CU – Curriculum Management
College Staff Training

Target Audience: The target audience for this class includes college staff responsible for maintaining the campus calendar, course import and maintenance for curriculum in the local CIS, section creation, and other maintenance for the Curriculum academic level.

Date(s) and Time(s): October 25-26, 2016
9:30 a.m. – 4:30 p.m.
Please be seated 30 minutes before class start time.

Location: Isothermal Community College, IT Building, Room 2
College Training Center Information (classroom sessions only)

Register by Date: October 21, 2016

Facilitator(s): Kristina Eudy, Subject Matter Expert for Curriculum Student Records

Prerequisites: None

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

Advanced Preparation: Prior to class:
- Print and bring the class documentation, if available, published via the NCLOR at http://explorettheor.org. To request access to the NCLOR, refer to the CIS Documentation website at: http://www.nccommunitycolleges.edu/college-user-support/cis-documentation
- Have access to the mnemonics for this class.
- Ensure local network administrator has set up remote access for college staff to connect back to local test account from training lab or provided a laptop with appropriate access.
- Obtain the login and password for the college test account.
Course Objectives: After completing this session, participants will be able to:

- Maintain campus calendar, buildings, and rooms
- 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
- Split curriculum courses
  - Associate split courses, i.e., equate codes, prerequisites, and/or corequisites
  - Determine when a split course was offered
- Copy a special subject curriculum course
  - Modify subject field for special subject courses
  - Change course titles for special subject courses
- 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:
  - 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
  - Cross-listing sections
- Generate section reports
- Verify items pending download from the System Office CIS
- Download courses from the System Office CIS
- Select course(s) to be updated in the local CIS for the curriculum level
- Update the local CIS with courses
Course Evaluation: Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.