

## OUTLINE: CREATE NEW COURSE - PART 1

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

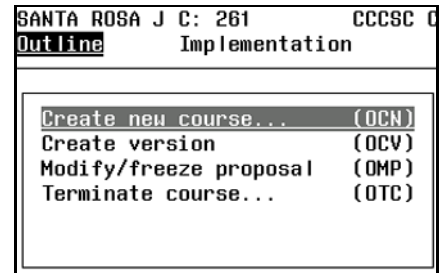
Function and Use: Create a brand new course with a new COURSE ID number. You may also use an existing course as the basis for a new course.

### Exercise A-1: Create a New Course

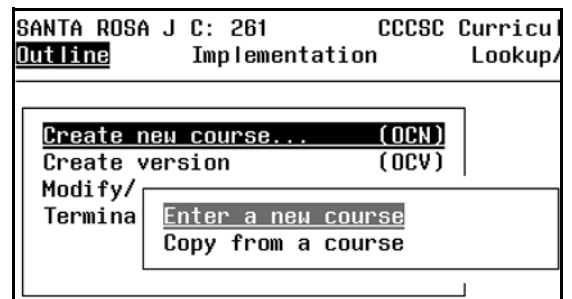
#### Step

#### Illustration

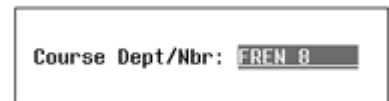
1. Choose Outlines > Create new course. You can also type in 'OCN' and then press <ENTER> as a short-cut.



2. <TAB> to 'Enter a new course' and press <ENTER>.



3. A prompt is displayed to enter the Course/Dept Number. In this example we entered: 'FREN 8'. Press <ACCEPT> to process the data entry.



**Note:**

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

Notice that some of the fields in Figure 1.2 are filled in by default. These may vary depending on the customization of the program for your college.

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Create / Enter a New Course		Page 1(M)	
Course: FREN 8	Title: _____	Ver: 01	Stat: N Aprv: P
Full title: _____			
Term effect: _____	Submitted by: _____	Date: 04/30/2002	
Division : 00 NOT USED	Units max: _____	Min : _____	
Area dept : _____	Lec hours: _____	Load: _____	
FSA's : _____	Lab hours: _____	Load: _____	
Disciplines: _____ NO DISCIPLINE	Cntct DHR: _____	Load: _____	
T/5 cat : 01 AA DEGREE APPLICABLE	Total hrs: _____		
Basic skill: X NOT BASIC SKILLS	Other DHR: _____		
Instr levl: X NOT APPLICABLE	Weeks dur: _____		
Repeat cd : _____	Graded : _____		
Group ID : _____	MOI's : _____		
In-service: X NOT IN-SERVICE	Open exit: _____		
Pacs prog : 0000 UNRESTRICTED	Pacs actv: 0000 REGULAR		
Specr crs : X NOT A SPECIAL COURSE	Limit : _____ Wait: _____		
Auditable : _____	Fee : \$ .00		
Cost level: 00	Workload : 0.0000		
Create / Enter a New Course		Page 1(M)	
Change Keys	Help Field	Rpt Grp Courses	Select More
Back Tab		Accept	Reject

Figure 1.2 First Screen of 'Create / Enter a 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.

Below is an explanation of the fields in: *Create / Enter a New Course*:

