

# CCCSC Curriculum Application User Documentation

SRJC Student Information System - [Curriculum]

Quit Window Options Help

SRJC Student Records  
Academic Affairs  
Community Education  
Curriculum  
Curriculum Lookup  
Scheduling  
Section Lookup  
Administrative Services  
Student Services  
Business Services  
Personal Menu  
Startup Menu

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Selection Criteria

Specific Course

Course Prefix/Number

OR

Search All

Cluster

All Clusters

Department

All Departments

Discipline/Pref

All Discipline/Pref

Version

Status

Last updated

Next

General | Descriptions | Student Prep | Content | Approval | Forms | Tools

Basic Information | Hours and Units | Repeatability | Scheduling | Other Codes

Course Discipline/Nbr

Abbreviated Title

Full Title

Title 5 Category

Grading

Certificate/Major Applicable

Also Listed As

Course	Approval	Description
--------	----------	-------------

Experimental Course

Formerly

Course	Description
--------	-------------

Ready

Start | Inbox - Micro... | Curriculum DOC... | SCRIPT\_TOC C... | MetaFrame Pre... | SRJC Student... | 2:59 PM

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## Welcome and Introduction to Documentation

Welcome to Santa Rosa Junior College's Computing Services new .Net Curriculum Application FOR COURSE DEVELOPMENT. This document will introduce you to the Curriculum application program and how it is used to develop courses. The first section of the document presents an overview of the features and functions of the curriculum application as they relate to course development, demonstrates how to launch the data entry process, and provides an overview of each of the data entry Tabs and the data elements that are entered for each.

The second section of the document demonstrates how to create a New Course in the system (both from scratch and by copying from an existing course), how to create a new version of a course outline (Revised Course), how to Inactive, Reinstate, and Terminate a course, how to approve a course in the system, and how to freeze and unfreeze a proposal.

In addition to this print documentation, a computer-based training presentation is available at \_\_\_\_\_. This presentation, a combination of on-screen demonstrations and narrative explanation, walks you through the .Net Curriculum Application and course development process. The presentation is divided into topical modules, allowing you the flexibility to review the entire training presentation all at once or to access a particular topic as need arises.

Be sure to refer to the *Curriculum Writer's Handbook* for fundamental information regarding policies, procedures, and instructions for developing courses, writing official Course Outlines of Record, navigating through the process of course and program approval, and understanding the institutional and state requirements that dictate community college curriculum.

# CCCSC Curriculum Application User Documentation

## General Information

The .Net Curriculum Application replaces the old Speedware Curriculum Application known as "Reflections." The new application builds on the functions of the old application, presenting them in a user-friendly GUI interface. The data resides in an SQL database.

The data structure of the .Net Curriculum Application permits an on-line course history--that is, every course created by SRJC is housed in the application and identified by number and version. The computer assigns every *new course* a new CourseID number; for a *new version* of an existing course, the computer assigns a new VersionNumber and uses an existing CourseID. All versions of a course are linked via the computer-assigned CourseID.

You can change the name of a course by creating a new version with a different name; the CourseID remains the same. Each version is given a VersionNumber that identifies its place in the sequence of versions for the CourseID. Each version has its own timeframe, i.e. one or more terms in which it is current. There can be only one version of a course for a given term.

New course proposals and proposed changes carry a 'proposed' status in the computer and cannot be scheduled. After a course receives curriculum approval, its status is changed to 'approved'. The approval process inactivates the previous approved version and makes the newly approved version available for scheduling.

Something to think about: It is critical that as you set up courses, you are clear whether you are creating a *new course*, or setting up a *new version* of an existing course. Although the computer does *not* let you re-use a Course Discipline/Nbr (for example, "ENGL 1A") when creating a *new course*, it *does* let you set up a *new version* with an unused Course Discipline/Nbr when perhaps you should be setting up a *new course*.

## Definitions

CourseID: a computer-assigned number associated with all versions of a course.

VersionNumber: a computer-assigned number to identify the sequence of a version of a course within all versions of the course. A new course is assigned version number 1.

## Application access and user system requirements

The application is one of many that are run from the Student Records menu. Access depends on who you are and what duties you have. All users have lookup access to the Curriculum Application via a menu item named Curriculum Lookup. Others have access to other Curriculum Application functions according to their function in the curriculum approval process. This includes proposing courses, reviewing courses, signing courses, approving courses, maintaining articulation agreements, etc.

### Access level

Curriculum Lookup

Curriculum Developer

Curriculum Super

### User capabilities

Can lookup course information.

Can never save data.

Can propose courses and modify course proposals.

Can perform all developer tasks.

Can delete course proposals and freeze course proposals.

Can work with Comments.

Can enter final signature approval and approve courses.

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	Can modify approved courses.
	Can enter credit by examination information.
Tech Reviewer	Can complete the Tech Review form.
Curriculum Reviewer	Can data-enter Curriculum Committee feedback comments.














## Requirements:

The application runs on a PC. It is accessible from a Mac or a Web client via a Citrix server. In some cases, you need right-click capability to access context menus.

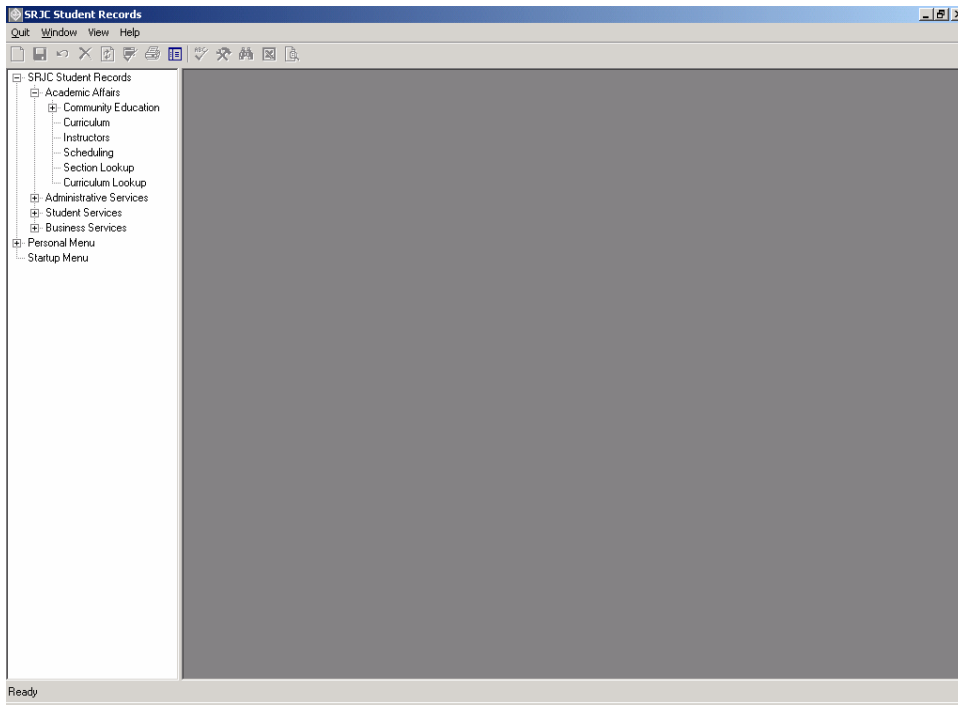
## **New Features**

### ***Toolbar***

The Student Records toolbar provides immediate access to many functions. The application enables and disables the toolbar items as appropriate. The following describes the common toolbar icon functions. (Not all functions are enabled in the Curriculum Application.) Icons are listed as they appear on the toolbar from left to right.

-  New button: click to create a brand new course.
-  Save button: click to save your data.
-  Cancel button: click to cancel any unsaved changes and reload the data.
-  Delete button: click to remove your course from the database.
-  Refresh button: click to bring in fresh data from the database.
-  Validate button: click to identify errors. **NOTE:** in the Curriculum Application, the Save button is not enabled until you validate. Therefore you must first click the Validate button if you want save your data.
-  Print button: click to print a hardcopy report.
-  Menu button: toggle to hide/show the Student Records application treeview menu.
-  SpellCheck button: click to spell check text.
-  WebToolBox button: click to format text using HTML tags.
-  Find button: click to have the application retrieve data that meets your selection criteria.
-  Extract button: click to extract data to a .csv file.
-  Preview button: click to preview your data.

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## More Features


**Copy and paste:** Text boxes provide standard Microsoft copy and paste capability. You can copy from other documents and paste into the application. Note, however, that Word formatting is not preserved.

**Spell check:** Click the toolbar SpellCheck button  to spell check text that is showing on the screen.

**Data values selection:** Data value choices are presented in selection lists, checkboxes, or buttons. You do not need to type in the values.

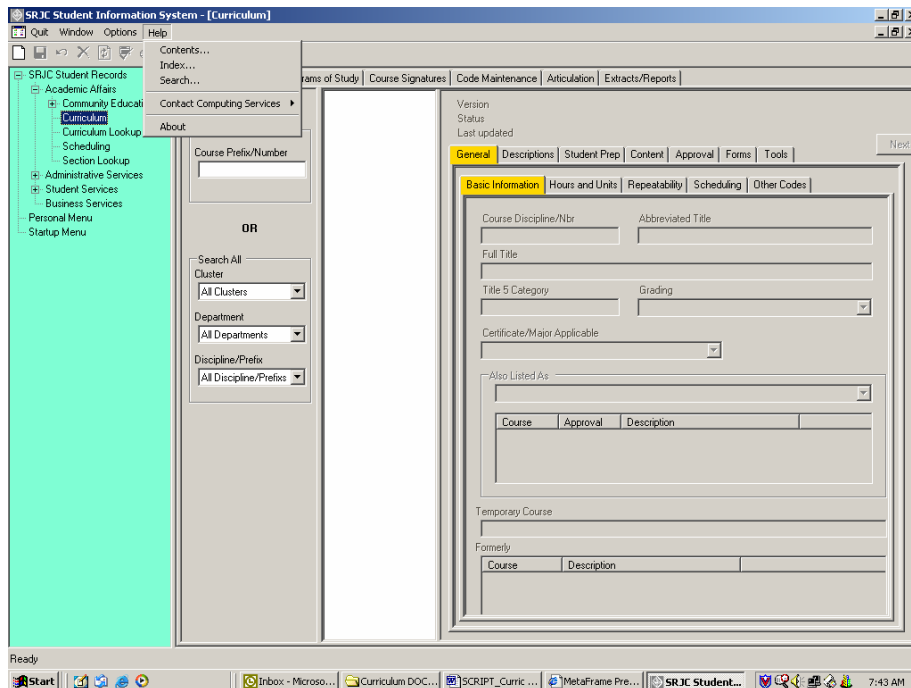
**Tool Tips:** Tool tips are hints built-in to the application that explain the use and/or purpose of different fields and controls on the screen. To see a tool tip, hold the mouse arrow over the area for which you want the information. If there is a tool tip, it appears shortly.

**Error Provider:** An Error Provider  appears on the screen if there are errors in your data. Hold the mouse arrow over the error provider to see the error message.

**Warning Indicator:** A Warning Indicator  appears on the screen when the data or an action does not follow the norm. Hold the mouse arrow over the warning indicator to see the warning.


**Customization:** At SRJC the word "Cluster" is used for the college organizational component more commonly referred to as "Division". This application affords easy customization of screen labels. If you are an SRJC user, you will see the label "Cluster" on your screen.

**Help:** Activate the Help feature by clicking on Help, above the toolbar. The Help menu provides instructions and examples for many data fields in the curriculum application. In addition, a user may Contact Computing Services with an error report or feature request related to the application.

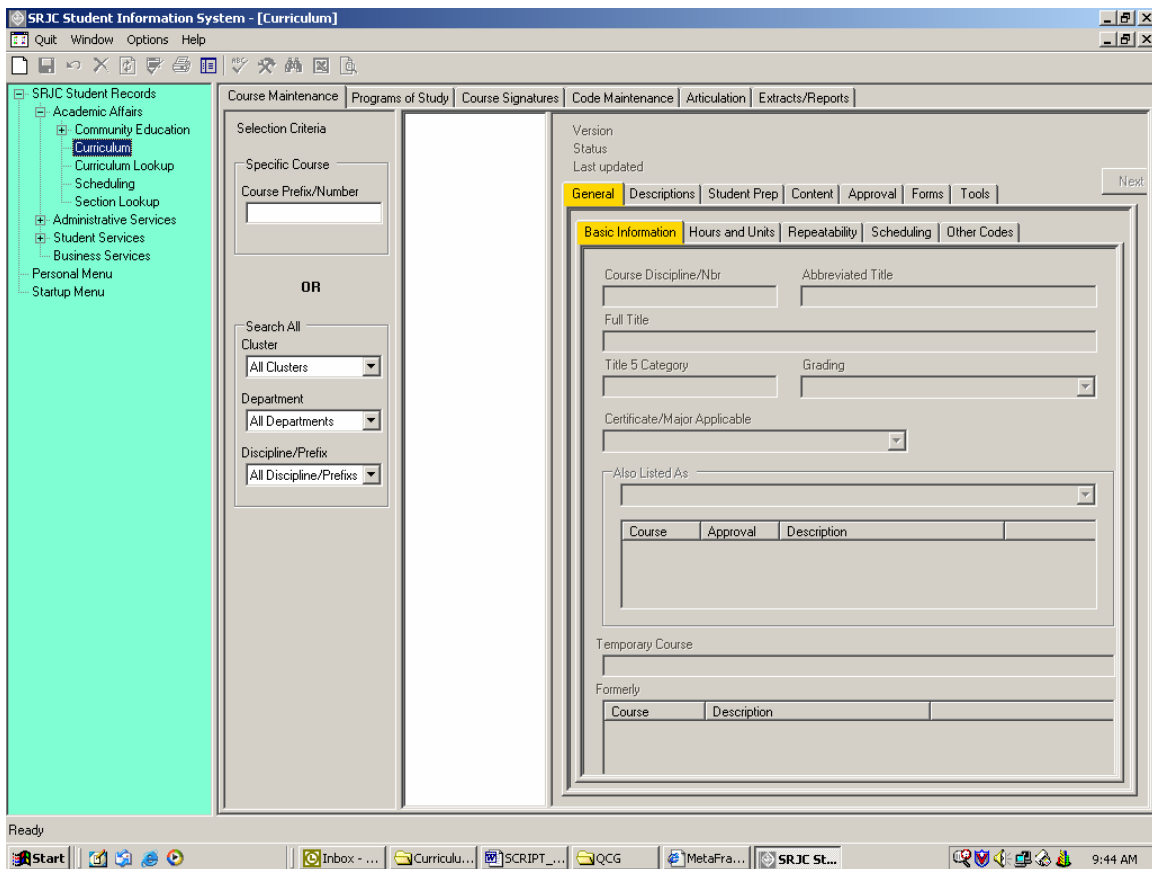


## Accessing and Running the Curriculum Application

The Student Records application has a treeview menu structure that appears in the left panel of the screen. To access the curriculum application, Click on the plus sign next to SRJC at the top of the tree to reveal the menu of options. Next, Click on the plus sign next to Academic Affairs. Users with Lookup access only will select the menu item labeled "Curriculum Lookup". For others, the menu item is "Curriculum". To open and use the curriculum application, **Double-click** the Curriculum menu item. This will open the main course maintenance screen.

After you open the curriculum application you can hide the Student Records treeview menu by **clicking the Menu button**  on the toolbar. The button is a toggle. **Click it again** to show the treeview menu. Hiding the treeview menu will give you more screen space and a less cluttered perspective. The first image below shows the screen with the treeview menu. The second image shows the screen with the treeview menu hidden.

### Treeview menu



The screenshot displays the SRJC Student Information System - [Curriculum] application. On the left is a treeview menu with the following structure:

- SRJC Student Records
  - Academic Affairs
    - Community Education
    - Curriculum** (highlighted)
    - Curriculum Lookup
    - Scheduling
    - Section Lookup
  - Administrative Services
  - Student Services
  - Business Services
- Personal Menu
- Startup Menu

The main window has a toolbar with buttons: General, Descriptions, Student Prep, Content, Approval, Forms, Tools. The 'General' button is highlighted. Below the toolbar are tabs: Basic Information, Hours and Units, Repeatability, Scheduling, Other Codes. The 'Basic Information' tab is active, showing the following fields:

- Course Discipline/Nbr:
- Abbreviated Title:
- Full Title:
- Title 5 Category:
- Grading:
- Certificate/Major Applicable:
- Also Listed As:

Below these fields are two tables:

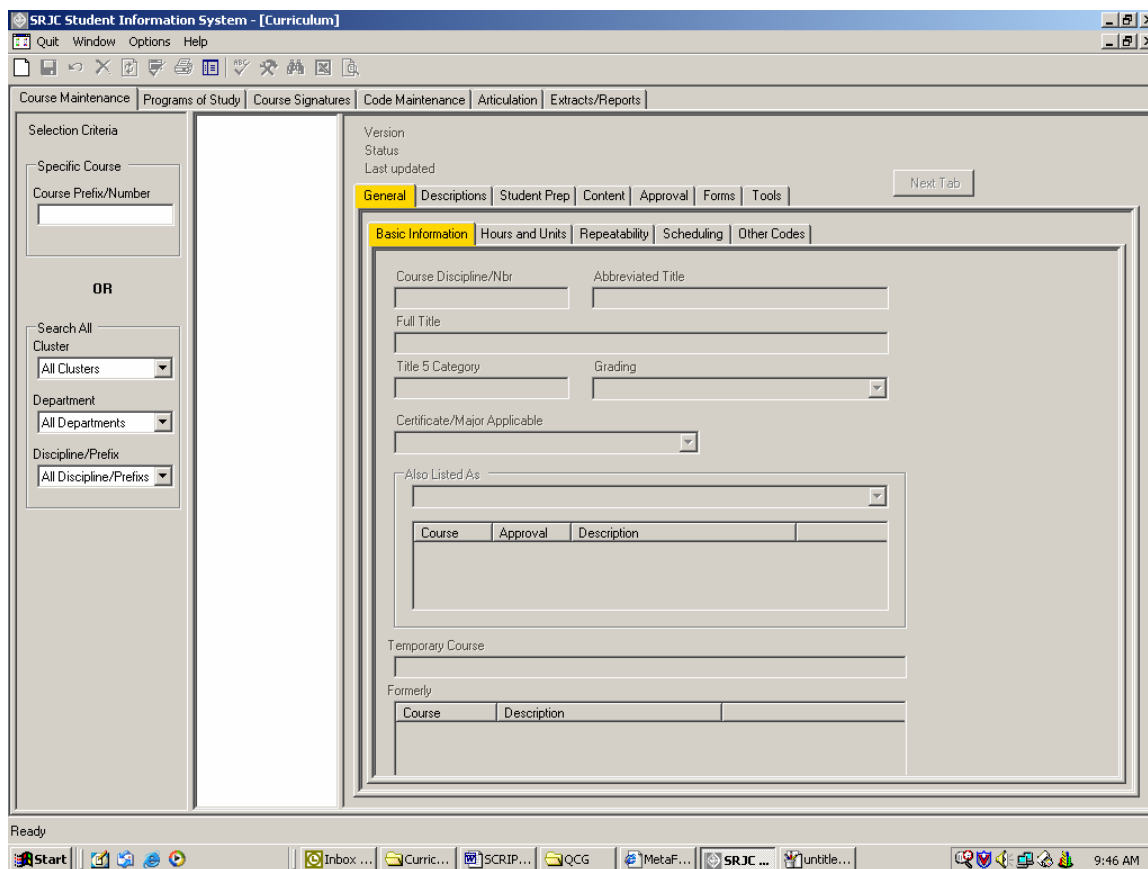
Course	Approval	Description

Course	Description

The status bar at the bottom shows 'Ready' and the taskbar includes icons for Start, Internet Explorer, Outlook, Curriculum..., SCRIPT..., QCG, MetaFra..., SRJC St..., and the system clock shows 9:44 AM.

## Treeview menu hidden



## Main curriculum tabs

The main curriculum tabs across the top of the screen under the toolbar provide access to different curriculum application functions. This documentation covers the user interface with the first tab, the **Course Maintenance** tab. You will select this tab when you are in the course development process.

## Selecting a Course

The Curriculum Application houses all of the historical information about every course created by SRJC. The Application allows you access to that information by selecting a course.


### Selection Criteria

The left panel of the Course Maintenance tab provides the course selection area. The panel is labeled Selection Criteria. You can select a course in one of two ways:

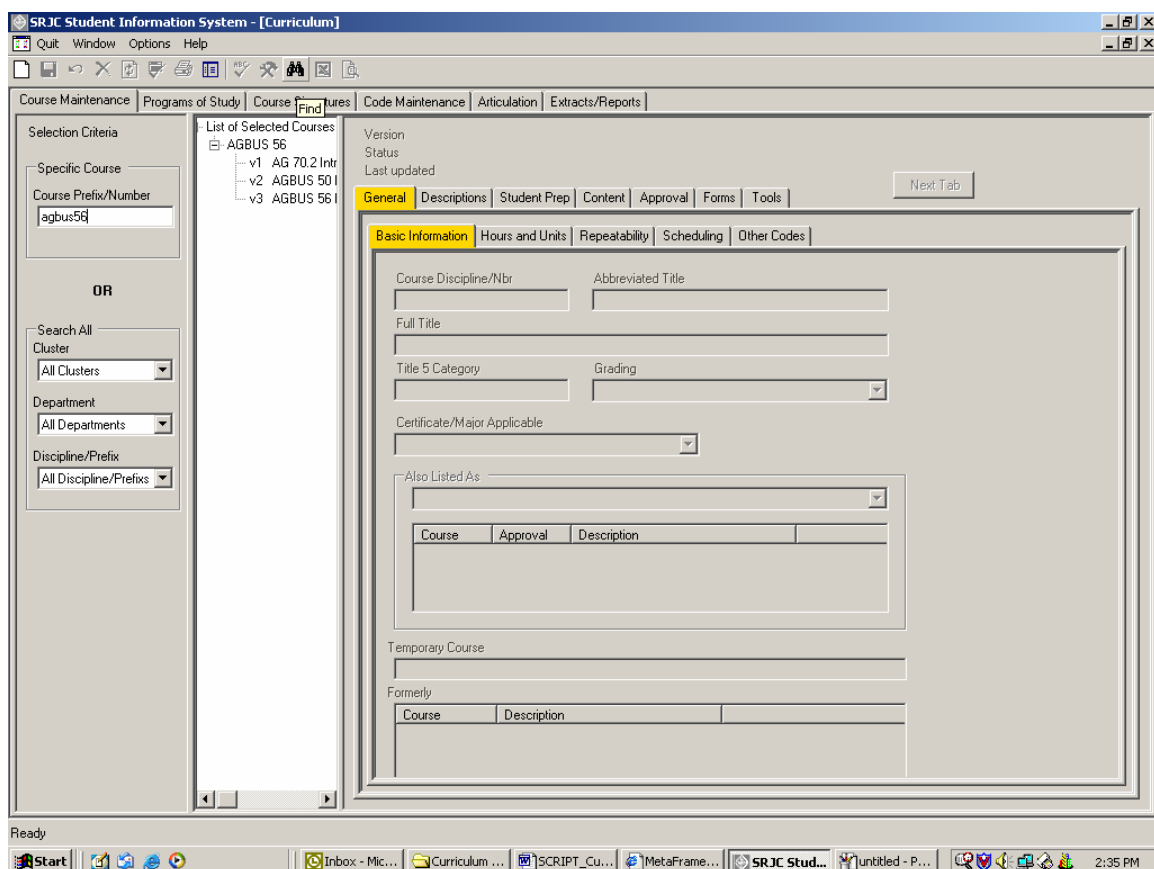
1. By keying in its Course Prefix/Number;
2. By selecting its department or discipline from a list.

### Select by Course Prefix/Number

To Select by Course Prefix/Number (method 1), use the " Course Prefix/Number " textbox.


- **Key in the Course Prefix/Number** (for example, **enter** "AGBUS 56" in the Course Prefix/Number box). Case and spaces are irrelevant.
- Press the 'Enter' key or click the Find button  on the toolbar.

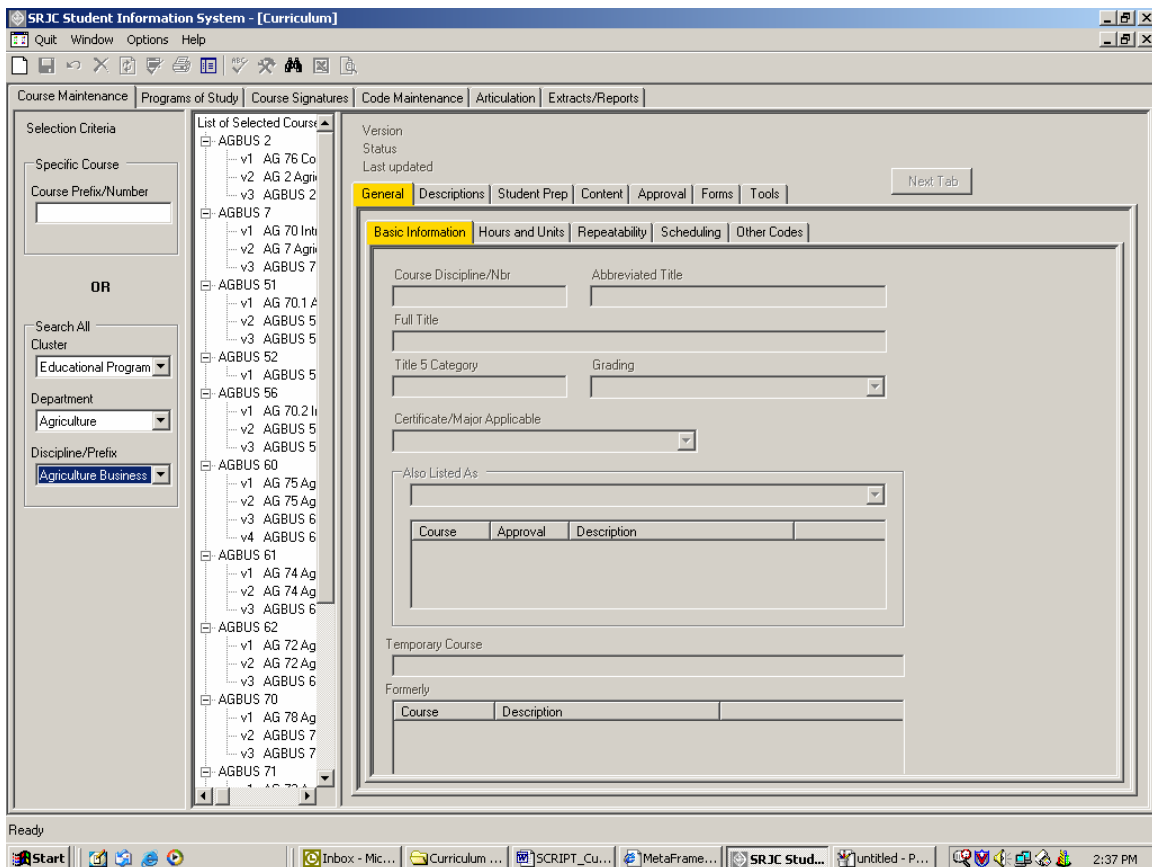
AGBUS 56 and associated versions of the course appear in the treeview panel to the right of the Selection Criteria area in the "List of Selected Courses".



## Select the course from a list

Alternatively, you may select the course from a list.

2. To select a course from a list (method 2), use the boxes under "Search All":
  - **Click on the arrow at the right of the box labeled *Cluster*.**
  - Scroll down to the appropriate Cluster.
  - As in the example below, select Educational Programs and Services.
  - Next, repeat the process in the Department box. Drill down to Agriculture.
  - Finally, drill down in the Discipline box and select Agriculture Business.
  - Press the 'Enter' key or click the Find button  on the toolbar.



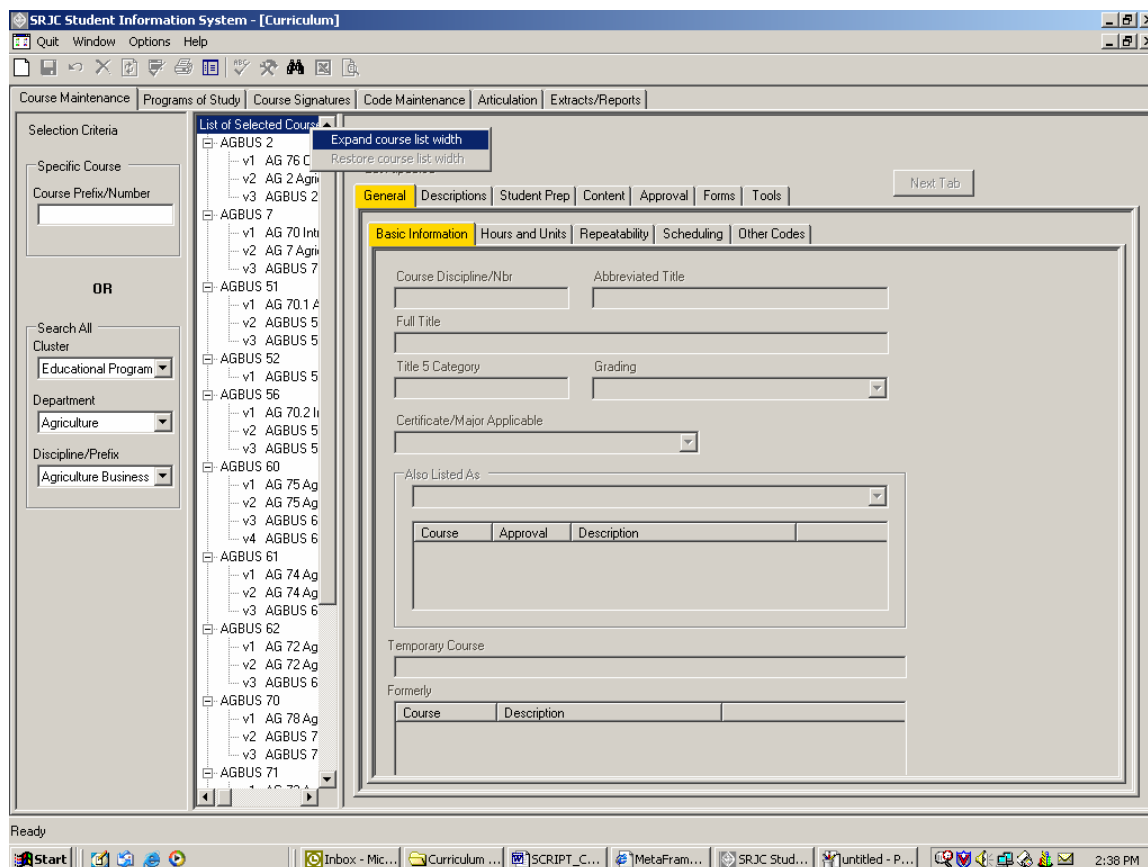
All course versions that qualify appear in the treeview panel to the right of the Selection Criteria area in the "List of Selected Courses". The course versions are grouped by CourseID and appear in version number sequence within Course Prefix/Number sequence. They are numbered v1, v2, etc. for version 1, version 2, etc. The Course Prefix/Number shown at the end of each set of course versions is that of the most recent course version for the CourseID.

## History of Versions

This treeview will also allow you to view the **History of Versions** for every course.

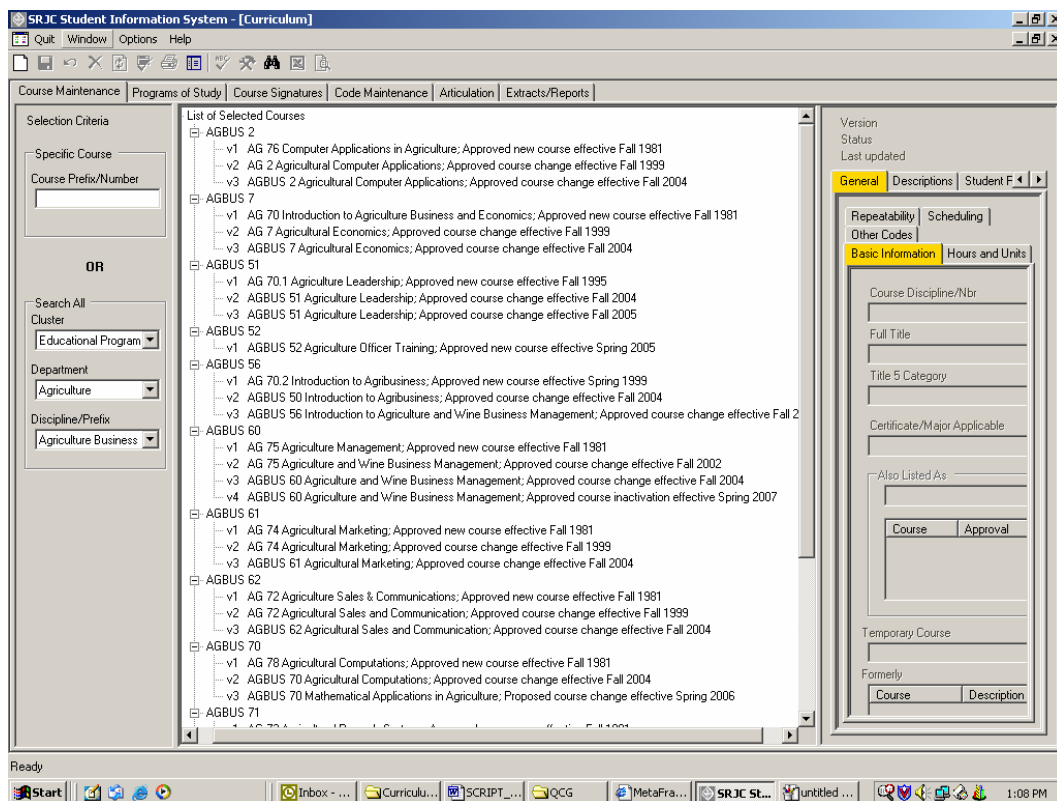
You can see a Course Version history at a glance by widening the "List of Selected Courses".

**Position the mouse over the list and right-click.** A context menu appears with the option to "Expand course list width."

