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
  - o Adlai E. Stevenson High School (single high school district)
  - o Berkeley High School (single high school district), Berkeley, California
  - o Elk Gove Unified School District, Elk Gove, California
    - ▪ Includes links to academy programs of study at Laguna Creek High School
  - o Evergreen Public Schools, Evergreen, Washington
  - o Noble High School, North Berwick, Maine
  - o Acalanes Unified School District, Lafayette, California (includes Lafayette, Moraga, Orinda, & Walnut Creek)
  - o Plano Independent School District, Plano, Texas (includes example of student cover design)

  NOTE: See also Course Codes, Course Titles, and Course Descriptions (in other resources for Stage 1)

Updating Course Information and the 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.

Increasingly, the course catalog may be available on line with hard copies available in the counseling office, College and Career Center, and perhaps at the nearby Public Library.

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

Advice from the field: Involve students in creating a spectacular course catalog. They might help design an attention grabbing cover. They might contribute photos, graphics, and illustrations. An Advanced Graphics class or Advanced Publications class might design the entire Course Catalog as a class project.

Advice from the field: Include detailed programs of study for each pathway/academy as well as course flow charts for each department.   Include other essential information such as graduation requirements, detailed information on the program of study selection process and the course selection process, etc.

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 (single comprehensive high school district)*
> *Berkeley High School, Berkeley Unified School District, Berkeley, California (single comprehensive high school district)*
> *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 (single comprehensive high school district)*

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)

Evergreen Public Schools
Evergreen, Washington
High School Course Catalog 2013-2014
http://www.evergreenps.org/SchoolInfo/Catalog/Documents/CourseCatalog.pdf

Noble High School

Msad 60 North Berwick School District
North Berwick, Maine
Noble High School has two vertical, four-year academies, each comprised of approximately 450 students across grades 9-12. Each vertical academy has four grade level teams that are connected through their small learning communities as a semi-autonomous school."
Programs of Studies
https://docs.google.com/viewer?a=v&pid=sites&srcid=bXNhZDYwLm9yZ3xndWlkYW5jZS1uaHN8Z3g6MTdiZWVkNjMxYjIyNzQ1OQ

Acalanes Union High School District
Lafayette, California
 (includes schools in Lafayette, Moraga, Orinda, and Walnut Creek)
District Course Offerings
2013-2014
includes 4 high schools: Acalanes, Campolindo, Las Lomas, and Miramonte
Guidelines for Choosing a Course
"As you study this catalog and read the brief course descriptions, you are encouraged to consider the following guidelines before selecting courses that you wnt to take next year:
1. Graduation Requirements … carefully check the graduation requirements
2. College Entrance Requirements… look for courses required by many colleges and universities
3. Career Plans…look for courses that can help you prepare for possible career goals.
4. Your Interests…check for courses that let you pursue your own personal interests.
5. Parent Approval…talk with your parents about your course choices.
6. Teacher Recommendation…talk with your teachers about course choices and get their recommendations."
http://www.acalanes.k12.ca.us/coursecatalog

Plano Independent School District
Plano, Texas
COURSE CATALOG
High School/Grades 9-12/2011-2012
(example of cover designed created by a student in the Advanced Graphic Design & Illustration course at Plano West Senior High School)
http://www.pisd.edu/students/courses/documents/HS_Course_Catalog_010711.pdf