

IMPLEMENTATION: VARIATIONS (SPINOFFS)

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. Add a Variation

Function and Use: To work with different scheduling options.

Definition

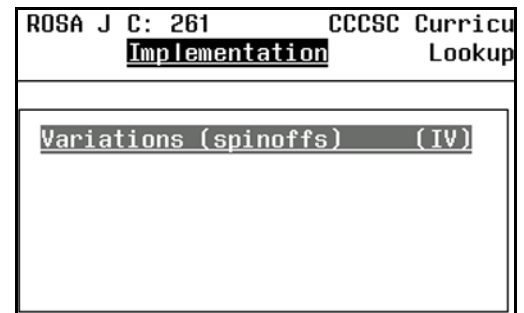
Variation: An alternative way to schedule a course. For example, a course outline may be set up for 3 units, with 3 hours of lecture per week for 17 weeks. The department wants to offer the course in the summer, still for 3 units, but with 6 hours of lecture per week for 8 weeks. This scheduling option becomes variation 01. The unit value of a variation must fall within the min and max established on the course outline. For example, if the max is 3.0 and the min is 1.0, the course may be offered for those values, or for any alternative that falls between those parameters.

Variation Number: A computer assigned two digit number to identify a scheduling variation of course. Variation numbers begin with '01'. Variations are not tied to versions.

Step

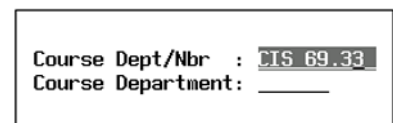
Illustration

1. Choose Implementation > Variations (spinoffs). You can also type in 'IV' and then press <ENTER> as a shortcut.



A screenshot of a terminal-style menu system. At the top, it displays 'ROSA J C: 261' and 'CCCSC Curricu'. Below this, 'Implementation' is highlighted with a black bar, and 'Lookup' is visible to its right. A scrollable list below shows 'Variations (spinoffs) (IV)' highlighted with a black bar.

2. You may either select a course by name or from a department list.
In this example, we want to add a variation to the course 'CIS 69.33':
Press <ACCEPT> to process the data entry.



A screenshot of a data entry form. It shows 'Course Dept/Nbr : CIS 69.33' with 'CIS 69.33' highlighted. Below it, 'Course Department: _____' is shown with an empty field.

Since we are interested in adding, press the <ADD> function key at the bottom of the screen to get into add mode.

Notice that the data from course version '03' (variation '00') has been pulled into the fields for variation '03'. Since there are already existing variations with the numbers '01' and '02', the new variation that we will add will have the number '03'. The field that is highlighted is where you can begin data entry:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Maintain Variations(I)			
Course: <u>CIS 69.33</u>	Title: <u>ADVANCED ACCESS</u>	Ver: <u>03</u>	Stat: <u>C</u> Aprv: <u>A</u>
Variation : <u>00</u>	<u>02</u>	<u>03</u>	—
Term effct: <u>F2003</u>	<u>F2003</u>	<u>F2003</u>	—
Term inact: —	—	—	—
Un max/min: <u>3.0</u> <u>3.0</u>	<u>3.0</u> <u>3.0</u>	<u>3.0</u> <u>3.0</u>	—
Lec hrs/Ld: <u>2.0</u> <u>2.0</u>	<u>4.2</u> <u>4.2</u>	<u>2.0</u> <u>2.0</u>	—
Lab hrs/Ld: <u>0.0</u> <u>0.0</u>	<u>0.0</u> <u>0.0</u>	<u>0.0</u> <u>0.0</u>	—
Cnt DHR/Ld: <u>3.5</u> <u>3.5</u>	<u>7.4</u> <u>7.4</u>	<u>3.5</u> <u>3.5</u>	—
Total hrs : <u>5.5</u>	<u>11.6</u>	<u>5.5</u>	—
Other DHR : <u>0.0</u>	<u>0.0</u>	<u>0.0</u>	—
Weeks dur : <u>17</u>	<u>8</u>	<u>17</u>	—
Graded : <u>GC</u>	<u>GC</u>	<u>GC</u>	—
MOI's : <u>03</u> <u>72</u> —	<u>03</u> — —	<u>03</u> <u>72</u> —	—
Open exit : <u>N</u>	<u>N</u>	<u>N</u>	—
Pacs actv : <u>0701</u>	<u>0701</u>	<u>0701</u>	—
Limit/Wait: <u>0</u> <u>0</u>	<u>0</u> <u>0</u>	<u>0</u> <u>0</u>	—
Fee : <u>\$.00</u>	<u>\$.00</u>	<u>\$.00</u>	—
Workload : <u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	—