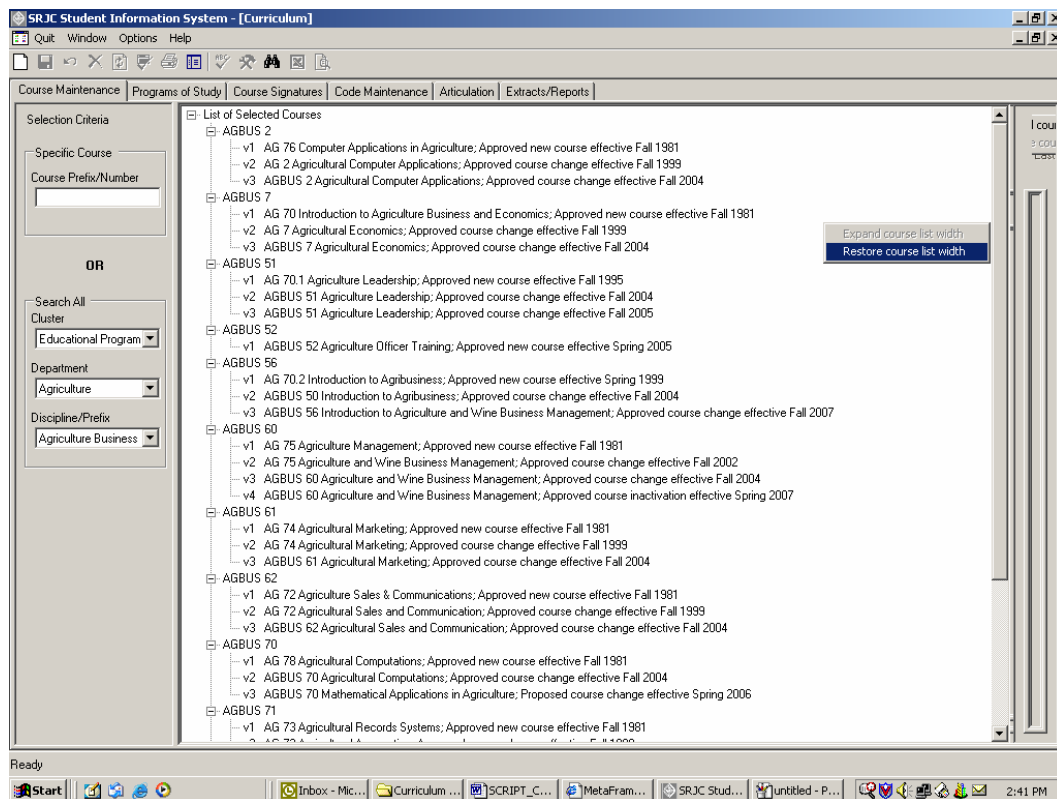


**Left-click the option** to expand the list area as shown below:

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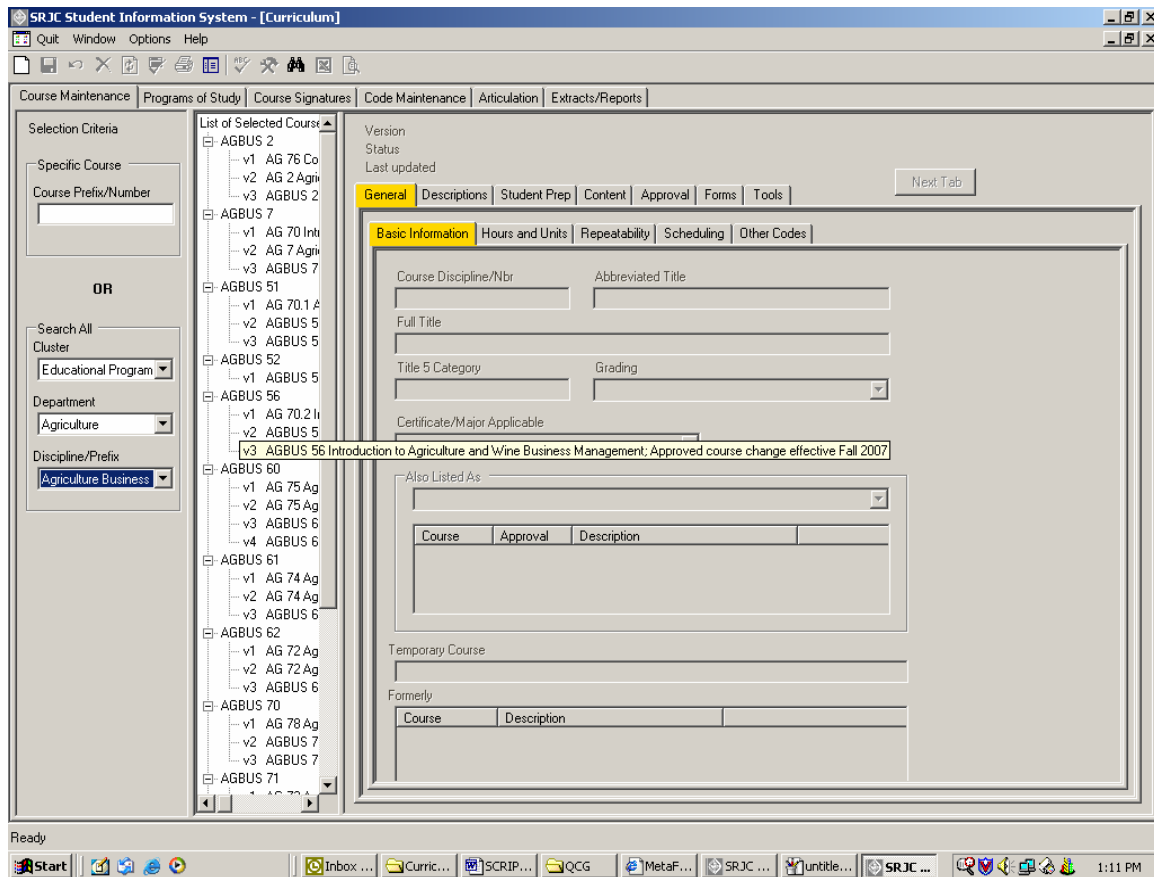


**Right-click in the expanded list area** to access the option to "Restore course list width."



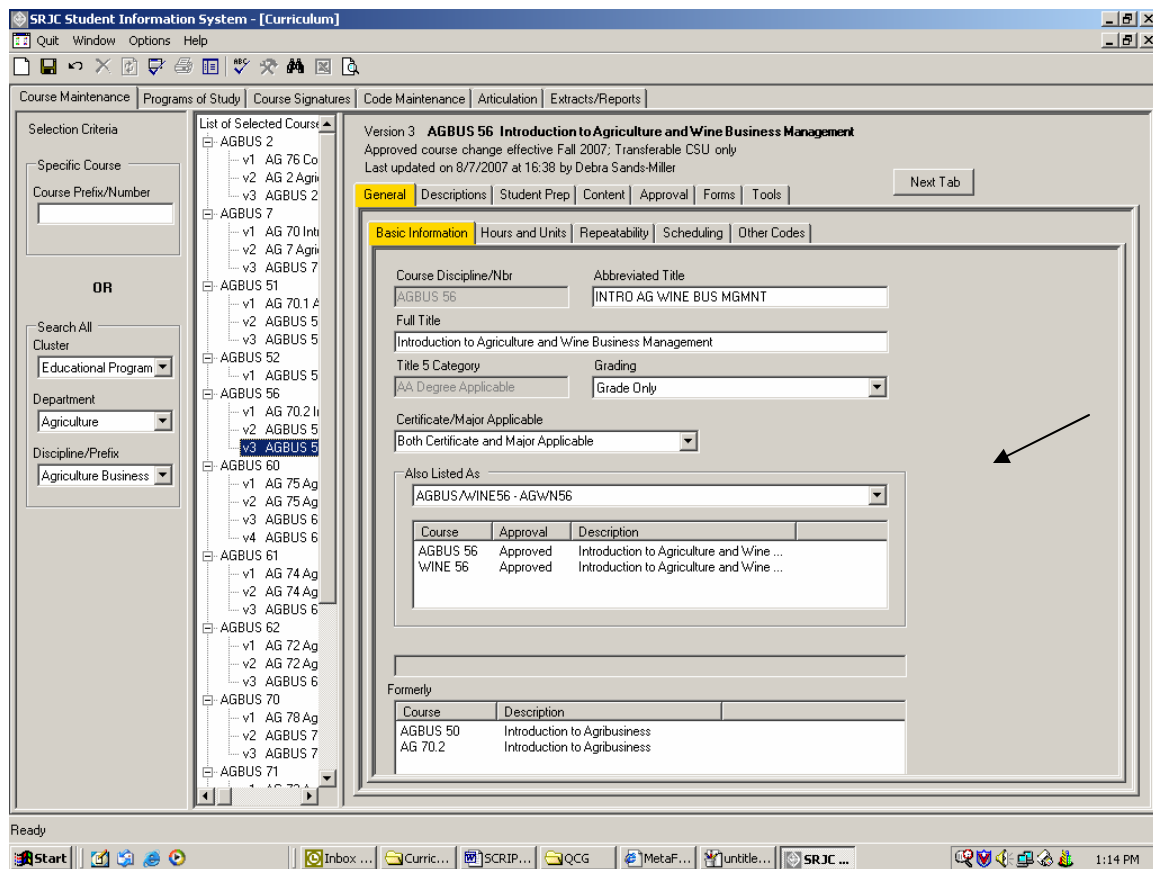
## CCCSC Curriculum Application User Documentation

From the same treeview, you will be able to **Work with One Course**. Placing your cursor over the desired course brings the information about that course into view.



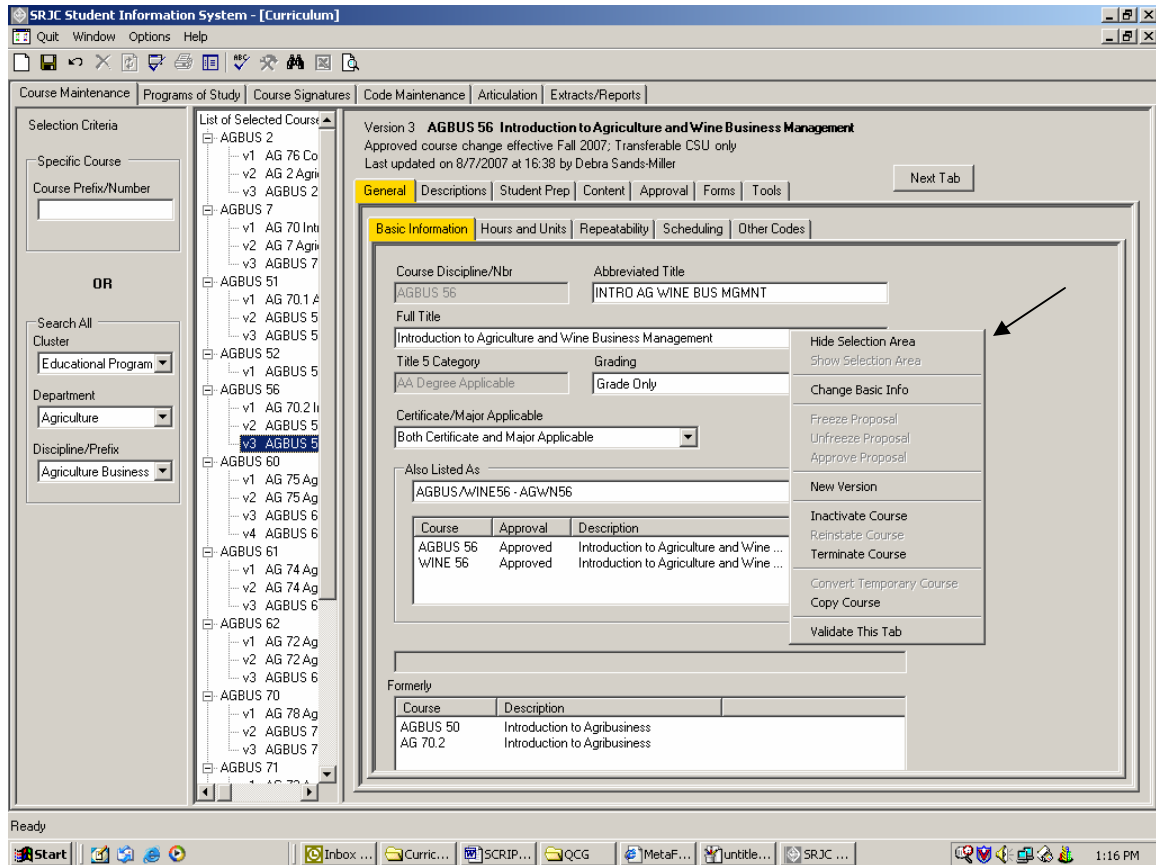
## CCCSC Curriculum Application User Documentation

To select a course, **left-click an individual course version** in the "List of Selected Courses". The course version data appears in the course data area in the right section of the screen.



## CCCSC Curriculum Application User Documentation

A **right click in the course data area** brings up another context menu. One option of the menu lets you change the appearance of the screen by hiding the selection area. Depending on your user capabilities, other options may let you change the basic course information, create new versions of the course, inactivate the course, terminate the course, or copy the course to use it as the basis for creating a brand new course. The final option, Validate This Tab is used to check for data entry errors in a tab (this will be discussed in detail later).



**Right click Hide Selection Area** in the context menu (shown above).

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This is what the screen looks like if you hide both the menu and the course selection area. This configuration gives you the maximum screen display area for working with one course.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The window has a menu bar with 'Quit', 'Window', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is divided into several tabs: 'Course Maintenance', 'Programs of Study', 'Course Signatures', 'Code Maintenance', 'Articulation', and 'Extracts/Reports'. The 'Course Maintenance' tab is active, and the 'General' sub-tab is selected. The course details for 'AGBUS 56 Introduction to Agriculture and Wine Business Management' are displayed. The course is approved for Fall 2007, is transferable for CSU only, and was last updated on 8/7/2007 at 16:38 by Debra Sands-Miller. The 'Basic Information' sub-tab is selected, showing fields for Course Discipline/Nbr (AGBUS 56), Abbreviated Title (INTRO AG WINE BUS MGMNT), Full Title (Introduction to Agriculture and Wine Business Management), Title 5 Category (AA Degree Applicable), Grading (Grade Only), Certificate/Major Applicable (Both Certificate and Major Applicable), and Also Listed As (AGBUS/WINE56 - AGWN56). Below these fields are two tables: 'Formerly' and 'Also Listed As'. The 'Formerly' table lists AGBUS 50 and AG 70.2, both with descriptions related to Introduction to Agribusiness. The 'Also Listed As' table lists AGBUS 56 and WINE 56, both with descriptions related to Introduction to Agriculture and Wine Business Management.

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | Approval | Forms | Tools | Next Tab

Basic Information | Hours and Units | Repeatability | Scheduling | Other Codes

Course Discipline/Nbr: AGBUS 56  
Abbreviated Title: INTRO AG WINE BUS MGMNT  
Full Title: Introduction to Agriculture and Wine Business Management  
Title 5 Category: AA Degree Applicable  
Grading: Grade Only  
Certificate/Major Applicable: Both Certificate and Major Applicable  
Also Listed As: AGBUS/WINE56 - AGWN56

Course	Approval	Description
AGBUS 56	Approved	Introduction to Agriculture and Wine ...
WINE 56	Approved	Introduction to Agriculture and Wine ...

Formerly

Course	Description
AGBUS 50	Introduction to Agribusiness
AG 70.2	Introduction to Agribusiness

Ready

Start | Inbox ... | Curric... | SCRI... | QCG | MetaF... | Untitle... | SRJC ... | 1:17 PM

## Course Maintenance Tabs

To get to the appropriate data entry screens to add and manipulate data within the Curriculum Application, you will use the Course Maintenance tabs shown below.

You will notice that there are two tiers of tabs. Tier one tabs (top tier tabs) are major headings or categories; they alert you to a general category of data within the course outline. Tier two tabs, or subtabs, label specific categories of data that fit under the highlighted tier one tab heading. In some cases, such as Scheduling and Other Codes, selecting a tier two tab will reveal an additional tier of subtabs. Each of these tabs and subtabs corresponds to, labels, and allows you to access a distinct data entry screen.

The tab sequence roughly follows that of a printed course outline. During the initial data entry process, it is helpful to move sequentially from left to right, selecting the appropriate top tier tab and then moving from left to right through the related subtabs. Clicking the "Next Tab" button allows you to move automatically to the next tab in the data entry sequence. Using this button is optional. You may also click on any tab you wish to open.



## Entering Data Using the Course Maintenance Tabs

### General tab

This tab organizes introductory information and course codes. It contains five subtabs. Moving from left to right, you will see that the first subtab is the *Basic Information tab*.

### Basic information tab

You will see a screen where you will enter various pieces of data related to the course. You will see the course number, or this field will be blank if you are entering a new course. Also on this screen you will type in Abbreviated Title, Full Title (Full Course Title), and select a Grading category. Using the drop-down arrow, you will select the appropriate Certificate/Major Applicable category. If the course is cross-listed, you will see an indication under "Also Listed As", in this case AGBUS/WINE56, indicating that the course is listed as both AGBUS 56 and WINE 56. A code follows, representing the cross-listing group to which the courses belong. Only a super-user can **select the "Also Listed As"** group with which a course is cross-listed. When a group is selected, the other courses in the group appear in the listview below the selection box.

If the course has been renumbered or if the course prefix has changed, the former course numbers appear in the "Formerly" listview. In the case of AGBUS 56, the course was formerly numbered AGBUS 50 and prior to that revision, AG 70.2.

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
 Approved course change effective Fall 2007; Transferable CSU only  
 Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | Approval | Forms | Tools | Next Tab

**Basic Information** | Hours and Units | Repeatability | Scheduling | Other Codes

Course Discipline/Nbr:  Abbreviated Title:   
 Full Title:   
 Title 5 Category:  Grading:   
 Certificate/Major Applicable:   
 Also Listed As:   

Course	Approval	Description
AGBUS 56	Approved	Introduction to Agriculture and Wine ...
WINE 56	Approved	Introduction to Agriculture and Wine ...

 Formerly:  

Course	Description
AGBUS 50	Introduction to Agribusiness
AG 70.2	Introduction to Agribusiness

Ready

Start | Inbox - Mic... | Curriculum ... | SCRIPT\_C... | QCG | MetaFram... | SRJC Stu... | 2:11 PM

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Data Field	Description
Course Discipline/Nbr	A read-only box that shows the CourseID, a computer-assigned number associated with all versions of a course.
Abbreviated Title	An abbreviated course title found in many class listings where space is limited. A maximum of 24 text characters can be typed in this box.
Full Title	The full-length course title found in the college catalog or class schedule. A maximum of 60 characters can be typed in this box.
Title 5 Category	Read only box informs if course meets requirements for certain degrees as outlined in title 5 of the California Code of Regulations relating to curriculum in the community colleges
Grading	Choose from drop-down box if course is a Credit Course for Grade or Credit/Non-Credit, Credit/non-Credit only, Grade Only, or Not Graded Credit Course.
Certificate/Major Applicable	Choose from drop-down box if course is Certificate Applicable, Major applicable, Both Certificate and Major Applicable, Not Certificate or Major Applicable, or Unknown.
Also Listed As	Different prefixes for the same course. From the drop-down list, if the course is cross-listed, select the "Also Listed As" group with which it is cross-listed. When a group is selected, the other courses in the group appear in the listview below the selection box. (Super User function.)
Formerly	If the course has changed names, the former names appear in the "Formerly" listview.

**(Click on the Hours and Units tab or use Next Tab button to proceed.)**

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## Hours and Units tab

The next sub tab is labeled *Hours and Units*. Using the fields on this screen, you will indicate the course's minimum and maximum unit values and weeks duration. Check the "Full-term" checkboxes if the weeks duration is semester-length. Deselecting either box will allow you to change the values. For example, deselecting the Full Term check box next to "Min" will allow you to enter a weeks duration for a non-semester length course (e.g., 8 weeks, etc.).

Set up the hours per week for the *maximum units and weeks* in the section labeled **Values for Maximum Units and Weeks**. The program calculates Units and crosschecks the type of instruction vis-à-vis the type of hours. It shows a warning if the Units do not match your maximum units.

Indicate the **Methods of Instruction** for the course by checking the appropriate Code in the Code column of the Methods of Instruction box. Please note that methods of instruction 50-72 are Distance Ed codes. When one of these codes is selected, the course must also have the appropriate CVU/CVC code indicated in the Distance Ed subtab (discussed in detail later).

The screenshot shows the SRJC Student Information System - [Curriculum] application window. The main menu includes Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The current course is AGBUS 56: Introduction to Agriculture and Wine Business Management. The 'Hours and Units' tab is selected, showing fields for Units (Min: 3.00, Max: 3.00) and Weeks (Min: 17.5, Max: 17.5, both with 'Full-term' checked). Below this is the 'Values for Maximum Units and Weeks' section, which includes fields for Course Hours per Week (Lec Hrs Sched: 3.00, Lab Hrs Sched: .00, Contact DHR: .00, Contact Total: 3.00, Non-Contact DHR: .00) and Course Hours Total (Lec Hrs Sched: 52.50, Lab Hrs Sched: .00, Contact DHR: .00, Contact Total: 52.50, Non-Contact DHR: .00). The 'Methods of Instruction' section lists various codes and descriptions, with code 02 (Lecture) selected. The window title bar shows 'Loading Form' and the taskbar at the bottom displays the Start button and several open applications including 'Inbox - Micros...', 'Curriculum DO...', 'SCRIPT\_Curric...', 'MetaFrame Pr...', and 'SRJC Studen...'. The system clock shows 9:24 AM.

Code	Description
<input checked="" type="checkbox"/> 02	Lecture
<input type="checkbox"/> 03	Lecture/Laboratory
<input type="checkbox"/> 04	Laboratory
<input type="checkbox"/> 11	Tutoring
<input type="checkbox"/> 20	Work Experience
<input type="checkbox"/> 40	Directed Study
<input type="checkbox"/> 50	Distance Education, Delayed Interacti...
<input type="checkbox"/> 51	2-Way Interactive Video and Audio
<input type="checkbox"/> 52	1-Way Interactive Video & 2-Way Inte...
<input type="checkbox"/> 53	2-Way Interactive Audio
<input type="checkbox"/> 54	Other Simultaneous Interactive Medium
<input type="checkbox"/> 61	Text 1-Way (Ex: Newspaper); Passive
<input type="checkbox"/> 62	Audio 1-Way (Ex: Radio); Passive
<input type="checkbox"/> 63	TV/Video 1-Way; Passive
<input type="checkbox"/> 64	Other Passive Distance Education M...
<input type="checkbox"/> 71	Internet-Based, Simultaneous Interacti...
<input type="checkbox"/> 72	Internet-Based, Delayed Interaction

## CCCSC Curriculum Application User Documentation

Data Field	Description
Units	A unit is a measure of the amount of study required to complete a course. Type in the maximum (Max) and Minimum (Min) units for which the course may be offered. Values are .25, .50, or multiples of whole and half numbers less than 100.
Weeks	Check the "Full-term" checkboxes if the weeks duration for the course is semester-length.
Methods of Instruction	Check the appropriate box or boxes to indicate the method of instruction for the course.
Units	This box shows the Carnegie units--the number of hours per unit in which a course is taught. The basic formula in hours per week is 1 unit = 1 lecture hour, or 2 hours lab with homework, or 3 hours lab without homework.
Hours per Week	Enter the Scheduled Lecture and Lab hours for the course. If there are additional lecture and/or lab hours that are not scheduled at particular days and times, enter the hours under the "Contact DHR" category.
Contact Total	A read-only box showing the number of hours per week of lecture and/or lab hours that the student is required to attend.
Non-Contact DHR	Enter other (non-contact) days and hours to be arranged per week required of the student. Key in 1-2 digits and optional .0, .25, .5, .67, .75.
Course Hours Total	Read only boxes that display the values chosen under the Course Hours per Week category to the left.

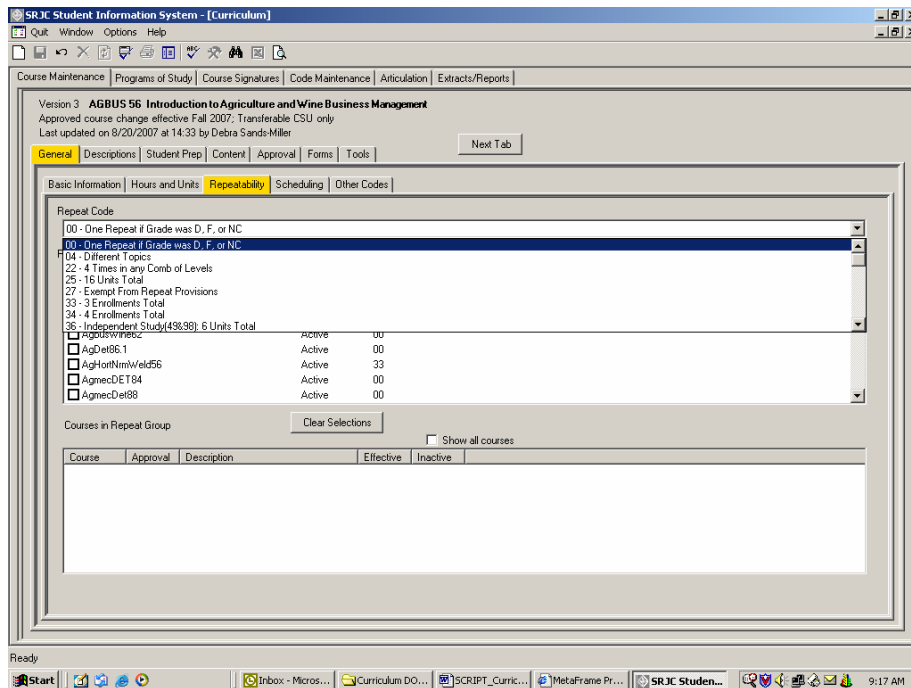
**(Click on the Repeatability tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

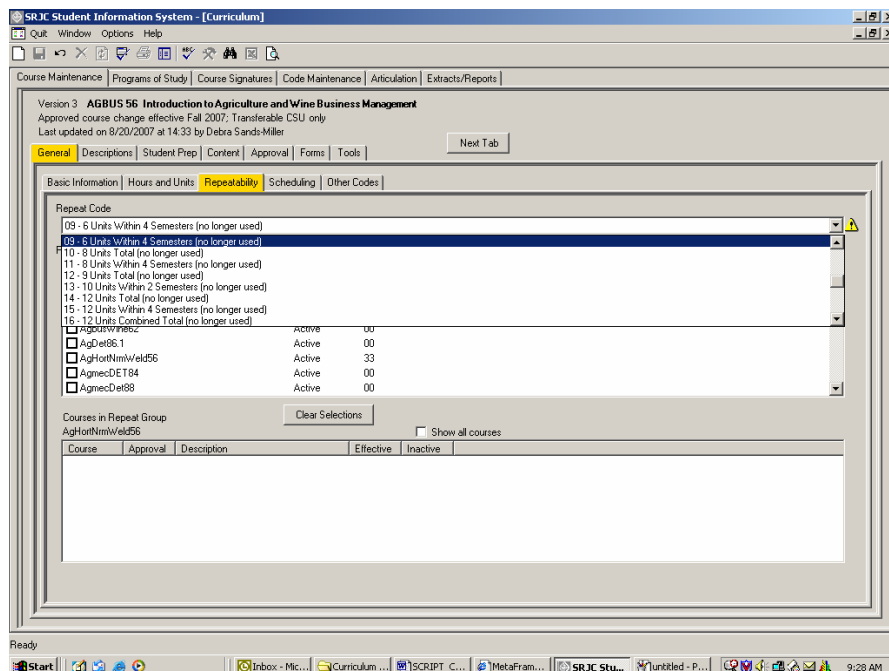
## Repeatability tab

The next subtab is labeled *Repeatability*. The fields in this tab allow you to select the Repeat Code for the course. The Repeat Code governs the designated repeatability of the course by itself--in other words, the code designates how many times the course can be legally repeated by a student.

To select a repeat code, use the drop down arrow in the Repeat Code box and scroll to select the appropriate code. Valid repeat codes appear at the top of the list.



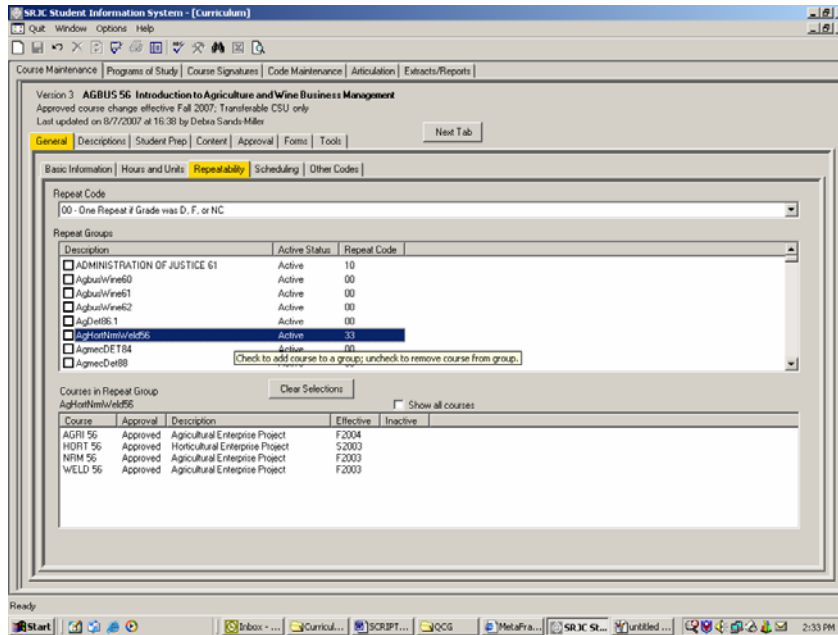
Invalid repeat codes are followed by the note in parenthesis "(no longer used)" and should not be selected for a course. A warning symbol will appear.



## CCCSC Curriculum Application User Documentation

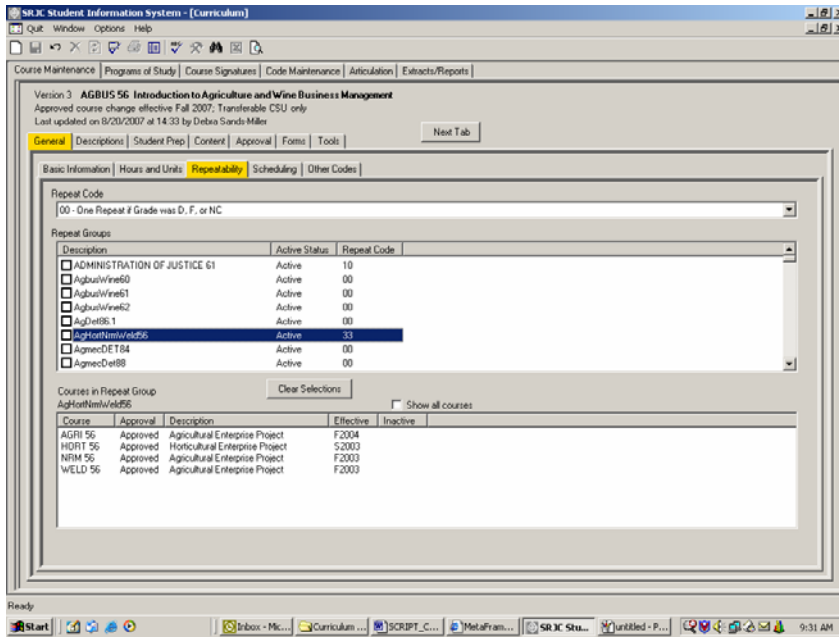
The course may additionally be assigned to one or more repeat groups, each with its own repeat code. (Creating and maintaining Repeat Groups is a Curriculum Super function that will be provided under the main tab "Code Maintenance".)

Where repeat groups already exist, the Curriculum Super can add the course to the appropriate repeat group by **checking the box to select the Repeat Group** from the existing list. **Uncheck** the box to remove the course from the group. Please note that while unchecking the box removes the course from a repeat group, the action does not clear the Courses in Repeat Group from the screen below. You must click the Clear Selections button.



All users may view the courses in any repeat group by scrolling through the list of Repeat Groups and clicking on a group to highlight it. This will allow you to see which courses are already included in the group. The courses appear in the "Courses in Repeat Group" listview below the list of Repeat Groups. Click the Clear Selections button to remove the list of courses from the Courses in Repeat Group screen.

## CCCCSC Curriculum Application User Documentation



By default, only the course versions that are offered in the same timeframe as your course version appear in listview. To see all course versions in the Repeat Group, check the "Show all courses" checkbox that appears above the "Courses in Repeat Group" listview.

To deselect, remove the check from the box. To remove the list, click the Clear Selections button.

When a course is in a repeat group, its repeatability is checked beyond the restrictions of its individual repeat code. Its repeatability is also considered along with enrollments in any of the other courses in the group.

Data Field	Description
Repeat Code	The repeat code indicates the limit on the number of times a student may enroll in a course. Select a code that applies from the drop-down list.
Repeat Groups	(Super User only.) You may also assign the course to one or more repeat groups, each with its own repeat code. Add the course to the repeat group by checking the Repeat Group. Uncheck to remove the course from the group. Click the group to see what courses are in the group.
Courses in Repeat Group	After clicking on a group, the courses appear in the "Courses in Repeat Group" listview. By default, only the course versions that are offered in the same time frame as your course version appear in listview.
Show all courses	Check the "Show all courses" checkbox to see all the course versions in the Repeat Group.
Clear Selections	Click the Clear Selections button to remove courses from the listview.

(Click on the Scheduling tab or use Next Tab button to proceed.)

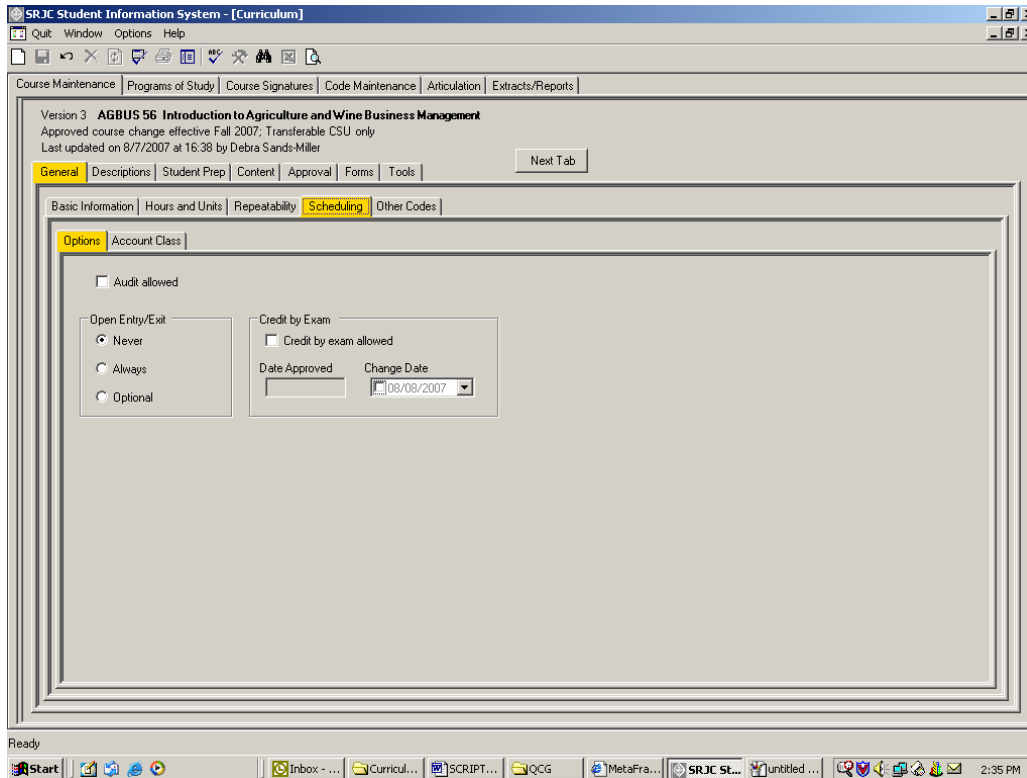
# CCCSC Curriculum Application User Documentation

## ***Scheduling tab***

Clicking on the *Scheduling tab* opens an additional tier of subtabs.

