

CREATE NEW COURSE - CATALOG DESCRIPTION

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*.


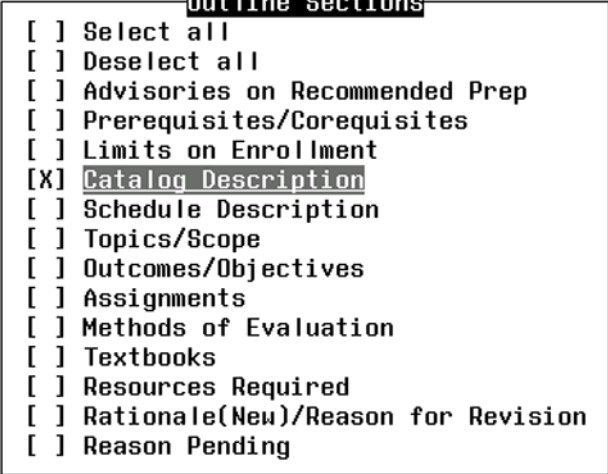

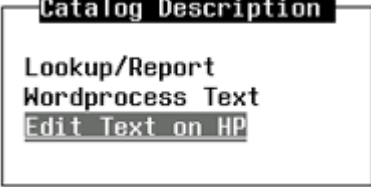
[Latin, *course*, from *currere*, *to run*.]

A. Catalog Description

Function and Use: The catalog description is used to enter in the text that will be seen in the college catalog. There is a limit of 20 lines, each 74 characters in length.

The catalog description should convey the course's goal and objectives, and inform students what they may expect as an outcome of taking the course (i.e. proficiency in French after taking French 4).

Exercise A-1:

Step	Illustration
<p>1. Select the function key: <OUTLINE SECTIONS> after completing page one and two of the new course screens.</p>	
<p>2. You may now begin working with the other sections of course information. You can have multiple areas checked.</p> <p>We chose 'Catalog Description' by tabbing to the menu branch and pressing <ENTER> on the keyboard.</p>	
<p>3. Press the <ACCEPT> function key to process your selection.</p>	
<p>4. A submenu appears allowing you to narrow your selection criteria.</p> <p>We chose 'Edit Text on HP' and pressed <ENTER>.</p>	

You may check your work by returning back to the catalog description submenu and selecting 'Lookup/Report':

SANTA ROSA J C: 261		CCCSC Curriculum Management				
		Catalog Description				
CC103-CATAL-RPT		SANTA ROSA JUNIOR COLLEGE			PAGE: 1	
13:08:00		CATALOG DESCRIPTION			FALL 2002	
Course	Title	Vrsn	Stat	Aprv	Effective	Inactive
BMG 63.4	LEADERSHIP	01	N	P	FALL 2002	
Text						
Effective leadership skills are critical in today's organizations. Leadership involves providing your employees with a vision of where the organization and your work unit are heading, giving them the necessary direction to fulfill the vision, and the support to accomplish their daily tasks. This course provides you with the necessary understanding and skills to be an effective leader.						
Generated Description						
Recommended: Eligibility for English 100 or equiv. Effective leadership skills are critical in today's organizations. Leadership involves providing your employees with a vision of where the organization and your work unit are heading, giving them the necessary direction to fulfill the vision, and the support to accomplish their daily tasks. This course						
Catalog Description						
Press ENTER key to continue						
Lines:1-19 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 6.3 Lookup Report: 'Catalog Description'

Although blocks of information below 'Text' and 'Generated Description' headings in Figure 6.3 appear similar, they are slightly different.

The text area is what is keyed in when the course developer is filling out the catalog description in the course outline.

The generated description, however, is a compilation of that text AND other elements of the course outline. The description is very similar to what is found in the college catalog.

The same text will appear in the course outline under the heading: 'CATALOG DESCRIPTION':

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Title 5 Category:	01	AA DEGREE APPLICABLE	
Grading:	GC	Credit course for grade or CR/NC	
Repeatability:	00	ONE REPEAT IF GRADE WAS D, F, OR NC	
Also listed as:			
CATALOG DESCRIPTION:			
Effective leadership skills are critical in today's organizations. Leadership involves providing your employees with a vision of where the organization and your work unit are heading, giving them the necessary direction to fulfill the vision, and the support to accomplish their daily tasks. This course provides you with the necessary understanding and skills to be an effective leader.			
PREREQUISITES:			
COREQUISITES:			
Press ENTER key to continue			
Lines:20-38 Columns:1-80			
		Scroll Forward	Scroll Backward
			Next Page

Figure 6.4 Course Outline: 'CATALOG DESCRIPTION'

Note: Use the <SCROLL FORWARD> and <SCROLL BACKWARD> to view more of the report. The <NEXT PAGE> takes you to the next page, and you can not go back from there.

If your query has many pages and you want to exit out of the report, press the <CTRL> + 'Y' on your keyboard. This shortcut comes in handy when you are in a report that has multiple pages.