<b>Course</b>	Course discipline and number.
<b>Title</b>	Descriptive name of the course.
<b>Ver</b>	Version. Version of the course.
<b>Stat</b>	Course Status. The status of the course in the curriculum system. Computer-assigned. N=new. C=change. T=termination. R=reinstatement.
<b>Aprv</b>	Approval Status. A=approved, P=proposed, or F=frozen proposal.
<b>Full Title</b>	The full title of the course. Enter in a combination of upper and lower case or an error message will appear.
<b>Term effct</b>	Term Effective. The first term in which the version is available for scheduling. This is a mandatory field.
<b>Submitted by</b>	Name of person submitting the course proposal. This is a mandatory field.
<b>Date</b>	Date the course proposal was entered into the system.
<b>Division</b>	Division responsible for the course. Specific to college. <i>See appendix for codes.</i>
<b>Area Dept</b>	Area department abbreviation. Specific to college. <i>See appendix for codes.</i>
<b>SA's</b>	Faculty Service Areas. Faculty are assigned to one or more FSAs for which they meet district competency requirements and minimum qualifications. There may be up to three faculty service areas per course. Specific to college. Press <SELECT MORE> to add additional faculty service areas. <i>See appendix for codes.</i>
<b>Disciplines</b>	Indicates the educational requirement for faculty teaching the course. Up to six disciplines for the course can be entered. Press <SELECT MORE> to add additional disciplines. <i>See appendix for codes.</i>
<b>T/5 cat</b>	T/5 Category. At some colleges this is computer generated: 01=AA-degree applicable 02=credit, AA-degree non-applicable 03=non-credit
<b>Basic Skill</b>	Basic Skills. Up to four basic skills per course can be entered. This does not apply to degree applicable (AA/AS) courses. <i>See appendix for codes.</i>
<b>Instr Level</b>	Instruction Level. Level below transfer for courses in English, reading, writing, ESL, and mathematics. Only becomes available for data entry if the course is non-transferable. Use the non-applicable code if: a) the course is not in one of the above subjects, b) or the course is transferable, c) or the course is more than 3 levels below transfer
<b>Repeat Cd</b>	Repeat Code. A code identifying the repeatability of the course. Specific to college. <i>See appendix for codes.</i>

<b>Group ID</b>	<p>If the repeatability for the course is determined by enrollments in this course only (only this Course ID Nbr), Group ID should be blank.</p> <p>If the repeatability is determined by enrollments not only in this course, but in combination with enrollments in other courses as well, Group ID identifies this group of courses. Specific to college. <i>See appendix for codes.</i></p> <p>To view the repeat groups established for the repeat code, press &lt;HELP FIELD&gt;. You may then press &lt;RPT GRP COURSES&gt; for a list of courses belonging to the repeat group you type in. If you need to establish a new repeat group, contact your curriculum supervisor.</p>
<b>In-service</b>	<p>Key in the in-service code:</p> <p>I=intensive in-service  S=in-service; not intensive  X=not in-service</p>
<b>Pacs prog</b>	<p>PACS Program code - source of funds used to pay for course. Specific to college. <i>See appendix for codes.</i></p>
<b>Specl crs</b>	<p>Special Course. Indicates if this is a DSPS course (Disability Students Programs &amp; Services).</p> <p>D=DSPS course  X=not a special course</p>
<b>Auditable</b>	<p>Indicates if the course may be audited by the student.</p> <p>Y=auditable  N=not auditable</p>
<b>Selectd topic</b>	<p>Selected Topic. Indicates if the course is a selected topic.</p> <p>N=not a selected topic course  Y=selected topic course</p>
<b>Cost Level</b>	<p>The cost level of the course.</p>
<b>Certif applic</b>	<p>Certificate Applicable. Indicates if the course is part of a certificate program.</p> <p>N=not certificate applicable  Y=certificate applicable course</p>
<b>Units Max</b>	<p>Units Maximum. The maximum units for which the course may be offered .</p>
<b>Min</b>	<p>Units Minimum. The minimum units for which the course may be offered.</p>
<b>Lec Hours</b>	<p>Lecture Hours. Scheduled lecture hours per week.</p>
<b>Load</b>	<p>Faculty workload lecture hours per week. Defaults to Lecture Hours.</p>
<b>Lab Hours</b>	<p>Scheduled lab hours per week.</p>
<b>Load</b>	<p>Faculty workload lab hours per week. Defaults to Lab Hours.</p>
<b>Cntct DHR</b>	<p>Contact days-hours by arrangement per week.</p>
<b>Load</b>	<p>Load DHR hours per week.</p>
<b>Total hrs</b>	<p>Total hours. Computer-generated total of lecture hours, lab hours, and contact DHR. Used in the FTES formula for weekly-census classes.</p>
<b>Other DHR</b>	<p>Other (non-contact) days-hours by arrangement per week required of the student.</p>

<b>Weeks dur</b>	. Length of course in number of weeks.
<b>Graded</b>	How the course is graded. CR=CR/NC only GC=CR/NC option GR=grade only NG=non-graded credit course NC=non-credit  The picklist choices for the field 'graded' will be different depending on the type of course.
<b>MOI's</b>	Methods of Instruction. Up to four methods of instruction may be entered for a single course. Press <SELECT MORE> to add additional methods of instruction. <i>See appendix for codes.</i>
<b>Open exit</b>	Indicates if the course is open entry / open exit. N=not open entry / open exit Y=open entry / open exit
<b>PACS actv</b>	PACS Activity code - indicates to whose budget the course is charged. Specific to college. <i>See appendix for codes.</i>
<b>Limit</b>	The maximum number of students that are allowed to enroll in the course.
<b>Wait</b>	The maximum number of students that are allowed to sign up on the waiting list.
<b>Fee</b>	Materials fee for the course.
<b>Workload</b>	Faculty workload represented by the course; may be computer-generated.