## ***Options tab***

The *Options tab* contains parameters that control how sections of the course can be offered. Indicate whether Audit is allowed by selecting or deselecting the check box. Indicate whether the course has an open entry/open exit option, and finally, whether credit by exam is an option. A course must first be approved for a credit by exam option by the Office of Admissions and Records and a Date Approved entered into the system.



Data Field	Description
Audit allowed	Courses eligible for auditing will be determined by the individual departments at SRJC with concurrence from the Office of Academic Affairs. Check box if auditing the class is allowed. Leave unchecked if auditing the class is not allowed.
Open Entry/Exit	The Open Entry/Exit self-paced courses enable students to begin the course throughout the semester and to exit the course when completed. Select a course Open Entry/Exit status by choosing from the Never, Always, and Optional radio buttons.
Credit by Exam	Check box if the course can be taken for units by examination The date approved for credit by exam may be changed in the change date drop-down box.

(Click on the Account Class tab or use Next Tab button to proceed.)

# CCCCSC Curriculum Application User Documentation

## **Account Class tab**

The final tab in this tier, the *Account Class tab*, lets you select the default budget values that are used when a section of the course is scheduled. Schedulers can override these default values when necessary.

Choose the proper value from the selection box. The values you see should be appropriate for your course; the curriculum application prescreens them based on the college's organizational structure.

Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General Descriptions Student Prep Content Approval Forms Tools Next Tab

Basic Information Hours and Units Repeatability Scheduling Other Codes

Options Account Class

Budget Code Fu Lo Rs Prog Actv Object  
Budget Code: Program  
0000 - Unrestricted  
Budget Code: Activity  
0101 - Agriculture

Data Field	Description
Account Class	Budget values that are used when a section of the course is scheduled. First appears as default values
Fu	Fund: box holds two numeric digits
Lo	Location: box holds two numeric digits
Re	Responsibility: box holds two numeric digits
Prog	Program: box holds four numeric digits
Actv	Activity: box holds four numeric digits
Object	Object: box holds 4 object and 2 sub object numeric digits
Account Class Program	Default program values can be overridden by selecting from drop-down box
Account Class Activity	Default activity values can be overridden by selecting from drop-down box.

Now that we've entered data for all of the tier 3 tabs under Scheduling, we move back up to tier two tabs.

**(Click on Other Codes tab or use Next Tab button to proceed.)**

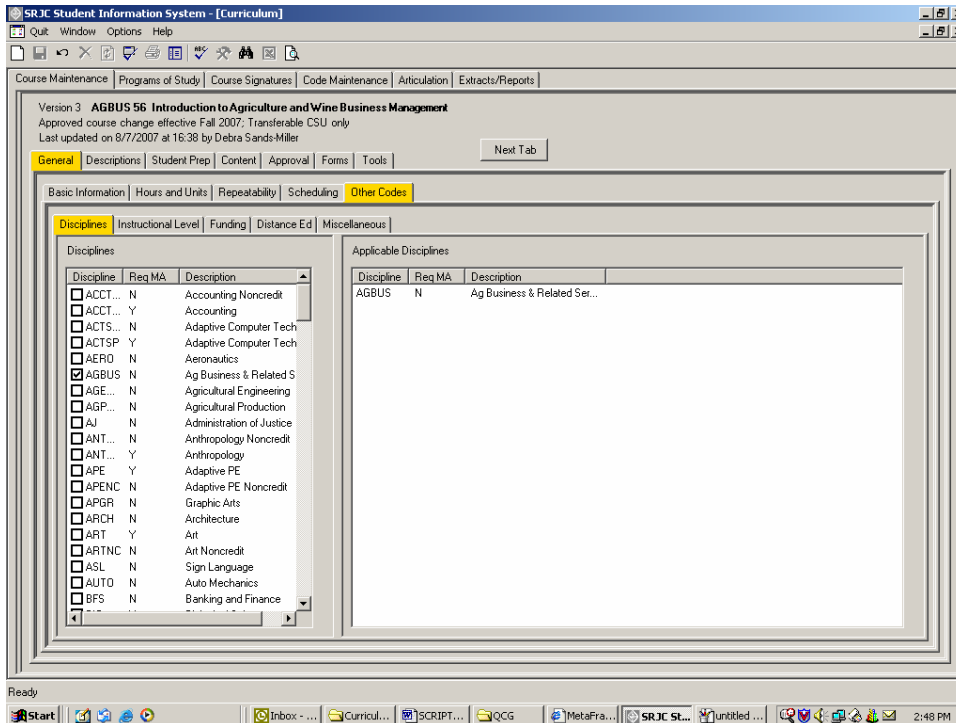
# CCCSC Curriculum Application User Documentation

## Other Codes

The *Other Codes* sub tab has five subtabs of its own.

## Disciplines tab

The *Disciplines tab* contains the State Academic Senate Discipline List. Check the appropriate check box in the Disciplines area of the screen. A Discipline comprises the academic area(s) in which an instructor is qualified to teach the course. One or more Disciplines may be associated with each course.



Once a selection is checked on the left panel in the screen, the Applicable Disciplines automatically appears on the right side of the screen with the correct related information: Discipline prefix, whether the discipline requires an MA (ReqMA -- yes or no), and a description of the discipline. Uncheck the boxes to remove these Disciplines from the list.

The lists of Disciplines on the left panel of the screen and the Applicable Disciplines that appear on the right panel of the screen can be sorted alphabetically by Discipline, by Req MA (MA Required) or by Description. Simply **click a column heading** in both the Disciplines and Applicable Disciplines panel to sort values according the column values. The list order changes.

In addition, the relative size of the two screens can be adjusted. Place your cursor over the gray dividing line between the screens until the double-sided arrow (or hand for Mac users) appears. Hold the cursor down and **slide the vertical divider between panels to the right or left** to see more or less of one list.

Data Field	Description
Disciplines	Faculty are assigned to one or more Disciplines for which they meet district competency requirements and minimum qualifications. Check one or more Disciplines associated with each course (left panel) to add them to the "Applicable Disciplines " (right panel); uncheck to remove them.

## CCCSC Curriculum Application User Documentation

(Click on Instructional Level tab or use Next Tab button to proceed.)

### ***Instructional Level tab***

The *Instructional Level tab* collects data related to course level, including Basic Skills, Precollegiate Basic Skills, and level below transfer. Select a Basic Skills Category, a Precollegiate Basic Skills category, and a Level Below Transfer category.

Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General Descriptions Student Prep Content Approval Forms Tools Next Tab

Basic Information Hours and Units Repeatability Scheduling Other Codes

Disciplines Instructional Level Funding Distance Ed Miscellaneous

Basic Skills

☒ Not basic skills

☐ General basic skills

☐ Precollegiate basic skills

☐ Unknown

Precollegiate Basic Skills

☐ Computation Basic Skills

☐ ESL Basic Skills

☐ Learning or Study Skills Basic Skills

☐ Reading Basic Skills

☐ Writing Basic Skills

Level Below Transfer

☒ Non-applicable

☐ Unknown

☐ One level

☐ Two levels

☐ Three levels

Data Field	Description
Basic Skills	Choose from radio buttons: Not basic skills, General basic skills, Precollegiate basic skills, and unknown.
Precollegiate Basic Skills	Click on one or more of the boxes to indicate type of precollegiate basic skill course.
Level Below Transfer	Choose radio buttons One level, Two levels, Three levels, Non-applicable, or Unknown. Use the Non-applicable code if the course is not in English, reading, writing, ESL, or mathematics, or the course is transferable, or the course is more than 3 levels below transfer.

(Click on Funding tab or use Next Tab button to proceed.)

# CCCCSC Curriculum Application User Documentation

## ***Funding tab***

The *Funding tab* collects the new (as of Spring 2006) MIS data element CB23 related to Economic Development funding. Select the appropriate Funding Agency Category by clicking a radio button.

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | Approval | Forms | Tools | Next Tab

Basic Information | Hours and Units | Repeatability | Scheduling | Other Codes

Disciplines | Instructional Level | Funding | Distance Ed | Miscellaneous

Funding Agency Category

- ☒ Economic Development funds not used
- ☐ Partially developed with Economic Development funds
- ☐ Primarily developed with Economic Development funds
- ☐ Unknown

Data Field	Description
Funding Agency Category	This describes the radio button choices for funding categories used in reporting the MIS data element CB23, which was implemented by the California Community Colleges Chancellor's Office (CCCCO) in Spring 2006.
Economic Development funds not used	A System Office Economic Development Grant was not used to develop this course.
Partially developed with Economic Development funds	A System Office Economic Development Grant was partially used to develop this course. (Economic development funds exceed 40% of total development funds).
Primarily developed with Economic Development funds	A System Office Economic Development Grant was primarily used to develop this course.
Unknown	It is not known if a System Office Economic Development Grant was used to develop this course.

For more information about the California Community College Management Information System data element CB23, visit the website at [www.cccco.edu](http://www.cccco.edu).

**(Click on Distance Ed tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## ***Distance Ed tab***

Codes under the *Distance Ed* tab indicate whether the distance education session(s) of the course was developed by an instructor who has taken professional development courses/workshops through the California Virtual University (CVU/California Virtual Campus (CVC). The first three options under CVU/CVC status apply only to Distance Ed courses. It is acceptable for a course to be Distance Ed and have an unknown CVU/CVC status. If the course is not a course approved for distance education delivery, the CVU/CVC Status will be "Not Distance Ed," as shown below.

NOTE: if you have selected a Method of Instruction code (at the Hours and Units tab) that designates distance education, one of the first three selections must be indicated or an error message will appear.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The main menu includes Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The current view is for 'Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management'. The 'Distance Ed' tab is selected, showing a 'CVU/CVC Status' section with four radio button options: 'Distance Ed, not CVU/CVC developed', 'Distance Ed, CVU/CVC developed', 'Distance Ed, CVU/CVC unknown', and 'Not Distance Ed'. The 'Not Distance Ed' option is selected. The window also shows a 'Next Tab' button and a status bar at the bottom with the time 9:40 AM.

Data Field	Description
Distance Ed, not CVU/CVC developed	Radio button choice describing a distance learning course that is not developed with the use of the California Virtual University or the California Virtual Campus. See definitions below table.
Distance Ed, CVU/CVC developed	Radio button choice describing a distance learning course that is developed with the use of the California Virtual University or the

## CCCSC Curriculum Application User Documentation

	California Virtual Campus. See definitions below table.
CVU/CVC unknown, or not Distance Ed	A radio button choice for courses where the California Virtual University/California Virtual Campus status is unknown. It is acceptable for a course to be Distance Ed and have an unknown CVU/CVC status. See definitions below table.
Not Distance Ed	A radio button choice for courses not defined as distance education.

### Definitions:

#### **Distance Learning:**

This refers to instruction in which student and instructor are separated by distance and/or time and interact through the assistance of computer and communication technology. The Distance Ed tab collects the information used in reporting the MIS data element XB10.

#### **CVU:**

The California Virtual University is an online catalog of the distance learning courses, programs, and other electronic educational content and services offered by California's accredited colleges.

**(Click on Miscellaneous tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## Miscellaneous tab

The *Miscellaneous* tab provides selection areas for several state-mandated codes. Select the correct values from the selection boxes by clicking on the associated drop down arrow.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The 'Miscellaneous' tab is selected under the 'Other Codes' category. The form contains the following fields and options:

- Noncredit Category:** A drop-down menu with '0 - Not Applicable, Credit Course' selected.
- Classification:** A drop-down menu with 'Occupational Education Courses' selected.
- SAM Code:** A drop-down menu with 'Clearly Occupational' selected. To its right is a text field containing 'Clearly Occupational'.
- TOP Code:** A drop-down menu with '011200 - Agriculture Business, Sales and Service' selected. To its right is a text field containing '011200 - Agriculture Business, Sales'.
- Work-Based Learning Activities:** Radio buttons for 'Not included' (selected), 'Included', and 'Unknown'.
- Disability Support Programs and Services (DSPS Course):** Radio buttons for 'No' (selected), 'Yes', and 'Unknown'.
- In-Service Course:** Radio buttons for 'No' (selected), 'Yes', 'Intensive', and 'Unknown'.

The window title bar reads 'SRJC Student Information System - [Curriculum]'. The status bar at the bottom shows 'Ready' and the system clock '3:29 PM'.

Some selection boxes are interdependent. SAM and TOP codes must both be occupational or non-occupational. For example, if the Clearly Occupational selection is changed to non-occupational, the TOP code disappears from the line below and an error indicator appears. When Clearly Occupational is indicated correctly, the TOP code reappears and the error message vanishes. Some noncredit course categories greatly restrict the SAM and TOP selections.

Below this is the selection area where the designations for Work-based Learning Activity, Disabled Students Programs & Services, and In-Service Courses are indicated by clicking the appropriate radio button.

Data Field	Definition
Noncredit Category	Choose a code from the drop-down list to indicate the primary objective of a non-credit course within the non-credit categories set forth in the California Education Code.
Classification	Choose from the selections in the drop-down box to classify a course according to its primary objective.
SAM Code	The Course Sam Priority Code is used to indicate the degree to which a course is occupational and to assist in identifying course

## CCCSC Curriculum Application User Documentation

	sequence in occupational programs.
TOP Code	The California Community Colleges Taxonomy of Programs (TOP) code is a system of numerical codes used to collect and report information on programs and courses in different colleges throughout the state that have similar outcomes. Each course is given a TOP code that comes closest to describing the course content.
Course Values	Two read-only boxes showing SAM Code and TOP Code results from choices to the left.
Work-Based Learning Activities	Work-based learning activities are course-linked learning experiences outside the classroom and include an employer or community connections. Choose from the Not included, Included, or Unknown radio buttons.
Disability Support Programs and Services Course	Choose the No, Yes, or Unknown radio button to indicate if the course is a DSPS course.
In-Service Course	An In-Service course is taken while fully employed, such as teacher education workshops, or police officer continuing education training. Choose a No, Yes, Intensive, or Unknown radio button.

This completes our data entry under the General Tab, and we are ready to use the next tier one tab, the *Descriptions tab*.

**(Click on the Descriptions tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## Descriptions tab

The next top tier tab is the *Descriptions tab*. This tab contains textboxes for typing in the Catalog and Schedule Descriptions.

## Catalog tab

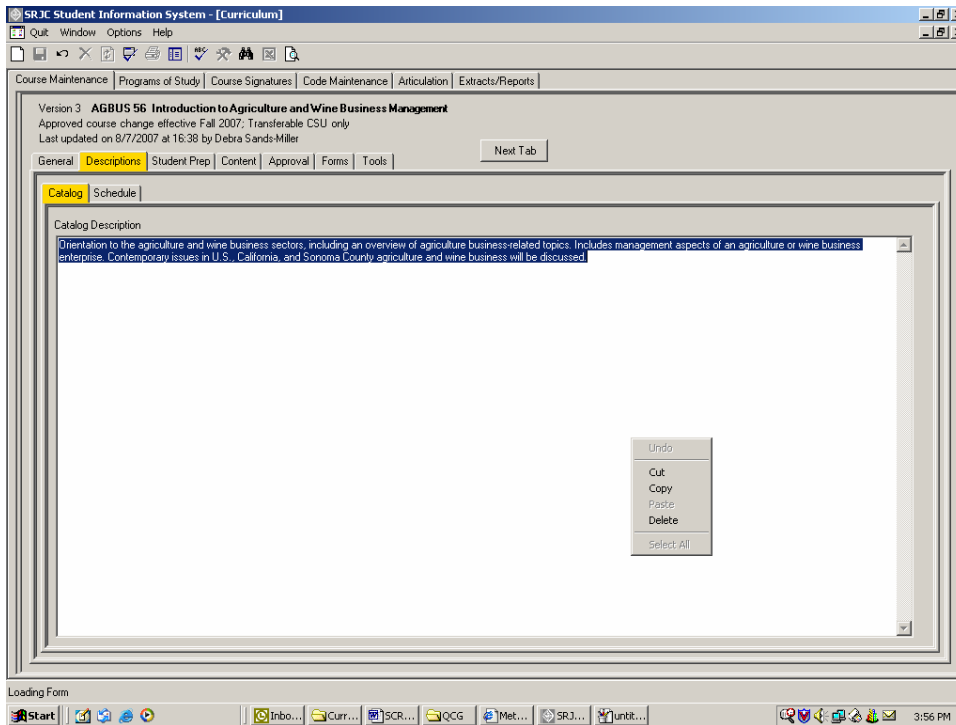
Click on the *Catalog sub tab* to type in descriptive information about the course. This information will appear in the college catalog. Information such as prerequisites, grading, transferability, etc., that is captured elsewhere in the database, *should not* be duplicated here.

In addition to making it easy for you to type in information, this user-friendly format allows you to copy from existing text and paste it to the textbox, copy from the textbox to another document, and spell check the text.

The screenshot shows a web browser window titled "SRJC Student Information System - [Curriculum]". The browser's address bar shows the URL "http://www.srjc.edu/curriculum/". The page has a menu bar with "Course Maintenance", "Programs of Study", "Course Signatures", "Code Maintenance", "Articulation", and "Extracts/Reports". Below the menu bar, there is a section for "Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management". This section includes the text "Approved course change effective Fall 2007; Transferable CSU only" and "Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller". There are several tabs: "General", "Descriptions", "Student Prep", "Content", "Approval", "Forms", and "Tools". The "Descriptions" tab is currently selected. Within the "Descriptions" tab, there are two sub-tabs: "Catalog" and "Schedule". The "Catalog" sub-tab is selected, and it displays a text area with the following text: "Orientation to the agriculture and wine business sectors, including an overview of agriculture business-related topics. Includes management aspects of an agriculture or wine business enterprise. Contemporary issues in U.S., California, and Sonoma County agriculture and wine business will be discussed." The text area has a scroll bar on the right. At the bottom of the window, there is a taskbar with various icons, including "Start", "Inbo...", "Curr...", "SCR...", "QCG", "Met...", "SRJ...", and "Unitit...". The system clock shows "3:55 PM".

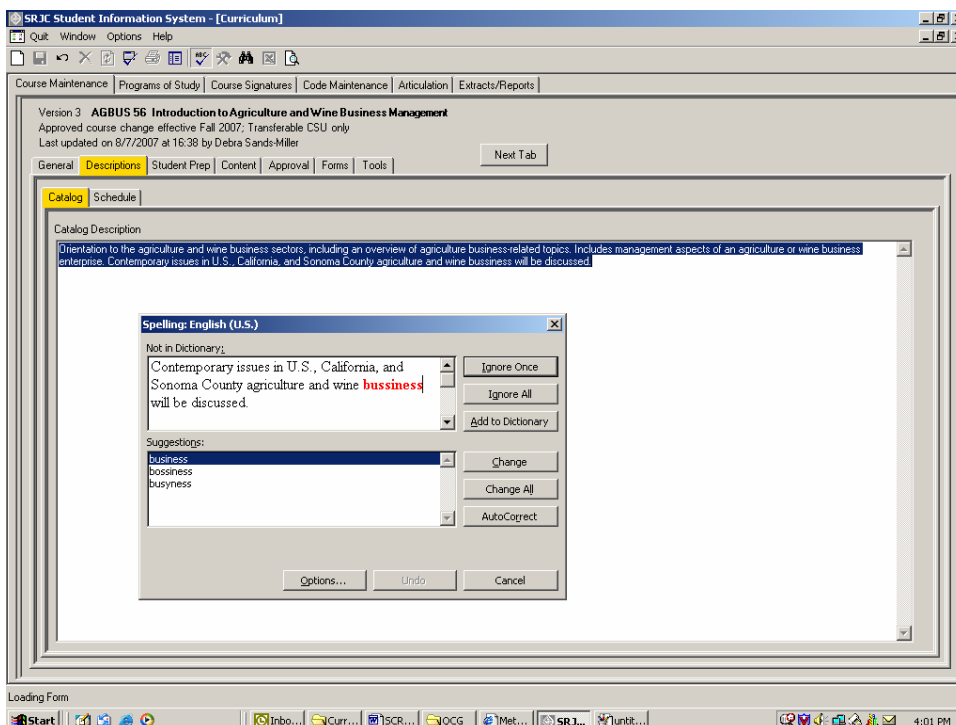
## CCCSC Curriculum Application User Documentation

The Copy and paste features are enabled when you **right-click in the textbox**, as illustrated below.



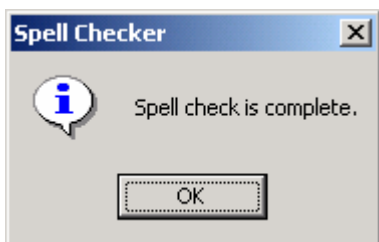
Spell check is invoked by **clicking on the SpellCheck toolbar button** , found in the toolbar at the top left side of the screen.

The Spell Check window shows spelling errors and lets you correct them.



## CCCSC Curriculum Application User Documentation

The application tells you when spell checking is complete.



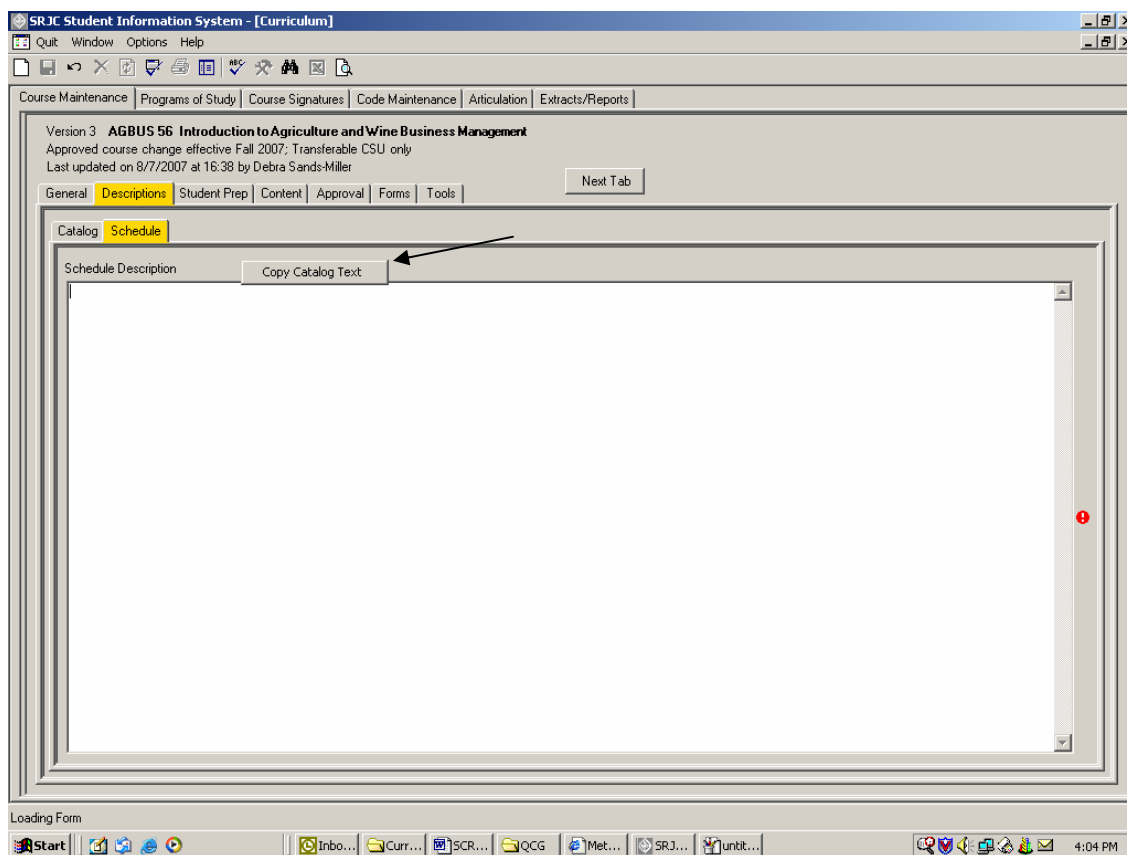
Once you have entered the text for the Catalog, you are ready to move on to the *Schedule subtab*.

**(Click on the Schedule tab or use Next Tab button to proceed.)**

### ***Schedule tab***

The *Schedule subtab* is similar to the Catalog description tab. Its text, which can be an identical or abbreviated version of the catalog description, is intended to appear in the printed Schedule of Classes and on the SRJC website.

To duplicate the Catalog text for use as the Schedule text or for editing purposes, right click in the gray area to the right of Schedule Description. A Copy Catalog Text button will appear. Left click on Copy Catalog Text to insert the catalog text into the Schedule Description area.



**(Click on the Student Prep tab or use Next Tab button to proceed.)**

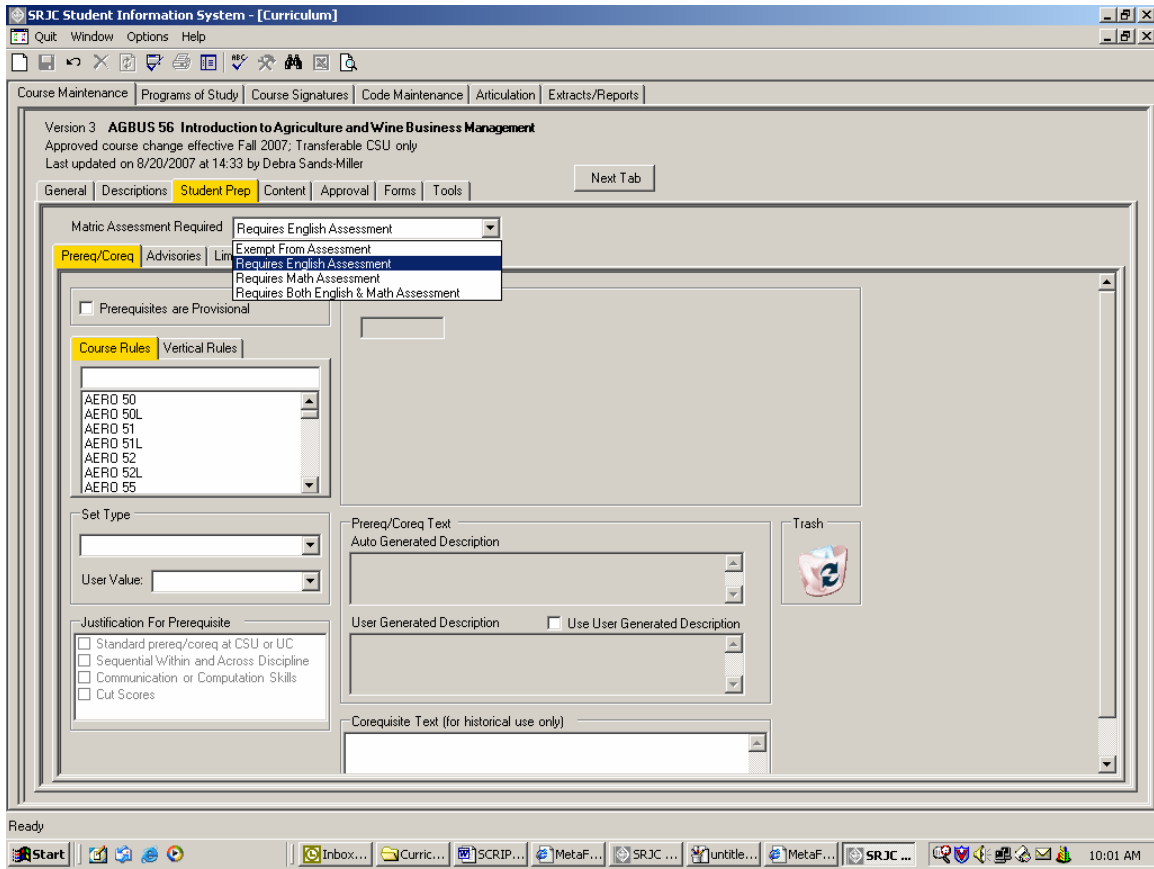
## Student Prep tab

This is the area where information about student preparation is captured, i.e., requirements for prerequisites, corequisites, advisories or limitations on enrollment that a student must meet as a condition for enrolling in the course. Textbox features include copy, paste, and spellcheck capability.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The main window has a menu bar (File, Edit, View, Window, Options, Help) and a toolbar. Below the menu bar is a tabbed interface with tabs: Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The 'Course Signatures' tab is active, showing a list of courses. The 'Student Prep' subtab is selected, displaying the 'Matric Assessment Required' dropdown menu, which is set to 'Requires English Assessment'. Below this, there are tabs for 'Prereq/Coreq', 'Advisories', and 'Limits on Enroll'. The 'Prereq/Coreq' tab is active, showing a list of courses (AERO 50, AERO 50L, AERO 51, AERO 51L, AERO 52, AERO 52L, AERO 55) and a 'Set Type' dropdown menu. The 'Justification For Prerequisite' section includes checkboxes for 'Standard prereq/coreq at CSU or UC', 'Sequential Within and Across Discipline', 'Communication or Computation Skills', and 'Cut Scores'. The 'Prereq/Coreq Text' section has a 'User Generated Description' field and a 'Use User Generated Description' checkbox. The 'Corequisite Text (for historical use only)' field is also visible. The window title bar shows 'SRJC Student Information System - [Curriculum]' and the status bar shows 'Ready'.

Just below the Student Prep tab is a selection box labeled "Matric Assessment Required". This box relates to more than one subtab, so it appears above the subtabs. To select the proper required assessment, use the drop down arrow. You will see four choices: Exempt from Assessment; Requires English Assessment, Requires Math Assessment, and Requires both English & Math Assessment. If a course has an English or Math prerequisite or advisory, the course must also have either and English or Math assessment required. If there is no English or Math prerequisite or advisory for the course, select the Exempt from Assessment category. The displayed course, AGBUS 56 has an English advisory, so Requires English Assessment is selected.

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Also in this section, check the box "Prerequisites are provisional" if a validation study is being conducted to evaluate the prerequisite(s) as a condition of enrollment essential to student success in the course.

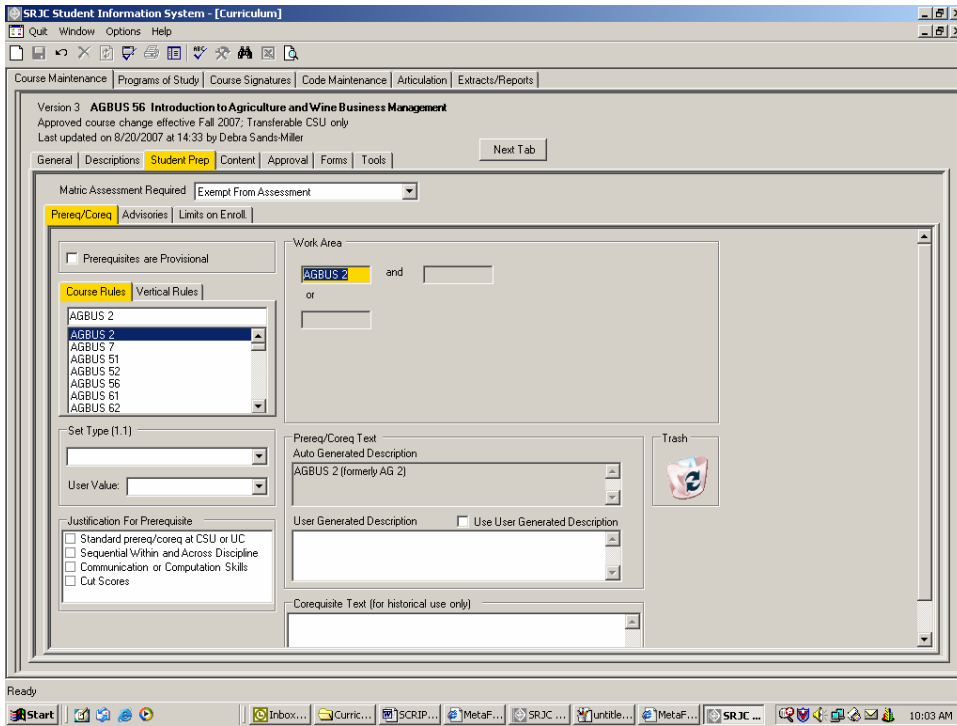
Beneath the Requires Assessment selection box, the three Student Prep subtabs appear: Prereq/Coreq, Advisories, and Limits on Enroll. First we will work within the Prereq/Coreq tab to build our prerequisite/corequisite rules.

### ***Prereq/Coreq tab***

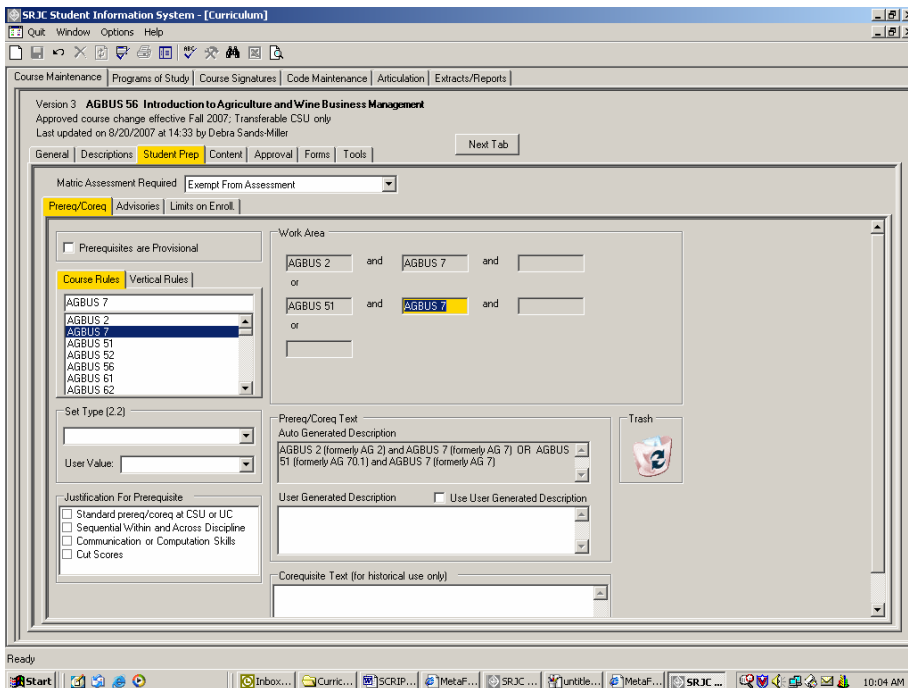
To build prerequisite or corequisite rules for a course, select the desired course from the drop-down list under the Prerequisites tab. You can either scroll to the desired course or begin to type in the course prefix and number of the course you wish to select. This action will take you to the appropriate course in the scroll list. Click to highlight the desired course in the scroll list and drag and drop it in the small box in the Work Area to the right.

