

CHAPTER
7

CREATE NEW COURSE - SCHEDULE 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*.


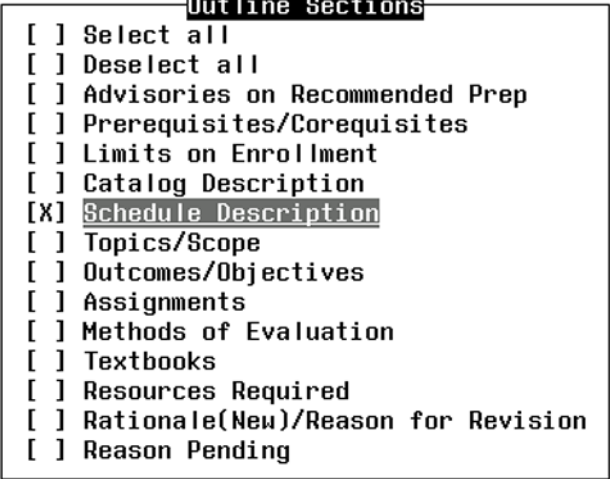

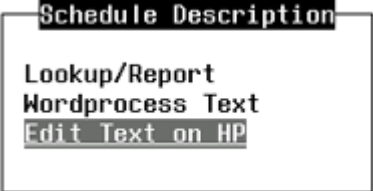
[Latin, *course*, from *currere*, *to run*.]

A. Schedule Description

Function and Use: The schedule description outline is used to enter in the text that will be seen in the college schedule.

Five lines of text is allowed for the schedule description (370 characters).

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 'Schedule 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 with three choices.</p> <p>We chose 'Edit Text on HP' and pressed <ENTER>.</p> <p>Note: If you haven't identified your workstation, the choice: 'wordprocess text' would not be available.</p>	

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

SANTA ROSA J C: 261		CCCSC Curriculum Management				
		Schedule Description				
CC103-SCHED-RPT		SANTA ROSA JUNIOR COLLEGE			PAGE:	1
15:25:00		SCHEDULE DESCRIPTION			FALL	2002
Course	Title	Vrsn	Stat	Aprv	Effective	Inactive
ELEC 299.3	BASIC FOR ELEC TECH	02	C	P	FALL 2002	
Text						
Preq: Completion of Elec 61 with grade of "C" or better or currently enrolled. This course requires the student to write software programs in Basic to solve problems that are encountered in the field, related to course content. (CR/NC option)(Repeat Code 4)						
Generated Description						
Prerequisite: Completion of Electronic Technology 61 with grade of "C" or better or currently enrolled Preq: Completion of Elec 61 with grade of "C" or better or currently enrolled. This course requires the student to write software programs in Basic to solve problems that are encountered in the field, related to course content. (CR/NC option)(Repeat Code 4) (CR/NC option) (Repeat Code 4)						
Schedule Description						
Press ENTER key to continue						
Lines:1-19 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 7.3 Lookup Report: "Schedule Description"

Although blocks of information below 'Text' and 'Generated Description' headings in Figure 7.3 appear similar, they are slightly different.

The text area is what is keyed in when the course developer is filling out the schedule 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 schedule.

The same text will appear in the course outline under the heading: 'SCHEDULE OF CLASSES INFORMATION':

SANTA ROSA J C: 261		CCCSC Curriculum Management	
LIMITS ON ENROLLMENT:			
SCHEDULE OF CLASSES INFORMATION:			
Prerequisites: Completion of Electronic Technology 61 with grade of "C" or better or currently enrolled			
Preq: Completion of Elec 61 with grade of "C" or better or currently enrolled. This course requires the student to write software programs in Basic to solve problems that are encountered in the field, related to course content. (CR/NC option)(Repeat Code 4) (CR/NC option) (Repeat Code 4)			
ARTICULATION and CERTIFICATE INFORMATION			
=====			
ASSOCIATE DEGREE:	Effective:	Inactive:	
Area:			
CSU GE:	Effective:	Inactive:	
Transfer area:			
Press ENTER key to continue			
Lines:39-57 Columns:1-80			
		Scroll Forward	Scroll Backward
			Next Page

Figure 7.4 Course Outline "SCHEDULE DESCRIPTION"

Note: Use the <SCROLL FORWARD> and <SCROLL BACKWARD> to view smore 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.