This is how the screen looks after data has been entered:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
<u>Outline</u>	Implementation	Lookup/Reports	Utilities
Create / Enter a New Course		Page 1(M)	
Course: FREN 8	Title: FREN FOR TRAVELERS	Ver: 01	Stat: N
Full title: French for Travelers			
Term effct: F2003	Submitted by: JMB	Date: 04/30/2002	
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: 1.0	Load: 1.0	
Disciplines: FOREIGN FOREIGN LANGUAGES	Cntct DHR: _____	Load: _____	
T/5 cat : 01 AA DEGREE APPLICABLE	Total hrs: 4.0	Other DHR: _____	
Basic skill: X NOT BASIC SKILLS	Weeks dur: 17	Graded : GR Grade only	
Instr levl: X NOT APPLICABLE	MOI's : 03 LECTURE/LABORATORY	Open exit: _____	
Repeat cd : 12 9 UNITS TOTAL	Pacs prog : 0000 UNRESTRICTED	Pacs actv: 0000 REGULAR	
Group ID : _____	Spec crs : X NOT A SPECIAL COURSE	Limit : 30 Wait: 5	
In-service: X NOT IN-SERVICE	Auditable : Y	Fee : \$ .00	
Cost level: 00	Certif applic: Y	Workload : 0.0000	
Create / Enter a New Course		Page 1(M)	
Change Keys	Help Field	Rpt Grp Courses	Select More
Back Tab		Accept	Reject

Figure 1.3 Create/Enter a New Course

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/Enter a New Course* screen have changed:

Page 1	Page 2	Outline Sections	Rename Course	Freeze Proposal	Return Select	Previous Action
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Figure 1.4 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 II* to work with outline sections).
- Press the <RENAME COURSE> function key to bring up a data entry box to change the discipline prefix and/or the number of course version.
- 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 let you create another new 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/Enter a New Course:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Create / Enter a New Course		Page 2(M)	
Course: FREN 8	Title: FRENCH FOR DUMMIES	Ver: 01	Stat: N Aprv: P
Classification: █	Curric approve: _____		
Matric req : ___ Exempt from assessme	Prereq approve: _____		
Non-credit cat: X NOT APPLIC, CREDIT	Vrsion approve: _____		
SAM code : ___	Last reviewed : _____		
Subject code : XXXXXX NOT USED	Term effective: FALL 2003		
TOP code : 0000.00 UNKNOWN	Term inactive : _____		
CIP code : 00.0000 NOT USED	Last taught : _____		
VEA codes : N NOT VEA FUNDED			
Advisory code : 00 NO ADVISORIES			
Prereq / coreq: N NO PREREQ RULES			
Instr sig reqd: N INSTR SIG NOT REQ'D			
Same crs key : _____			
Last user : MGAITAN	Last updated : 06/10/2002		
Create / Enter a New Course		Page 2(M)	
Change Keys	Help Field	Same As Courses	Select More
Back Tab		Accept	Reject

Figure 1.5 Second Page of Create/Enter a New Course

Notice that in Figure 1.5 there are fields that have default values in them. 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 1.5:

Change Keys	Help Field	Same As Courses	Select More	Back Tab		Accept	Reject
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Figure 1.6 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 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.

Page 2 was filled in to illustrate:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
		Quit	
		<b>Create / Enter a New Course Page 2(M)</b>	
Course:	FREN 8	Title:	FRENCH FOR DUMMIES
		Ver:	01
		Stat:	N
		Aprv:	P
Classification:	H GENERAL AND CULTURAL	Curric approve:	_____
Matric req :	E ENGLISH ASSMNT REQ'D	Prereq approve:	_____
Non-credit cat:	X NOT APPLIC, CREDIT	Vrsion approve:	_____
SAM code :	H GENERAL EDUCATION	Last reviewed :	_____
Subject code :	XXXXXX NOT USED		
TOP code :	1101.00 FOREIGN LANG, GENRL	Term effective:	FALL 2003
CIP code :	00.0000 NOT USED	Term inactive :	_____
VEA codes :	N NOT VEA FUNDED	Last taught :	_____
Advisory code :	00 NO ADVISORIES		
Prereq / coreq:	N NO PREREQ RULES		
Instr sig reqd:	N INSTR SIG NOT REQ'D		
Same crs key :	_____		
Last user :	MGAITAN	Last updated :	06/10/2002
		<b>Create / Enter a New Course Page 2(M)</b>	
Change Keys	Help Field	Same As Courses	Select More
		Back Tab	Accept Reject