In the example below, AGBUS 2 has been selected and placed in the work area. The selected prerequisite course appears in the first and highlighted box in the work area.

# CCCSC Curriculum Application User Documentation



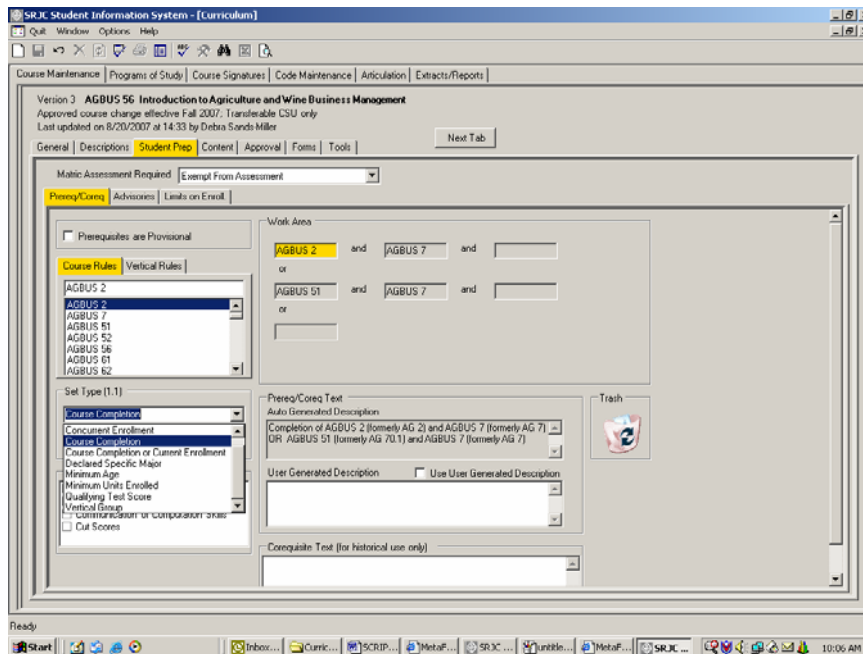
Continue selecting and adding courses to the work area to build the rules with the appropriate AND/OR conditions. There is not limitation on the number of entries possible. In the example below, AGBUS 7 has been added to the AND category by dragging and dropping it into the box to the right of the word "and". To add an OR condition, drag and drop a course into the box below the word "or". In this example, AGBUS 51 was dragged and dropped into the OR position; then AGBUS 7 was added as an AND condition.



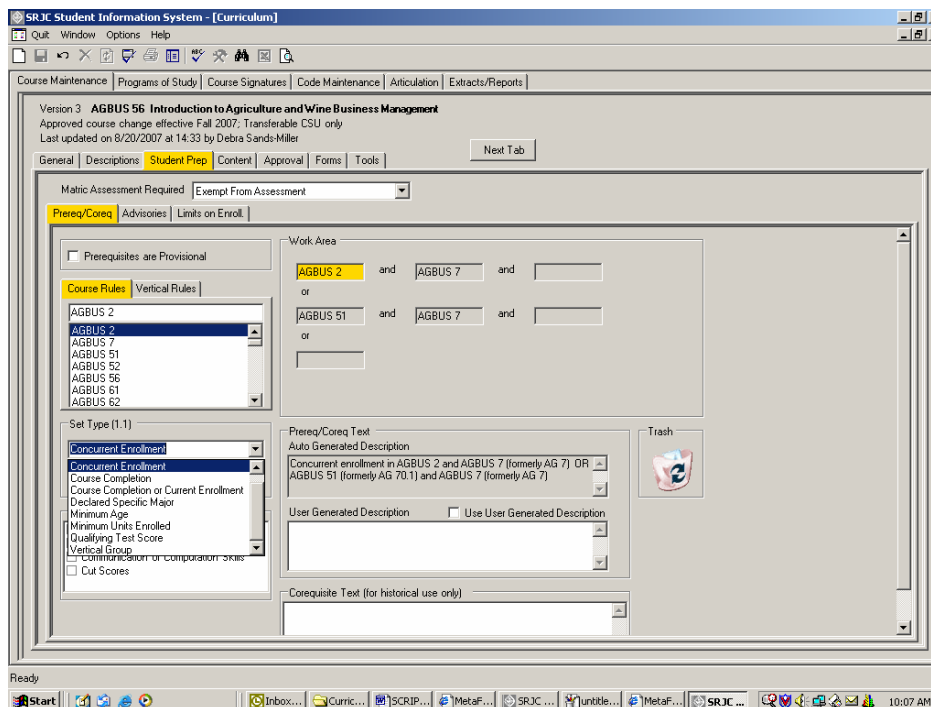
Notice that an Auto Generated Description near the middle of the screen is entered automatically as rules are added to the Work Area.

## CCCSC Curriculum Application User Documentation

**Rule Details.** To complete the rule building activity, enter the rule details. First, we will Set Type. To do this, place the cursor over any of the course numbers entered in the work area. The highlighted box in the Work Area indicates which rule you are working with. In this case, we will place the cursor over the first rule we entered, AGBUS 2. The box is highlighted and you are ready to Set the Type for this course. Set Type 1.1 appears above the selection box with the drop down arrow. Using the drop down arrow under Set Type, scroll to select an option. In this case, "Course Completion" has been selected from the list of Set Type options that appears below. This indicates that the prerequisite rule requires that a student complete AGBUS 2 before enrolling in AGBUS 56.

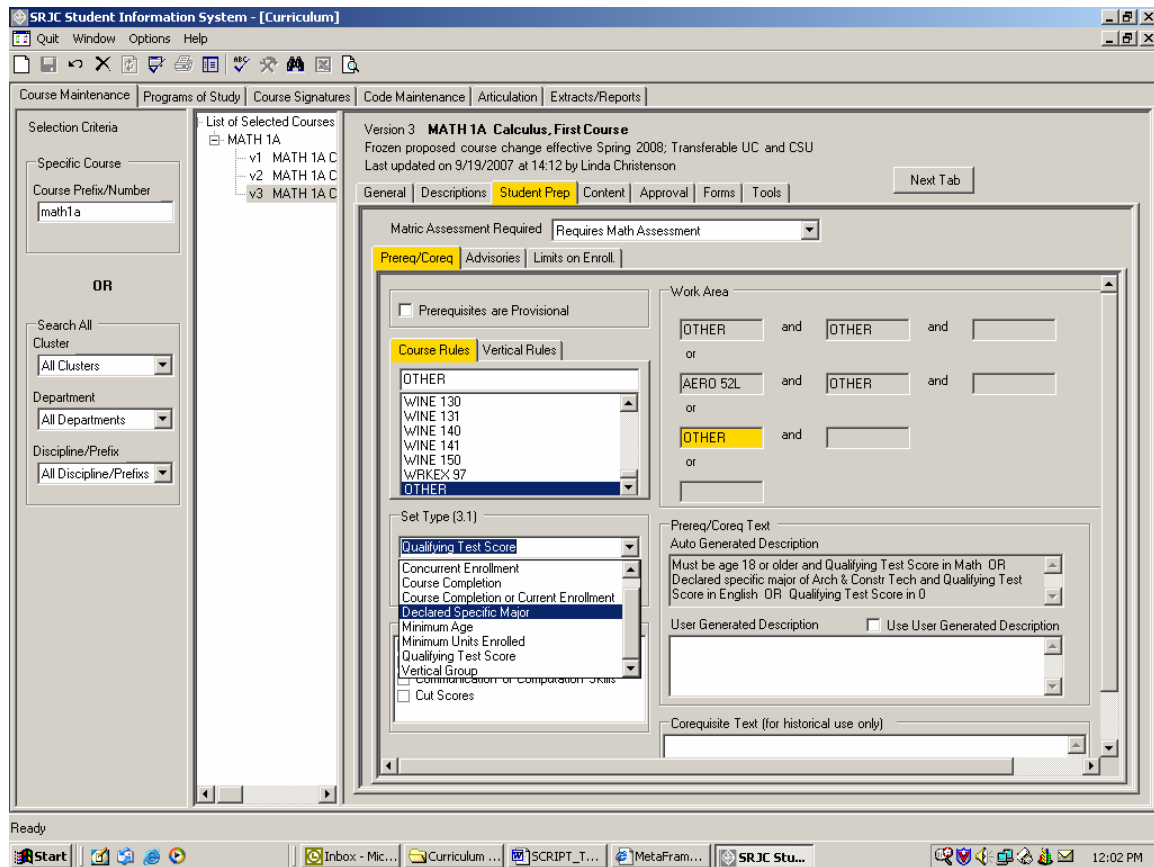


In the next example below, a course is designated as a corequisite. Highlight the course in the work area and Set Type as Concurrent Enrollment.



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Drag and drop "Other" from the bottom of the drop down list in order to set type for Declared Specific Major, Minimum Age, Minimum Units Enrolled, or Qualifying Test Score.



## CCCSC Curriculum Application User Documentation

**User Value.** If the course type is Course Completion, the user value will default to "Grade of C or better." You may override the with the option "Grade of D or better" by selecting from the drop down menu next to User Value.

Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/20/2007 at 14:33 by Debra Sands-Miller

General | Descriptions | **Student Prep** | Content | Approval | Forms | Tools | Next Tab

Matic Assessment Required: Exempt From Assessment

Prereq/Coreq | Advisories | Limits on Enroll

☐ Prerequisites are Provisional

Course Rules | Vertical Rules

AGBUS 2  
AGBUS 7  
AGBUS 51  
AGBUS 52  
AGBUS 56  
AGBUS 61  
AGBUS 62

Set Type (1.1)  
Course Completion  
User Value: grade of C or better  
grade of D or better

Justification  
☐ Standard prereq/coreq at CSU or UC  
☒ Sequential Within and Across Discipline  
☐ Communication or Computation Skills  
☐ Cut Scores

Work Area

AGBUS 2 and AGBUS 7 and  
or  
AGBUS 51 and AGBUS 7 and  
or

Prereq/Coreq Text  
Auto Generated Description  
Completion of AGBUS 2 (formerly AG 2) and AGBUS 7 (formerly AG 7)  
OR AGBUS 51 (formerly AG 70.1) and AGBUS 7 (formerly AG 7)

User Generated Description ☐ Use User Generated Description

Corequisite Text (for historical use only)

Finally, we set the level of scrutiny for the highlighted course by selecting the appropriate category from the Level of Scrutiny box at the bottom left side of the screen. In this case, Sequential Within and Across Disciplines has been selected.

Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | **Student Prep** | Content | Approval | Forms | Tools | Next Tab

Matic Assessment Required: Requires English Assessment

Prereq/Coreq | Advisories | Limits on Enroll

☐ Prerequisites are provisional

Course Rules | Vertical Rules

AGBUS 2  
AGBUS 7  
AGBUS 51  
AGBUS 52  
AGBUS 56  
AGBUS 61  
AGBUS 62

Set Type (1.1)  
Course Completion  
User Value: grade of C or better

Justification For Prerequisite  
☐ Standard prereq/coreq at CSU or UC  
☒ Sequential Within and Across Discipline  
☐ Communication or Computation Skills  
☐ Cut Scores

Work Area

AGBUS 2 and AGBUS 7 and  
or  
AGBUS 51 and AGBUS 7 and  
or

Prerequisite Text  
Auto generated description  
Completion of AGBUS 2 (formerly AG 2) and AGBUS 7 (formerly AG 7)  
OR AGBUS 51 (formerly AG 70.1) and AGBUS 7 (formerly AG 7)

User generated description ☐ Use user generated description

Corequisite Text (for historical use only)

Repeat this process for each of the courses appearing in the Work Area.

## CCCSC Curriculum Application User Documentation

The final Auto Generated Description, after all Rule Details are entered will look like this:

The screenshot displays the 'SRJC Student Information System - [Curriculum]' window. The 'Course Maintenance' menu is open, showing options like 'Programs of Study', 'Course Signatures', 'Code Maintenance', 'Articulation', and 'Extracts/Reports'. The 'General' tab is selected, showing course details for 'AGBUS 56 Introduction to Agriculture and Wine Business Management'. The 'Student Prep' sub-tab is active, displaying a 'Prereq/Coreq' section. This section includes a 'Work Area' with a list of course rules (AGBUS 2, AGBUS 7, AGBUS 51, AGBUS 52, AGBUS 56, AGBUS 61, AGBUS 62) and a 'Set Type (1.1)' dropdown set to 'Course Completion'. The 'User Value' is set to 'grade of C or better'. The 'Justification For Prerequisite' section has 'Sequential/Within and Across Discipline' checked. The 'Prereq/Coreq Text' section shows the 'Auto Generated Description' as 'Completion of AGBUS 2 (formerly AG 2) and AGBUS 7 (formerly AG 7) OR AGBUS 51 (formerly AG 70.1) and AGBUS 7 (formerly AG 7)'. The 'User Generated Description' section is empty, and the 'Corequisite Text (for historical use only)' section is also empty. A 'Trash' icon is visible on the right side of the workspace.

This information will be seen in the catalog, class schedule, and course outline.

To summarize the process: select course, drag and drop, Set Type, set User Value, set Level of Scrutiny. The Auto Generated Description is created.

## CCCSC Curriculum Application User Documentation

**Creating a user generated description.** If the Auto Generated Description is too cumbersome or otherwise undesirable, it is possible to generate text with the User Generated Description box. For example, we can enter "Completion of AGBUS 2 OR AGBUS 51, AND completion of AGBUS 7" to generate a more succinct description of prerequisite requirements.

**NOTE: the program will not allow you to add any text here unless you have already entered prerequisite rules.** The *Rules* are automatically checked by the enrollment management system when a student tries to enroll in a section of the course. When prerequisites are entered as rules, any subsequent course numbering changes to the prerequisite courses will automatically be captured.

Be sure to check the checkbox "Use User Generated Description" if you want the computer to create prerequisite text based on the user generated text you have entered. If the "Use User Generated Description" checkbox is checked, the generated description, instead of the User Text Description that we typed-in appears in the catalog, the class schedule, and the course outline.

### Removing courses from the work area.

To remove a prerequisite or corequisite from the work area, click on the course number and drag and drop in the Trash bin.

To remove all prerequisites/corequisites, right click in the work area to activate the Clear All button. Click the Clear All button to remove all selections.

**Corequisite Text area.** The Corequisite Text area is not accessible to users and serves to reveal historical information about already-existing corequisite text in courses.

**(Click on the Advisories tab or use Next Tab button to proceed.)**

## Advisories tab

The *Advisories* tab contains information about preparation that a student is advised but not required to complete prior to enrolling in the course.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The main window displays the 'Advisories' tab for course AGBUS 56, 'Introduction to Agriculture and Wine Business Management'. The window includes a menu bar (File, Edit, View, Options, Help) and a toolbar. The main content area has tabs for 'General', 'Descriptions', 'Student Prep', 'Content', 'Approval', 'Forms', and 'Tools'. The 'Student Prep' tab is active, showing a 'Matric Assessment Required' dropdown set to 'Requires English Assessment'. Below this is a 'Prereq/Coreq' section with a 'Code' dropdown set to 'Eligibility for ENGL 100 or ESL 100'. A 'Work Area' is visible with a list of course codes: AERO 50, AERO 50L, AERO 51, AERO 51L, AERO 52, AERO 52L, AERO 55, AERO 58, AGBUS 2, AGBUS 7, AGBUS 51, AGBUS 52, AGBUS 56, AGBUS 61, AGBUS 62, AGBUS 70, and AGBUS 71. The 'Auto Generated Description' field shows 'Eligibility for ENGL 100 or ESL 100'. A 'Rule Set Type' dropdown is set to 'Set Type'. A 'User Description' field is empty, and a 'Use user generated description' checkbox is unchecked. A 'Trash' icon is visible in the bottom right corner of the main content area. The window title bar shows 'Loading Form' and the taskbar at the bottom displays various icons and the time 3:53 PM.

Advisories (also known as recommended preparation) can be indicated in one of two ways:

1) You may select a value from the "Code" selection box. As we see above with AGBUS 56, the code is set to ENGL 100 OR ESL 100. The Matric Assessment Required field is set to Requires English Assessment.

When you select your advisory from codes, the computer automatically generates the description. An error provider appears if you check the "Use User Generated Description" checkbox.

2) You may select courses, establish AND / OR conditions using the Work Area, and Set Type, in the same way as we generated prerequisites.

For example, we would deselect ENGL 100 OR ESL 100 and enter "Other Advisories." Then, using the rule builder, we would enter ENGL 100, AND ESL 100 AND any other advisories, such as AGBUS 61. Next Set Type (in this case, Course Completion) and view the Auto Generated Description.

## CCCSC Curriculum Application User Documentation

The screenshot shows the 'SRJC Student Information System - [Curriculum]' window. The 'Limits on Enroll.' tab is active. The course being edited is 'AGBUS 56 Introduction to Agriculture and Wine Business Management'. The 'Prereq/Coreq' section shows a list of courses on the left, including AGBUS 56, and a 'Work Area' on the right with fields for 'ENGL 100', 'ESL 100', and 'AGBUS 61'. The 'Auto Generated Description' section shows the text: '[Completion of ENGL 100 and Completion of ESL 100] OR [Completion of AGBUS 61 (formerly AG 74)]'. The 'User Description' section has a checkbox for 'Use user generated description' which is checked, and the text: 'Completion of ENGL 100 and ESL 100, OR completion of AGBUS 61'. The 'Detail for Rule:2.1' section shows 'Set Type' as 'Course Completion'. The 'Trash' button is visible. The 'Clear All' button is at the bottom right. The status bar at the bottom shows 'Loading Form' and the system clock '4:02 PM'.

To use the User Description, enter the text for User Description and check the box for Use User Generated Description (the same steps explained in detail above for the Prereq/Coreq tab).

**(Click on the Limits on Enroll. Tab or use Next Tab button to proceed.)**

## Limits on Enrollment

The *Limits on Enrollment* tab consists of a textbox for describing any limitations on enrollment that apply to the course (examples include a requirement that a student have a health clearance or current immunizations prior to enrolling in a Public Health course). Additionally, a checkbox lets you indicate if an instructor's signature should be obtained prior to a student's enrolling in a section of the course.

The area to the right of the textbox is a drop down menu of typical Limits on Enrollment conditions. Double click to add or remove one or more of these conditions to the Limits on Enrollment textbox. One or more of these selections can be used either with or instead of user-created text.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The window has a menu bar (File, Edit, View, Options, Help) and a toolbar. The main area is divided into tabs: Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The 'Course Maintenance' tab is active, showing details for 'Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management'. Below this, there are sub-tabs: General, Descriptions, Student Prep, Content, Approval, Forms, and Tools. The 'Student Prep' sub-tab is active, showing a 'Matric Assessment Required' dropdown set to 'Requires English Assessment'. Below this, there are sub-tabs: Prereq/Coreq, Advisories, and Limits on Enroll. The 'Limits on Enroll' sub-tab is active, showing a checkbox for 'Requires instructor's signature to enroll' and a 'Limits on Enrollment' text area. To the right of the text area is a list of conditions: Admission to Program, Age xx or older, By Audition, By Tryout, Driver's License, and Health or Safety. A 'Next Tab' button is located in the top right corner of the main area. The window title bar shows 'Loading Form' and the taskbar at the bottom shows the Start button and several open applications.

(Click on the Content tab or use Next Tab button to proceed.)

# CCCSC Curriculum Application User Documentation

Having completed data entry in the Prereq/Coreq, Advisories, and Limits on Enroll. Subtabs under the Student Prep tab, we move back up to the first tier tabs to complete entries for the next in the tab series.

## Content tab

The *Content tab* contains the meat of the course outline of record. Clicking on the *Content tab* opens a series of tier two tabs, Outcomes and Objectives, Topics and Scope, Assignments, Methods of Evaluation, and Textbooks.

Except for the Methods of Evaluation tab, the Content tab subtabs primarily contain textboxes for typing in relevant information. The textboxes resemble those for the Catalog and Schedule Descriptions in that they allow a user to copy and paste text and to use the Spell Check capability.

## Outcomes and Objectives tab

The first (far left) tab in the series is the *Outcomes and Objectives tab*. This tab contains two sections: the top section is labeled Student Learning Outcomes and the lower section is labeled Objectives.

The screenshot displays the SRJC Student Information System - [Curriculum] window. The main menu bar includes Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The current view is for Version 3 of AGBUS 56: Introduction to Agriculture and Wine Business Management, approved for Fall 2007. The 'Content' tab is selected, showing the 'Outcomes and Objectives' subtab. The 'Student Learning Outcomes' section has a checkbox for 'Check here to insert SLO's' and a text area containing a message about integration with objectives. The 'Objectives' section contains a list of seven learning objectives for the course.

Version 3 **AGBUS 56: Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | Student Prep | **Content** | Approval | Forms | Tools | Next Tab

**Outcomes and Objectives** | Topics and Scope | Assignments | Methods of Evaluation | Textbooks

Student Learning Outcomes ☐ Check here to insert SLO's

Student learning outcomes are currently integrated in objectives (below) and will appear here by the next curriculum review cycle for this course.

Objectives

Upon successful completion of this course, the student will be able to:

1. Describe the composition, scope, and dynamics of the agriculture/wine business industry.
2. Evaluate the factors that are important to consider in selecting a particular form of business ownership.
3. Describe the major uses of management information records.
4. Analyze basic financial statements and describe the process and products of financial planning.
5. Evaluate ways to finance an agriculture or wine business and differentiate between equity and debt capital.
6. Make investment decisions involving capital items.
7. Evaluate strategic marketing approaches to determine effectiveness and profitability.

## CCCSC Curriculum Application User Documentation

The **Student Learning Outcomes** section allows a course developer to include SLOs in the course outline of record, in response to the Student Learning Outcomes and Assessment initiatives at SRJC and at other California community college campuses. Currently, the field is populated by the statement "Student learning outcomes are currently integrated in objectives (below) and will appear here by the next curriculum review cycle for this course." To insert SLOs, click the checkbox "Check here to insert SLOs." The screen will convert to a blank white work area, ready to accept text.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The title bar indicates the course is AGBUS 56 Introduction to Agriculture and Wine Business Management. The window has a menu bar (File, Edit, View, Options, Help) and a toolbar. The main area is divided into several tabs: Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The 'Course Maintenance' tab is active, and the 'Outcomes and Objectives' sub-tab is selected. The 'Outcomes and Objectives' section has a checkbox labeled 'Check here to insert SLO's' which is checked. Below this checkbox is a large text area for entering Student Learning Outcomes. To the right of this area is a red exclamation mark icon. Below the text area is a list of objectives. The objectives are numbered 1 through 7, and they describe various skills related to agriculture and wine business management. The window also shows a taskbar at the bottom with various icons and the system clock.

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | Student Prep | **Content** | Approval | Forms | Tools | [Next Tab](#)

**Outcomes and Objectives** | Topics and Scope | Assignments | Methods of Evaluation | Textbooks

Student Learning Outcomes ☒ Check here to insert SLO's

Objectives

Upon successful completion of this course, the student will be able to:

1. Describe the composition, scope, and dynamics of the agriculture/wine business industry.
2. Evaluate the factors that are important to consider in selecting a particular form of business ownership.
3. Describe the major uses of management information records.
4. Analyze basic financial statements and describe the process and products of financial planning.
5. Evaluate ways to finance an agriculture or wine business and differentiate between equity and debt capital.
6. Make investment decisions involving capital items.
7. Evaluate strategic marketing approaches to determine effectiveness and profitability.

The **Objectives** section will be populated automatically by the numbered outcomes and objectives statements that appear in the Outcomes and Objectives section of existing courses. As course revisions occur and SLOs are added, the Objectives section will contain in numbered list form the objectives that build toward or support the SLOs.

**(Click on the Topics and Scope tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## Topics and Scope tab

The *Topics and Scope* tab contains a data entry screen for an outline of the course content and concepts covered by the course. Material formatted in a Word document and entered on this screen by the copy and paste function will maintain its original formatting. Data entered directly onto this screen cannot be formatted with indents using the tab function. All indents must be produced using the space bar.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The main menu includes Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The current view is for Version 3 of course AGBUS 56, Introduction to Agriculture and Wine Business Management. The 'Content' tab is selected, and within it, the 'Topics and Scope' sub-tab is active. The content area displays a hierarchical outline of the course topics:

- I. Introduction
  - A. Development of the food, wine and agribusiness system
  - B. Input supply sector
  - C. Production sector
  - D. Processing and distribution section
  - E. Emerging trends and challenges for food, wine and agriculture business managers
- II. Business Ownership
  - A. Forms of business ownership
    - 1. General partnership
    - 2. Limited partnership
    - 3. Limited liability partnership
    - 4. Corporations
    - 5. Limited liability company
  - B. Relationships between businesses
  - C. Cooperatives
- III. Overview of Financial Statements Common to the Agriculture Industry
  - A. Introduction and definitions
  - B. Financial statements common to the agriculture industry
  - C. Balance sheet
  - D. Distinction between expenditures and expenses
  - E. Income statement
  - F. Statement of cash flows
  - G. Integrated financial statements and the relationship among the three major financial statements
  - H. Management information records
- IV. Overview of Financial Analysis and Planning Methods Commonly Used in Agriculture Businesses
  - A. Uses of financial analysis
  - B. Financial statement analysis
  - C. Ratio analysis
  - D. Applying ratio analysis

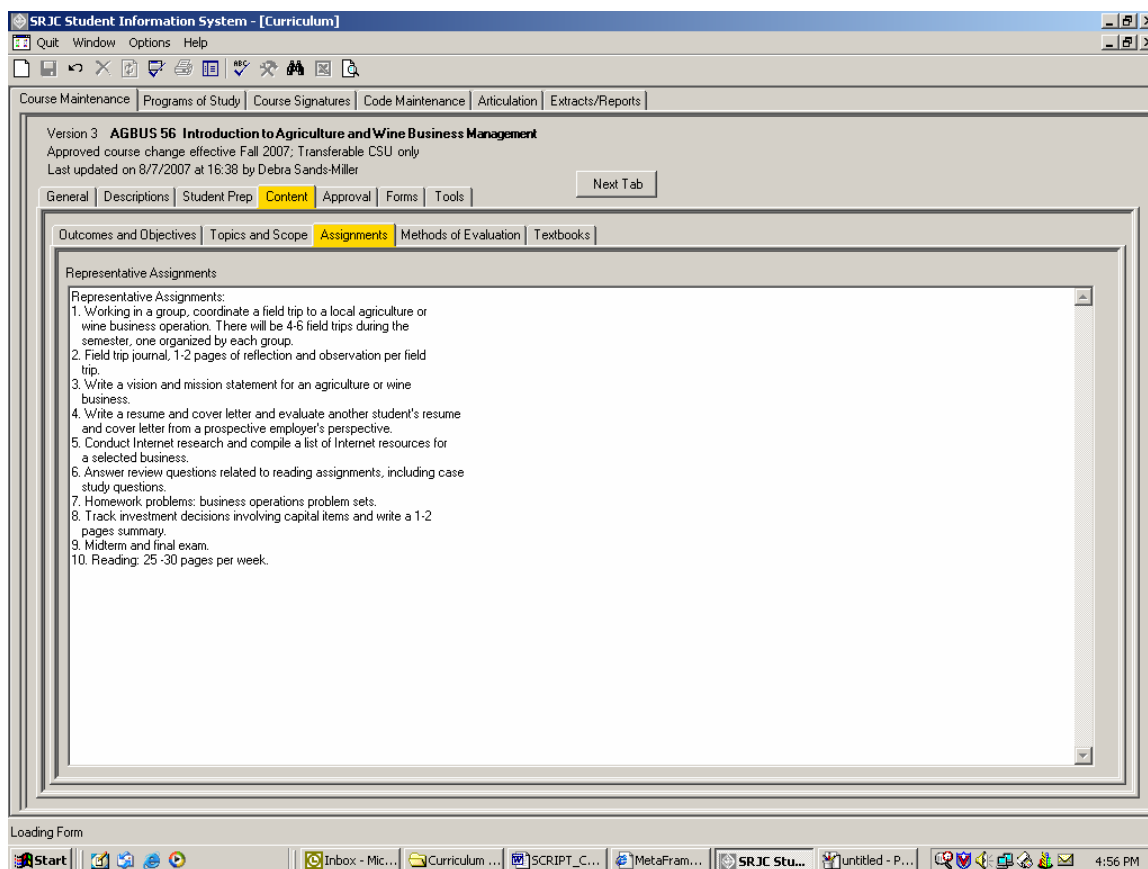
The window also shows a 'Loading Form' status at the bottom left and a taskbar at the bottom with various open applications and the system clock at 4:50 PM.

(Click on the Assignments tab or use Next Tab button to proceed.)

# CCCCSC Curriculum Application User Documentation

## ***Assignments tab***

The *Assignments tab* contains a textbox for listing course assignments that are integrated with the Methods of Evaluation (discussed in detail in the next section of this documentation).



**(Click on the Methods of Evaluation tab or use Next Tab button to proceed.)**

## Methods of Evaluation tab

The *Methods of Evaluation* tab provides information about how a student's performance in class is to be evaluated. The screen format is distinct from the other Content tab screens; it has its own particular set of checkboxes and data entry categories.

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
 Approved course change effective Fall 2007; Transferable CSU only  
 Last updated on 8/7/2007 at 16:38 by Debra Sands-Miller

General | Descriptions | Student Prep | **Content** | Approval | Forms | Tools | Next Tab

Outcomes and Objectives | Topics and Scope | Assignments | **Methods of Evaluation** | Textbooks

Degree Applicable Only  
 Assessment tools based on writing are not included because:

☐ Problem Solving assessments are more appropriate  
☐ Skill Demonstrations are more appropriate  
☐ Course includes essay exams that fulfill writing component

Total Percentages  
 Min: 75 Max: 130  
 Show Assignments

Category	Description	Min Pct	Max Pct
Writing Assignments	Journal; vision/mission statement; res...	20	30
Problem-solving Assignments	Problem sets; review questions; Intern...	15	30
Skill Demonstrations	Field trip coordination	10	20
Examinations	Multiple choice, True/false, Matching ...	30	40
Other Method of Evaluation	Attendance and participation	0	10

Examples: (This list is not intended to be all inclusive)

Selected Category: \_\_\_\_\_ Min: \_\_\_\_\_ Max: \_\_\_\_\_  
 Description of assessment tools: \_\_\_\_\_

Loading Form

Start | Inbox - Mic... | Curriculum ... | SCRIPT\_C... | MetaFram... | SRJC Stu... | Untitled - P... | 5:02 PM

At the top of the data entry screen, under the heading Degree Applicable only, you will see the phrase "Assessment tools based on writing are not included because:". This information pertains to degree-applicable courses only. If a course is degree applicable, it must have writing assignments (with a minimum percentage greater than zero). If it does not, it must satisfy one or more of these exception conditions:

- it must have problem-solving assignments
- it must have skill demonstrations
- it must include essay exams

To activate this information, a curriculum user would check the box next to one of the categories.

Additionally, the first two exceptions must be backed up with data in their associated category. For example, if a degree-applicable course does not have writing assignments, but the problem-solving assignments exception is checked, information for the category Problem-solving Assignments must be completed and given a minimum percentage greater than zero.

If a course is not degree-applicable, the exception conditions are not relevant and are not available to be checked if you are working with a non degree-applicable course.

[For colleges other than Santa Rosa JC: If your college does not require this information for degree-applicable courses, or if your college does not require grade percentages, validation of these requirements can be avoided by setting values in the database.]

## CCCSC Curriculum Application User Documentation

To the right of the "Degree-Applicable Only" area (which may be empty if your college has eliminated the degree-applicable requirements) are a "Show Assignments" button and the total minimum and maximum grade percentages for the course.

**Click the "Show Assignments" button** to bring up a secondary screen on which the course assignments, which you entered into the textbox in the Assignments tab screen, are displayed for reference when typing in the description of assessment tools used in each category.

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007; Transferable CSU only  
Last updated on 8/9/2007 at 17:08 by Debra Sands-Miller

General | Descriptions | Student Prep | **Content** | Approval | Forms | Tools

Outcomes and Objectives | Topics and Scope | Assignments | **Methods of Evaluation** | Textbooks

—Degree Applicable Only—  
Assessment tools based on writing are not included because:  
☐ Problem Solving assessments are more appropriate  
☐ Skill Demonstrations are more appropriate  
☐ Course includes essay exams that fulfill writing component

Total Percentages  
Min Max  
75 130  
Show Assignments

Category	Description	Min Pot
Writing Assignments	Journal: vision/mission statement: res...	20
Problem-solving Assignments	Problem sets; review questions; Intern...	15
Skill Demonstrations	Field trip coordination	10
Examinations	Multiple choice, True/false, Matching ...	30
Other Method of Evaluation	Attendance and participation	0

Examples: (This list is not intended to be all inclusive)

Selected Category: \_\_\_\_\_ Min Max

Description of assessment tools: \_\_\_\_\_

**Click on the X** in the upper right hand corner of the Assignments screen to close and return the screen to its former state.

# CCCSC Curriculum Application User Documentation

The Methods of Evaluation Category, Description, Min Pct (minimum percentage) and Max Pct (maximum percentage) categories are displayed in the listview shown in the middle section of the tab. Click on a category to select it.

Category	Description	Min Pct	Max Pct
Writing Assignments	Journal; vision/mission statement; res...	20	30
Problem-solving Assignments	Problem sets; review questions; Intern...	15	30
Skill Demonstrations	Field trip coordination	10	20
Examinations	Multiple choice, True/false, Matching ...	30	40
Other Method of Evaluation	Attendance and participation	0	10

A click on any category in the listview highlights that category and brings up a list of entries in the box labeled "Examples". These entries are examples of the types of assignments and/or assessment tools that might be used in the selected category. Click on each category in turn to view the list of examples associated with it.

Category	Description	Min Pct	Max Pct
Writing Assignments	Journal; vision/mission statement; res...	20	30
Problem-solving Assignments	Problem sets; review questions; Intern...	15	30
Skill Demonstrations	Field trip coordination	10	20
Examinations	Multiple choice, True/false, Matching ...	30	40
Other Method of Evaluation	Attendance and participation	0	10

Examples: (This list is not intended to be all inclusive)

- o Analysis of readings
- o Analytical papers
- o Creative writing
- o Critiques
- o Essays
- o Evaluative papers
- o Field notes
- o Lab reports

## CCCSC Curriculum Application User Documentation

In addition, the selected highlighted category appears in the screen labeled "Description of assessment tools" in the Selected Category area at the bottom of the screen. To the right of the Selected Category heading are two text boxes labeled Min and Max. Enter the minimum and maximum percentages for each selected category here.

