

CREATE NEW COURSE - TOPICS AND SCOPE

cur • ric • u • lum (ke-rik'yē-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. Topics/Scope

Function and Use: This section is written from the instructor’s perspective, specifying major topics that will covered in the class. The topics and scope section provides:

- **learning outcomes for the student**
- **a sense of breadth and depth of the course for instructors and transferring institutions**

The text that you enter in this section will appear in the course outline of record.

It is important that the section Topics/Scope and Outcomes/Objectives have a logical correlation with one another. To illustrate, below are two sections taken from BOT 50A (Computer Keyboarding).

Below illustrates this integrated approach to the course outline for BOT1A (Computer Keyboarding):

Topics and Scope	Outcomes and Objectives
<p>I. Keyboarding Skills</p> <ul style="list-style-type: none"> A. Alphabetic, number, and symbol keys B. Computer function keys C. Keyboarding and ergonomic techniques <ul style="list-style-type: none"> 1. correct posture 2. workstation organization 3. Spacing Principles <p>II. Introduction to Computer/Word Processing Skills</p> <ul style="list-style-type: none"> A. Computer equipment and floppy disk handling B. Creating, saving, and retrieving documents 	<ul style="list-style-type: none"> 1 Operate the following keys by touch: all alphabet keys, punctuation keys, top row number keys and symbol keys. 2 Develop keyboarding speed. 3 Continuously improve keyboarding accuracy. 4 Demonstrate appropriate keyboarding techniques. 5 Identify and operate computer functions keys. 6 Interpret proofreader’s marks and make indicated changes. 7 Use correct spacing after punctuation marks. 8 Express numbers correctly. 9 Correctly punctuate spelled out numbers. 10 Enter, edit, and save text using word processing software. 11 Develop and use a consistent format for file naming.

Note: We recommend using a formal outline structure for the Topics/Scope outline section. Every major topic covered in the course should be included.

If you read the text from both sections carefully, you will note that they agree with one another. For example, look at the first Outcomes and Objective of the course:


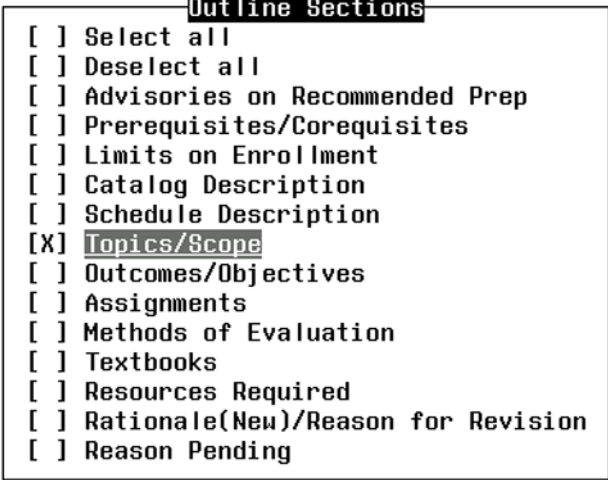

“Operate the following keys by touch: all alphabet keys, punctuation keys, top row number keys and symbol keys.”

Note that under Topics and Scope the following is listed:

“Alphabetic, number, and symbol keys. “

This is a good example of these two sections having a logical correlation with one another.

Below illustrates how to reach the get into the Maintain Topics/Scope screen in order to enter text:

<u>Step</u>	<u>Illustration</u>
<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. We chose 'Topics/Scope' by tabbing to the menu branch and pressing <ENTER> on the keyboard.</p>	 <pre> Outline Sections [] Select all [] Deselect all [] Advisories on Recommended Prep [] Prerequisites/Corequisites [] Limits on Enrollment [] Catalog Description [] Schedule Description [X] Topics/Scope [] Outcomes/Objectives [] Assignments [] Methods of Evaluation [] Textbooks [] Resources Required [] Rationale(New)/Reason for Revision [] Reason Pending </pre>
<p>3. Press the <ACCEPT> function key to process your selection.</p>	

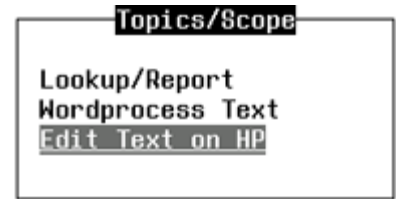
Step

Illustration

4. A submenu appears with three choices.

We chose 'Edit Text on HP' and pressed <ENTER>.

Note: If you haven't identified your workstation, the choice: 'wordprocess text' would not be available.



After each line of text is entered, press the <ACCEPT> or <NEXT RECORD> function key at the bottom of the screen to process the data entry:

