0</u>	Load: <u>0.0</u>	
T/5 cat : <u>01</u> AA DEGREE APPLICABLE	Total hrs: <u>3.0</u>		
Basic skill: <u>X</u> NOT BASIC SKILLS	Other DHR: <u>0.0</u>		
Instr levl: <u>X</u> NOT APPLICABLE	Weeks dur: <u>17</u>		
Repeat cd : <u>00</u> ONE RPT FOR D, F, NC	Graded : <u>GC</u> CR/NC option		
Group ID :	MOI's : <u>02</u> LECTURE		
In-service: <u>X</u> NOT IN-SERVICE	Open exit: <u>N</u> NOT OPEN ENTRY/EXIT		
Pacs prog : <u>0000</u> UNRESTRICTED	Pacs actv: <u>1917</u> EARTH & SPACE SCIENC		
Spec'l crs : <u>X</u> NOT A SPECIAL COURSE	Limit : <u>0</u> Wait: <u>0</u>		
Auditabile : <u>N</u> Selectd topic: <u>N</u>	Fee : <u>\$ .00</u>		
Cost level: <u>00</u> Certif applic: <u>N</u>	Workload : <u>0.0000</u>		
Propose Course Termination		Page 1(M)	
Next ?	Accepted record	No next record/page	
Page 1	Page 2	Outline Sections	Freeze Proposal
			Return Select
			Previous Action

Figure 16.3 Propose Course Termination: Record Accepted

- Press the <PAGE 1> function key to move to the first field: 'TITLE'.
- 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.
- Press the <FREEZE PROPOSAL> function key to freeze the proposal so the course is ready for termination. 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 modify another proposal.
- Press the <PREVIOUS ACTION> function key to go to the previous menu or screen.

Choose the <FREEZE PROPOSAL> function key to confirm the course termination. Also note the text at the bottom left hand corner of the screen 'Accepted record'. This indicates the course has been terminated.

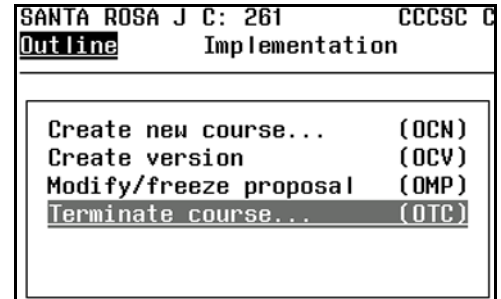
## Modify/Freeze Termination Proposal

Use this feature to work with an 'unfrozen' termination proposal.

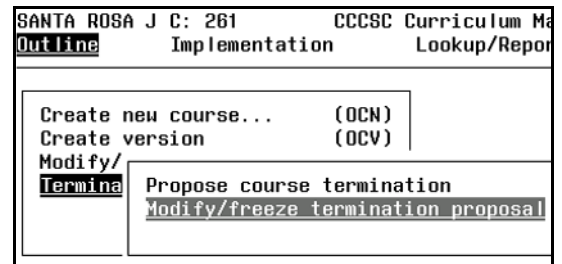
### Step

### Illustration

1. Choose Outlines > Terminate Course. You can also type in 'OTC' and then press <ENTER> as a short-cut.

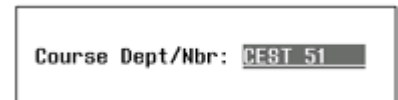


2. <TAB> to 'Modify/Freeze termination proposal' and press <ENTER>.



3. Enter in the Course Dept/Nbr to be terminated and press <ACCEPT>.

In this example we entered in 'CEST 51'.



Notice that nearly all of the fields in Figure 6.4 are filled in from the previous course version. This screen may look different depending on the customization of the program at your college.