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
 Approved course change effective Fall 2007; Transferable CSU only  
 Last updated on 8/9/2007 at 17:08 by Debra Sands-Miller

General | Descriptions | Student Prep | **Content** | Approval | Forms | Tools

Outcomes and Objectives | Topics and Scope | Assignments | **Methods of Evaluation** | Textbooks

☐ Course includes essay exams that fulfill writing component

Category	Description	Min Pct	Max Pct
Writing Assignments	Journal; vision/mission statement; res...	20	30
<b>Problem-solving Assignments</b>	<b>Problem sets; review questions; Intern...</b>	<b>15</b>	<b>30</b>
Skill Demonstrations	Field trip coordination	10	20
Examinations	Multiple choice, True/false, Matching ...	30	40
Other Method of Evaluation	Attendance and participation	0	10

Examples: (This list is not intended to be all inclusive)

Problem Solving Assignments.

- o Analysis of experiments
- o Case studies
- o Clinical evaluations
- o Computational homework
- o Homework problems
- o Lab reports
- o Mathematical proofs
- o Projects graded on problem solving

Selected Category  
**Problem-solving Assignments**

Min: 15 Max: 30

Description of assessment tools  
 Problem sets; review questions; Internet research

When you are entering data for a new course, you will type in the assessment tools description and the minimum and maximum grade percentages attributed to this category in the Selected Category section at the bottom of the screen.

The changes you make in the "Description of assessment tools" box are reflected in the listview above. Try deleting the last word from the Description of assessment tools. Notice how the corresponding Description in the listview above changes. The total percentages are recalculated whenever you make a change to a category's percentages.

Data Field	Description
Degree Applicable Only	For degree applicable courses. (This information may be SRJC specific.) Check the box in one or more categories if there are no writing assignments with a minimum percentage greater than 0.
Total Percentages	Read-only boxes that Indicate the total minimum and maximum grade percentages for the course.
Category list view	Read-only listview in the middle of the tab. Click on a category to select from the list view box.

## CCCSC Curriculum Application User Documentation

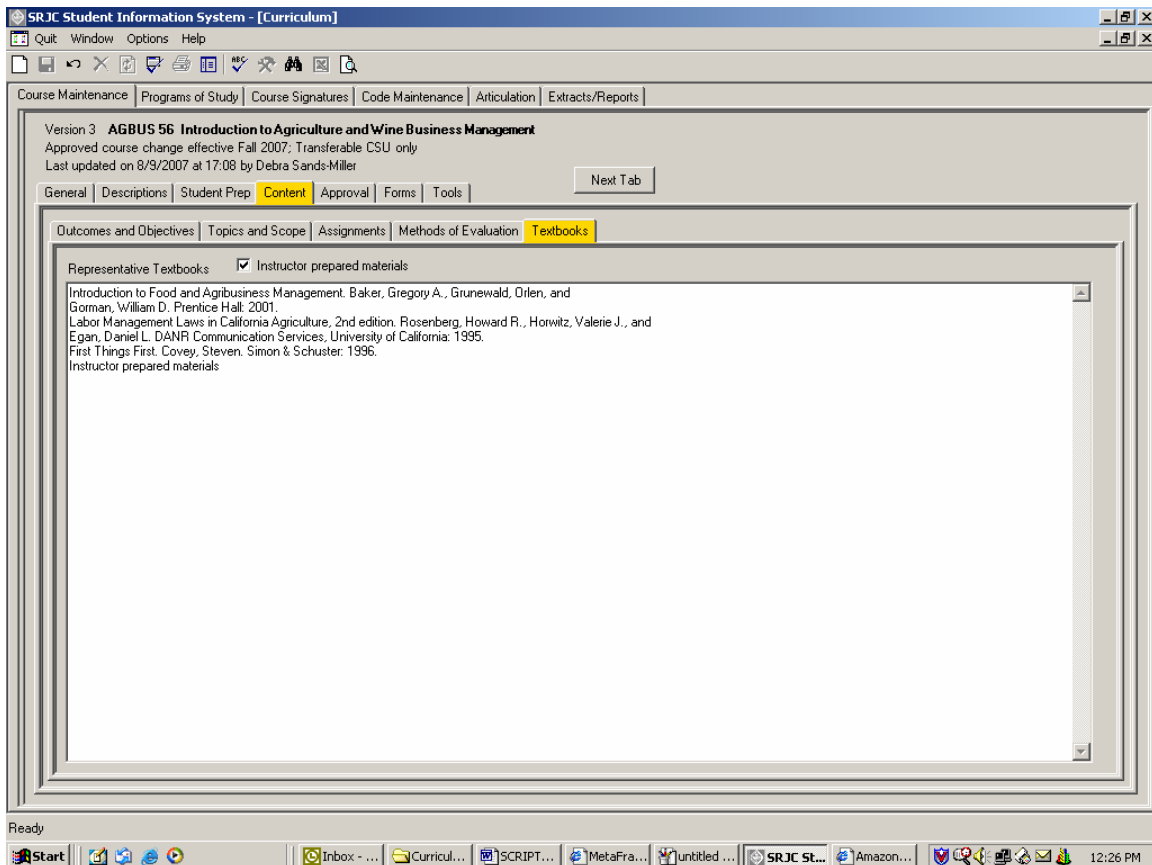
Show Assignments	Secondary screen linked to the assignments textbox from the assignments subtab.
Selected Category	Make changes by first selecting from the category list view. Use the description of assessment tools textbox to type in changes and the Min and Max boxes to change the Total Percentages.

**(Click on the Textbooks tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## **Textbooks tab**

The last tab in this series and the only other tab in to contain a textbox is the *Textbooks tab*. In the screen labeled Representative Textbooks, list the instructional materials used in the course. This tab includes a checkbox for including the SRJC-defined phrase "Instructor prepared materials." **Check the box** to add the phrase "Instructor prepared materials" to the list of textbooks. **Uncheck** to remove the phrase.



NOTE: when the course outline of record is accessed online from the SRJC homepage, this warning appears in red above the list of instructional materials: **STUDENTS PLEASE NOTE: DO NOT BUY TEXTBOOKS before checking with the SRJC Bookstore. These titles are representative only, and may not be the same ones used in your class.**

(Click on the Approval tab or use Next Tab button to proceed.)

# CCCSC Curriculum Application User Documentation

## Approval tab

This is the area that records information related to course approval. It also includes course dates and term information. Except for users with Curriculum Super User capability, the data in this tab is lookup only. There are three subtabs: Course Review, Dates, and Comments. The Comments subtab is invisible to everyone but a Curriculum Super User. This screen illustrates the tab as it appears to a Curriculum Super User.

New course proposals and proposed changes carry a "proposed" status in the computer and cannot be scheduled. After a course receives curriculum approval, its status is changed to "approved". The approval process inactivates the previous approved version and makes the newly approved version available for scheduling. There can be only one version of a course for a given term.

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007, Transferable CSU only  
Last updated on 8/9/2007 at 17:08 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | **Approval** | Forms | Tools

Course Review | Dates | Comments

Course Review 1 of 1

Review Type: New course | Review Period: | Date Created: 7/28/2007 | Status: Complete

Final Reviewer Approval  
Position: Cluster Dean

Reviewer Name: CRC | Date Signed: 11/8/2006 | Approve | Reject

Signatures

Seq	Position	Reviewer Name	Date Signed	Status
0	Academic Computing			
0	Articulation			
0	SIGNATURE-7			
0	SIGNATURE-8			
0	SIGNATURE-9			
0	SIGNATURE-10			
1	Learning Resources			
3	Department Chair			
5	Curriculum Admin			
6	Tech Review			
7	Curriculum Committee			

## Course Review tab


The Course Review subtab is used for both course proposals and course periodic and prerequisite review. When a course is frozen, or marked for review, the Course Review subtab allows the final approval to be recorded.

Select the appropriate review by **clicking the UpDown arrows on the numeric UpDown control** at the top of the screen. In the example above, there is only one review from which to select. Information pertaining to the selected review appears in the remaining areas of the tab. The "Signatures" listview shows the sequence of positions of those who should review the

## CCCSC Curriculum Application User Documentation

course, the reviewers' names, the dates they signed, and whether or not they approved the course. This electronic signature function will be activated in the future.

*For a course Rejection:* Type in the name of the reviewer and click the Reject button. Date signed is automatically set to the current date. You can later change the rejection to approval.

*For course Approval:* Type in the name of the reviewer and click the Approve button. Date signed is automatically set to the current date. After you indicate approval, you cannot change your mind. If the approval is an error, click the Cancel button  on the toolbar. This cancels all changes you made to the course version since it was last validated and saved.

Data Field	Description
Course Review	On this numeric UpDown control, select the appropriate review by clicking the UpDown arrows. Information pertaining to the selected review appears in the boxed areas of the course review tab.
Review Type	A box showing the type of review selected, such as a course proposal, course periodic review (every 4 years at SRJC) or revision, and prerequisite reviews.
Review Period	This read-only box shows the number of years since the last quadrennial review.
Date Created	This is the date this particular course version was created.
Status	This box shows if the review is complete or incomplete.
Final Reviewer Approval	Area where the final signature is captured to approve a course proposal.
Position	Automatic field from database showing the job title or committee title of the final reviewer.
Reviewer Name	Enter the name of the reviewer, usually the curriculum specialist at SRJC.
Date Signed	This date enters automatically as the current date when the reviewer signs.
Approve	Click this radio button after typing in the name of the reviewer to approve the proposal.
Reject	Click this radio button, if desired, after typing in the name of the reviewer. You can later change the rejection to approval.
Signatures	The "Signatures" listview shows the sequence of positions of those who should review the course, the reviewers' names, the dates they signed, and whether or not they approved the course. Signatures are recorded using the main tab Course Signatures that is yet to be developed.

**(Click on the Dates tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## Dates tab

The second subtab is labeled *Dates*. This tab shows course and course version dates, terms, and information about when the course was scheduled. The Curriculum Super user enters approval and review dates here. Depending on the course, different fields are available for data entry.

This example shows a revision of a course that has no incomplete course reviews.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The main menu includes Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The subtab 'Dates' is selected under the 'Approval' tab. The course is 'AGBUS 56 Introduction to Agriculture and Wine Business Management'. The 'Course Dates' section includes fields for Curriculum Approval (12/14/1998), Change Date (12/14/1998), Prerequisites Approval (12/8/2003), Last Reviewed (11/5/2006), and Terms Scheduled (First Term: Fall 1999, Last Term: Fall 2007, Nbr Terms: 8). The 'Course Version Dates' section includes Submitted (4/12/2006), Submitted By (BOB FRASER), Draft Intake/Proposed Date (04/12/2006), Term Effective (Fall 2007), Term Inactive, Version Approved (11/5/2006), Change Date (11/06/2006), and a checkbox for 'Update Date Last Reviewed'. The 'Terms Scheduled' area for the version shows First Term (Fall 2007), Last Term (Fall 2007), and Nbr Terms (1). The window title bar shows 'Loading Form' and the taskbar shows various open applications and the time 9:29 AM.

**Course Dates.** The top section of the tab shows information that relates to the course as a whole. Course dates appear in the text fields on the left side of the tab. Use the date picker controls shown under the "Change Date" heading to change course dates. The "Terms Scheduled" area on the right of the tab shows the first term a section of any version of the course was scheduled (and not cancelled), the last term this happened, and the number of terms this happened.

**Course Version Dates.** The bottom section of the tab shows information that relates to the course version. The "Terms Scheduled" area on the right side of this section shows information similar to that described above for the course, except that the values relate only to the course version.

The *Draft Intake/Proposed Date* is entered by the Curriculum Super or Curriculum Tech when a submitted course is received and logged in through the intake process in the Curriculum Office. The course then transitions from Draft to Proposed status and is officially ready to progress through the curriculum approval process.

**Pop-up calendar:** Enter the Intake/Proposed date by using the date picker control. *Click the drop down arrow on the right side of the control to activate the pop-up calendar.* If the correct month is not showing, click a left or right arrow at the top of the calendar to move through the calendar a month at a time. When the correct month shows, click the date you want. The calendar closes. If you do not want to change the date, click outside the calendar to close it.

## CCCSC Curriculum Application User Documentation

Once the date is entered, the Draft Intake/Proposal box is automatically checked. You may change the date by selecting a new date from the date picker.


The screenshot shows the SRJC Student Information System - [Curriculum] window. The 'Draft Intake/Proposal' box is open, and the 'Dates' tab is selected. The 'Draft Intake/Proposed Date' field is set to 8/23/2007. A date picker is open, showing the month of August 2007. The date 8/23/2007 is highlighted in red. The 'Draft Intake/Proposed Date' field is also highlighted in red. The 'Draft Intake/Proposed Date' field is also highlighted in red.

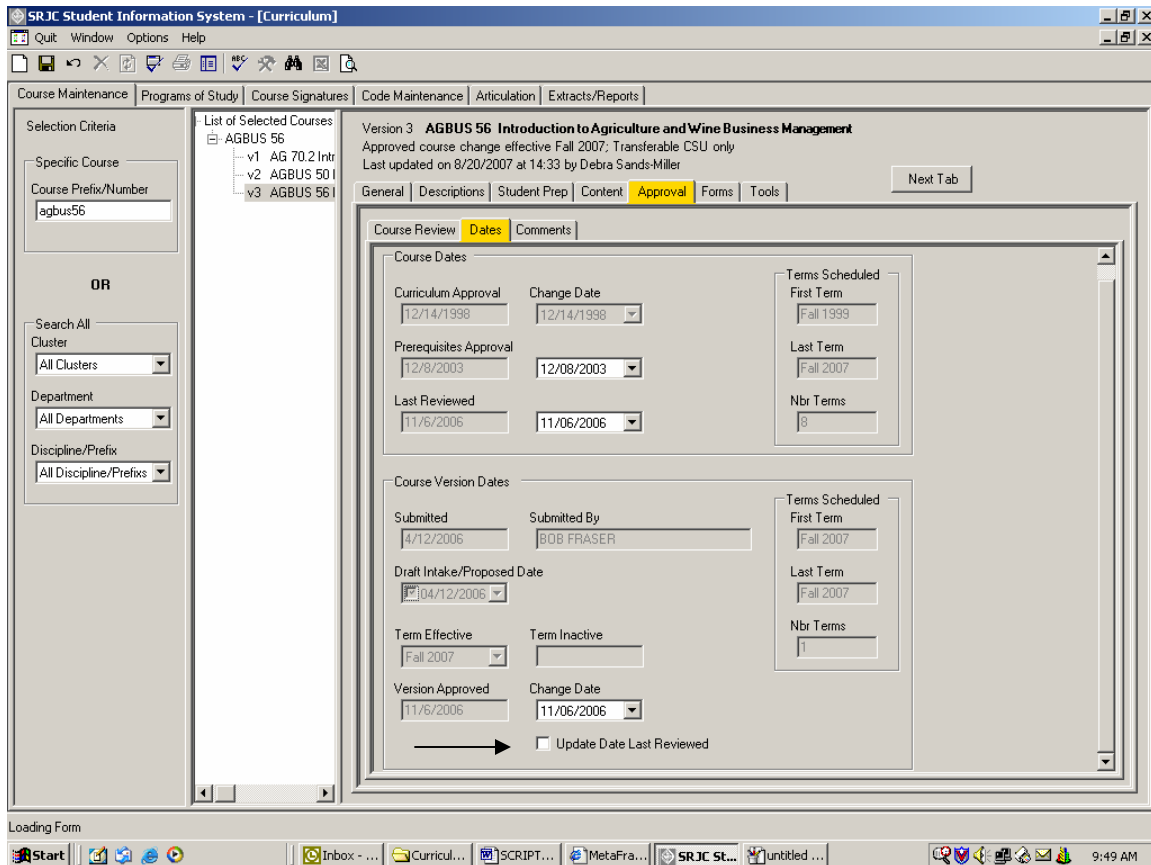
Alternatively, you may highlight individual elements of the date entered in the box and change them manually.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The 'Draft Intake/Proposal' box is open, and the 'Dates' tab is selected. The 'Draft Intake/Proposed Date' field is set to 8/23/2007. The date 8/23/2007 is highlighted in blue. An arrow points to the date field. The 'Draft Intake/Proposed Date' field is also highlighted in red.

## CCCSC Curriculum Application User Documentation

The term effective of a proposed course version cannot be a term that has ended, nor can it be a term in which a prior version of the course is being offered. The curriculum application informs the user if this is the case. The user can then select a different term from the "Term Effective" selection box.

The "Version Approved" date appears on the left side of the tab. Use the date picker control shown under the "Change Date" heading to change the course version approval date. If the course version approval includes a course review, check the "Update Date Last Reviewed" checkbox to update the course's last review date as well. If you do not check this checkbox, a warning  appears reminding you to note in Comments why the review date is not being updated.



The screenshot shows the SRJC Student Information System - [Curriculum] window. The main window has a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the menu bar are tabs: Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The 'Course Signatures' tab is selected. On the left, there is a 'Selection Criteria' section with a 'Specific Course' field containing 'agbus56'. Below this is an 'OR' section with 'Search All' and 'Cluster' dropdowns, and 'Department' and 'Discipline/Prefix' dropdowns. The main area shows a 'List of Selected Courses' with a tree view containing 'AGBUS 56' and its versions 'v1 AG 70.2 Intr', 'v2 AGBUS 501', and 'v3 AGBUS 561'. The 'Version 3 AGBUS 56 Introduction to Agriculture and Wine Business Management' is selected. Below this, there is a 'General' tab and an 'Approval' tab. The 'Approval' tab has sub-tabs: 'Course Review', 'Dates', and 'Comments'. The 'Course Review' sub-tab is active, showing a 'Course Dates' section with 'Curriculum Approval' (12/14/1998), 'Change Date' (12/14/1998), 'Prerequisites Approval' (12/8/2003), 'Last Reviewed' (11/6/2006), and 'Terms Scheduled' (First Term: Fall 1999, Last Term: Fall 2007, Nbr Terms: 8). Below this is a 'Course Version Dates' section with 'Submitted' (4/12/2006), 'Submitted By' (BOB FRASER), 'Draft Intake/Proposed Date' (04/12/2006), 'Term Effective' (Fall 2007), 'Term Inactive' (empty), 'Version Approved' (11/6/2006), 'Change Date' (11/06/2006), and 'Terms Scheduled' (First Term: Fall 2007, Last Term: Fall 2007, Nbr Terms: 1). At the bottom of the 'Course Version Dates' section is a checkbox labeled 'Update Date Last Reviewed'.

**Date picker control.** *Use the date pickers* to change course version dates. Interact with a date picker by using its pop-up calendar or by typing in a date.

**Pop-up calendar:** *Click the drop down arrow on the right side of the control* to activate the calendar. If the correct month is not showing, click a left or right arrow at the top of the calendar to move through the calendar a month at a time. When the correct month shows, click the date you want. The calendar closes. If you do not want to change the date, click outside the calendar to close it.

# CCCSC Curriculum Application User Documentation

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
 Approved course change effective Fall 2007; Transferable CSU only  
 Last updated on 8/9/2007 at 17:08 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | **Approval** | Forms | Tools | Next Tab

Course Review | **Dates** | Comments

**Course Dates**

Curriculum Approval: 12/14/1998  
 Change Date: 12/14/1998  
 Prerequisites Approval: 12/8/2003  
 Last Reviewed: 11/6/2006  
 Terms Scheduled: 9

**Course Version Dates**

Submitted: 4/12/2006  
 Submitted By: November, 2006  
 Draft Approval/Proposed Date: 10/4/12/2006  
 Term Effective: Fall 2007  
 Version Approved: 11/6/2006  
 Terms Scheduled: 1

☐ Update Date Last Reviewed

**Type the date:** Check the date picker checkbox if not checked. Highlight the portion of the date you wish to change by clicking it. Type in the new value.

Version 3 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
 Approved course change effective Fall 2007; Transferable CSU only  
 Last updated on 8/9/2007 at 17:08 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | **Approval** | Forms | Tools | Next Tab

Course Review | **Dates** | Comments

**Course Dates**

Curriculum Approval: 12/14/1998  
 Change Date: 12/14/1998  
 Prerequisites Approval: 12/8/2003  
 Last Reviewed: 8/6/2007  
 Terms Scheduled: 9

**Course Version Dates**

Submitted: 4/12/2006  
 Submitted By: BOB FRASER  
 Draft Approval/Proposed Date: 10/4/12/2006  
 Term Effective: Fall 2007  
 Version Approved: 8/9/2007  
 Terms Scheduled: 1

☒ Update Date Last Reviewed

Finally, if this course review satisfies program review requirements, check the box Update Date Last Reviewed (see above).

## CCCSC Curriculum Application User Documentation

Data Field	Description
Course Dates	This section shows information that relates to the course as a whole
Course Version Dates	This section shows information that relates to the course version.
Curriculum Approval	This shows the date when the curriculum committee approved version 1, the original course.
Prerequisites Approval	This is the last date in which any version of a course had prerequisites reviewed and approved by the curriculum committee.
Last Reviewed	The date when this version of the course was last reviewed by the curriculum committee.
Change Date	Use the date picker controls shown under this heading to change the curriculum approval date, prerequisites approval date, and last review date for the course..
Submitted	Shows date of course proposal submission.
Submitted By	Name of person submitting the course proposal.
Term Effective	A drop-down list to select a term when the proposed course version will be effective. The term effective of a proposed course version cannot be a term that has ended. It also cannot be a term in which a prior version of the course is being offered.
Term Inactive	A read-only box that contains the term a course was no longer offered, which occurs when a new course version becomes effective.
Version Approved	Use the date picker control to the right under the "change date" heading to change the course version approval date. If the course version approval includes a course review, check the "Update Date Last Reviewed" checkbox to update the course's last review date as well. If you do not check this box a warning appears reminding you to note in Comments why the review date is not being updated.
Change Date	This is the "Version Approved" date. Type in a date or click the drop-down arrow to activate the date picker pop-up calendar.
Update Date Last Reviewed	Check this box if the course version approval includes a quadratic course review. This will update the last review date of the course, so that it can be reviewed again in 4 years. If you do not check this checkbox, a warning appears reminding you to note in Comments why the review date is not being updated.
Terms Scheduled	The academic year is divided into three terms: fall, spring, and summer. Two "Terms Scheduled" sections show the First Term, Last Term, and Nbr (Number of) Terms a course was scheduled.
First Term	If in course dates section, the first term a


## CCCSC Curriculum Application User Documentation

	section of any version of the course scheduled and not cancelled. If in the course version dates section, the first term a particular version of the course was scheduled and not cancelled.
Last Term	If in course dates section, the last term a section of any version of the course was scheduled and not cancelled. If in the course version dates section, the last term a particular version of the course was scheduled and not cancelled.
Nbr Terms	In the course dates section, the number of terms any version of the course has been scheduled. In the course version dates section, the number of terms a particular version has been scheduled.

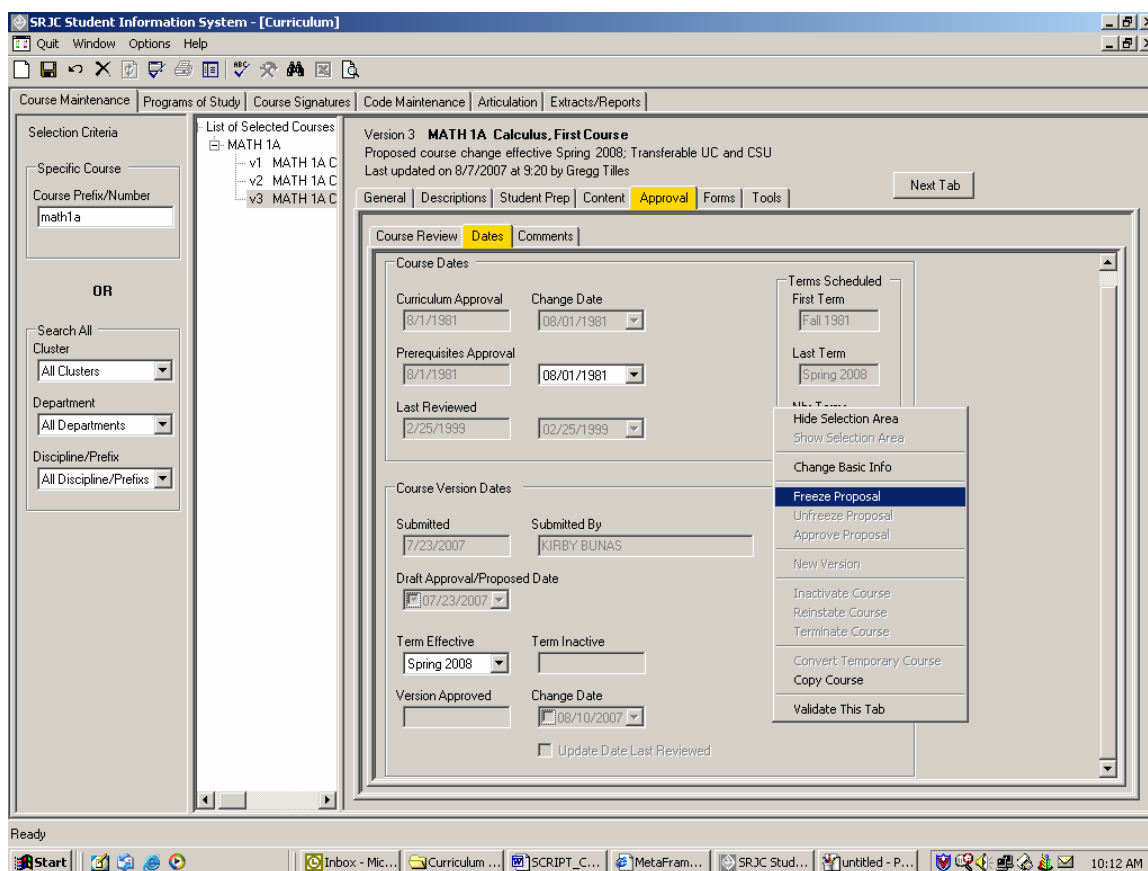
## Approving a Course

Approving a course is a 4-step process. To demonstrate, we will work with Math 1A -- proposed version.

### Step 1: Freeze Proposal

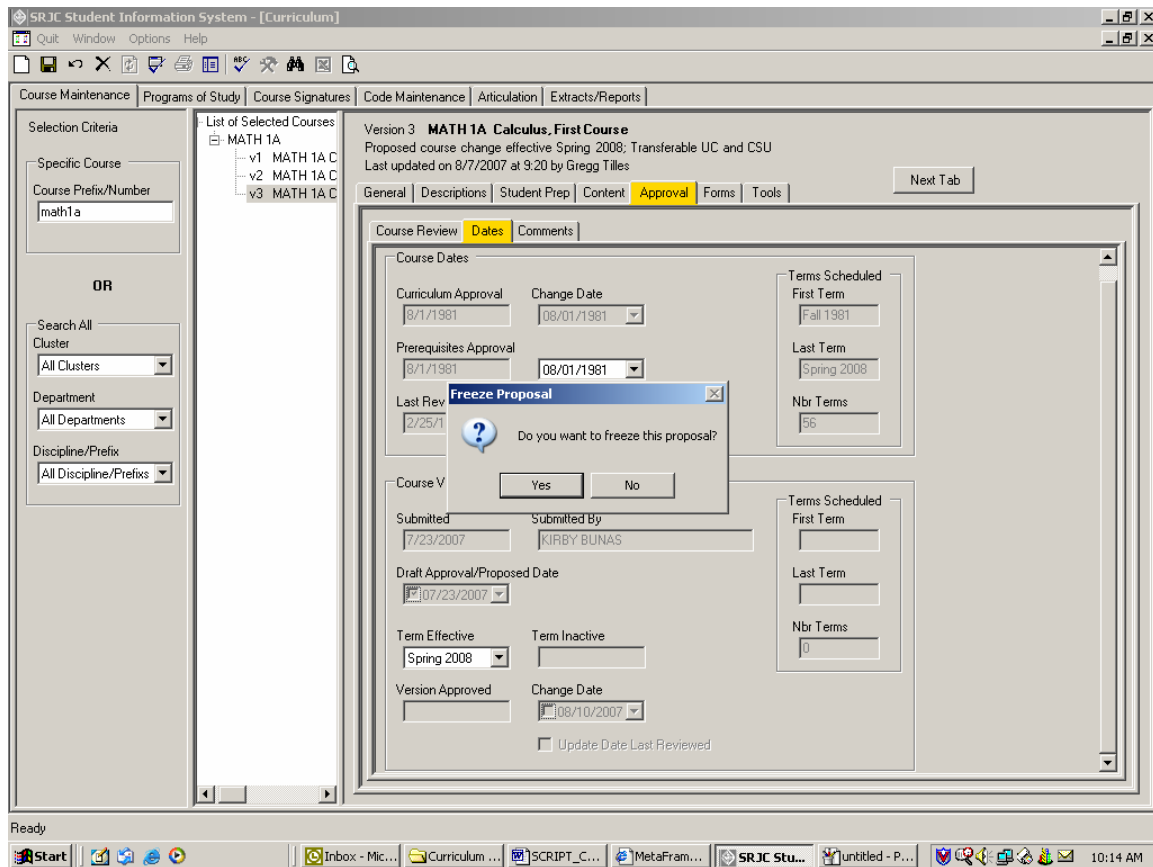
A course must be frozen before it can be approved. To Freeze a course, select the course using Selection Criteria at the far left of the screen (to do this, either enter a Course Prefix/Number or use the Search All function. Once the Selection Criteria is entered, use the  button to bring the course into the course data area.

Right-click the course data area. A context menu appears with the option "Freeze Proposal". Highlight and click that option.



# CCCSC Curriculum Application User Documentation

A Freeze Proposal message box appears asking if you want to freeze this proposal. Click "YES".



The application validates the proposal. If it finds any errors, the Cannot Freeze message box warns that the proposal contains invalid data that must be corrected before the proposal can be frozen. Click OK. Errors are flagged with Error Providers. Correct the errors and try again to freeze the proposal. You cannot freeze a proposal if it contains errors. When the freeze is successful, the proposal is saved in a frozen state and the course data area is inactivated.

## Step 2: Enter Final Signature Approval

After a course is frozen, its signatures can be recorded in the database. (Signatures are recorded using the main tab Course Signatures that is yet to be developed.) To be approved, however, a course needs only the final signature, which is captured in the Approval tab subtab Course Review. Click the Course Review tab. Use the up/down arrows to select the Course Review type and number. Type in the name of the reviewer and click the Approve button. Date Signed is automatically set to the current date. After you indicate approval, you cannot change your mind. If the approval is an error, click the cancel button on the toolbar. This Cancels all changes you made to the course since it was last validated and saved.

If there is more than one review type for a course, the steps must be followed for each type of review.

To approve, the reviewer would select each of the appropriate review types one by one and add Reviewer name and click approve for each type. The date is entered automatically.

## CCCSC Curriculum Application User Documentation

### ***Step 3: Enter Curriculum Approval Date***

Go to the DATES tab and use the date picker control shown under the "CHANGE DATE" heading to change the course version approval date. You can also click the drop down arrow on the right side of the control to activate the pop-up calendar. If the course version approval includes a course review, check the "Update Date Last Reviewed" checkbox to update the course's last review date. In other words, if this proposal includes the quadrennial review, change the date so that 4 years later another review will be scheduled.

### ***Step 4: Approve the Proposal***

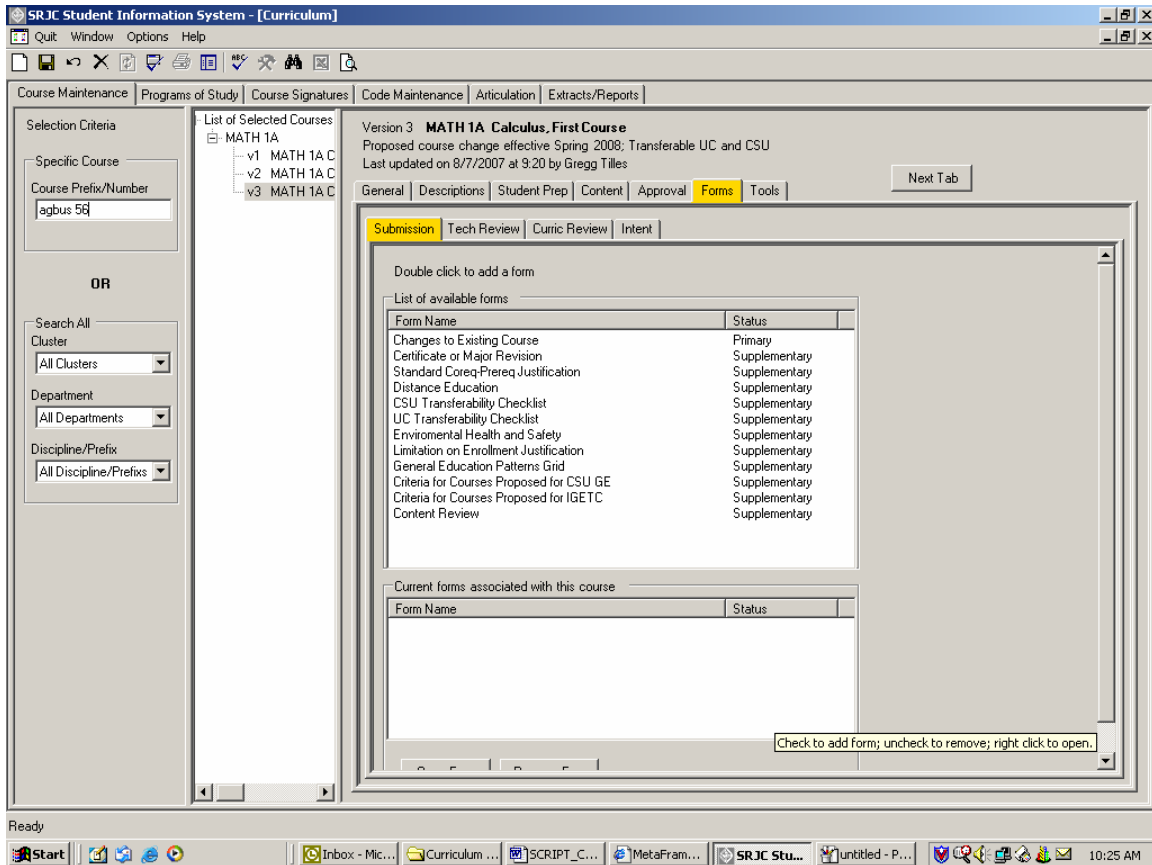
Right-click the data area. A context menu appears with the option "Approve Proposal". Highlight and click that option. If the course is an active course version, an Approval Proposal message box appears. Click "Yes" to confirm. Once the course is approved, it cannot be unapproved via the curriculum application. A final message box then appears indicating that the course version is approved and now available for scheduling. Click OK. If you choose "No" when asked to confirm the proposal, the course remains frozen. Save the course to preserve the final signature approval and curriculum approval date if desired.

**(Click on the Forms tab or use Next Tab button to proceed.)**

## Forms tab

Next in the series of tabs is the *Forms tab*. The Forms tab is the area where forms and other information related to the submission and review of course proposals are accessed. Forms are associated with the course proposal and stored electronically.

When you **click on the Forms tab**, you will see that there are four subtabs: Submission, Tech Review, Curric Review, and Intent (not yet developed).



