

LOOKUP: VARIATIONS

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: Variations

Use and Function: Lookup approved versions of courses and their scheduling variations.

Definition: Variation: An alternative way to schedule a course. For example, a course outline may be set up for 3 units, with 3 hours of lecture per week for 17 weeks. The department wants to offer the course in the summer, still for 3 units, but with 6 hours of lecture per week for 8 weeks. This scheduling option becomes variation 01. The unit value of a variation must fall within the min and max established on the course outline.

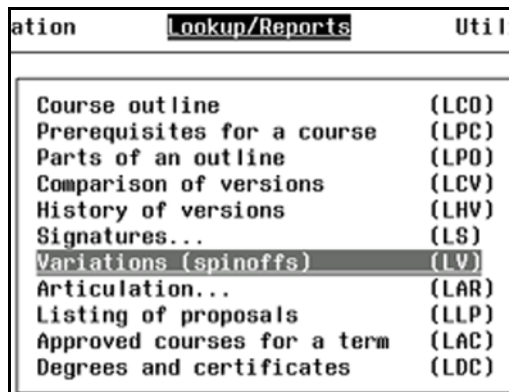
The fields in the Lookup Variations data entry box have been filled in to illustrate a typical lookup of a course variation:

Exercise A-1:

Step

Illustration

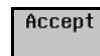
1. Choose Lookup / Reports > Variations (spinoffs). You can also type in LV and then press <ENTER> as a shortcut.



2. Fill in the Lookup Variations data entry box. In this example we typed in AJ21 (Introduction to Administration of Justice) in the Course Dept/ Nbr field.

Course Dept/Nbr:	AJ 21
Course Dept :	_____
Area Dept :	_____
Division :	_____
Term Effective :	_____

3. Press <ACCEPT> to confirm the course you have entered.



Below you will see an explanation of the fields in the *Lookup Variations data entry box*:

Exercise A-2:

Course Dept/Nbr	Course discipline and number.
Course Dept	Course discipline abbreviations. Press the <HELP FIELD> to view the pick list of course disciplines. .
Area Dept	Area department abbreviation.
Division	Division responsible for the course.
Term Effective (optional)	The semester/year in which the information is in effect.

Note:

1. At least one of the first four fields is required: Course Dept/Nbr; Course Dept; Area Dept; Division. The field Term Effective is optional, limiting the selection to information appropriate for the term indicated.
2. If you want to see a list of all variations for a department, enter in the department abbreviation in the Course Dept field and press the <ACCEPT> function key. This is also the case for the Area Dept and Division fields.

SANTA ROSA J C: 261		CCCSC Curriculum Management									
		Course Variations Report									
CC101-CRS-VAR		SANTA ROSA JUNIOR COLLEGE									
11:56		COURSE VARIATIONS									
Dept/Nbr	Title	Vrs Nbr	Var Nbr	Crse Stat	Term Effct	Term Inact	Units Max	Units Min	Lec Hrs	La Hr	
AJ 21	INTRODUCTION - CP1	01		NEW	F1981	S2000	3.0	3.0	3.0	0.	
AJ 21	INTRODUCTION - CP1	02		CHNG	S2000		3.0	3.0	3.0	0.	
	Variations:		01		F1981		3.0	3.0	8.0	0.	
			02		S2001		3.0	3.0	0.0	0.	
			03		S2001		3.0	3.0	3.0	0.	
		Course Variations Report									
Press ENTER key to continue_											
Lines:1-19 Columns:1-80											
		Scroll Forward	Scroll Backward		Scroll Left	Scroll Right			Next Page		

Figure 8.2 Course Variations Report for AJ21

To view more of the information in the Course Variations Report, press the <SCROLL RIGHT> function key at the bottom of the window:

SANTA ROSA J C: 261														CCCSC Curriculum Management	
SANTA ROSA JUNIOR COLLEGE														PAGE: 1	
COURSE VARIATIONS														ALL TERMS	
Term	Units	Units	Lec	Lab	Cnt	Cnt	Oth	Wks	Me	PACS	Fee	Workload			
t Inact	Max	Min	Hrs	Hrs	DHR	Tot	DHR	Dur	Gr	In	Actv				
1	S2000	3.0	3.0	3.0	0.0	0.0	3.0	0.0	17	GR	02	2105	NOT USED	0.0000	
0		3.0	3.0	3.0	0.0	0.0	3.0	0.0	17	GR	02*	2105	NOT USED	0.0000	
1		3.0	3.0	8.0	0.0	0.0	8.0	0.0	6	GR	02	2105	NOT USED	0.0000	
1		3.0	3.0	0.0	0.0	3.0	3.0	0.0	17	GR	60	2105	NOT USED	0.0000	
1		3.0	3.0	3.0	0.0	0.0	3.0	0.0	17	GR	60	2105	NOT USED	0.0000	

Course Variations Report

Press ENTER key to continue
 Lines:1-19 Columns:53-132

		Scroll Forward	Scroll Backward	Scroll Left	Scroll Right		Next Page
--	--	----------------	-----------------	-------------	--------------	--	-----------

Figure 8.3 Course Variations Report for AJ21 (continued)

Note: Use the <SCROLL FORWARD> and <SCROLL BACKWARD> function keys to move through the page. The <NEXT PAGE> takes you to the next page, and you can not go back from there.

Below you will see an explanation of the fields in *Course Variations Report*:

- Dept/Nbr** Course discipline and number.
- Title** Descriptive name of the course.
- Vrs Nbr** Version Number. A computer assigned two digit number to identify course versions.
- Var Nbr** Variation Number. Variation numbers begin with '01'. Variations are not tied to versions. They are scheduling variations of courses. It is possible to have up to 99 variations per course.
- Crse Stat** Course Status. The status of the course in the curriculum system. NEW=new course. CHNG=change of an existing course. REIN=reinstated course. TERM=terminated course.

Term Effct	Term Effective. The semester/year when the version or variation takes effect.
Term Inact	Term Inactive. The semester/year when the version or variation is no longer available to be scheduled.
Units Max	Units Maximum. Maximum number of units for which the version or variation may be offered.
Units Min	Units Minimum. Minimum number of units for which the course or variation may be offered.
Lec Hrs	Lecture Hours. The number of lecture hours per week that the student is required to attend.
Lab Hrs	Lab hours. The number of lab hours per week that the student is required to attend.
Cnt DHR	Contact DHR. The number of supervised hours per week by arrangement that is required of the student.
Cnt Tot	The sum of lecture hours, lab hours, and contact DHR.
Other DHR	Non-supervised hours per week that are required of the student. The college does not collect FTES and the instructor does not get paid for these hours. An example of a course that may have this is work experience.
Wks Dur	Weeks Duration. The number of weeks that the course is taught.
Gr	Grading. Indicates how the variation is graded. CE=credit by exam. CR=credit/no credit only. GC=credit/no credit option. GR=grade only. IP=in progress. (An example of this would be a student that is not given a grade until the following semester, meaning the course is 'in progress'.) NC=non-credit course. NG=non-graded credit course.
Me In	Methods of Instruction. See the appendix for values.
PACS Actv	PACS Activity. This department budget code indicates to which department the course is charged.
Fee	Materials fee.
Workload	The percentage of an instructor's workload represented by the course.