The fields 'Term effect' and 'Submitted by' are required fields. They are also the only fields available for data entry for this screen:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
<b>Propose Course Termination</b>		Page 1(M)	
Course: CEST 51	Title: MAP DRAFTING TECH	Ver: 03	Stat: I Aprv: P
Full title: Map Drafting Techniques			
Term effct: _____	Submitted by: _____	Date: 12/19/2002	
Division : 00 NOT USED	Units max: 3.0	Min : 3.0	
Area dept : APTECH APPLIED TECHNOLOGY	Lec hours: 2.0	Load: 2.0	
FSA's : APTECH APPLIED TECHNOLOGY	Lab hours: 3.0	Load: 3.0	
Discplines: *ENGRIC ENGINEERING TECHNOLO	Cntct DHR: 0.0	Load: 0.0	
T/5 cat : 01 AA DEGREE APPLICABLE	Total hrs: 5.0		
Basic skill: X NOT BASIC SKILLS	Other DHR: 0.0		
Instr levl: X NOT APPLICABLE	Weeks dur: 17		
Repeat cd : 00 ONE RPT FOR D, F, NC	Graded : GR Grade only		
Group ID : _____	MOI's : 03 LECTURE/LABORATORY		
In-service: X NOT IN-SERVICE	Open exit: N NOT OPEN ENTRY/EXIT		
Pacs prog : 0000 UNRESTRICTED	Pacs actv: 0908 CIVIL ENGINEERING TE		
Specr crs : X NOT A SPECIAL COURSE	Limit : 0 Wait: 0		
Auditable : N Selectd topic: N	Fee : \$ 00		
Cost level: 00 Certif applic: Y	Workload : 0.0000		
<b>Propose Course Termination</b>		Page 1(M)	
Change Keys	Help Field	Back Tab	Accept Reject

Figure 16.4 First Screen of 'Propose Course Termination'

After you have entered data in the required fields, press the <ACCEPT> function key. Notice at the bottom of the screen a new set of function keys has been displayed:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
<u>Outline</u>	Implementation	Lookup/Reports	Utilities
<b>Propose Course Termination</b>		<b>Page 1(M)</b>	
Course: CEST 51	Title: MAP DRAFTING TECH	Ver: 03	Stat: I Aprv: P
Full title: Map Drafting Techniques			
Term effct: F2002	Submitted by: JULIA M. BAUMHOEFFER		Date: 12/19/2002
Division : 00 NOT USED	Units max: 3.0	Min : 3.0	
Area dept : APTECH APPLIED TECHNOLOGY	Lec hours: 2.0	Load: 2.0	
FSA's : APTECH APPLIED TECHNOLOGY	Lab hours: 3.0	Load: 3.0	
Disclines:*ENGRTE ENGINEERING TECHNOLO	Cntct DHR: 0.0	Load: 0.0	
T/5 cat : 01 AA DEGREE APPLICABLE	Total hrs: 5.0		
Basic skill: X NOT BASIC SKILLS	Other DHR: 0.0		
Instr lev: X NOT APPLICABLE	Weeks dur: 17		
Repeat cd : 00 ONE RPT FOR D, F, NC	Graded : GR Grade only		
Group ID :	MOI's : 03 LECTURE/LABORATORY		
In-service: X NOT IN-SERVICE	Open exit: N NOT OPEN ENTRY/EXIT		
Pacs prog : 0000 UNRESTRICTED	Pacs actv: 0908 CIVIL ENGINEERING TE		
Speci crs : X NOT A SPECIAL COURSE	Limit : 0 Wait: 0		
Auditable : N	Selectd topic: N	Fee : \$ 00	
Cost level: 00	Certif applic: Y	Workload : 0.0000	
<b>Propose Course Termination</b>		<b>Page 1(M)</b>	
Next ?	Record accepted		
	No next record/page		
Page 1	Page 2	Outline Sections	Freeze Proposal
			Return Select
			Previous Action

Figure 16.5

Choose the <FREEZE PROPOSAL> function key to freeze the course termination proposal. Also note the text at the bottom left hand corner of the screen 'Accepted record'. This indicates the database has received the information.