## Submission tab

The *Submission tab* contains two boxes. The top box is a listview labeled "List of available forms." The forms that appear in this listview are those that the course developer/submitter completes as part of the course proposal. The list includes a Primary form and one or more Supplementary forms. The forms may be Word documents or Excel workbooks.

The curriculum application determines the correct Primary form for the proposal. The list of Supplementary forms also varies depending on the type of course.

To add a form to the proposal, double click the form name. In this example, the primary form "Changes to Existing Course" is selected. Double clicking a form title adds that form to the box labeled "Current forms associated with this course."

Note: If this were a new course proposal, the Primary Form "New Topic Course Proposal" would appear at the top of the list. (This form does not appear on the list above because the course is a proposed revision, not a new course.)

# CCCSC Curriculum Application User Documentation

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Version 3 **MATH 1A Calculus, First Course**  
Proposed course change effective Spring 2008; Transferable UC and CSU  
Last updated on 8/7/2007 at 9:20 by Gregg Tiles

General | Descriptions | Student Prep | Content | **Forms** | Tools

Next Tab

Submission | Tech Review | Curric Review | Intent

List of available forms

Form Name	Status
Changes to Existing Course	Primary
Certificate of Major Revision	Supplementary
Standard Coreq/Prereq Justification	Supplementary
Distance Education	Supplementary
CSU Transferability Checklist	Supplementary
UC Transferability Checklist	Supplementary
Environmental Health and Safety	Supplementary
Limitation on Enrollment Justification	Supplementary
General Education Patterns Grid	Supplementary
Criteria for Courses Proposed for CSU GE	Supplementary
Criteria for Courses Proposed for IGETC	Supplementary
Content Review	Supplementary

Current forms associated with this course

Form Name	Status
Changes to Existing Course	Primary

Open Form Remove Form

To remove a form, select its name in the "Current forms associated with this course" and click the "Remove Form" button. Please note that if the form does not appear in the "Current forms associated with this course" box you will not be able to open and enter text into the form.

Since this course is proposed for UC Transfer, the UC Transferability Checklist is selected. Since a prerequisite or advisory exists, the supplementary form "Content Review" is also selected (see example below).

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Version 3 **MATH 1A Calculus, First Course**  
Proposed course change effective Spring 2008; Transferable UC and CSU  
Last updated on 8/7/2007 at 9:20 by Gregg Tiles

General | Descriptions | Student Prep | Content | **Forms** | Tools

Next Tab

Submission | Tech Review | Curric Review | Intent

Double click to add a form

List of available forms

Form Name	Status
Changes to Existing Course	Primary
Certificate of Major Revision	Supplementary
Standard Coreq/Prereq Justification	Supplementary
Distance Education	Supplementary
CSU Transferability Checklist	Supplementary
UC Transferability Checklist	Supplementary
Environmental Health and Safety	Supplementary
Limitation on Enrollment Justification	Supplementary
General Education Patterns Grid	Supplementary
Criteria for Courses Proposed for CSU GE	Supplementary
Criteria for Courses Proposed for IGETC	Supplementary
<b>Content Review</b>	<b>Supplementary</b>

Current forms associated with this course

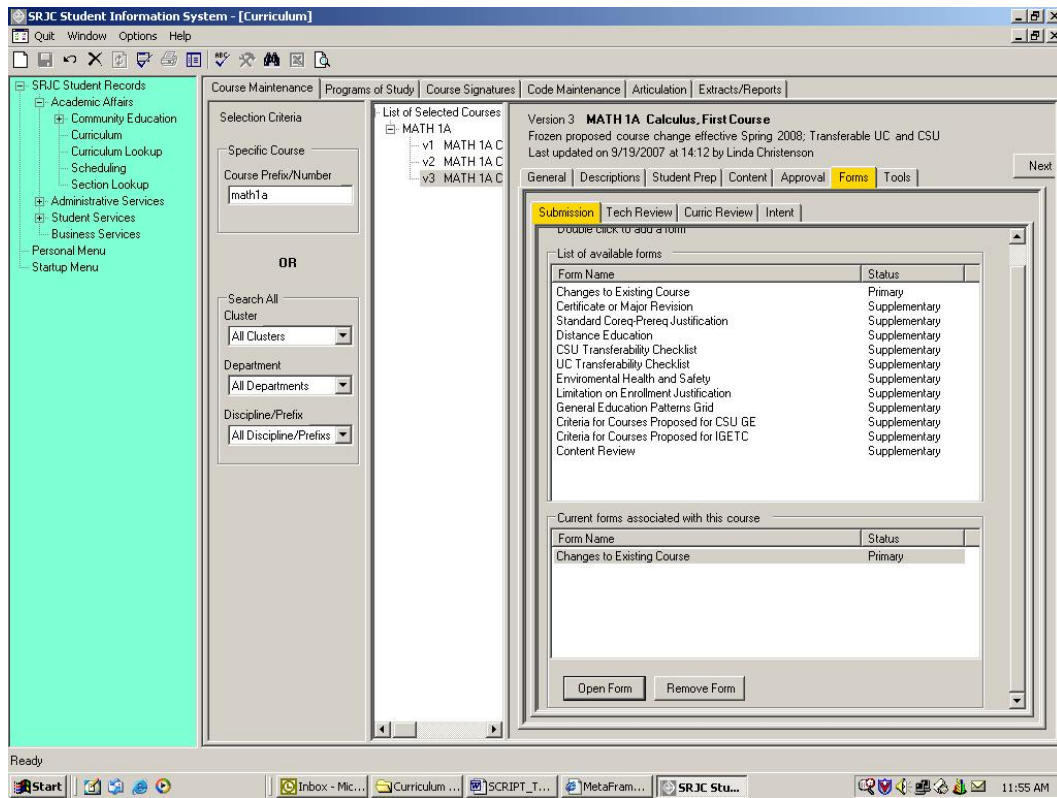
Form Name	Status
Changes to Existing Course	Primary
UC Transferability Checklist	Supplementary
Content Review	Supplementary

## CCCSC Curriculum Application User Documentation

If the course is a proposal, forms associated with the course can be added or removed. Only those users who can change course proposal data can change the information on a form. For others, the form is opened in ReadOnly access.

If the course is an approved course, its associated forms cannot be added to or removed, nor can their content be changed.

To open a form, highlight it in the "Current forms associated with this course" box and click the "Open Form" button.



The selected document is opened in a web browser. You may open more than one document at a time. You may then add or edit text directly into the document.

# CCCSC Curriculum Application User Documentation

SRJC Student Information System - [Curriculum]

Curriculum Forms

Final Showing Markup

## Revision of Existing Course

Santa Rosa Junior College

DEPARTMENT: \_\_\_\_\_

COURSE NUMBER: (QCG 1\*) \_\_\_\_\_

COURSE TITLE: (QCG 2) \_\_\_\_\_

Proposed Effective Term: \_\_\_\_\_

The Course Outline of Record (COR) is a document with *defined legal standing* (Title 5). In addition to meeting certain legal requirements, the faculty who create it are presenting their courses in a format which will *accurately reflect the quality instruction* they are providing. Through the COR they are also clearly demonstrating that the course will *stand up to the scrutiny of the state and four-year institutions*. Since many of the district's CORs are incomplete or do not meet the requirements of Title 5 regulations, the Curriculum Committee has determined that a full Technical Review needs to occur for all revision submissions until such time as the district's CORs are of a quality that no longer requires such attention. **To help expedite approval, please be as thorough and thoughtful as you can during the revision process.**

Please check the **QUICK CURRICULUM GUIDE (QCG)** to determine whether additional forms need to accompany this revision proposal.

**Part I. Revision requested primarily for purposes of:**

☐ **Course Reinstatement** (Course was previously Deleted or Terminated.)

☐ **Course Deletion** (Do not fill out Part II. Attach list of certificates/majors where course appears.)

☐ **Modification of Pedagogy/Content**

☐ **Quadrennial Review**

☐ **Updating for Major/Certificate**

Cancel Save Print Save Copy As

This screen shows an opened Excel workbook.

Microsoft Excel - CV14789\_Form14\_GE\_Grid\_2004.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

H3 = Fall 2008

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O						
1																					
2	ENGL 48.33																				
3	Course # and Title																				
4	Proposed Effective Date																				
5	Fall 2008																				
6	This form is required for new GE course proposals as well as GE courses with substantial revisions																				
7	PART I: RATIONALE FOR PROPOSAL																				
8	Please provide a statement as a justification for the course identified above that you are proposing for inclusion in general education area(s) in Part II. Indicate how the course content area in the GE pattern according to Title 5 for AA/AS, Executive Order 695 for CSU, or IGETC guidelines for UC.																				
9	PART II: PROPOSED AREA(S) FOR GENERAL EDUCATION PATTERNS																				
10	SRJC AA/AS DEGREE (Degree Option A)																				
11	AREA A				AREA B				AREA C		AREA D		AREA E		AREA F		AREA G				
12	English Comp				Comm & Analytic				Natural Sci		Social/Beh Sci		Humanities		Am Institution s		Am Cultures				
13																					
14	CSU GENERAL EDUCATION (Degree Option B)																				
15	AREA A				AREA B				AREA C		AREA D		AREA E		AREA F						
16	A1	A2	A3	B1	B2	B3	B4	C1	C2	Soc/Pol/Ec on		Lifelong		Am Institution s							
17																					
18																					
19	UC IGETC (Degree Option C)																				
20	AREA 1			AREA 2			AREA 3			AREA 4		AREA 5			LANGUAGE						
21	1A	1B	1C	Mathematics			Arts			Human		Social/Beh Sci		Phys		Bio		Lab		Other than Engl	
22																					
23																					
24	PART III: REVIEW & SIGNATURES (Obtain signatures BEFORE submitting to Dean of Instruction, General Education)																				
25																					
26	Substitutional by																				
27	FORM GE_GRID_2004																				
28	Dean Chair																				


Ready Start

NUM 9:50 AM

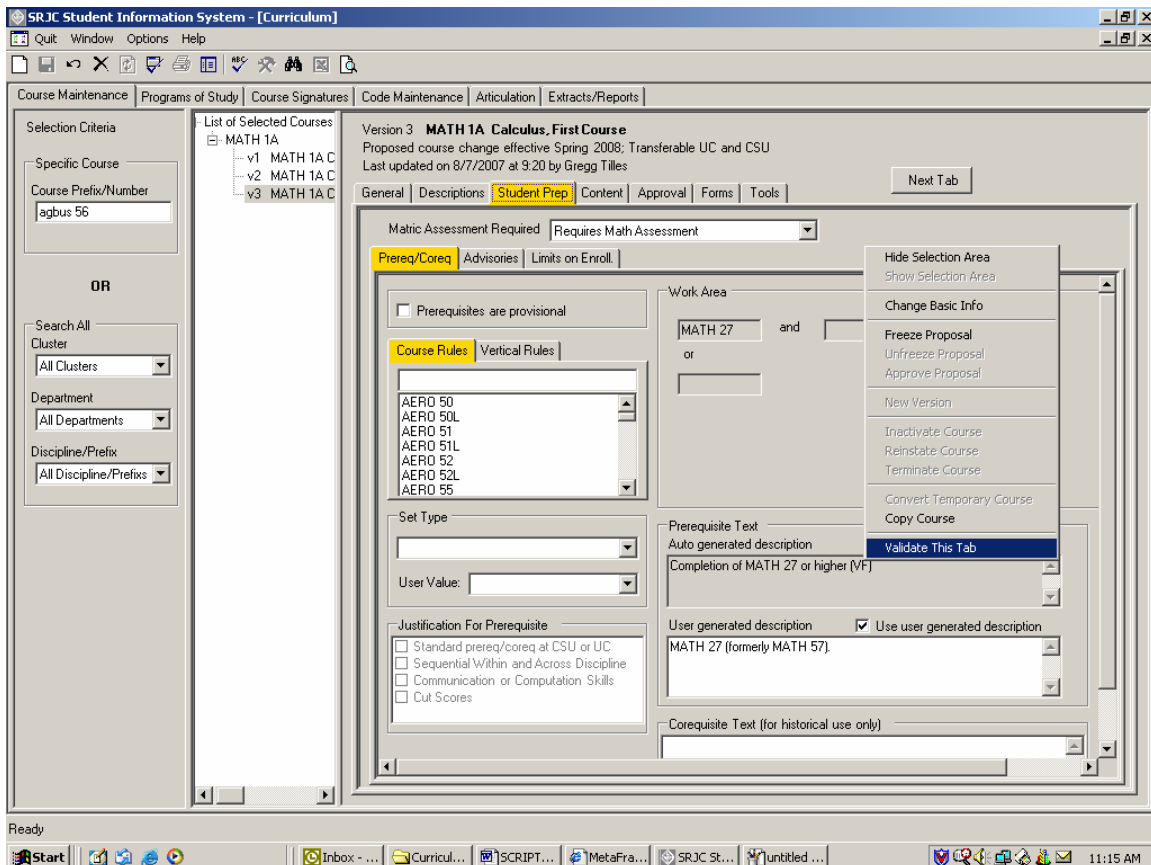
## CCCSC Curriculum Application User Documentation

When you have finished entering your changes, **Click "Done"** to close the form. You may also click "Save Copy As" to save a copy of your completed form to your local directory or computer desktop.

Forms will be saved in association with the course when you validate course changes and save a course. The application saves each form for you with a name that associates it with the course proposal. It automatically saves the changes you make to the forms in Word or Excel.

**Saving all changes to the course proposal:** To save all changes to the course proposal, you must first click the **Validate icon**  in the tool bar. The program will check for discrepancies within the course data fields and will take you automatically to the *Tools tab, Validation subtab*, where you will find a list of errors or the message "No Errors Found." Double clicking on an error item in the list will take you to the screen at which the error appears. You can then make corrections. Please note that you can save the course at this stage of development, errors and all, by clicking the Save icon in the toolbar. You can return to the data at a later time to make corrections. You must **Validate** before you can Save.

If you wish to validate data fields in the Tab on which you are currently working, right click in the gray area. A Validate This Tab option appears at the bottom of the dialog box. Click to determine whether there are data fields that need correcting.



(Click on the Tech Review tab or use Next Tab button to proceed.)

## ***Tech Review tab***

The *Tech Review tab* contains the form that the Technical Review committee uses to provide feedback to the developer/submitter. A form included here may be a Word document or an Excel workbook.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The window has a menu bar (File, Edit, View, Tools, Window, Options, Help) and a toolbar. Below the toolbar is a tabbed interface with tabs for Course Maintenance, Programs of Study, Course Signatures, Code Maintenance, Articulation, and Extracts/Reports. The 'Course Signatures' tab is active, showing a 'List of Selected Courses' tree with 'MATH 1A' selected. To the left of the tree is a 'Selection Criteria' panel with fields for 'Specific Course' (containing 'agbus 56') and 'OR' search options for 'Cluster', 'Department', and 'Discipline/Prefix'. The main area of the 'Course Signatures' tab displays 'Version 3 MATH 1A Calculus, First Course' with a description: 'Proposed course change effective Spring 2008; Transferable UC and CSU' and 'Last updated on 8/7/2007 at 9:20 by Gregg Tilles'. Below this is a 'Forms' tabbed interface with tabs for Submission, Tech Review, Curric Review, and Intent. The 'Tech Review' tab is active, showing a 'List of available forms' table with one entry: 'Form Name: Technical Review Worksheet'. Below this is a 'Current forms associated with this course' table, which is currently empty. At the bottom of the 'Tech Review' tab are 'Open Form' and 'Remove Form' buttons. The window's status bar shows 'Ready' and the taskbar at the bottom displays various icons and the time '11:17 AM'.

Only users with Tech Review access can add this form to the course proposal and make changes to it. For others, the access is ReadOnly.

To access the Tech Review form, double click the form name. Double clicking the form name adds that form to the box labeled "Current forms associated with this course."

To remove a form, select its name in the "Current forms associated with this course," and click the "Remove Form" button. Please note that if the form does not appear in the "Current forms associated with this course" box you will not be able to open and enter text into the form.

The screen below shows a form opened in ReadOnly mode.

# CCCSC Curriculum Application User Documentation

CV14789\_Form00\_TECHNICAL\_REVIEW\_MASTER\_2004-05.doc (Read-Only) - Microsoft Word

File Edit View Insert Format Tools Table Window Help

90% Arial 10 B I U

Submission-Type: ? → Proposed Effective Date: ?

**CURRICULUM TECHNICAL REVIEW FEEDBACK**

Date: April 19, 2006 → To: ?

Course Number: eng148.33 → Course Title: Special Topics

Here is your course proposal/revision after technical review. SRJC phone: is your assigned contact person for this course, who is available to assist you with these requested changes. Below are the areas about which we have questions or suggestions. Please refer to the section numbers in the Quick Curriculum Guide (consistent with numbers in parentheses below), which should assist you.

Cover Pages → See comments ☐ Here are the comments from the curriculum review:

→ All necessary signatures? ☐  
→ Questions completely answered? ☐

(1) Course Number → See comments ☐ REVIEWED BY: ☐  
→ AA/AS degree? Transfer to CSU or UC? ☐  
→ Decimals indicate relationships? ☐  
→ Letters indicate sequence? ☐  
→ Experimental (temp) are 80, 120, 220, 320 only? ☐

(2) Course Title → See comments ☐ These items have been changed: ☐  
→ Short title fewer than 25 characters? ☐ Not changed - See attached rationale ☐  
→ Suggest no Roman numerals? ☐  
→ Most important words first in title? ☐

(3) Units → See comments ☐ When resubmitting, please SIGN: DATE:

→ Math indicates hours are adequate? ☐

(4) Grading, Repeat → See comments ☐ WHEN THESE CHANGES HAVE BEEN ENTERED INTO THE DATA BASE, PRINT OUT THE REVISED COURSE OUTLINE AND SUBMIT to Dean of Instruction, General Education (Terri Frongia). As soon as we know the changes have been made, this course will be ready to be placed on the Curriculum Agenda. Thanks! ☐

→ Grading options OK? ☐  
→ Repeat codes are 00, 04, 17, 23, 27, 33, 54, 59? ☐

(5) Course Description → See comments ☐ Section Break (Continuous) ☐  
→ Schedule of Classes 5 lines? ☐  
→ Clear and correct? ☐

Page Sec AC Ln Col REC TRK EXT OVR English (U.S.)

Ready

Start Inbox ... Curric... Curric... Curric... SRJC ... CV147...

10:08 AM

(Click on the Curic Review tab or use Next Tab button to proceed.)

## Curric Review tab

The next tab in the series is the *Curric Review tab*. This tab provides an area for the Curriculum Committee to give feedback to the course developer/submitter. The area is to be used during Curriculum Committee meetings as course proposals are reviewed. Except for users with Curriculum Review access, the data in this tab is lookup only.

The screenshot displays the SRJC Student Information System - [Curriculum] window. The interface includes a menu bar (File, Edit, View, Window, Options, Help) and a toolbar. The main window is divided into several sections:

- Course Maintenance**: A sidebar on the left with search criteria including "Specific Course" (with a text field for "agbus 56"), "OR", "Search All" (with a "Cluster" dropdown set to "All Clusters"), "Department" (with a "All Departments" dropdown), and "Discipline/Prefix" (with a "All Discipline/Prefix" dropdown).
- List of Selected Courses**: A tree view showing "MATH 1A" with sub-items "v1 MATH 1A C", "v2 MATH 1A C", and "v3 MATH 1A C".
- Course Details**: A central panel showing "Version 3 MATH 1A Calculus, First Course", "Proposed course change effective Spring 2008; Transferable UC and CSU", and "Last updated on 8/7/2007 at 9:20 by Gregg Tilles". Below this are tabs for "General", "Descriptions", "Student Prep", "Content", "Approval", "Forms" (which is highlighted), and "Tools". A "Next Tab" button is also present.
- Curric Review Tab**: The active tab, showing "Submission | Tech Review | Curric Review | Intent". It contains a "Type of Comment" section with three radio buttons: "Approved", "Approved with Contingencies", and "Held". Below this is a large text area labeled "Curriculum Committee Comments".

The window title bar reads "SRJC Student Information System - [Curriculum]". The status bar at the bottom shows "Loading Form" and a taskbar with various application icons and the time "11:23 AM".

The tab includes three radio buttons that represent outcomes of the Curriculum Committee review. Each button has associated boilerplate language that is stored in the database. When a button is clicked, date, contact, and submitter information is appended to the existing Curriculum Committee Comments text, followed by the boilerplate language. The committee user then amends the text as needed.

**(Click on the Intent tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

## ***Intent tab***

The intent tab currently is a placeholder. No information can be added to this tab.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The window has a menu bar (File, Edit, View, Options, Help) and a toolbar. The main area is divided into several sections:

- Course Maintenance** (selected):
  - Selection Criteria**: Includes a "Specific Course" section with a "Course Prefix/Number" field containing "egbus 56". Below this is an "OR" section with "Search All" and three dropdown menus: "Cluster" (All Clusters), "Department" (All Departments), and "Discipline/Prefix" (All Discipline/Prefixes).
  - List of Selected Courses**: A tree view showing "MATH 1A" expanded, with sub-items "v1 MATH 1A C", "v2 MATH 1A C", and "v3 MATH 1A C".
- Version 3 MATH 1A Calculus, First Course**: Includes the text "Proposed course change effective Spring 2008; Transferable UC and CSU" and "Last updated on 8/7/2007 at 9:20 by Gregg Tilles".
- Navigation Tabs**: A row of tabs including "General", "Descriptions", "Student Prep", "Content", "Approval", "Forms", and "Tools". A "Next Tab" button is located to the right of these tabs.
- Intent Tab Content**: The "Intent" tab is selected, showing a placeholder message: "This page is a placeholder. It is intended for info that describes/identifies the intent of the course. Info includes 'part of a program of study', GE, etc. Specific info is needed from Terri Frongia's office before this page is completed. It may turn out that this page is not needed."

The window's status bar at the bottom shows "Loading Form" and a taskbar with various icons and the time "11:27 AM".


**(Click on the Tools tab or use Next Tab button to proceed.)**

# CCCSC Curriculum Application User Documentation

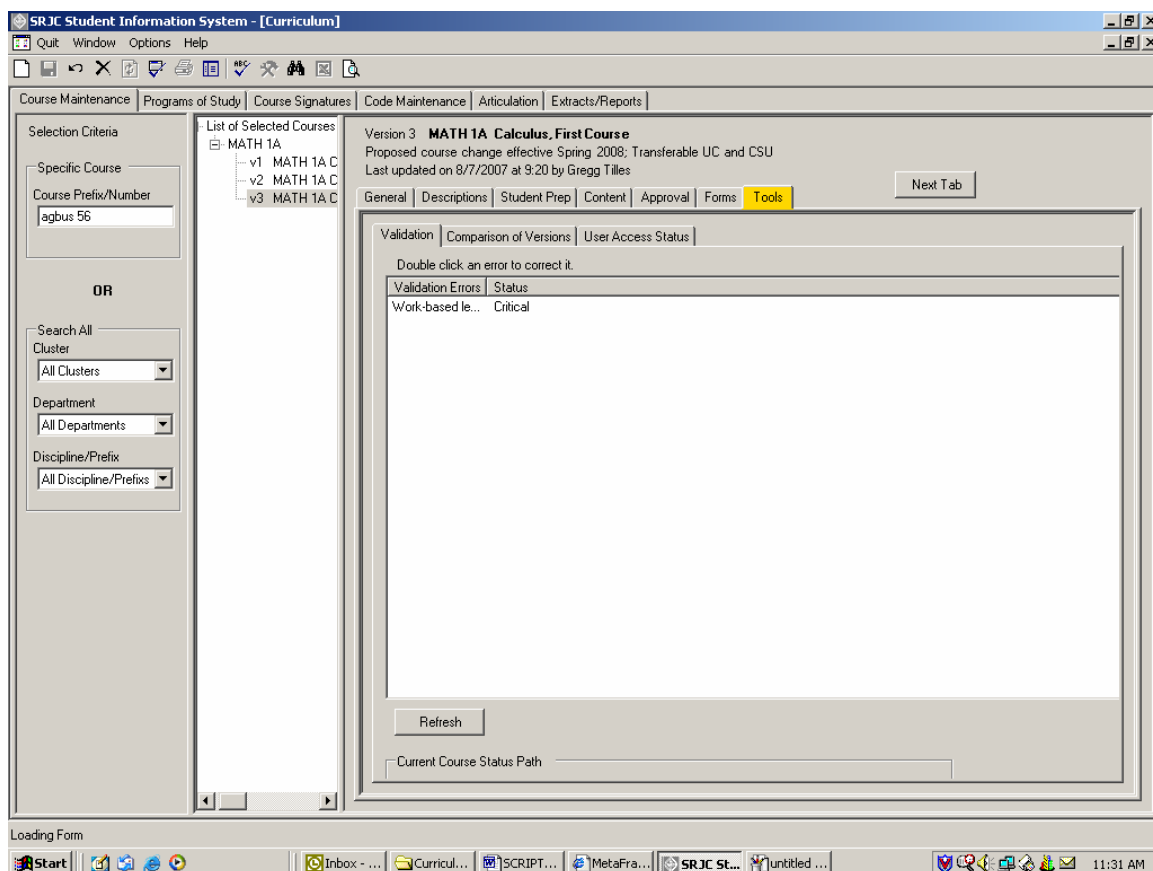
## Tools tab

There are three subtabs under the *Tools tab*: the Validation, Comparison of Versions, and User Access Status tabs.

## Validation tab

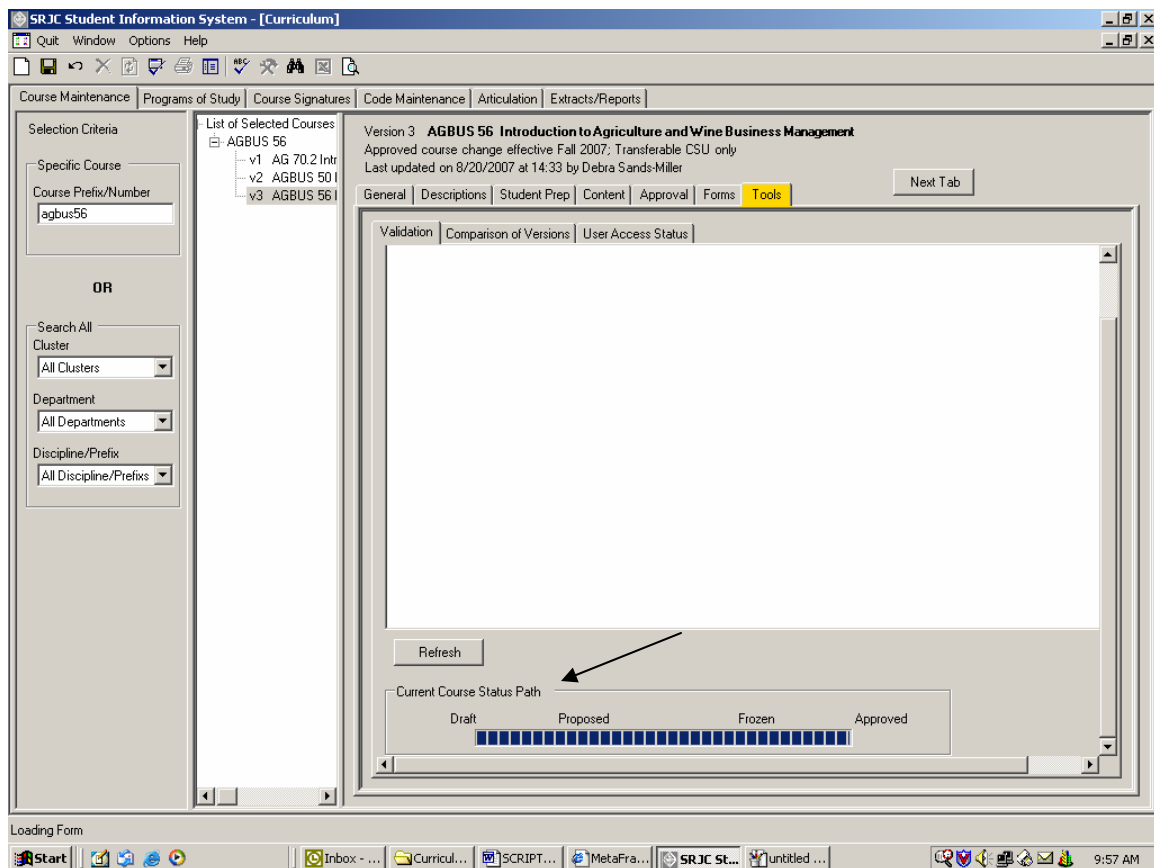
As previously described, when you click the **Validate icon**  in the tool bar the program will check for discrepancies within the course data fields and will take you automatically to the *Tools tab, Validation subtab* where you will find a list of errors. A user may access this page at any time from *Tools tab, Validation subtab* to identify errors.

Double click on an item in the list under Validation Errors to go to the screen at which the error appears and make any necessary corrections.



The Current Course Status Path at the bottom of the screen allows you to visually track the progress of your course through the curriculum review and approval process.

## CCCSC Curriculum Application User Documentation

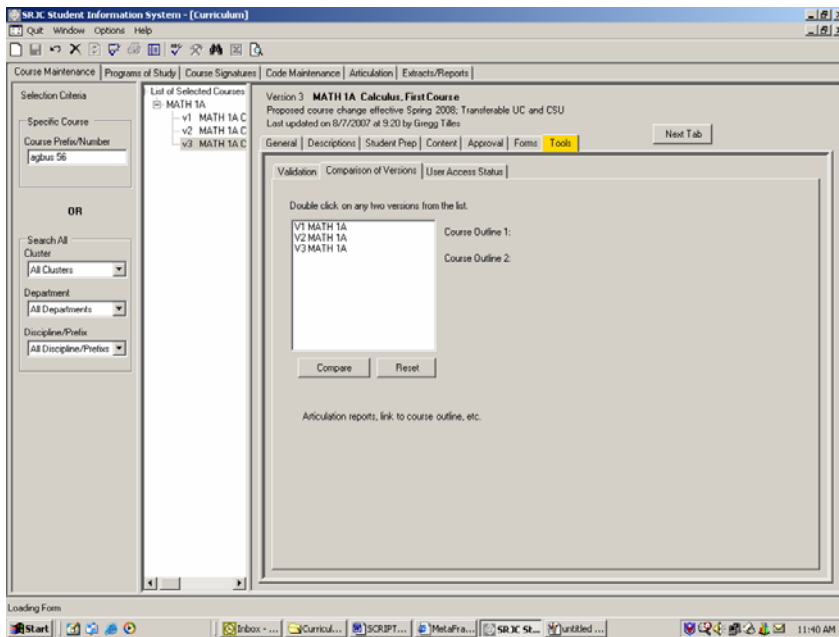


(Click on the Comparison of Versions tab or use Next Tab button to proceed.)

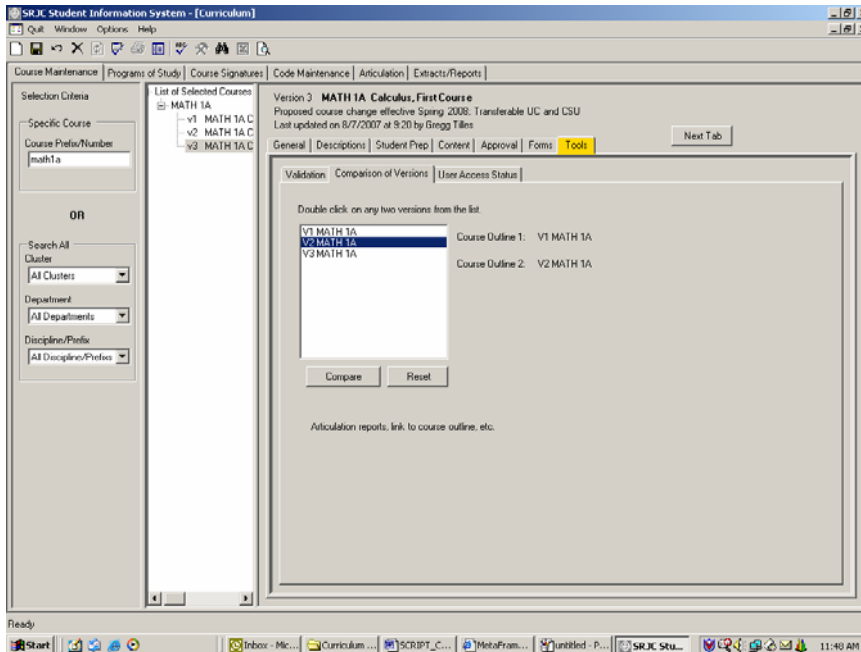
# CCCSC Curriculum Application User Documentation

## Comparison of Versions tab

The *Comparison of Versions* tab allows users to compare any two versions of a course outline.



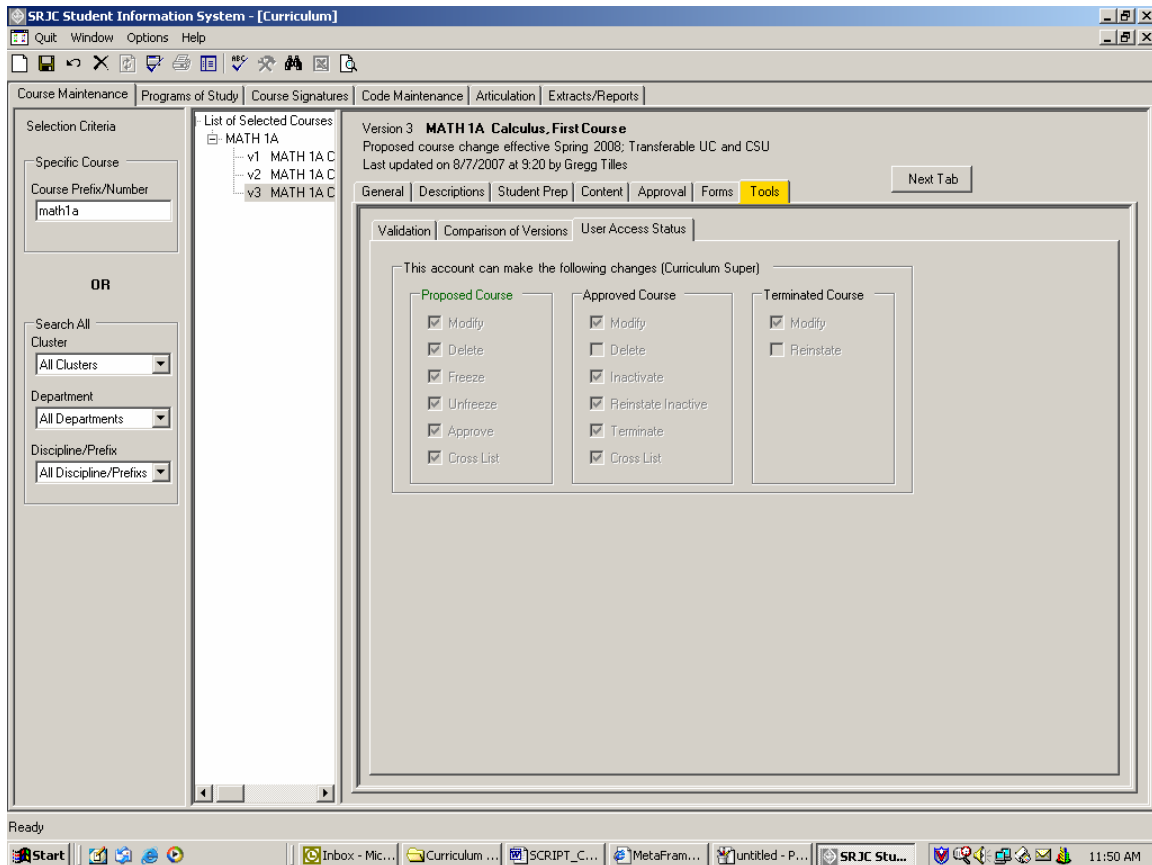
To select courses for comparison, double click on any two versions from the list. First double click the version to appear next to Course Outline1: and then double click the version to appear next to Course Outline2:. Click the Compare button to bring up a printable document detailing the edited sections and new additions. To print the comparison of versions, use the File, Print option.




