

CREATE NEW COURSE - OUTCOMES AND OBJECTIVES

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. Outcomes/Objectives

Function and Use: This section is written from the student's perspective, specifying the course's outcomes and objectives. By reading the course outline, under the heading: 'Outcomes and Objectives', the student should be able to understand the information that they will gain, and/or the skills they will acquire, upon completion of the course.

It is important that there be a logical correlation among the outcomes and objectives, topics and scope, assignments and evaluation methods. Here is an example of an integrated approach to the Course Outline of Record:

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

Outcomes and Objectives	Topics and Scope
<ol 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. 	<ol style="list-style-type: none"> I. Keyboarding Skills <ol style="list-style-type: none"> A. Alphabetic, number, and symbol keys B. Computer function keys C. Keyboarding and ergonomic techniques <ol style="list-style-type: none"> 1. correct posture 2. workstation organization 3. Spacing Principles II. Introduction to Computer/Word Processing Skills <ol style="list-style-type: none"> A. Computer equipment and floppy disk handling B. Creating, saving, and retrieving documents
Assignments	Methods of Evaluation
<ol style="list-style-type: none"> 1. Lessons: keying drills 2. Timed writings: measuring speed and accuracy 3. Assessments: quizzes and tests 	<p>This is a degree-applicable course, but substantial writing assignments are not appropriate, because the course primarily involves skill demonstrations or problem solving.</p> <p>The problem-solving assignments required:</p> <ul style="list-style-type: none"> Homework problems Quizzes Exams <p>The types of skill demonstrations required:</p> <ul style="list-style-type: none"> Other: OFFICIAL TIMED WRITINGS

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. “

Assignments has the following is listed:


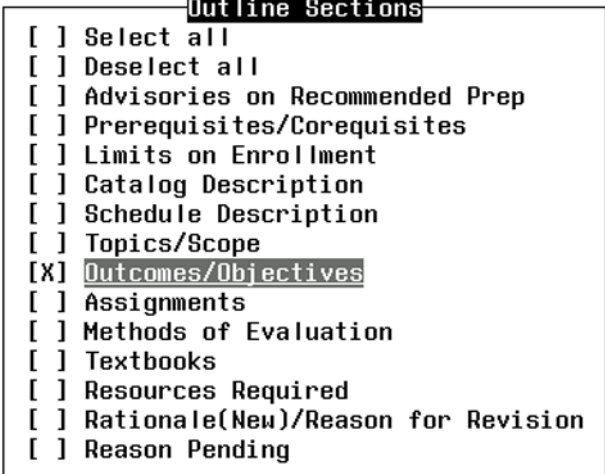
“Lessons: keying drills. “

Methods of Evaluation the provides the last correlation:

“Skills Demonstrations: official timed writings. “

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

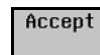
Below illustrates how to reach the get into the Maintain Outcomes/Objectives screen in order to enter text:

<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.</p> <p>We chose 'Outcomes/Objectives' by tabbing to the menu branch and pressing <ENTER> on the keyboard.</p>	

Step

Illustration

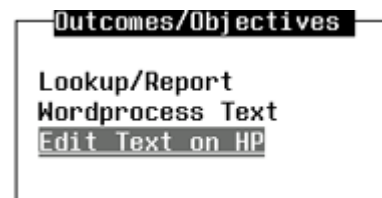
3. Press the <ACCEPT> function key to process your selection.



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:

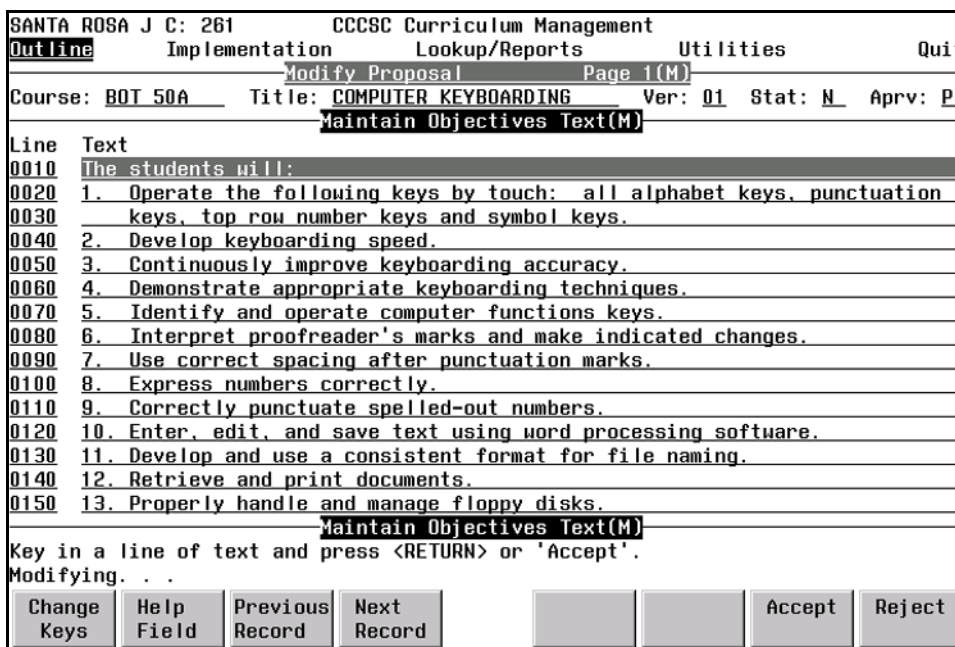


Figure 9.2 Maintain Outcomes and Objectives Text

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

SANTA ROSA J C: 261		CCCSC Curriculum Management				
		<u>Objectives Description</u>				
CC103-OBJCTV-RPT		SANTA ROSA JUNIOR COLLEGE			PAGE: 1	
15:04:00		OUTCOMES/OBJECTIVES DESCRIPTION			COURSE Base	
Course	Title	Vrsn	Stat	Aprv	Effective	Inactive
BOT 50A	COMPUTER KEYBOARDING	01	N	P	FALL 2002	
Text						
The students will:						
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.						
<u>Objectives Description</u>						
Press ENTER key to continue						
Lines:1-19 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 9.3 Lookup Report: Outcomes and Objectives Description

The same text will appear in the course outline under the heading: 'OUTCOMES AND OBJECTIVES':

SANTA ROSA J C: 261		CCCSC Curriculum Management				
Prerequisites approved: 02/23/1998		Last reviewed: 02/23/1998				
Term effective: FALL 1998		Last taught: FALL 2000		Inactive:		
COURSE CONTENT						
=====						
OUTCOME AND OBJECTIVES:						
The students will:						
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.						
Press ENTER key to continue						
Lines:20-38 Columns:1-80						
		Scroll Forward	Scroll Backward			Next Page

Figure 9.4 Course Outline: OUTCOMES AND OBJECTIVES