

Updating Course Information and Course Catalog

This document includes:

- Updating Course Information and the Course Catalog
- Links to several High School Course Catalogs / Course Handbooks

Updating Course Information & Course Catalog

Each year, District Administration and Site Administration need to update the District High School Course Catalog. Doing this well involves careful backward planning as pathways and departments need to determine any changes to programs of study and/or course offerings.

Typically, a new course offering may need to go through a course development and approval process. In California, for example, new courses --- including CTE courses --- that will meet the standards of college preparatory courses need to be approved as “a to g” courses by the University of California Office of the President. (See <http://berkeley.edu/doorways> for more information.)

Updating your course catalog as well as the precise descriptions of courses in your information system before scheduling will make scheduling MUCH easier. Typically, the District and Site/s need to accomplish the following:

1. Course Grade Levels - if a course is only to be taken by certain grade levels (e.g. English 2 or English 10 is only taken by 10th graders), then you need to affiliate the course to the correct grade level/s.
2. Site Affiliations - to make filtering and using your courses MUCH easier, Districts typically align each course to the school/s. where the course is actually offered. If a course is only offered at one or two schools, you likely would not want to mass affiliate to every school. On the other hand, Algebra would likely be affiliated with all middle and high schools, but likely not with elementary schools.
3. Active versus Inactive Courses - if you need to retire or reactive a course, it needs to be flagged as such. You do not want to inactivate a course that is still being used in the live schedule. You may inactivate the course after the school year is over.

NOTE: In some instances, schools choose to offer certain courses (such as upper division elective courses) every other year. This needs to be indicated in the course catalogue in order to support students who are planning their programs of study.

4. Minimum Capacity and Maximum Capacity – Are the course minimum and maximum student totals accurate? (Based on student mobility, are course maximums sometimes

set higher?) What are the least and greatest number of students you want in a class? It is important to set Maximum capacity so the Scheduler or Schedule Builder knows how many students to place in a Course.

NOTE: Typically, if you wish to adjust the number of students per class at the section level, you can do that from Edit Draft Schedule Sections after your draft has been created.

5. Term Length - do you have courses that only span a particular term (e.g. the course is semester or trimester long, not year long OR a quarter long on a 4x4 block)? These need to be flagged as such so the Course Tally page populates accurately.

6. School Type – In some districts, it is important to distinguish, flag, or tag courses that are high school courses as opposed to elementary school courses.

7. Session Type - if the course is for Summer School only, you need to flag or tag the appropriate Session. In most cases, the courses are often the same in BOTH Summer and the “normal” academic school year. So you'll want to leave the course un-flagged or untagged. (Blank)

8. Pathway and/or Department - to make filtering and using courses MUCH easier, select, flag, or tag the appropriate pathway or department.

9. Familiarize yourself with courses that may need to be offered in particular rooms or types of rooms. (i.e., science laboratory courses in science lab classrooms, ceramics courses in an art classroom with a kiln, pathway lab classes in a pathway- specific lab classroom, etc.)

NOTE:

In California, it is also important to support the a-g course development and approval process if a course will count as a college preparatory course.

In many districts and states, it is important to work with the Regional Occupation Program (or equivalent organization/entity) for approval and/or support for new career-technical courses.

In California, it is also important to update the District and/or Site-specific official a-g course list. <http://www.ucop.edu/doorways>

In addition, it is important to update the official District and/or site NCAA course list. See NCAA Eligibility Center – High School Portal <https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks>

Sample High School Course Catalogs

Increasingly, Course Catalogs have migrated to become online documents and many are readily available on school and district websites. What follows are just a few examples.

Includes links to course catalogs from the following schools/districts:

- *Adlai E. Stevenson High School, District 125, Lincolnshire, Illinois*
- *Berkeley High School, Berkeley Unified School District, Berkeley, California*
- *Elk Grove Unified School District, Elk Grove, California*
- *Evergreen Public Schools, Evergreen, Washington*
- *Noble High School, Msad 60 North Berwick School District, North Berwick, Maine*

Adlai E. Stevenson High School

District 125

Lincolnshire, Illinois

Course Book 2014 – 2015

<http://www.d125.org/assets/1/Documents/14-15%20Course%20Book%20rev.pdf>

Berkeley High School

Berkeley Unified School District

Berkley, California

Course Catalog 2013-2014

http://www.BHS_Catalog2013-14.pdf

Learning Communities include: Academic Choice (AC), Arts and Humanities Academy (AHA), Academy of Medicine and Public Service (AMPS), Berkeley International High School (BIHS), Communication Arts and Sciences (CAS), and Green Academy (GRN)

Elk Grove Unified School District

Elk Grove, California

2014-2015 Comprehensive High School Course Catalog and College/Career Planning Guide (208 pages)

Also available on line in both Espanol and Hmong

<http://www.egusd.net/academics/pdfs/2014cc/High%20School%20Course%20Catalog%202014-15%20ENTIRE.pdf>

What follows is a link to a sampling of Excerpts from the Elk Grove District High School Course Catalog, describing specific courses in each of the career academies/career pathways at one of the individual high schools. You can find similar course descriptions for other Elk Grove high school pathways/academies on the District website as well as in the District High School Course Catalog.

Laguna Creek High School

Elk Grove Unified School District

<http://www.egusd.net/academics/pdfs/2014cc/High%20School%20Course%20Catalog%202014-15%20English%20CTE%20Section-LCHS.pdf>

Business Careers (BC) Pathway

Green Energy Technology Academy (GETA)

Manufacturing Production Technology Academy

Sports Careers Academy (SCA)