(Click on the User Access Status tab or use Next Tab button to proceed.)

## User Access Status tab

The *User Access Status tab* shows what status a current user has and what types of changes can be made by that particular user. In the example below, the user is a Curriculum Super. The type of course is indicated in green, and the allowed changes are designated by check marks in the check boxes next to the appropriate categories of allowable changes.




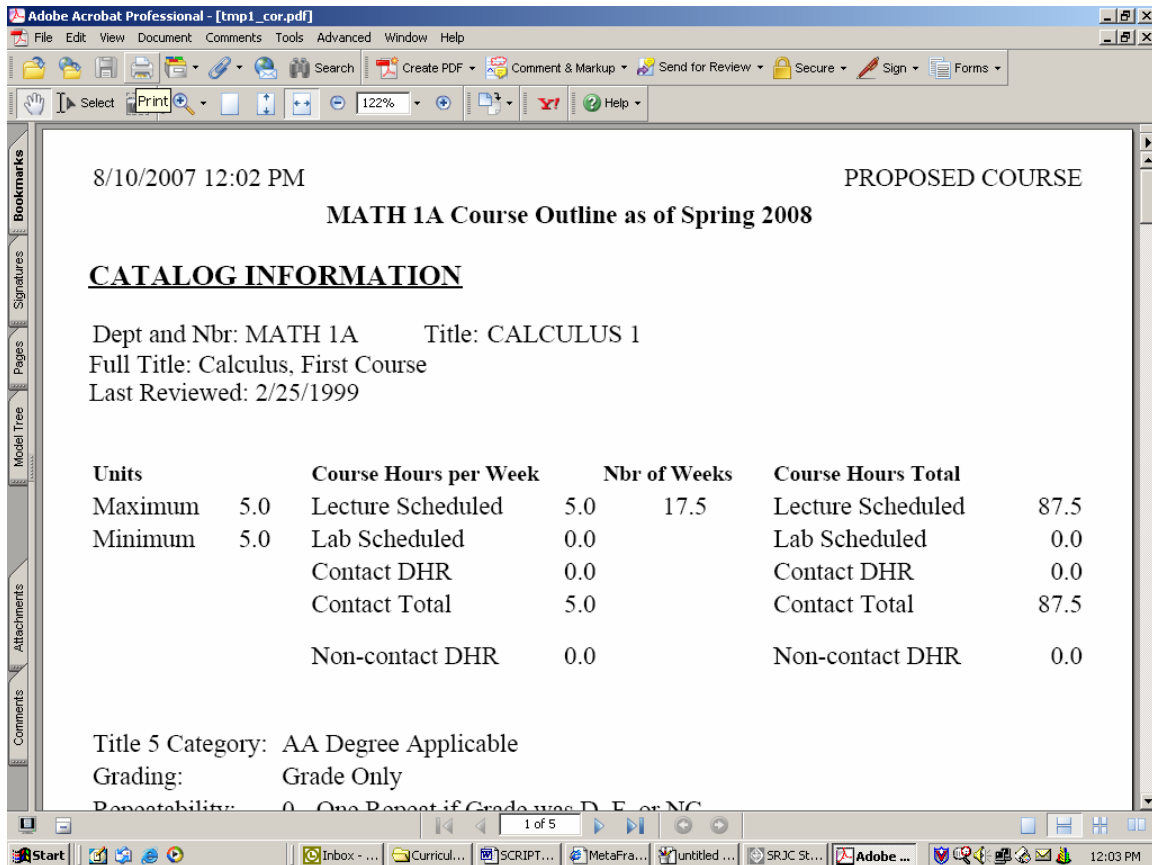
The *Tools tab* is the final tab in the sequence. Clicking the Next Tab button will take the user back to the beginning of the tab sequence.

**Saving all changes to the course proposal.** To save all changes to the course proposal, you must first click the **Validate icon**  in the tool bar. The program will check for discrepancies within the course data fields and will take you automatically to the *Tools tab, Validation subtab*, where you will find a list of errors. Double clicking on an item in the list will take you to the screen at which the error appears. You can then make corrections.

Remember that you can save the course at any stage of development, errors and all, by clicking the Save icon in the toolbar. You can return to the data at a later time to make corrections. You must **Validate** before you can Save.

## Viewing and Printing the Course Outline of Record

To view and/or print the course outline of record at any stage of development, click on the Preview icon  in the toolbar. The course outline of record appears on screen. You can view the entire document by scrolling through the pages using the scroll bar. To print the document, click the print icon on the toolbar or use the File, Print option.



8/10/2007 12:02 PM PROPOSED COURSE

**MATH 1A Course Outline as of Spring 2008**

**CATALOG INFORMATION**

Dept and Nbr: MATH 1A      Title: CALCULUS 1  
 Full Title: Calculus, First Course  
 Last Reviewed: 2/25/1999

Units	Course Hours per Week	Nbr of Weeks	Course Hours Total
Maximum 5.0	Lecture Scheduled	5.0 17.5	Lecture Scheduled 87.5
Minimum 5.0	Lab Scheduled	0.0	Lab Scheduled 0.0
	Contact DHR	0.0	Contact DHR 0.0
	Contact Total	5.0	Contact Total 87.5
	Non-contact DHR	0.0	Non-contact DHR 0.0

Title 5 Category: AA Degree Applicable  
 Grading: Grade Only  
 Repeatability: 0 One Repeat if Grade was D, F, or NC

# CCCSC Curriculum Application User Documentation

## **Conclusion**


This concludes the first section of the documentation--an overview of the features and functions of the curriculum application as they relate to course development, a demonstration of how to launch the data entry process, and an overview of each of the data entry Tabs and the data elements that are entered for each.

The next section of the documentation demonstrates how to create a New Course in the system (both from scratch and by copying from an existing course), how to create a new version of a course outline (Revised Course), how to Inactive, Reinstate, and Terminate a course, how to approve a course in the system and how to freeze and unfreeze a proposal.

## Creating and Working with a New Course Proposal


This section of the documentation will describe and demonstrate how to create and work with new course proposals.

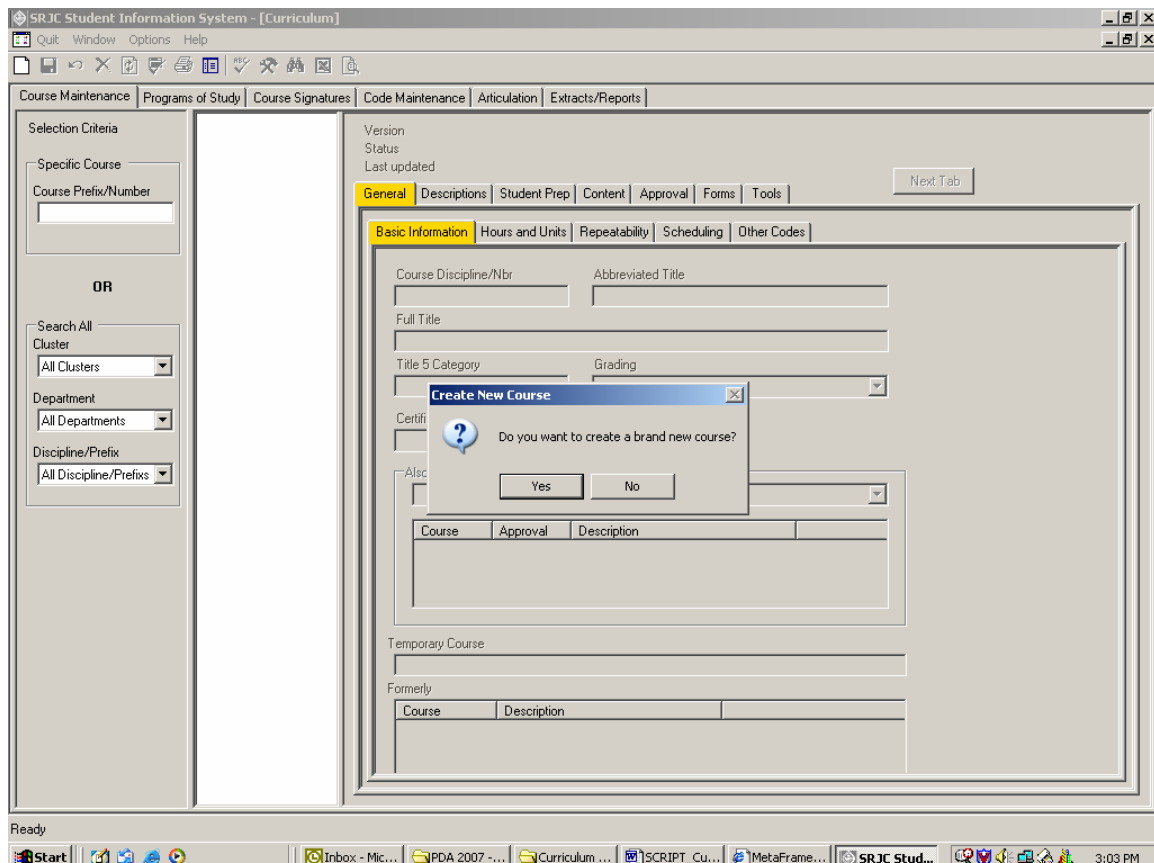
The first step is to open the Curriculum Module from the Student Records application. As demonstrated in the previous section of this documentation, the Student Records application has a treeview menu structure that appears in the left panel of the screen. To access the curriculum application, Click on the plus sign next to SRJC at the top of the tree to reveal the menu of options. Next, Click on the plus sign next to Academic Affairs. For users with Lookup access only, the menu item is "Curriculum Lookup". For others, the menu item is "Curriculum". **Double-click the Curriculum menu item.** This will open the main course maintenance screen.

After you open the curriculum application you can hide the Student Records treeview menu by **clicking the Menu button**  on the toolbar. The button is a toggle. **Click it again** to show the treeview menu. It is recommended that you hide the treeview menu to allow .

To begin, you will notice that you are working within the Course Maintenance tab to develop a course outline. Selecting this function tab opens up the two tiers of tabs that we worked with in the initial part of our presentation. We will work within these tabs to develop course proposals.

### Brand new courses

The first step in creating a brand new course is to **click the New button**  on the toolbar. A message box appears.



# CCCSC Curriculum Application

**Click Yes** to continue. The Basic Information form, named "Create New Course", appears.

The screenshot shows the 'Create New Course' form in the SRJC Student Information System. The form is titled 'Create New Course' and is part of the 'Curriculum' application. It contains several sections for course information:

- Term Effective:** A dropdown menu showing 'Spring 2013'.
- Course Number Parameters:** Includes 'Title 5 Category' (dropdown), 'Transfer Level' (dropdown showing 'Not transferable'), and 'Special Numbering' (dropdown showing 'None applies').
- Course Discipline/Number Parameters:** Includes 'Cluster' (dropdown showing 'All Clusters'), 'Department' (dropdown showing 'All Departments'), 'Course Discipline/Prefix' (dropdown showing 'All Course Discipline/Prefixed'), 'Course Prefix/Number' (text input), 'Excess' (text input), 'Number' (text input), 'Decimals' (text input), and 'Suffix' (text input). A red message 'Valid course digit values:' is displayed.
- Submitted By:** A text input field.
- Date Submitted:** A date input field showing '8/14/2007'.
- Special Topics:** Includes a section for 'Special Topic Umbrellas' with a table of courses and their approval status, and a section for 'Topics under Umbrella' with a table of courses and their descriptions.

The form also includes a sidebar on the left with 'Selection Criteria' and 'OR' options for searching by Cluster, Department, and Discipline/Prefix. The bottom of the form shows a taskbar with various application icons and a system clock indicating 3:05 PM.

Please note that, depending on the type of proposal, different options on the Basic Information form are available. When creating a brand new course, *all* options are available.

## STEP ONE

Select a Term Effective date. To do this, **Click the drop down arrow and select a date**. In this example course, the term effective is Fall 2009.

# CCCSC Curriculum Application

The screenshot shows the 'Create New Course' window in the SRJC Student Information System. The 'Term Effective' dropdown is set to 'Fall 2009'. The 'Transfer Level' is 'Not transferable' and 'Special Numbering' is 'None applies'. The 'Course Discipline/Number Parameters' section has 'Cluster' set to 'All Clusters', 'Department' set to 'All Departments', and 'Course Discipline/Prefix' set to 'All Course Discipline/Prefixes'. The 'Number' field is empty, and 'Decimals' and 'Suffix' are also empty. A red warning message 'Valid course digit values:' is displayed. The 'Submitted By' field is empty, and the 'Date Submitted' is '8/14/2007'. The 'Special Topics' section has 'Umbrella' selected. The 'Topics under Umbrella' section has a table with columns 'Course', 'Approval', and 'Description'.

Course	Approval	Description
<input type="checkbox"/> ANTHRD 48	Approved	Special Topics
<input type="checkbox"/> APGR 299	Proposed	Special Topics
<input type="checkbox"/> APGR 399	Proposed	Special Topics
<input type="checkbox"/> ASL 48	Approved	Special Topics in American Sign Language

## STEP TWO

Identify Course Number Parameters. These appear at the top of the screen and include "Title 5 Category, Transfer Level, and Special Numbering.

First we will select a Title 5 Category. To do this, **click the drop down arrow**. The options are: Non-credit, AA Degree Non-Applicable, and AA Degree Applicable. We will select AA Degree Applicable because our course is a degree applicable course.

You will notice that one or more acceptable course digit ranges appear in the middle right section of the form in red. These digits represent valid course numbers for the level of transfer selected.

## CCCSC Curriculum Application

SRJC Student Information System - [Curriculum]

Course Maintenance Programs of Study

Selection Criteria

Specific Course

Course Prefix/Number

OR

Search All

Cluster

All Clusters

Department

All Departments

Discipline/Prefix

All Discipline/Prefixes

Create New Course

Term Effective

Fall 2009

Course Number Parameters

Title 5 Category

AA Degree Applicable

Transfer Level

Transferable CSU only

Special Numbering

None applies

Course Discipline/Number Parameters

Cluster

VOC Ed, Workforce, Economic Development

Course Prefix/Number

Excess

Department

All Departments

Valid course digit values:  
50 - 88; 90 - 96

Course Discipline/Prefix

All Course Discipline/Prefixes

Number

Decimals

Suffix

Submitted By

Date Submitted

8/14/2007

OK

Cancel

Special Topics

Special Topic Umbrellas

Course	Approval	Course Title
<input type="checkbox"/> ANTHRO 48	Approved	Special Topics
<input type="checkbox"/> APGR 299	Proposed	Special Topics
<input type="checkbox"/> APGR 399	Proposed	Special Topics
<input type="checkbox"/> ASL 48	Approved	Special Topics in American Sign Language

Topics under Umbrella


Course	Approval	Description

Next, move across the screen to the right and **select Transfer Level**. Be sure to select a Transfer Level that is compatible with the Title 5 Category. The options are Not Transferable, Transferable CSU Only, and Transferable UC and CSU. In this example, CSU Transferable is selected, since this course is intended to transfer to CSU.

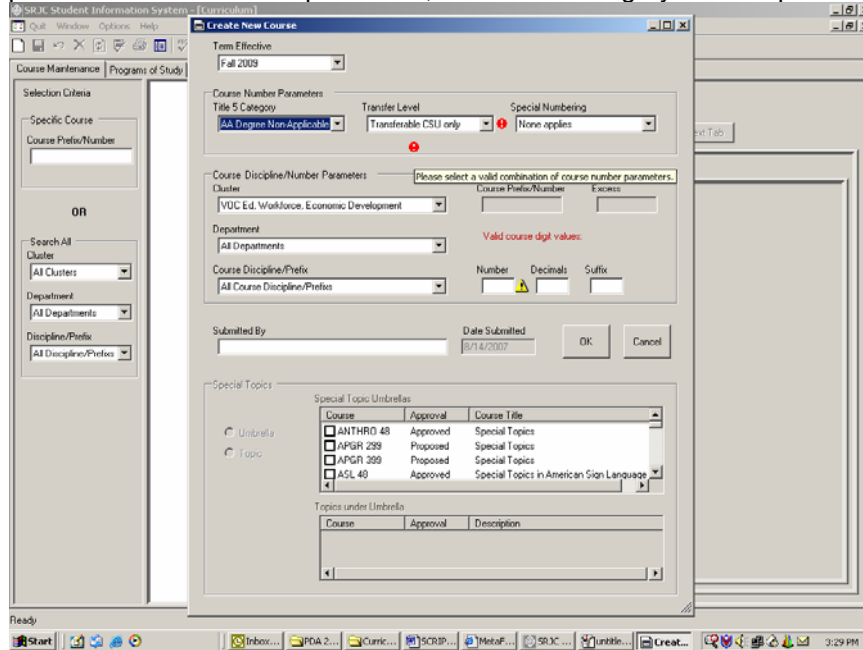
Finally, again **using the dropdown arrow, indicate the Special Numbering**. The options are None Applies, Independent/Directed Study, Special Topic, Experimental Course, and Work Experience. For this course, **NONE APPLIES** is selected, since none of the specific course numbering designations applies to the course.

## CCCSC Curriculum Application

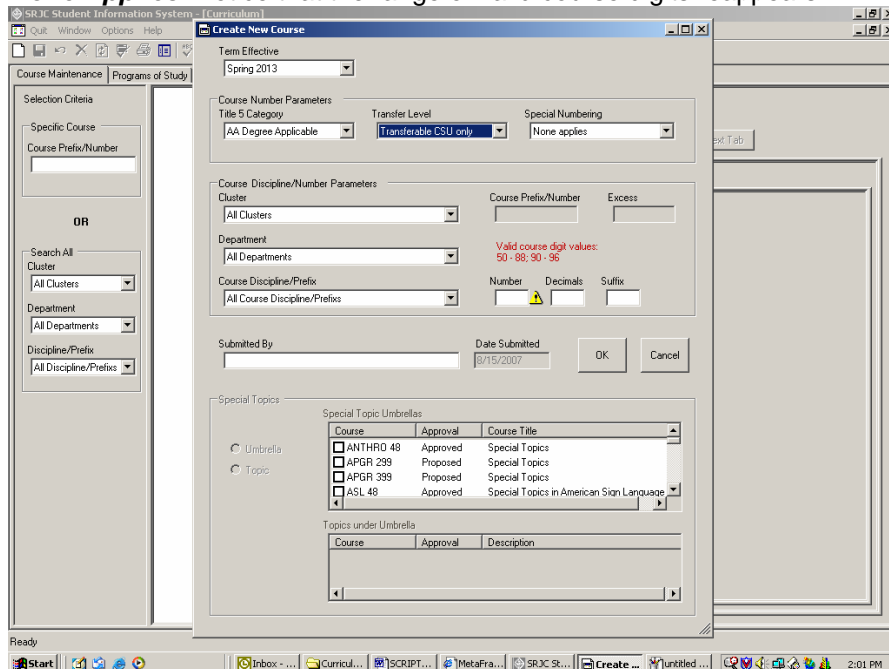
If the combination of Course Number parameters is invalid, the range of Valid course digit values disappears.

In the example below, **AA Degree Non-Applicable, Transferable CSU only** is selected. Two Error Provider symbols  appear. When you place the cursor over the symbol an error message appears.

In this case, the error message asks you to select a valid combination of course number parameters. In the example shown, the Title 5 Category is incompatible with the Transfer Level.



**Enter the correct course number parameters: AA Degree Applicable, Transferable, and None Applies.** Notice that the range of valid course digits reappears.



# CCCSC Curriculum Application

## STEP THREE

**Course Discipline/Nbr Parameters.** This area is located in the center section of the Basic Information form. The three selection boxes on the left side of this area allow you to drill down to the proper course discipline.

Under the first heading, Cluster, use the dropdown arrow to ***select the appropriate Cluster***. In the example below, *Educational Programs and Services* is selected.

From the box labeled "Department," Agriculture is selected, and from the box labeled "Course Discipline" Agriculture Business - AGBUS is selected.

The screenshot shows the 'Create New Course' window in the SACS Student Information System. The window is divided into several sections:

- Selection Criteria:** Includes 'Specific Course' and 'Course Prefix/Number'.
- OR:** A section with 'Search All' and 'Cluster' dropdowns.
- Course Number Parameters:** Includes 'Title 5 Category' (AA Degree Applicable), 'Transfer Level' (Transferable CSU only), and 'Special Numbering' (None applies).
- Course Discipline/Number Parameters:** Includes 'Cluster' (Educational Programs and Services), 'Department' (Agriculture), and 'Course Discipline/Prefix' (Agriculture Business - AGBUS). A red error message states: 'Valid course digit values: 50 - 99 90 - 96'.
- Special Topic Umbrellas:** A table with columns 'Course', 'Approval', and 'Course Title'. It lists several courses with their approval status and titles.
- Topics under Umbrella:** A table with columns 'Course', 'Approval', and 'Description'.

The 'Date Submitted' field shows '8/15/2007'. The 'OK' and 'Cancel' buttons are at the bottom right.

When you pick a value from the Cluster drop down menu, the values in the other boxes are adjusted accordingly. For example, when the Cluster/Division changes to "Arts, Culture and Communication", the Department and Course Disciplines selections are limited to those that belong to the Arts, Culture and Communication cluster.

## CCCSC Curriculum Application

**Create New Course**

Term Effective: Spring 2013

Course Number Parameters:  
 Title 5 Category: AA Degree Applicable  
 Transfer Level: Transferable CSU only  
 Special Numbering: None applies

Course Discipline/Number Parameters:  
 Cluster: Arts, Culture and Communication  
 Department: All Departments  
 Course Prefix/Number:   
 Excess:   
 Valid course digit values: 50-99, 90-96  
 Number:   
 Decimals:   
 Suffix:   
 Date Submitted: 8/15/2007

Special Topics:  
 Special Topic Umbrellas:  

Course	Approval	Course Title
<input type="checkbox"/> ANTHRO 48	Approved	Special Topics
<input type="checkbox"/> APGR 299	Proposed	Special Topics
<input type="checkbox"/> APGR 399	Proposed	Special Topics
<input type="checkbox"/> ASL 48	Approved	Special Topics in American Sign Language

 Topics under Umbrella:  

Course	Approval	Description
--------	----------	-------------

Work Experience courses (which are designated as such under Special Numbering "Work Experience") behave differently. To demonstrate this, we will re-set the Course Number Parameters to Title 5 Category -- AA Degree Applicable; Transfer Level--Transfer CSU Only; and Specific Type--Work Experience.

**Create New Course**

Term Effective: Spring 2013

Course Number Parameters:  
 Title 5 Category: AA Degree Applicable  
 Transfer Level: Transferable CSU only  
 Special Numbering: Work Experience

Course Discipline/Number Parameters:  
 Cluster: VOC Ed, Workforce, Economic Development  
 Department: Work Experience  
 Course Discipline/Prefix: All Course Discipline/Prefixes  
 Excess:   
 Valid course digit values: 97, 99  
 Number:   
 Decimals:   
 Suffix:   
 Submitted By:   
 Date Submitted: 8/15/2007

Special Topics:  
 Special Topic Umbrellas:  

Course	Approval	Course Title
<input type="checkbox"/> ANTHRO 48	Approved	Special Topics
<input type="checkbox"/> APGR 299	Proposed	Special Topics
<input type="checkbox"/> APGR 399	Proposed	Special Topics
<input type="checkbox"/> ASL 48	Approved	Special Topics in American Sign Language

 Topics under Umbrella:  

Course	Approval	Description
--------	----------	-------------

## CCCSC Curriculum Application

When you ***identify a course as Work Experience***, Cluster and Department are chosen for you, but all course disciplines are available for selection. You will notice that the error provider symbol appears next to the course number box. Enter 99, the course number assigned to all work experience courses on the SRJC campus, and the Error Provider symbol disappears.

We will reset the Course Number Parameters for our example course: AA Degree Applicable, Transferable, and None Applies.

# CCCSC Curriculum Application

## STEP FOUR

Type in course digits. To assign a *Course Prefix/Number* that is appropriate for the course you are proposing, enter the course number in this way: whole number into the **Number** dialog box and the decimals into the **Decimals** box.

The Course/discipline Nbr is built with your selections, as you enter data into the fields for Number, Decimals, and Suffix and appears in the **CoursePrefix/Number** box.

## STEP FIVE

Type in the name of the course submitter. Just below the Course Discipline/Number Parameters area, enter the name of the course submitter in the **Submitted By** box.

## STEP SIX

To the right, the date that appears in the **Date Submitted** box defaults to today's date.

# CCCSC Curriculum Application

SRJC Student Information System - [Curriculum]

Quit Window Options Help

Course Maintenance Programs of Study Course Signatures Code Maintenance Articulation Extracts/Reports

**Create New Course**

Selection Criteria

Specific Course

Course Prefix/Number

OR

Search All

Cluster

All Clusters

Department

All Departments

Discipline/Prefix

All Discipline/Prefix

Term Effective

Fall 2009

Course Number Parameters

Title 5 Category

AA Degree Applicable

Transfer Level

Transferable CSU only

Special Numbering

None applies

Course Discipline/Number Parameters

Cluster

Arts, Culture and Communication

Course Prefix/Number

BEHSC50.2A

Excess

Department

Behavioral Science

Course Discipline/Prefix

Behavioral Science - BEHSC

Number

50

Decimals

2

Suffix

A

Valid course digit values:  
50 - 88, 90 - 96

Submitted By

DSM

Date Submitted

8/15/2007

OK Cancel

Special Topics

Special Topic Umbrellas

Course	Approval	Course Title
<input type="checkbox"/> ANTHRO 48	Approved	Special Topics
<input type="checkbox"/> APGR 299	Proposed	Special Topics
<input type="checkbox"/> APGR 399	Proposed	Special Topics
<input type="checkbox"/> ASL 48	Approved	Special Topics in American Sign Language

Topics under Umbrella

Course	Approval	Description
--------	----------	-------------

Ready

Start | Inbox - ... | Curriculum... | TSCRIPT... | MetaFra... | SRJC St... | Create ... | Unbilled ... | 2:31 PM

# CCCSC Curriculum Application

## STEP SEVEN

If the course Special Numbering is Special Topic, complete the Special topics data at the bottom of the screen. If the course is a special topic, and designated as such in the Specific Type box under Course Number Parameters, the Special Topics area of the screen will be enabled.

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

**Create New Course**

Term Effective:

Course Number Parameters:

Title 5 Category:  Transfer Level:  Special Numbering:

Course Discipline/Number Parameters:

Cluster:  Course Prefix/Number:  Excess:

Department:  Valid course digit values: 48

Course Discipline/Prefix:  Number:  Decimals:  Suffix:

Submitted By:  Date Submitted:

Special Topics

☐ Umbrella ☒ Topic

Special Topic Umbrellas:

Course	Approval	Course Title
<input type="checkbox"/> HRI 78	Approved	Special Topics in Human Resources
<input checked="" type="checkbox"/> HUMAN 40	Approved	Special Topics in Humanities
<input type="checkbox"/> ITAL 40	Proposed	Special Topics in Italian
<input type="checkbox"/> LIR 184	Proposed	Special Topics in Information & Library Res

Topics under Umbrella:

Course	Approval	Description
--------	----------	-------------

To designate a course as a Topic course, click on the radio button labeled Topic in the Special Topics section of the screen. Then, check the box next to the Special Topic Umbrella course to which the Topic course is associated. In the example above, the new Topic course is HUMAN 48.1 and its Special Topic Umbrella is HUMAN 48.

To create a brand new Special Topic Umbrella course, select a number appropriate to the Transfer Level and enter it into the Number box. In the Special Topics section of the screen, select Umbrella by clicking the radio button next to Umbrella.

# CCCSC Curriculum Application


To summarize the steps for entering basic information for a new course:

1. Select a term effective.
2. Identify course number parameters (Title 5 Category, Transfer Level, Special Numbering)
3. Select a Course Discipline/Number Parameters Cluster, Department, Course Discipline/Prefix
4. Type in course digits (using Number, Decimals, and Suffix as appropriate)
5. Type in the name of the course submitter.
6. Date Submitted defaults to the current date
7. If the course Special Numbering is "Special Topic", complete the Special Topics data at the bottom of the form.

When the data is complete, click the OK button.

If you wish to back out of the new course creation, click the Cancel button.

**Click OK** to accept your entries. This action will close the current form and you are ready to begin working with the Course Maintenance tabs. You will recognize this screen and the tab sequence from the earlier portion of the documentation. You are ready to **begin entering data under the General tab**. You can return to the Basic Information screen at any time by right clicking within the data entry screen. A context menu will appear: select "Work with Basic Info."

Remember that you can hide or reveal the treeview menu by clicking on the menu item  in the toolbar. To reveal or hide the course selection area **Right click on the screen to bring up the dialog box. Select "Hide Selection Area" or "Show Selection Area."** Hiding both selection areas gives you the maximum screen area for working with one course.

As you recall from the demonstration, each top tier tab organizes the information contained in the subtabs in the second tiers. The tab sequence roughly follows that of a printed course outline.

To develop your course proposal, you will enter data under each tab, moving through the tab sequence from left to right.

## CCCSC Curriculum Application

Now the new course appears in the "List of Selected Courses" and in the course data area. Complete as much of the outline as you wish. As you enter information, errors will occur as the application crosschecks data. All errors must be corrected before the course proposal can be frozen. At this stage, however, you can save a proposal that contains errors.

SRJC Student Records - [Curriculum]

Course Maintenance | Articulation | Programs of Study | Course Signatures | Code Maintenance | Extracts/Reports

Selection Criteria

One course

Course Discipline/Nbr  
engl48

OR

Drill down

Division  
All Divisions

Department  
All Departments

Discipline  
All Disciplines

List of Selected Courses

- ENGL 1A
  - v1 ENGL 1A R
  - v2 ENGL 1A R
- ENGL 48 34
  - v1 ENGL 48 34

Version 1 **ENGL 48 34**  
Proposed new course effective Fall 2008. Transferable UC and CSU. Special Topic Topic  
Last updated on 4/19/2008 at 18:57 by Nancy Luke

General | Descriptions | Student Prep | Content | Faculty Req | Forms | Approval | Reports

Basic Information | Hours and Units | Repeatability | Scheduling | Codes

Course Discipline/Nbr  
ENGL 48 34

Short Description

Long Description

Title 5 Category  
N/A Degree Applicable

Grading

Also Listed As  
Not cross-listed

Course	Approval	Description

Special Topic Umbrella Course  
ENGL 48 Special Topics in English. Approved course change effective Fall 2002


Formerly

Course	Description

Ready

### Validating data

The application requires you to validate the data prior to saving it. This gives you the opportunity to make corrections before you save. The first step, therefore, to saving data is validating it.

Click the Validate button  on the toolbar. The application takes you to the *Tools* tab and *Validation subtab* where you will find a list of all errors. Click to select an error and the application will take you to the page on which the error exists.

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Selection Criteria

Specific Course

Course Prefix/Number  
agbus56

OR

Search All

Cluster  
All Clusters

Department  
All Departments

Discipline/Prefix  
All Disciplines/Prefixes

List of Selected Courses

- AGBUS 56
  - v1 AG 702 Ints
  - v2 AGBUS 501
  - v3 AGBUS 561

Version 2 **AGBUS 56 Introduction to Agriculture and Wine Business Management**  
Approved course change effective Fall 2007. Transferable CSU only  
Last updated on 8/10/2007 at 12:29 by Debra Sands Miller

General | Descriptions | Student Prep | Content | Approval | Forms | **Tools** | Next Tab

Validation | Comparison of Versions | User Access Status

Double click an error to correct it.


Validation Error	Status
Long Description is required. Use title case	Critical

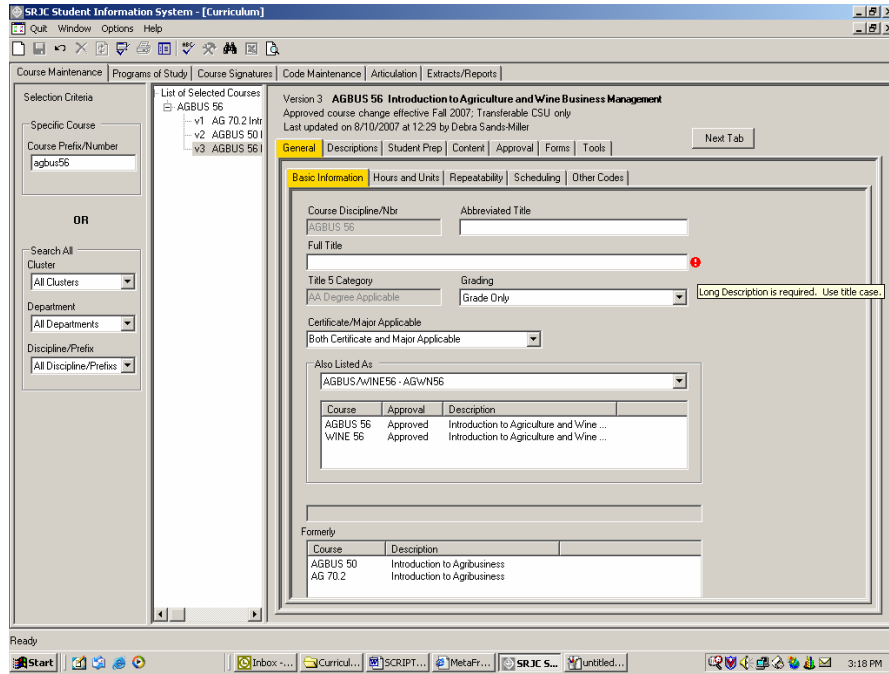
Refresh

Current Course Status Path


Ready

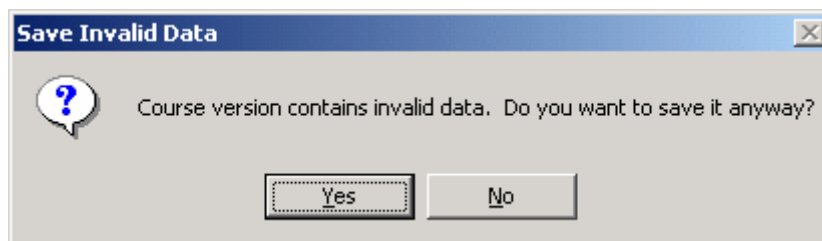
## CCCSC Curriculum Application

An Error Provider  on the affected page indicates an error condition. Hold your mouse pointer on it to see the error message.




