

LOOKUP : PREREQUISITES

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*.

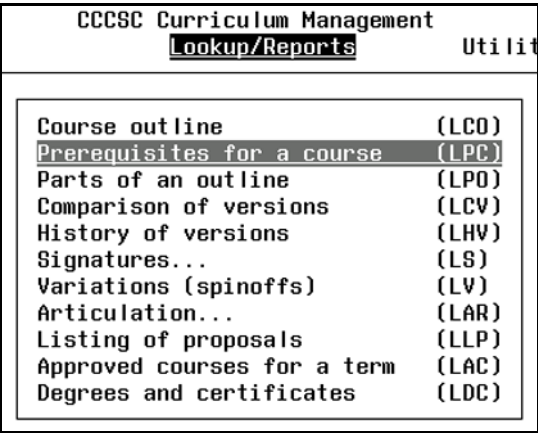


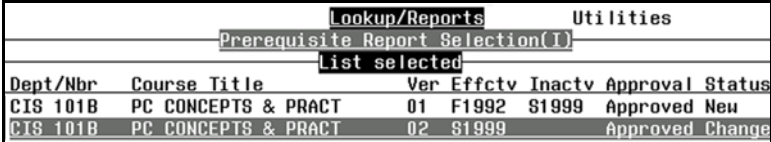
[Latin, *course*, from *currere*, *to run*.]

A. Lookup: Prerequisites for a Course

Use and Function: This is a great feature to check or validate what the prerequisite rules are for a course. Old course numbers are also listed. Often after viewing the prerequisites you'll find that the rules that govern the prerequisites need to be modified. If you do curriculum data entry, this lookup function is very convenient.

Perhaps a department chair requests the prerequisite rules for CIS 101B in Spring 2002. 'Prerequisites for a Course' would be the place to check for those rules.

Exercise A-1: Lookup Prerequisites for a Course

<i>Step</i>	<i>Illustration</i>																																										
<p>1. Choose Lookup/Reports > Prerequisites for a Course. You can also type in LPC and then press <ENTER> as a short-cut.</p>																																											
<p>2. Fill in the Course Dept/Nbr field or Course Department field. In this example we typed in for Course Dept/Nbr: CIS 101B</p>																																											
<p>3. Press the <ACCEPT> function key to view the prerequisites for CIS 101B.</p>																																											
<p>4. Highlight the correct course version and press the <ENTER> key on your keyboard.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">Lookup/Reports Utilities</th> </tr> <tr> <th colspan="7" style="text-align: center;">Prerequisite Report Selection(I)</th> </tr> <tr> <th colspan="7" style="text-align: center;">List selected</th> </tr> <tr> <th>Dept/Nbr</th> <th>Course Title</th> <th>Ver</th> <th>Effctv</th> <th>Inactv</th> <th>Approval</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CIS 101B</td> <td>PC CONCEPTS & PRACT</td> <td>01</td> <td>F1992</td> <td>S1999</td> <td>Approved</td> <td>New</td> </tr> <tr style="background-color: #e0e0e0;"> <td>CIS 101B</td> <td>PC CONCEPTS & PRACT</td> <td>02</td> <td>S1999</td> <td></td> <td>Approved</td> <td>Change</td> </tr> </tbody> </table>	Lookup/Reports Utilities							Prerequisite Report Selection(I)							List selected							Dept/Nbr	Course Title	Ver	Effctv	Inactv	Approval	Status	CIS 101B	PC CONCEPTS & PRACT	01	F1992	S1999	Approved	New	CIS 101B	PC CONCEPTS & PRACT	02	S1999		Approved	Change
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Exercise A-1: Lookup Prerequisites for a Course

Step

Illustration

- A prompt is displayed to enter the report term. We typed in S2002 and pressed <ENTER>. The second field will be filled in SPRING 2002.

Report term: S2002 _____

Prerequisites in effect of the report term will appear on the report.

- Press the <ACCEPT> key to see the prerequisites/corequisites.