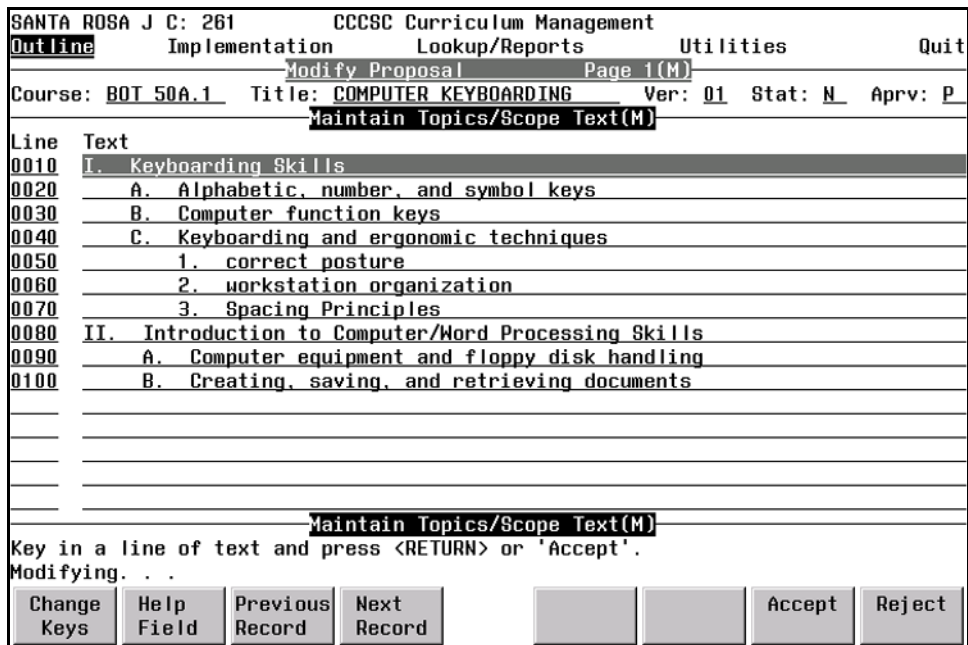


Figure 8.2 Maintain Topics/Scope

You may check your work by returning back to the topics/scope submenu and selecting 'Lookup/Report. After indicating the term for which you want the report, this screen appears:

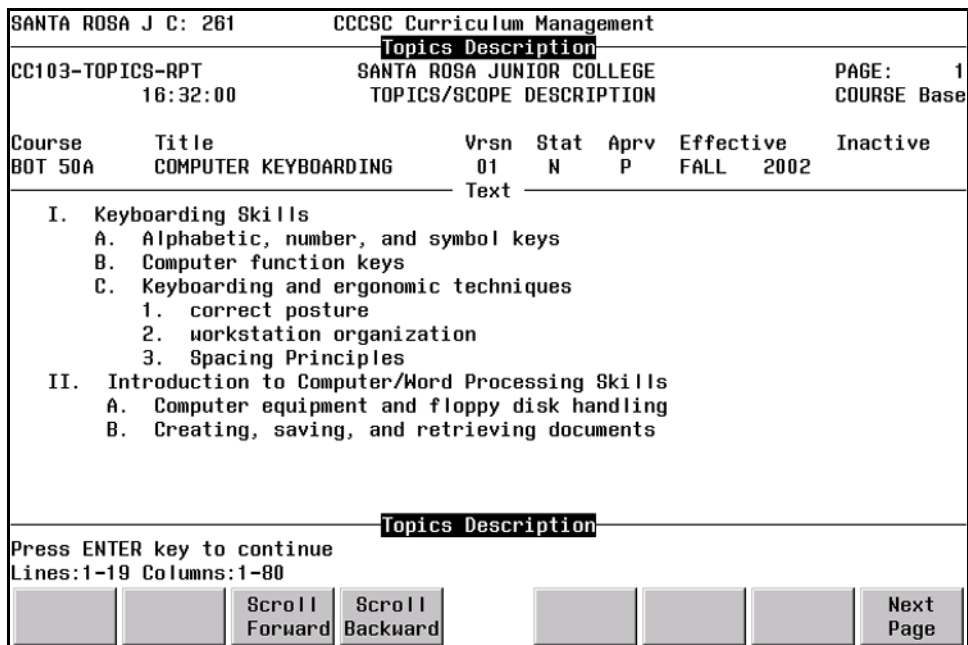


Figure 8.3 Lookup Report: Topics/Scope Description

The same text will appear in the course outline under the heading: 'TOPICS AND SCOPE':

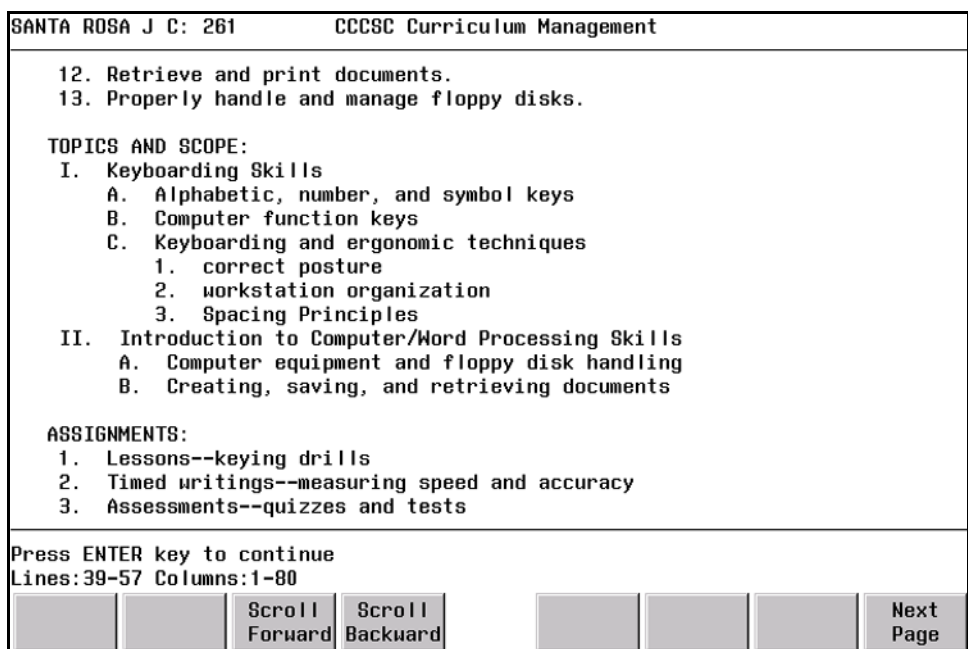


Figure 8.4 Course Outline: TOPICS AND SCOPE