

Curriculum Management for CU On-Going Training

Date:	February 13-15, 2012
Time:	9:00 AM - 4:00 PM – Login 15 minutes before class start time
Location:	Webinar
Instructor:	Sonya Atkinson, SME – Curriculum Instruction/Student Records Ashley Davis, SME- Curriculum Instruction/Student Records
Target Audience:	College staff members responsible for course/section creation, and maintenance for the Curriculum academic level.

Course Description: This course introduces the Curriculum Management module to the participants, and includes demonstrations and hands-on exercises. The workshop focuses on courses and sections for Curriculum. All exercises take place in the local college training accounts.

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

- Build Programs in CIS
- Maintain campus calendar, buildings and rooms
- Request a new course
- Import a course
- Create standard transfer equivalencies for courses in the CCL
- Perform local course maintenance including:
 - Maintain course offering information
 - Define/create course pre-requisites and co-requisites
 - Create registration retake policies and associate to a course
 - Enter course restrictions
 - Manage course funding and billing information
 - Manage Equates
 - Generate course reports
- Copy a special subject curriculum course
 - Modify subject field for special subject courses
 - Change course titles for special subject courses
- Split curriculum courses
 - Associate split courses (i.e. equate codes, prerequisites and/or corequisites)
 - Determine when a split course was offered
 - Evaluate student records associated with split courses
 - Correct student records regarding repeat courses

- Verify Degree Audit Exceptions for split courses counting in place of the original state version
- Compare state versions of a course(s) to local versions of a course(s)
- Update local version of a course(s) to state version
- Identify census defaults and registration dates using XDCD
- Create/maintain course sections including
 - Cross-listing sections
 - Assign faculty
 - Section copy in term and in batch
 - Make sections inactivate and/or cancel sections
 - Change class meeting dates
 - View/maintain section census and registration dates
 - Maintain Book Info in CIS
- Generate section reports

Advanced Preparation:

Several days prior to class, print the workshop materials from the secured CIS project website.

http://www.nccommunitycolleges.edu/CIS_Docs/Training/New%20Hire%20Training/Class_Material_New_Hire.htm

If you do not have the Username and Password, contact your local System Administrator, or a member of the College User Support Team at 919-807-7178.

Joining Webinar Session:

Join the Webinar session using the meeting link and phone bridge provided to you via email.

This Webinar session can be joined 15 minutes prior to the actual start time of the session

If more than one person from your college is participating, please have everyone in one location, with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.