Accept

SANTA ROSA J C: 261		CCCSC Curriculum Management				
		Prerequisites/Corequisites				
CC103-PRE-CO-RPT		SANTA ROSA JUNIOR COLLEGE			PAGE: 1	
		PREREQUISITES / COREQUISITES			SPRING 2002	
Course	Title	Vrsn	Stat	Aprv	Effective	Inactive
CIS 101B	PC CONCEPTS & PRACT	02	C	A	SPRING 1999	
Prereq rules: YES		Provisional prereqs: NO		Generate desc from rules: NO		
Prerequisite Text						
CIS 101A or equivalent experience.						
Rules						
		Term Begin	Term End	Terms Valid	Min Grd	Level of Scrutiny
Rule #01	PRE/CO-REQ CIS 101A					STANDARD
Prerequisites/Corequisites						
Press ENTER key to continue						
Lines:1-19 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 3.2 First Screen of Prerequisites/Corequisites

After pressing the <SCROLL FORWARD> function key additional prerequisite/corequisite information is shown:

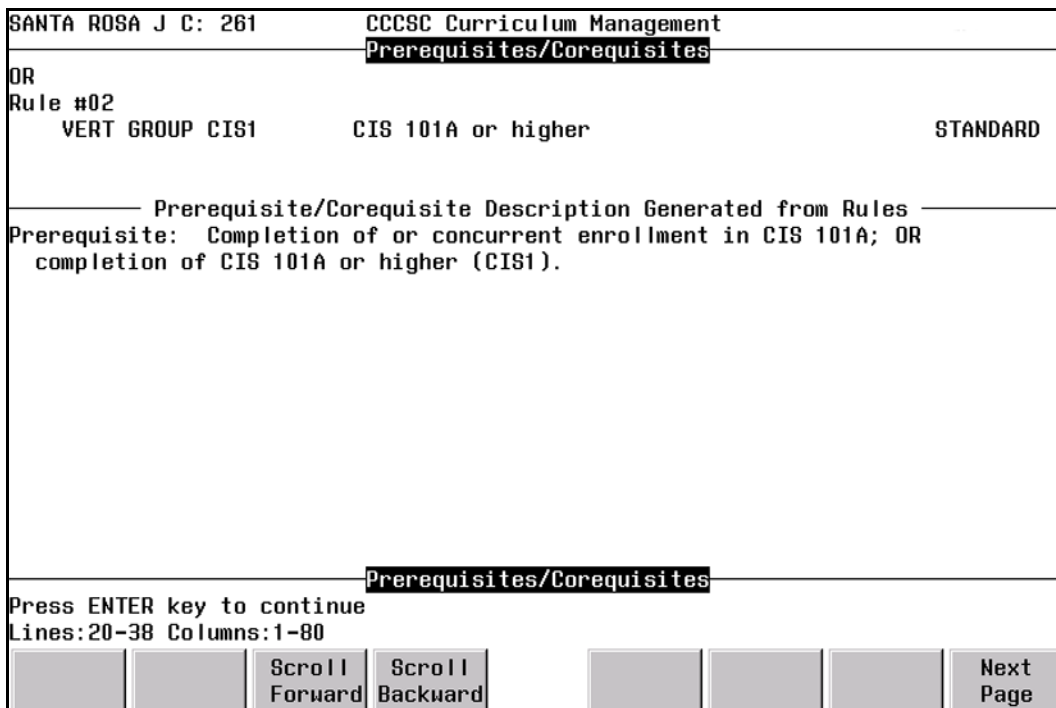


Figure 3.3 Second Screen of Prerequisites/Correquisites

The second screen of the Prerequisites/Corequisites shows a continuation of the prerequisite/corequisites rules.

Below you will see an explanation of the fields in *Prerequisites/Corequisites Lookup*:

- Course** Course discipline and number.
- Title** Descriptive name of the course.
- Vrsn** Course version.
- Stat** Course status. The status of the course in the curriculum system. N=new course C=change of an existing course, R=reinstated course, T=terminated course.
- Aprv** Approval status. A=approved, P=proposed, or F=frozen proposal.
- Effective** The term in which the version became effective.
- Inactive** The term in which the course version is no longer able to be scheduled.
- Prereq Rules** Prerequisite rules. YES=the course has prerequisite rules. NO=there are no prerequisite rules.

