

OUTLINE: EDIT APPROVED 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*.]

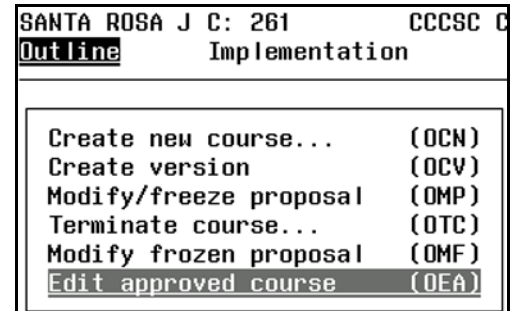
A. Edit an Approved Course

Function and Use: To work with approved courses. This function is used rarely. Typically, the Curriculum Committee or Department Chair would request a minor edit such as the correction of a typo found in a course title.

Step

1. Choose Outline > Edit Approved Course. You can also type in 'OEA' and then press <ENTER> as a short-cut.

Illustration



2. Enter in the Course Department Number of the course you want to edit. In this example we entered: 'CIS 69.33' (alternatively, you may enter a course department abbreviation to pick from a list). Press <ACCEPT> to process the data entry.

Course Dept/Nbr : **CIS 69.33**
 Course Department: _____

Below is the screen that will be displayed after step two. <TAB> to the version of the course you wish to edit. Typically, this is the latest approved version:

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SANTA ROSA J C: 261      CCCSC Curriculum Management
Outline      Implementation      Lookup/Reports      Utilities      Quit
Edit Approved Course      Page 1(M)
List selected
C
F
T  Dept/Nbr  Course Title      Ver Effctv Inactv Approval Status
D 01 CIS 82.24  ADVANCED ACCESS    01 F1997 F1999  Approved New
A 02 CIS 69.33  ADVANCED ACCESS    02 F1999 F2003  Approved Change
F 03 CIS 69.33  ADVANCED ACCESS    03 F2003          Approved Change
F

Discplines: _____      Cntct DHR: _____      Load: _____
T/5 cat : _____      Total hrs: _____
Basic skill: _____      Other DHR: _____
Instr lvl: _____      Weeks dur: _____
Repeat cd : _____      Graded : _____
Group ID : _____      MOI's : _____
In-service: _____      Open exit: _____
Pacs prog : _____      Pacs actv: _____
Spec'l cls : _____      Limit : _____      Wait: _____
Auditabl : _____      Selectd topic: _____      Fee : _____
Cost level: _____      Crt/maj applc: _____      Workload : _____

List selected
Make a selection :
Only one page
Up      [ ]      [ ]      [ ]      [ ]      [ ]      Return Select      Previous Action
    
```

Figure 2.1 Select Version of Approved Course for Editing

Note: Terminated courses cannot be edited. Therefore, they do not appear in course lists produced by this function.

You may now make edits to fields. Not all fields may be changed. For example, you can not change the 'Dept Number', 'Term Effective', or T/5 Category' fields.

In this example, an error was found in the 'Full Title' field. We are going to change 'Advanced Access' to 'Advanced Access':

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Edit Approved Course Page 1(M)			
Course: CIS 69.33	Title: ADVANCED ACCESS	Ver: 03	Stat: C Aprv: A
Full title: Advanced Access			
Term effct: F2003	Submitted by: TC	Date: 04/04/2003	
Division : 00 NOT USED	Units max: 3.0	Min : 3.0	
Area dept : CIS COMPUTER INFO SCIENC	Lec hours: 2.0	Load: 2.0	
FSA's : CIS COMPUTER/INFORMATION	Lab hours: .0	Load: .0	
Discplines: CIS COMPUTER INFORMATION	Cntct DHR: 3.5	Load: 3.5	
T/5 cat : 01 AA DEGREE APPLICABLE	Total hrs: 5.5		
Basic skill: X NOT BASIC SKILLS	Other DHR: .0		
Instr levl: X NOT APPLICABLE	Weeks dur: 17		
Repeat cd : 00 ONE RPT FOR D, F, NC	Graded : 6C CR/NC option		
Group ID :	MOI's : 02 LECTURE		
In-service: X NOT IN-SERVICE	Open exit: N NOT OPEN ENTRY/EXIT		
Pacs prog : 0000 UNRESTRICTED	Pacs actv: 0701 COMPUTER & INFO SCI		
Spec l cls : X NOT A SPECIAL CLASS	Limit : 0 Wait: 0		
Auditable : N Selectd topic: N	Fee : \$.00		
Cost level: 00 Crt/maj applc: C	Workload : 0.0000		
Edit Approved Course Page 1(M)			
Change Keys	Help Field	Rpt Grp Courses	Select More
Back Tab		Accept	Reject

Figure 2.2 Editing an Approved Course

It is imperative that even minor changes to an approved course be forwarded to the scheduling technician at your college. This includes typos! There is no update that they receive 'automatically'. If you know that you are going to be making many changes, it would be advised to keep a log of those changes to forward to the scheduling technician.

You may also change screen two data and the data accessed through the Outline Sections menu.

Note: All changes that are made will immediately appear on the Web.

Read This!

There are three fields that, if changed, can inactivate the course's variations:

1. Grading
2. Methods of Instruction (MOI)
3. Units

If the changed data is not compatible with a variation of that course, the variation will be inactivated.

If a variation is inactivated, and it has been scheduled, the schedulers have two options:

1. Create a new variation and assign it to the affected sections.
2. Change the inactive variation to be compatible with the changed course data, and reactivate it.