Curriculum Inventory Management



Course List Job Aid

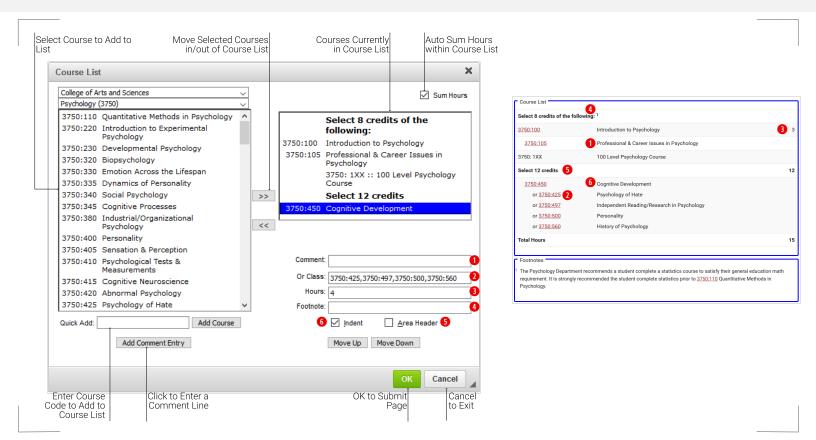
Overview

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.



- 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.