Enter the TERM-EFFECTIVE:
Adding . .

Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept	Reject
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Figure 1.3 Maintain Variations: CIS 69.33

Note: There are some fields that may not be modified or whose modification is limited. For example, the grade code can be changed only to 'IP' for 'In Progress'. Entering in a grade code that is incompatible with the core course ('variation 00') will result in the error message 'Value is incompatible with the course grade code'.

The system will also display an error if 'units max' and 'units min' have values that are not within the parameters of the core course setup.

Below you will see an explanation of the fields in *Maintain Variations*

- Variation** 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.
- Term Effect** Term Effective. The semester/year when the course and /or variation takes effect.
- Term Inact** Term Inactive. The semester/year when the course and /or variation is no longer available to be scheduled.

Un Max/Min	<p>Units Maximum. Maximum number of units for which the course and /or variation may be offered.</p> <p>Units Minimum. Minimum number of units for which the course may be offered. Units minimum of a variation always equals it's Units Maximum.</p>
Lec hrs/Ld	<p>Scheduled Lecture Hours. The number of lecture hours per week that the student is required to attend.</p> <p>Load Hours Lecture. Faculty workload lecture hours per week.</p>
Lab hrs/Ld	<p>Scheduled Lab Hours. The number of lab hours per week that the student is required to attend.</p> <p>Load Hours Lab. Faculty workload lab hours per week.</p>
Cnt DHR/Ld	<p>Contact Hours DHR. The number of supervised hours per week that is required of the student.</p> <p>Load Hours DHR. Load DHR hours per week.</p>
Total hrs	<p>Total Hours. Computer-generated total of lecture hours, lab hours, and contact DHR. Used in the FTES formula for weekly-census classes.</p>
Other DHR	<p>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.</p>
Weeks Dur	<p>Weeks Duration. The number of weeks that the course is taught.</p>
Graded	<p>Indicates how the course is graded. 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'.) NG=non-graded credit course.</p>
MOI's	<p>Methods of Instruction. Up to four methods of instruction may be entered for a single course. See the appendix for values. You may assign to a variation one of more of the methods of instruction assigned to the course.</p>
PACS Actv	<p>PACS Activity. This budget code indicates which department the course is charged to.</p>
Limit/Wait	<p>The maximum number of students that are allowed to enroll in the course.</p> <p>The maximum number of students that are allowed to sign up on the waiting list.</p>
Fee	<p>Materials fee.</p>
Workload	<p>The percentage of an instructor's workload represented by the course.</p>

Continuing with the CIS 69.33 example, we want to have the variation '03' represent an alternative schedule for the 17 week course. The CIS department wants to offer CIS 69.33 in the summer. Here is what the screen looks like after our data entry:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Maintain Variations(I)			
Course:	CIS 69.33	Title:	ADVANCED ACCESS
Ver:	03	Stat:	C
Aprv:	A		
Variation :	00	03	
Term effct:	F2003	F2003	
Term inact:			
Un max/min:	3.0 3.0	3.0 3.0	
Lec hrs/Ld:	2.0 2.0	4.2 4.2	
Lab hrs/Ld:	0.0 0.0	0.0 0.0	
Cnt DHR/Ld:	3.5 3.5	7.4 7.4	
Total hrs :	5.5	11.6	
Other DHR :	0.0	0.0	
Weeks dur :	17	8	
Graded :	GC	GC	
MOI's :	03 72	72	
Open exit :	N	N	
Pacs actv :	0701	0701	
Limit/Wait:	0 0	0 0	
Fee :	\$.00	\$.00	
Workload :	0.0000	0.0000	

Enter the TERM-EFFECTIVE:

Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept	Reject
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Figure 1.4 Maintain Variations - Data Entry

The fields that have changes are: 'Lec hrs/Ld', 'Cnt DHR/Ld', 'Total hrs', and 'Weeks dur'. Press the <ACCEPT> function key to process the data entry. Press <REJECT>, then press <RETURN SELECT> to get out of add mode and to start working with new course.