Figure 1.7 Page Two of the Enter a New Course 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 proposal). To delete a proposal go to <PAGE 1>, press <CHANGE KEYS>, then the <DELETE PROPOSAL> function key.

Below is an explanation of the fields in Page Two of *Create / Enter a New Course*:

<b>Course</b>	Course discipline and number.
<b>Title</b>	The full title of the course (24-characters).
<b>Ver</b>	Version Number. Computer-assigned.
<b>Stat</b>	The status of the course in the curriculum system. Computer-assigned. N=new. C=change. T=termination. R=reinstatement.
<b>Aprv</b>	Approval status. Computer-assigned. P=proposed, not frozen. F=frozen proposal. A=curriculum approved.

<b>Classification</b>	Course classification code. Classifies a course according to its primary objective (Title V, Section 55001). <i>See appendix for codes.</i>
<b>Matric req</b>	Indicates if a course requires matriculation assessment. This is required if the course has prerequisites or advisories. B=English & math assessment required E=English assessment required M=math assessment required X=exempt from assessment
<b>Non-credit cat</b>	Non-credit category. Indicates the primary objective of a non-credit course within the non-credit categories set forth in the California Education Code. If the course is a credit course this field will be bypassed. <i>See appendix for codes.</i>
<b>SAM code</b>	Indicates the degree to which a course is occupational. <i>See appendix for codes.</i>
<b>TOP code</b>	Taxonomy of Programs code. Indicates the instructional content of the course. For a complete listing of TOP codes visit the CCCSC Website at: <a href="http://www.santarosa.edu/cccsc/top.htm">http://www.santarosa.edu/cccsc/top.htm</a> .
<b>CIP code</b>	Classification of Instructional Programs code. CIP is the accepted government statistical standard on program classification and is used to collect and report program data. The full list of CIP codes can be found at the National Center for Educational Statistics: <a href="http://nces.ed.gov/">http://nces.ed.gov/</a> . Not used at some colleges.
<b>VEA code</b>	Indicates VEA funding for a course in seven areas. 'Y' indicates that one or more area is VEA-funded. Press <SELECT MORE> to access all areas. Not used at some colleges.
<b>Advisory code</b>	Code to indicate advisories on recommended preparation. Not data-entered here. Information comes from the outline section: Advisories on Recommended Preparation.
<b>Prereq/coreq</b>	Indicates if prerequisite rules exist. Not data-entered here. Information comes from the outline section: Prerequisites/Corequisites.
<b>Instr sig reqd</b>	Indicates if an instructor's signature is required for a student to enroll. Not data-entered here. If 'Y'es, the Limits on Enrollment (outline section) gives the reason for the requirement.
<b>Same crs key</b>	Same course key. If this course is the same as one or more other courses, enter in this field the key which links the group of courses. Press <SAME AS COURSES> for a list of courses in this group.
<b>Last user</b>	Identifies the last user to update this course record. Not data entered. Computer-assigned.
<b>Curric approve</b>	Curriculum Approval Date. Indicates the date on which the first version of the course was approved by the curriculum committee. Not data-entered here. Information comes from the course approval process.
<b>Prereq approve</b>	Prerequisite Approval Date. Indicates the most recent prerequisite-approval date. Not data-entered here. Information comes from the course approval and prerequisite review screens.

<b>Vrsion approve</b>	Version Approved Date. Indicates the date on which this version of the course was approved by the curriculum committee. Not data-entered here. Information comes from the course approval screen.
<b>Last reviewed</b>	Indicates the most recent course review date. Not data-entered here. Information comes from the course approval and course review screens.
<b>Term effective</b>	First term in which this version of the course is effective. Information comes from page one of 'Enter/Create New Course' screen.
<b>Term inactive</b>	First term in which this version of the course is inactive.
<b>Last taught</b>	Most recent term in which this version of the course was taught. Computer-generated.
<b>Last updated</b>	Date on which this course record was last updated. Computer-assigned.