Provisional Prereqs	Provisional Prerequisites is a way of testing the validity of the course prerequisites. It allows into the class a certain number of students who have not met the prerequisites. YES=it is permitted to allow a certain number of students in to test the validity. NO=it is not permitted to allow students in to test the validity.
Generate Desc from Rules	Generate Description from Rules. YES=the prerequisite description is generated from the prerequisite rules. NO=the prerequisite description is not generated from the prerequisite rules. Note: There is no prerequisite text if the description is generated from the rules.
Prerequisite Text	Data-entered description of the prerequisites. For example: "Qualifying score on English Placement Test or completion of English 100B or English 104 with a grade of "C" or better."
Rules	The prerequisite rules for the course version.
Term Begin	The first term that the course fulfills the prerequisite.
Term End	The last term that the course fulfills the prerequisite.
Terms Valid	<p>If there is a number in this field then the prerequisite must be completed within a certain number of terms prior to the term in which the student is enrolling.</p> <p>There are three terms per year. The term count begins the first term after the term in which the prerequisite requirement was fulfilled.</p> <p>Example: If the number in the field is '03', and the student completed the prerequisite course in Fall 2001, then the student may enroll in the target course through Fall 2002. After the Fall 2002 term, the Fall 2001 course completion no longer satisfies the prerequisite.</p>
Min Grd	Minimum Grade. Indicates the minimum grade which can be earned in a prerequisite course in order to satisfy the prerequisite requirement. If blank, the grade value is understood to be 'C'.
Level of Scrutiny	<p>The level of scrutiny required when determining prerequisites.</p> <p>STANDARD=standard prerequisites/co-rerequisites SEQUENTIAL=sequential courses COMM/COMP=communication or competency SCORES=cut scores PROGRAMS=programs HLTH&SAFTY=health and safety RECENCY=recency and readiness LEGAL REQ=legal requirement</p>



Notice in Figure 3.2 in the upper right corner of the window there is the following text: 'Generate desc from rules: 'NO''. What this means is there will be a Prerequisite Text line in the report. This is the text that would be shown in the schedule. Be certain to verify that the data-entered text conforms to the rules, and/or vice versa.

If the field said 'YES', then the prerequisite text that is included in the class schedule would be generated from the rules as shown in Figure 3.4 below. The text will match what is generated on the lookup screen.

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SANTA ROSA J C: 261      CCCSC Curriculum Management
                        Prerequisites/Corequisites
CC103-PRE-CO-RPT      SANTA ROSA JUNIOR COLLEGE      PAGE: 1
                        PREREQUISITES / COREQUISITES      SPRING 2002
17:15:00
Course      Title      Vrsn  Stat  Aprv  Effective  Inactive
CIS 58.51A  WEB PAGES      03    C    A    SPRING 2000  FALL 2001
Prereq rules: YES      Provisional prereqs: NO      Generate desc from rules: YES
----- Rules -----
Term  Term  Terms  Min Level of
Begin  End  Valid  Gen  Section
Rule #01
  COMPLET
OR
Rule #03
  COMPLETION CIS 5      STANDARD
OR
Rule #02
  COMPLET
OR
Rule #04
  VERT GROUP CIS1      CIS 101A or higher      STANDARD
Press ENTER
Lines:1-19
----- Prerequisite/Corequisite Description Generated from Rules -----
Prerequisite: Completion of CIS 101A; OR completion of CIS 105A (or CIS
81.5A or BDP 81.5A); OR completion of CIS 5 (or BDP 5 or BDP 51); OR
completion of CIS 101A or higher (CIS1).
----- Prerequisites/Corequisites -----
Press ENTER key to continue
Lines:20-38 Columns:1-80
[ ] [ ] [ Scroll Forward ] [ Scroll Backward ] [ ] [ ] [ ] [ Next Page ]
    
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Figure 3.4 Screen Indicating Prerequisites Generated from Rules