

LOOKUP: COURSE OUTLINE

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: Course Outline

Function and Use: You can lookup course outlines for a specific semester with the Lookup Course Outline option. Here are some examples of how this feature can be utilized:

- you want to view a previous version of a course outline
- a new course has been created and you want to print out a copy of the course outline for reference

Exercise A-1: Lookup Course Outline

Step

1. Choose Lookup/Reports > Course Outline. You can also type in LCO and then press <ENTER> as a shortcut.

Illustration

| CCCSC Curriculum Management | |
|-----------------------------|-------|
| Lookup/Reports | |
| 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) |

2. This introductory screen allows you to specify which outline you want to view or print.

The first four fields are mandatory. Either one of the remaining two (Course Dept/Nbr and Course Department) must be filled in.

A step by step explanation of how to fill in the fields is in Exercise D-2.

| | |
|--------------------|-------------------------------------|
| Approved/Proposed: | <input type="checkbox"/> |
| Abbreviated/Full : | <input type="checkbox"/> |
| Approval Dates ? | <input checked="" type="checkbox"/> |
| Report Term : | _____ |
| Course Dept/Nbr : | _____ |
| Course Department: | _____ |

Note: This chapter illustrates how you move through the course outline screens. The actual course outline details, however, are discussed in Chapter Two: *Anatomy of a Course Outline*.

Below you will see an explanation of the fields in *Course Outline* data entry box as seen in step two of the previous illustration:

- Approved/Proposed** Values you can enter are 'A' for approved course or 'P' for proposed course.
- Abbreviated/Full** Values you can enter are 'A' for abbreviated or 'F' for full outline.
- Approval Dates** Values you can enter are 'Y' for yes, include approval dates or 'N' no, do not include approval dates. The default value is 'Y'.
- Report Term** Key in 'F' for Fall, 'S' for Spring, or 'X' for summer followed by a 4-digit year. The information which appears in the outline will be relevant to the term you indicated.
- Course Dept/Nbr** Course discipline and number.
- Course Department** Course discipline abbreviations. Press the <HELP FIELD> to view the pick list of course disciplines.



At any time you can access help by pressing the <HELP FIELD> function key. This will bring up a picklist of values from which to choose. The course department field, for example, has numerous course discipline abbreviations. After choosing <HELP FIELD>, use the <NEXT PAGE> function key to move through the pages of values.

Notice at the bottom of the *Course Outline* data entry box screen there is a bar that has seven function keys:

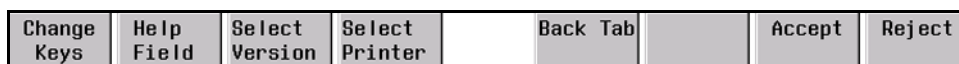


Figure 1.2 Function Key Bar for Course Outline Lookup screen

- The <CHANGE KEYS> function key will bring up an additional set of function keys. Pressing it again will bring back the first set.

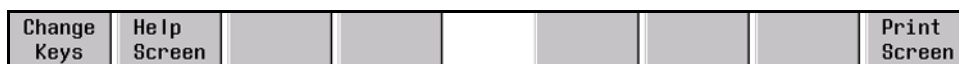


Figure 1.3 Function Key Bar after pressing the <CHANGE KEYS> function key

- <HELP FIELD> will display help for that particular field, usually in a pick list.
- The <SELECT VERSION> initially prompts you to enter a course department and number or a course department. Then you choose the version of that course to view as an outline.
- The <SELECT PRINTER> prompts you to choose a printer from a pick list:

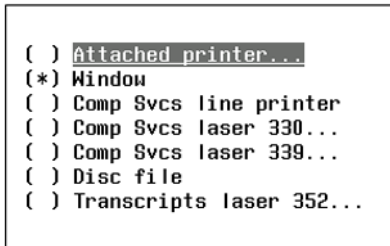


Figure 1.4 Select Printer box

- The <BACK TAB> key moves you backwards through the fields.
- The <ACCEPT> key produces the outline according to your selections.
- The <REJECT> key takes you back to the Lookup/Reports menu.

The fields in the Course Outline Lookup box have been filled in to illustrate a typical course outline:

Exercise D–2: Course Outline Lookup

| <u>Step</u> | <u>Illustration</u> |
|--|--|
| <p>1. Fill in the course outline data entry box. In this example, we want the latest approved version, but don't know which one it is. Therefore, we left the Course Dept/Nbr fields blank. We will select the version in Step 2.</p> <p>If you knew what report term to specify, you would skip steps 2-4.</p> | <pre> Approved/Proposed: A Abbreviated/Full : E Approval Dates ? Y Report Term : _____ Course Dept/Nbr : _____ Course Department: _____ </pre> |

Exercise D-2: Course Outline Lookup

Step

2. Press <SELECT VERSION> to pick which version of the course you would like to view.
3. Enter in the name of the course or department. ENGL4A was chosen for this example. Press <ENTER>.
4. Using the <TAB> key on your keyboard, or the <UP> /<DOWN> function keys, highlight Ver.02 of ENGL4A. Press <ENTER> on your keyboard when you have made your selection.
5. Notice that the Report Term and Course Dept/ Nbr fields have been filled in for you.
6. Press <ACCEPT> and you will display page one of the report. For further explanation about the various fields in the course outline, see Chapter Two: *Anatomy of a Course Outline*.

