

Curriculum Inventory Management

Course List Job Aid

Overview

A Course List is a type of table.

Courses in a Course List are linked to data exported from PeopleSoft to provide immediate access to course information.

A Course List provides information in a pre-formatted table structure. It is different from a Plan of Study Grid in that it does not require the selection of a year or term.

Course Lists are used to display Program of Study requirements unique to The University of Akron.

The screenshot shows the 'Course List' interface with several components and callouts:

- 1 Comment:** A text field for entering a comment.
- 2 Or Class:** A field for entering alternative course numbers separated by commas.
- 3 Hours:** A field for the credit hours of the selected course.
- 4 Footnote:** A field for entering a footnote.
- 5 Area Header:** A checkbox to format the selected course as a header.
- 6 Indent:** A checkbox to indent the course and suppress credit hours.

On the right, a sample 'Course List' table is shown with a 'Footnotes' section below it.

Select 8 credits of the following: ¹		
3750:100	Introduction to Psychology	3
3750:105	Professional & Career Issues in Psychology	3
3750: 1XX	100 Level Psychology Course	
Select 12 credits		12
3750:450	Cognitive Development	
or 3750:425	Psychology of Hate	
or 3750:497	Independent Reading/Research in Psychology	
or 3750:500	Personality	
or 3750:560	History of Psychology	
Total Hours		15

Footnotes

¹ The Psychology Department recommends a student complete a statistics course to satisfy their general education math requirement. It is strongly recommended the student complete statistics prior to 3750:110 Quantitative Methods in Psychology.

- 1. Comment** - A comment will be displayed in parentheses after the course
- 2. Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
- 3. Hours** - The hours field is automatically populated with the active credit hours assigned to the course in PeopleSoft.
 - While these fields can be edited, please do not change the value.
- 4. Footnote** - Only the footnote symbol is entered in the course list and then add a Footnote table after the course list in the Page Body.
- 5. Area Header** - The item will be styled as a header within the table. You also may use the hotkey Alt+A to select this check box.
 - This option typically is used to logically group courses within a Course List.
 - For example grouping "Elective Courses" separately from "Required Courses".
- 6. Indent** - The item will be indented to the right, the credit hours will be suppressed from displaying, and credit hours will be suppressed from adding to your Total Credits. You may also use the hotkey Alt+I to select this check box.
 - For example, a Comment Entry of "Select one of the following:" may proceed a list of indented courses. This allows users to see all of the options, without adding the credit hours of each course to the Total Credits.