

CE-Curriculum Management On-going Training

Date:	February 21-22, 2012
Time:	9:00 AM to 1:00 PM – Login 30 minutes before class start time
Location:	via Webinar
Instructor:	Wayne Madry, SME/West – Continuing Education and Basic Skills Rosallene Massey, Internal SME, / East – Continuing Education, Basic Skills, and Student Records
Target Audience:	College staff responsible for course section creation, maintenance, and basic academic program set up for the Continuing Education academic level.
Prerequisites:	Understanding of census and registration procedures.

Course Description: This workshop introduces the Curriculum Management module to the participants and includes demonstrations and hands-on exercises. The session focuses on courses, sections and academic program for Continuing Education.

Course Objectives: After completing this training, participants will be able to

- Describe courses and sections terminology
- Provide the academic term definition for Continuing Education
- Create courses for Continuing Education
- Create and cancel course sections
- Prepare census and registration dates.

Advanced Preparation: Prior to class, print the workshop materials from the secured CIS documentation website. Bring these materials to the class.

Joining Webinar Session Access the webinar session using the link and the phone bridge information sent to you via email.

Contact your system administrator for help with setting up the session. Begin setup at least 30 minutes prior to the session in case there are problems.

Colleges with multiple participants must have all participants in one location such as a computer lab with LCD panel, conference phone, and Datatel client on computers.