If the course has more than one MOI, you may need to change the variation's first MOI so it will be the one you want to schedule. When a section of a course is scheduled, the first MOI of the course or variation is automatically used. These are the steps to take:

<TAB> to the MOI field so that it is highlighted. Press the <CHANGE KEYS> function key:

Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept	Reject
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Figure 1.5 Change Keys Function Key

A new set of function keys will be displayed. Press the <MORE MOI's> function key:

Change Keys	Help Screen	More MOI's	Print Screen
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Figure 1.6 More MOI's function key

An Instruction Methods box will appear:

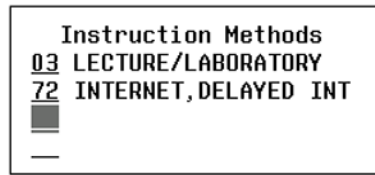


Figure 1.7 Instruction Methods Data Entry Box

We would like to offer the variation as a distance ed course, which requires the Instruction Methods code '72 Internet, Delayed Int' be the first in the list (remember, the first MOI will be the one that appears in the schedule). To achieve this, type over the Instruction Method '03', replacing it with 72 as shown:

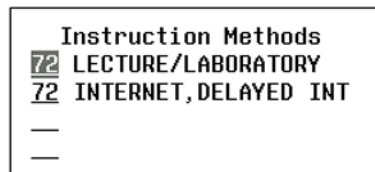


Figure 1.8 Replacing an Instruction Method

The last step is to remove the MOI '03'. This is done by spacing over that entry using your space bar:

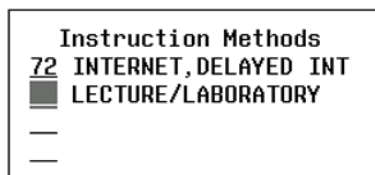


Figure 1.9 Deleting an Instruction Method

Press <ACCEPT> to process this action and the following screen will be displayed, showing the MOI '72' as the first Instruction Method code:

SANTA ROSA J C: 261		CCCSC Curriculum Management		09/15/2003	
Maintain Variations(1)					
Course: CIS 69.33		Title: ADVANCED ACCESS		Ver: 03	Stat: C Aprv: A
Variation :	00	02	03		
Term effct:	F2003	F2003	F2003		
Term inact:					
Un max/min:	3.0 3.0	3.0 3.0	3.0 3.0		
Lec hrs/Ld:	2.0 2.0	4.2 4.2	2.0 2.0		
Lab hrs/Ld:	0.0 0.0	0.0 0.0	0.0 0.0		
Cnt DHR/Ld:	3.5 3.5	7.4 7.4	3.5 3.5		
Total hrs :	5.5	11.6	5.5		
Other DHR :	0.0	0.0	0.0		
Weeks dur :	17	8	17		
Graded :	GC	GC	GC		
MOI's :	03 72	03	72		
Open exit :	N	N	N		
Pacs actv :	0701	0701	0701		
Limit/Wait:	0 0	0 0	0 0		
Fee :	\$.00	\$.00	\$.00		
Workload :	0.0000	0.0000	0.0000		
Enter the first INSTRUCTION-METHOD:					
Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept Reject

Figure 1.10 New Instruction Method in Maintenance Screen

Read This!

DUPLICATE VARIATIONS

Once you have accepted a variation, you may not delete it. If a duplicate variation is unintentionally created, the only remedy is to modify values in the duplicate variation to make it unique.

Only modify a variation if you are certain that it is not in use in any of the active semesters.

REACTIVATING A VARIATION

If you want to reactivate a variation, simply space out the term in the 'term inactive' field. You can leave it blank, keeping the variation always active, or enter in a value to limit the scheduling of the variation.