Illustration

Select
Version

Course Dept/Nbr : ENGL4A
Course Department: _____

| List selected | | | | | | |
|---------------|--------------|-------------------|--------|--------|----------|-----------------|
| Dept/Nbr | Course Title | Ver | Effctv | Inactv | Approval | Status |
| 01 | ENGL 4A | BEG CREATIVE WRIT | 01 | F1981 | S2000 | Approved New |
| 02 | ENGL 4A | BEG CREATIVE WRIT | 02 | S2000 | | Approved Change |

Approved/Proposed: A
Abbreviated/Full : E
Approval Dates ? Y
Report Term : S2000
Course Dept/Nbr : ENGL 4A
Course Department: _____

| SANTA ROSA J C: 261 | | CCCSC Curriculum Management | |
|--|---------------------------|-----------------------------|---------------------|
| CC101-1-OUTLINE | SANTA ROSA JUNIOR COLLEGE | PAGE: 1 | |
| 11/15/2001 16:02 | COURSE OUTLINE | FALL 2001 | |
| APPROVED COURSE | | ENGL 4A | |
| CATALOG INFORMATION | | | |
| ***** | | | |
| Dept & Nbr: ENGL 4A | Title: BEG CREATIVE WRIT | | |
| Full Title: Beginning Creative Writing | | | |
| Units | Course Hours Per Week | Nbr of Weeks | Course Hours Total |
| Max: 3.0 | Lecture 3.0 | 17 | Lecture 51.0 |
| Min: 3.0 | Lab 0.0 | | Lab 0.0 |
| | Contact DHR 0.0 | | Contact DHR 0.0 |
| | Contact Total 3.0 | | Contact Total 51.0 |
| | Non-contact DHR 0.0 | | Non-contact DHR 0.0 |
| Press ENTER key to continue_ | | | |
| Lines:1-19 Columns:1-80 | | | |
| | Scroll Forward | Scroll Backward | Next Page |

Tip: If you find that you want to exit out of a outline that has multiple pages, press CTRL ‘Y’ to exit out. You will be prompted to choose to confirm that choice or continue with the outline.

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.

To get an overview of the courses in a department as of a specific term, simply type the department abbreviation at the prompt:

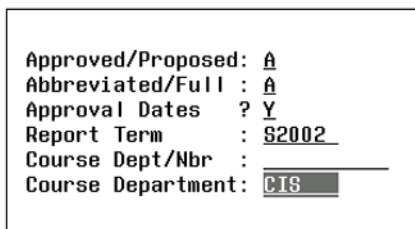


Figure 1.5 Lookup Course for a department

A list for the CIS department, showing course versions, effective dates, inactive dates, approval status, and current status is displayed:

| SANTA ROSA J C: 261 | | CCCSC Curriculum Management | | Utilities | | Quit |
|---------------------|--------------|-----------------------------|--------|-----------|----------|-----------|
| Lookup/Reports | | | | | | |
| One Outline(M) | | | | | | |
| List selected | | | | | | |
| Dept/Nbr | Course Title | Ver | Effctv | Inactv | Approval | Status |
| 01 | CIS 5 | COMPUTER LITERACY | 04 | S2000 | Approved | Change |
| 02 | CIS 10A | COMP SCI FUNDAMENTALS I | 05 | F2001 | Approved | Change |
| 03 | CIS 10B | COMP SCI FUNDAMENTALS II | 01 | F2000 | Approved | New |
| 04 | CIS 11 | DATA STRUCT & ALGOR | 02 | F2001 | Approved | Change |
| 05 | CIS 12A | COBOL PROGRAMMING | 03 | F1989 | Approved | Change |
| 06 | CIS 12B | ADV COBOL PROG | 03 | S1990 | Approved | Change |
| 07 | CIS 16A | BEGINNING VISUAL BASIC | 05 | F1999 | Approved | Change |
| 08 | CIS 16B | ADVANCED VISUAL BASIC | 03 | F1999 | Approved | Change |
| 09 | CIS 16.1 | BEGINNING BASIC | 05 | S1991 | Approved | Terminate |
| 10 | CIS 17 | JAVA PROGRAMMING | 03 | F2001 | Approved | Change |
| 11 | CIS 18 | PASCAL PROGRAM/BUS | 04 | F1991 | Approved | Terminate |
| 12 | CIS 20 | C PROGRAMMING | 02 | F1997 | Approved | Terminate |
| 13 | CIS 20A | C PROGRAMMING | 02 | X2000 | Approved | Change |
| 14 | CIS 20B | C++ /ADV C PROGRAM | 01 | S1989 | Approved | New |
| 15 | CIS 22 | ASSEMBLY LANG PROG | 05 | F2001 | Approved | Change |

Figure 1.6 List of courses in the CIS Department

<TAB> to the desired course and press the <ENTER> key on your keyboard. The full course outline for the highlighted course will appear.

Once you have a course outline on your screen, Chapter 2: *Anatomy of an Outline* can walk you through the information shown in the outline.