### Saving data

After a course proposal has been validated, you can make corrections or save the data. To save, click the Save button  on the toolbar. (If this is a frozen proposal or an approved course version, and it has errors, the Save button will not be enabled.) This message box appears:

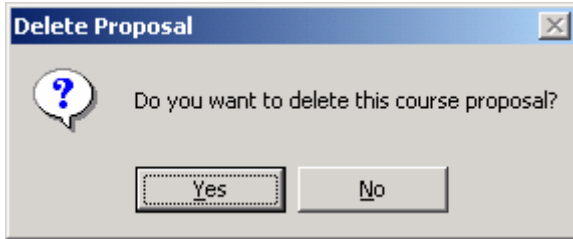


Click Yes to confirm the save.

### Deleting an unsaved proposal

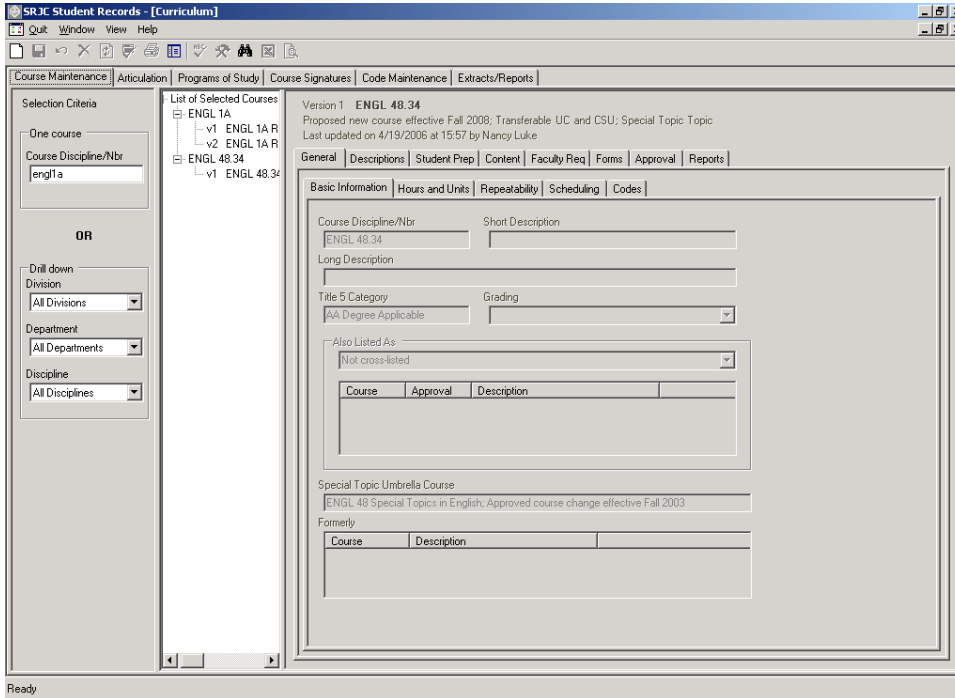
You can delete a proposal that you have not saved by clicking the Delete button  on the toolbar. Only users with Curriculum Super access can delete proposals after they have been saved. This message box appears:

## CCCSC Curriculum Application



Click Yes to confirm the delete. The course is removed from the "List of Selected Courses".

After you save or delete a course version, its data area is no longer active.



### Resuming work on a saved course

When you are ready to resume working on a saved course, if it is showing in the "List of Selected Courses", click it to bring it back into the course data area. If it is not showing, select it using the "Selection Criteria" panel, then click it when it appears in the "List of Selected Courses".

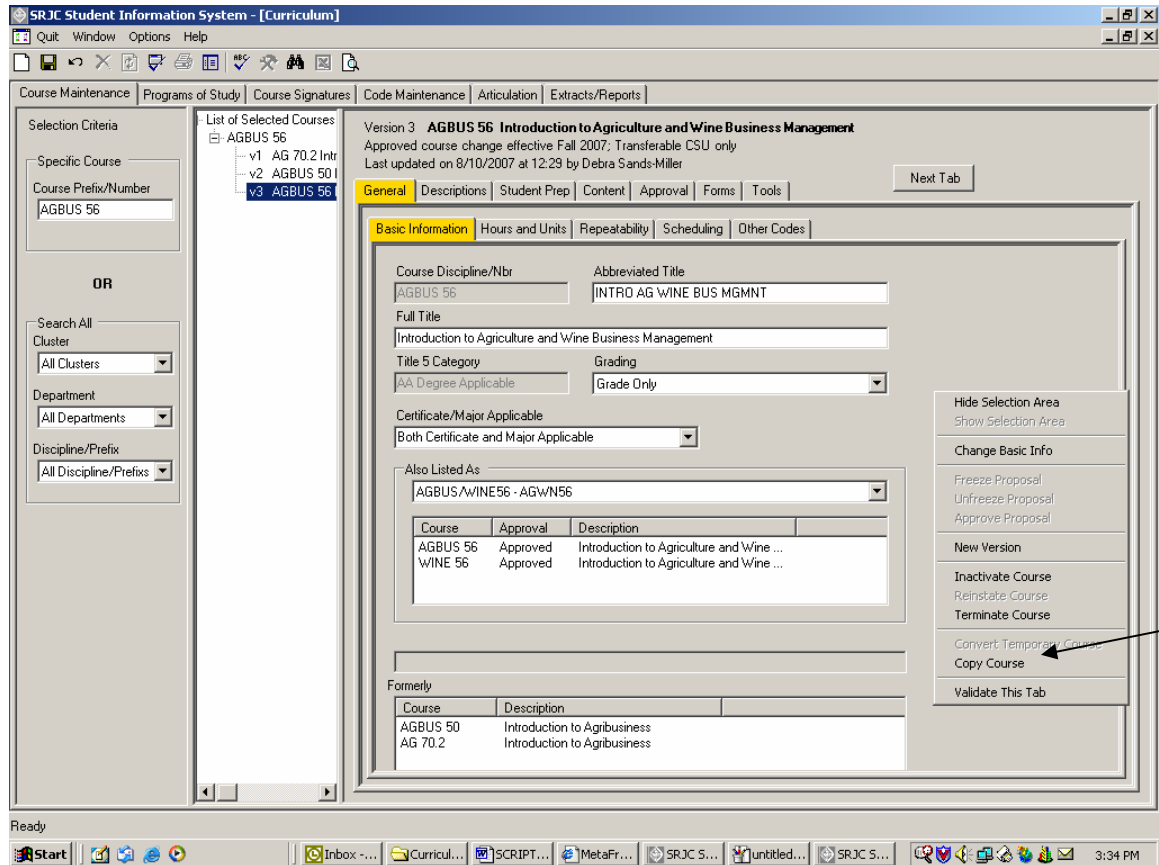
# CCCSC Curriculum Application

## Course Proposal Process - Copying Courses

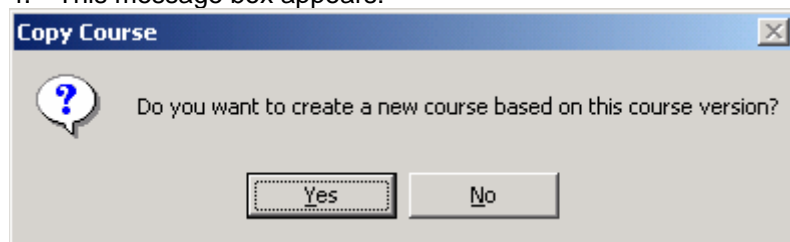
### Create a New Course by Copying from an Existing Course

Use this feature to create a new course that closely resembles another course.

1. Select the course to be copied and bring it into the course data area.
2. Right-click the course data area. A context menu appears with the option "Copy Course".
3. Highlight and click that option.



4. This message box appears:



5. Click Yes.

## CCCSC Curriculum Application Course Proposal Process - Copying Courses

The Basic Information form (covered above under Brand New Courses) appears. It is named "Copy Course" and is pre-populated with data from the course being copied.

The screenshot shows the 'Copy Course' form in the SRJC Student Information System. The form is pre-populated with data from the course being copied. The 'Term Effective' is set to 'Spring 2013'. The 'Course Number Parameters' section includes 'Title 5 Category' (AA Degree Applicable), 'Transfer Level' (Transferable CSU only), and 'Special Numbering' (None applies). The 'Course Discipline/Number Parameters' section includes 'Cluster' (Educational Programs and Services), 'Department' (Agriculture), 'Course Prefix/Number' (AGBUS 56), and 'Excess' (empty). The 'Special Topics' section includes 'Special Topic Umbrellas' (ANTHRO 48, APGR 299, APGR 399, ASL 48) and 'Topics under Umbrella' (empty). The form also includes fields for 'Submitted By' and 'Date Submitted' (8/15/2007), and buttons for 'OK' and 'Cancel'.

Change values as needed. The application will force you to change some part of the Course Prefix/Number so it will not match that of the copied course.

Click OK to save the copied course and return to the Course Maintenance form.

The new course is added to the "List of Selected Courses" and appears in the course data area. Data from the copied course can now be changed as needed.

Validate and save as described previously.

## CCCSC Curriculum Application Course Proposal Process - Revising Courses

### Revising courses

There are four types of course revisions: New Version, Inactivate Course, Reinstate Course, and Terminate Course. All course revisions occur by creating a new version of the course. The first and third options create an active course version; the other two options create a version that cannot be scheduled. Follow the same basic steps to create any type of course revision.

1. Select the course to be revised and bring it into the course data area.
2. Right-click the course data area. A context menu appears with the revision options that are appropriate for the course version. The option to Reinstate Course is available only if the course being revised is currently Inactivated.
3. Highlight and click the option you want.

The screenshot shows the SRJC Student Information System - [Curriculum] window. The 'List of Selected Courses' pane on the left shows 'v3 ENGL 1A R' selected. The main area displays the 'General' tab for 'Version 3 ENGL 1A Reading Composition'. The 'Basic Information' sub-tab is active, showing fields for 'Course Discipline/Nbr' (ENGL 1A), 'Abbreviated Title' (READING & COMPOSITION), 'Full Title' (Reading & Composition), 'Title 5 Category' (AA Degree Applicable), 'Grading' (Grade Only), and 'Certificate/Major Applicable' (Not Certificate/Major Applicable). A table titled 'Also Listed As' shows 'Not cross-listed'. A 'Formerly' table is also present. On the right, a context menu is open with options: 'Hide Selection Area', 'Show Selection Area', 'Change Basic Info', 'Freeze Proposal', 'Unfreeze Proposal', 'Approve Proposal', 'New Version', 'Inactivate Course', 'Reinstate Course', 'Terminate Course', 'Convert Temporary Course', 'Copy Course', and 'Validate This Tab'.

4. A message box appears. The message box varies according to the type of revision.

The screenshot shows a 'Create New Version' message box with a question mark icon. The text inside reads: 'Do you want to create a new version of this course?'. There are two buttons at the bottom: 'Yes' and 'No'.

5. Click Yes to create the course revision.

## CCCSC Curriculum Application Course Proposal Process - Revising Courses

The screenshot shows the SRJC Student Information System - [Curriculum] window. The 'Course Maintenance' tab is active. On the left, the 'Selection Criteria' panel shows 'Specific Course' with 'eng1a' entered. The 'List of Selected Courses' panel shows 'ENGL 1A' with versions v1, v2, and v3. The main form displays 'Version 3 ENGL 1A Reading Composition' with a 'Next Tab' button. The 'Basic Information' tab is selected, showing 'Course Discipline/Nbr' as 'ENGL 1A' and 'Abbreviated Title' as 'READING & COMPOSITION'. A 'New Version Info' dialog box is open, displaying a list of data elements that cannot be changed when creating a new version of a course. The dialog box has 'Yes' and 'No' buttons at the bottom.

**New Version Info**

The following data elements cannot be changed when creating a new version of a course.

- CB08 - Basic Skills Status
- CB04 - Credit Status
- CB23 - Funding Agency Category
- CB21 - Level Below Transfer
- CB06 - Maximum Units
- CB07 - Minimum Units
- CB22 - Noncredit Category
- CB09 - SAM Code
- CB03 - TOP Code

If you need to change any of the above values then you should be creating a new course and not a new version of the course.  
Would you like to continue creating this new version?

Yes No

The Basic Information form appears along with a dialog box indicating New Version Info. This box indicates which data elements cannot be changed when creating a new version of a course (Course Revision). If you are terminating a course, the only fields available are Term Effective, Submitter Name, and Date Submitted.

When the Basic Information is complete, click OK to return to the Course Maintenance form.

Make your changes, validate, and save as described above.

# CCCSC Curriculum Application

## Course Proposal Process - Converting Experimental Courses

### Converting Experimental Courses

There is a limit to the number of terms in which an Experimental course can be scheduled. After the limit is reached, an Experimental course must be converted to a permanent course or terminated. When an Experimental course is converted, two proposals are created, one for the new permanent course, and one for the termination of the Experimental course.

1. Select the course to be converted and bring it into the course data area.
2. Right-click the course data area. A context menu appears with the option "Convert Experimental Course".
3. Highlight and click that option.

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Selection Criteria

Specific Course

Course Prefix/Number  
emc329.1

OR

Search All

Cluster  
All Clusters

Department  
All Departments

Discipline/Prefix  
All Discipline/Prefixes

List of Selected Courses

- EMC 329.1
- v1 EMC 329.1

Version 1 **EMC 329.1 Pediatric Advanced Life Support**  
Approved new course effective Spring 2002; Not transferable; Experimental Course  
Last updated on 8/20/2007 at 14:26 by Conversion

General | Descriptions | Student Prep | Content | Approval | Forms | Tools

Next Tab

Basic Information | Hours and Units | Repeatability | Scheduling | Other Codes

Course Discipline/Nbr  
EMC 329.1

Abbreviated Title  
PED. ADV. LIFE SUPPORT

Full Title  
Pediatric Advanced Life Support

Title 5 Category  
AA Degree Non-Applicable

Grading  
Credit Course Taken for Credit

Certificate/Major Applicable  
Not Certificate/Major Applicable

Also Listed As  
Not cross-listed

Course Converted from this Experimental Course

Formerly

Course | Approval | Description

Course | Description

Hide Selection Area  
Show Selection Area  
Change Basic Info  
Freeze Proposal  
Unfreeze Proposal  
Approve Proposal  
New Version  
Inactivate Course  
Reinstate Course  
Terminate Course  
Convert Experimental Course  
Copy Course  
Validate This Tab

This message box appears:

Convert Experimental Course

Do you want to convert this experimental course to a permanent course?

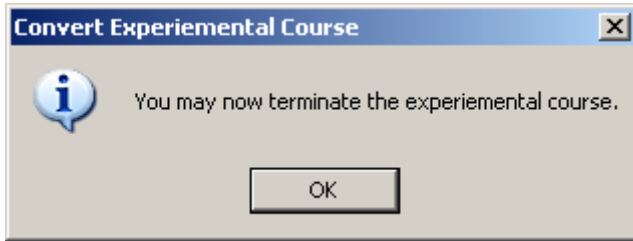
Yes No

Click Yes.

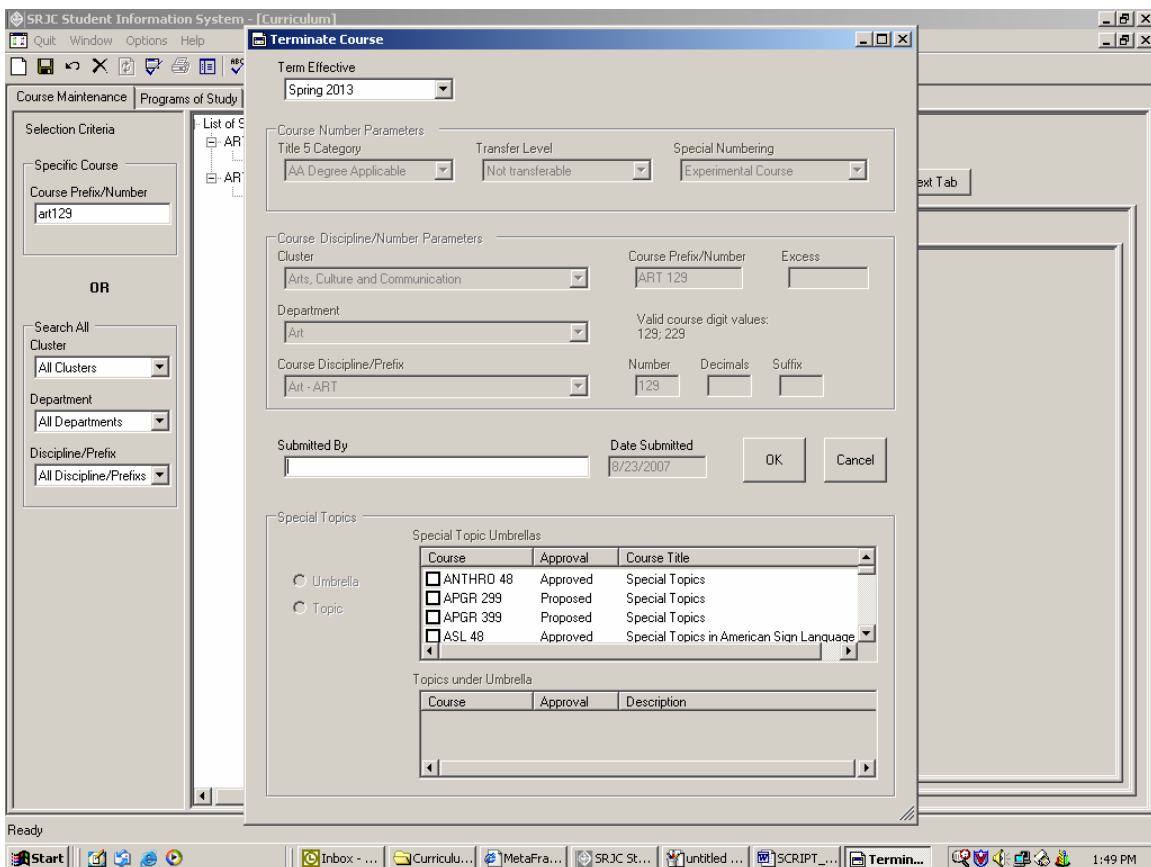
The Basic Information form appears. Complete it and click OK to return to the Course Maintenance form.

## Course Proposal Process - Converting Experimental Courses

If the Experimental Course has not already been terminated, this message box appears:



Click OK. A Terminate Course screen appears. Enter submitters name in the Submitted By box. Click OK to proceed.



The "List of Selected Courses" on the Course Maintenance screen now includes two additional course versions, one for the new proposed permanent course and one for the proposed termination. The termination proposal shows in the course data area. There should be no need to change it. The proposal has already been saved in the database and does not need to be saved again. Submit both the proposed permanent course and the proposed course termination for Curriculum Committee approval.

# CCCSC Curriculum Application

## Course Proposal Process - Converting Experimental Courses

SRJC Student Information System - [Curriculum]

Course Maintenance | Programs of Study | Course Signatures | Code Maintenance | Articulation | Extracts/Reports

Selection Criteria

Specific Course

Course Prefix/Number

art129

OR

Search All

Cluster

All Clusters

Department

All Departments

Discipline/Prefix

All Discipline/Prefixes

List of Selected Courses

- ART 128
  - v1 ART 128 ART for ART; Proposed new course effective Spring 2008
- ART 129
  - v1 ART 129 ART for ART; Approved new course effective Spring 2008
  - v2 ART 129 ART for ART; Proposed course termination effective Spring 2013

Version 1 **ART 128 ART for ART**

Proposed new course effective Spring 2008; Not transferable

Last updated on 8/23/2007 at 13:48 by Debra Sands-Miller

General | Descriptions | Student Prep | Content | Approval | Forms | Tools

Other Codes

Basic Information | Hours and Units | Repeatability | Scheduling

Course Discipline/Nbr

ART 128

Abbreviated Title

ART F ART

Full Title

ART for ART

Title 5 Category

AA Degree Applicable

Grading

Credit Course for Grade or CR/NC

Certificate/Major Applicable

Not Certificate/Major Applicable

Also Listed As

Not cross-listed

Course	Approval	Description

Prior Experimental Course

ART 129 ART for ART; Proposed course termination effective Spring 2013

Formerly

Course	Description

To work on the new permanent course proposal, find it in the "List of Selected Courses" and click it to bring it into the work area. Its data has been copied from the Experimental Course. Make your changes, validate, and save.

# CCCSC Curriculum Application Course Approval Process

## Course Approval

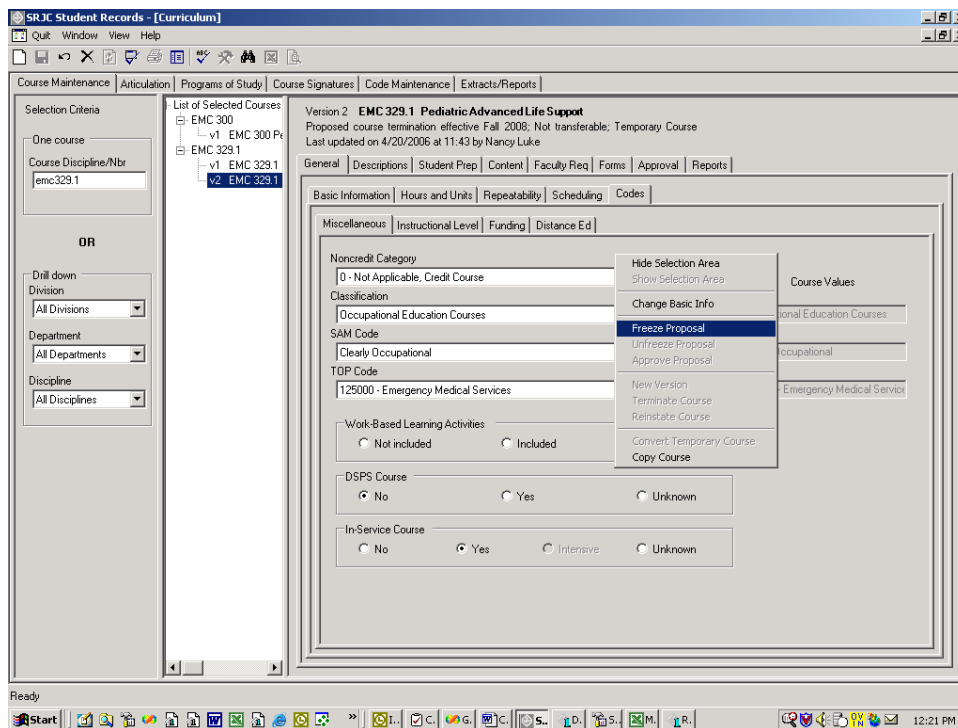
Course proposals must be approved before they go into effect. After a course is approved, an active course version is available for scheduling as of its term effective. If the course proposal is a termination, after it is approved the course can no longer be scheduled as of the proposal's term effective.

### Steps in the approval process

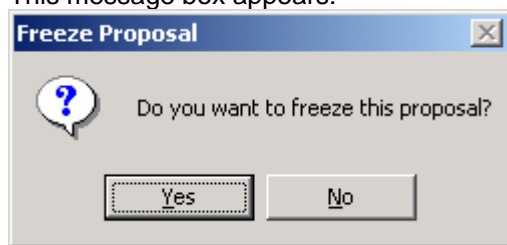
#### *Freeze the proposal*

The proposal is frozen to make it available for final approval and to prevent unauthorized changes to the proposal. **The ability to freeze a proposal is restricted to those with Curriculum Super access.**

1. Select the course to be frozen and bring it into the course data area.
2. Right-click the course data area. A context menu appears with the option "Freeze Proposal".
3. Highlight and click that option.



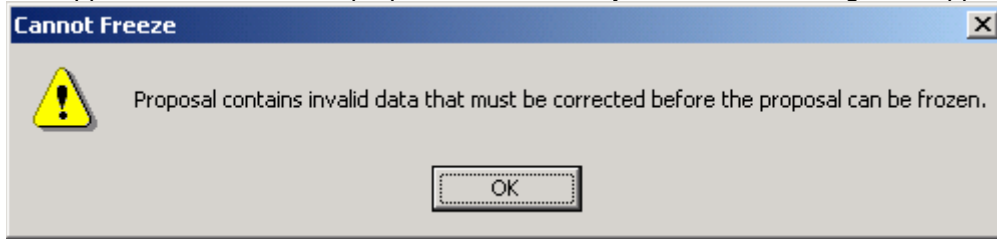
This message box appears:



Click Yes.

## CCCSC Curriculum Application Course Approval Process

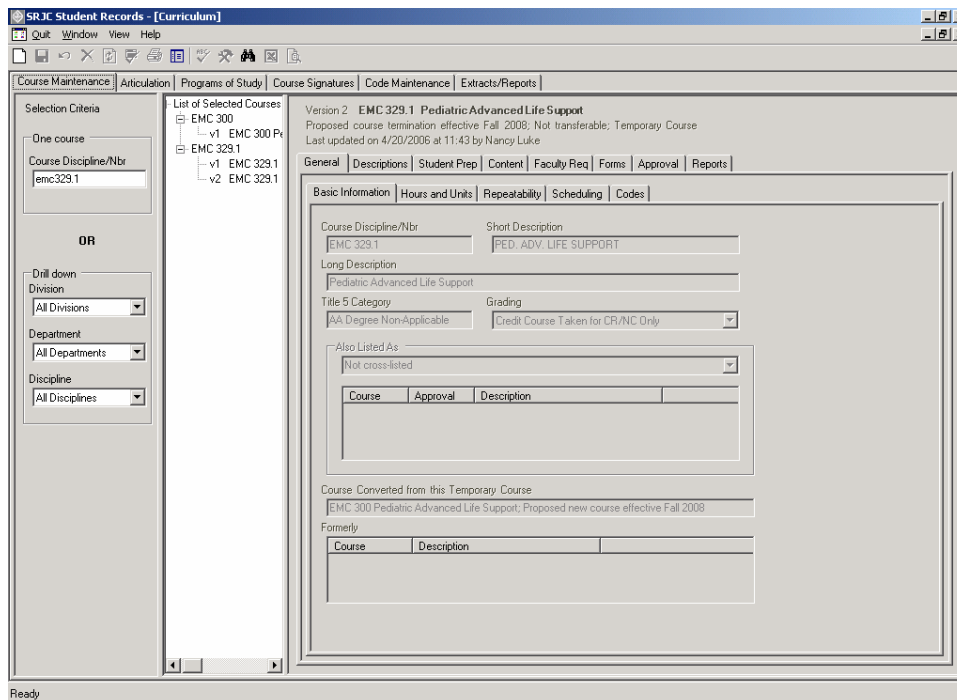
The application validates the proposal. If it finds any errors, this message box appears:



Click OK.

Errors are flagged with Error Providers. Correct the errors and try again to freeze the proposal. You cannot freeze if there are errors.

If the freeze is successful, the proposal is saved in a frozen state and the course data area is inactivated.



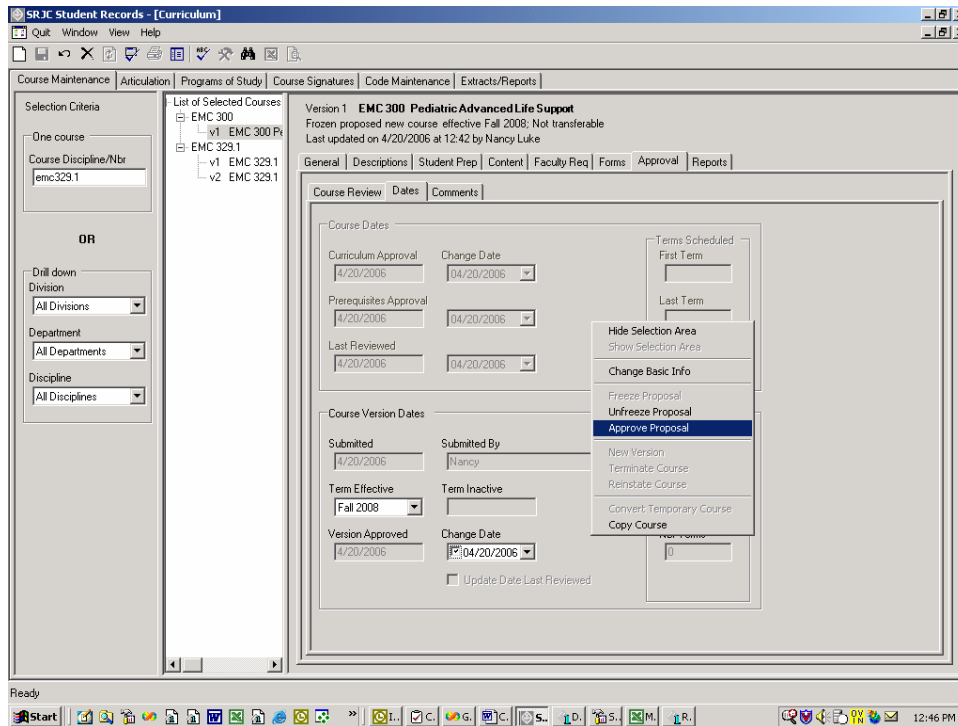
Enter final signature approval: Select the course and bring it into the course data area. Click the Approval tab. Click the Course Review tab. Select the correct Course Review. Enter the signature and name. (See the Approval tab section, above, for additional instructions).

Enter curriculum approval date: Click the Dates tab. Record the date. Check the "Update Date Last Reviewed" checkbox if appropriate. (See the Approval tab section, above, for additional instructions).

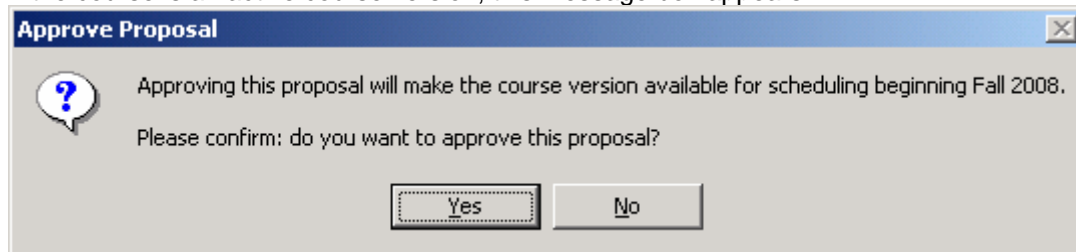
## CCCSC Curriculum Application Course Approval Process

### Approve the proposal:

1. Right-click the course data area. A context menu appears with the option "Approve Proposal".
2. Highlight and click that option.

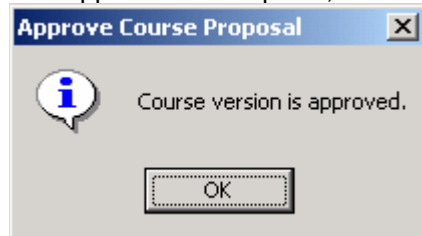


If the course is an active course version, this message box appears:



It is critical that all local, state, and transfer requirements are satisfied prior to this approval. Once the course is approved, it cannot be 'unapproved' via the curriculum application.

If all approvals are in place, click Yes. This message box appears:



The course is now available for scheduling.

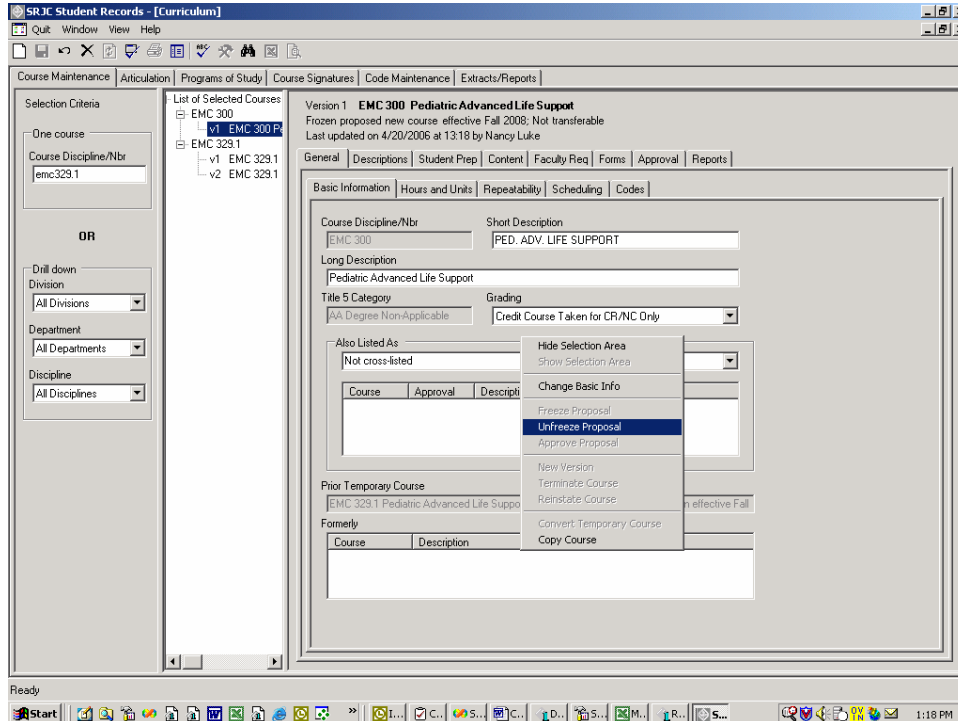
If you click No when asked to confirm the approval, the course remains frozen. Save the course to preserve the final signature approval and curriculum approval date if desired.

## CCCSC Curriculum Application Course Approval Process

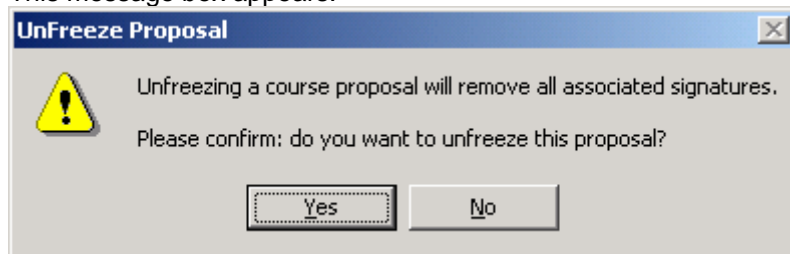
### ***Unfreeze a proposal***

A user with Curriculum Super access may unfreeze a proposal.

1. Select the frozen course proposal and bring it into the course data area.
2. Right-click the course data area. A context menu appears with the option "Unfreeze Proposal".
3. Highlight and click that option.



This message box appears:



Click Yes to unfreeze the proposal.

The course is saved in a proposed status. The course data area of the screen is inactivated. Users with Course Developer access can once again select the proposal and work on it.