Variations are automatically made inactive if a new course version is approved that changes units, MOI, or grading. They are also automatically made inactive if any of these changes is made to an approved course version.

B. Modifying Variations

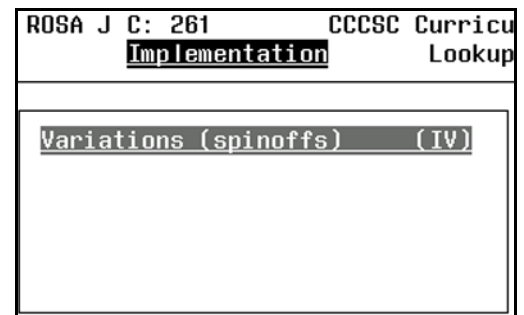
Modifying variations is a task usually performed to correct an error in a variation that has *not been scheduled*. Any substantial changes typically require creating a new variation, which is covered at the beginning of this chapter.

Caution: If you change a variation that has been scheduled, and then schedule an additional section of the course using the same variation, the two sections will not match. When the schedule is rolled to the next year, the values used in both sections in the new semester will be the changed ones. You will have lost the original variation template.

Step

Illustration

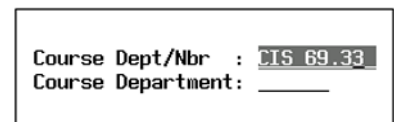
1. Choose Implementation > Variations (spinoffs). You can also type in 'IV' and then press <ENTER> as a shortcut.



2. You may either select a course by name or from a department list.

In this example, we want to work with the course 'CIS 69.33':

Press <ACCEPT> to process the data entry.



If we were interested in adding, we would press the <ADD> function key at the bottom of the screen. Since we want to modify, press <ENTER> on your keyboard to get into 'modify mode'. <TAB> to the field you want to change, and enter the new value:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Maintain Variations(I)			
Course: <u>CIS 69.33</u>	Title: <u>ADVANCED ACCESS</u>	Ver: <u>03</u>	Stat: <u>C</u> Aprv: <u>A</u>
Variation : <u>00</u>	<u>03</u>	—	—
Term effct: <u>F2003</u>	<u>F2003</u>	—	—
Term inact: —	—	—	—
Un max/min: <u>3.0</u> <u>3.0</u>	<u>3.0</u> <u>3.0</u>	—	—
Lec hrs/Ld: <u>2.0</u> <u>2.0</u>	<u>2.0</u> <u>2.0</u>	—	—
Lab hrs/Ld: <u>0.0</u> <u>0.0</u>	<u>0.0</u> <u>0.0</u>	—	—
Cnt DHR/Ld: <u>3.5</u> <u>3.5</u>	<u>3.5</u> <u>3.5</u>	—	—
Total hrs : <u>5.5</u>	<u>5.5</u>	—	—
Other DHR : <u>0.0</u>	<u>0.0</u>	—	—
Weeks dur : <u>17</u>	<u>17</u>	—	—
Graded : <u>6C</u>	<u>6C</u>	—	—
MOI's : <u>03</u> <u>72</u> — —	<u>72</u> — — —	—	—
Open exit : <u>N</u>	<u>N</u>	—	—
Pacs actv : <u>0701</u>	<u>0701</u>	—	—
Limit/Wait: <u>0</u> <u>0</u>	<u>0</u> <u>0</u>	—	—
Fee : <u>\$.00</u>	<u>\$.00</u>	—	—
Workload : <u>0.0000</u>	<u>0.0000</u>	—	—
Enter the TERM-EFFECTIVE:			
Modifying . .			
Change Keys	Help Field	Previous Record	Next Record
Back Tab		Accept	Reject

Figure 1.13 Modifying CIS 69.33

Notice the data entry in the 'Limit/Wait' field has changed. There is now a limit of 30 students and a wait maximum of 5 for the class.

Press <ACCEPT> to process this data entry, then press <RETURN SELECT> to start working with a new course.

If you did not want to change any additional variations, you would press the <REJECT> function key to get out of modify mode.