



Curriculum Management

**Course Inventory
Management
Edit Course**

Cal Poly State University
San Luis Obispo, CA 93407

Action Taken

Date	Who	Action	Pages
10/23/13	Susan Olivas	Document Created	
9/18/15	Shayna Bailey	Update	

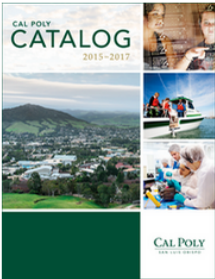

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1 Overview

To edit course, the online Edit Course form is used.

2 Opening the Edit Course Form

Step 1	<p>In the Curriculum Management portlet in the Academics tab of the portal, select Course Inventory Management.</p> <div data-bbox="331 491 1289 995"><p>Curriculum Management</p><p>Use the online forms and electronic workflow in the Curriculum Management system to submit proposals for the catalog. For additional information, refer to the Curriculum Handbook.</p><p>Course Inventory Management</p><ul style="list-style-type: none">Edit (modify), deactivate, or propose a course.<p>Program Management</p><ul style="list-style-type: none">Edit a program's description, learning objectives/outcomes, or curriculum.Deactivate or propose a concentration, graduate certificate, minor, or specialization. (Contact Academic Programs and Planning to propose a new degree program.)<p>Workflow</p><ul style="list-style-type: none">View and manage workflow, if you have approval responsibility, such as chair of a curriculum committee or chair/head of a department.</div>																												
Step 2	<p>In the Search field of the Course Inventory Management module, enter the course to be edited. If needed, use an asterisk (*) as a wild card key before and/or after the value.</p> <p>Select the Search button.</p> <div data-bbox="331 1257 1159 1709"><p>Course Inventory Management</p><p>You are logged in as solivas Help</p><p>Search, edit, add, and deactivate courses. Quick Searches...</p><p>AGB* Search - OR - Propose New Course</p><table><tr><th>Course Code</th><th>Title</th><th>Workflow</th><th>Status</th></tr><tr><td>AGB 101</td><td>Introduction to Agribusiness</td><td></td><td></td></tr><tr><td>AGB 105</td><td>Economic Calculus Lab</td><td></td><td></td></tr><tr><td>AGB 200</td><td>Special Problems for Undergraduates</td><td></td><td></td></tr><tr><td>AGB 202</td><td>Sales, Communication and Leadership in Agribusiness</td><td></td><td></td></tr><tr><td>AGB 212</td><td>Agricultural Economics</td><td></td><td></td></tr><tr><td>AGB 214</td><td>Agribusiness Financial Accounting</td><td></td><td></td></tr></table></div>	Course Code	Title	Workflow	Status	AGB 101	Introduction to Agribusiness			AGB 105	Economic Calculus Lab			AGB 200	Special Problems for Undergraduates			AGB 202	Sales, Communication and Leadership in Agribusiness			AGB 212	Agricultural Economics			AGB 214	Agribusiness Financial Accounting		
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Step 3	<p>Select the course in the Search Results.</p> <p>Information about the course will display below as well as buttons to access the forms for editing a course or for deactivating a course.</p>																												

Search, edit, add, and deactivate courses. Quick Searches...

AGB* Search - OR - Propose New Course

AGB 260	Agribusiness Information Technology
AGB 270	Selected Topics
AGB 301	Food and Fiber Marketing
AGB 302	Agricultural Assoc & Cooperatives
AGB 303	Introduction to the Horse Racing Industry
AGB 310	Agribusiness Credit and Finance
AGB 311	Intermediate Agribusiness Finance

Print Proposal Deactivate Edit Course [Preview Workflow](#)

Viewing: **AGB 303 : Introduction to the Horse Racing Industry**

Catalog Pages referencing this course

- [Agribusiness](#)
- [Agribusiness](#)
- [Agribusiness \(AGB\)](#)
- [Agribusiness \(AGB\)](#)
- [Agricultural Supplies and Services Concentration](#)
- [Agricultural Supplies and Services Concentration](#)
- [Agricultural Supplies and Services Concentration](#)

Date:

Proposer Name: E-mail: Telephone:

solivas@calpoly.edu

Subject AGB New subject area? No

Department Agribusiness (127-AGB)

College College of Agriculture, Food and Environmental Sciences

General Information

Requested Start Term

Course Title Introduction to the Horse Racing Industry

Step 4

Select the Edit Course button.

A new browser window will open with the form.

CAL POLY
SAN LUIS OBISPO

Course Inventory

Editing: **AGB 303**

Date: Wednesday, October 23, 2013

Proposer Name: Susan Olivas E-mail: solivas@calpoly.edu Telephone:

Subject AGB New subject prefix? ☐

Department Agribusiness (127-AGB)

College College of Agriculture, Food and Environmental Sciences

General Information

Requested Start Term Summer 2015


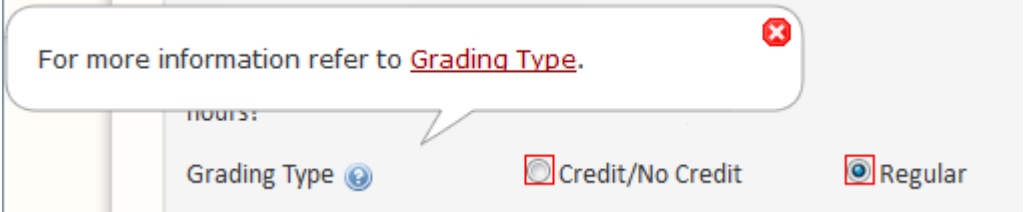
Course Title Introduction to the Horse Racing Industry

Short Course Title (displays in transcripts and the class schedule) Intro to Horse Racing Industry

Catalog Number 303

Course Description Descriptive analysis of horse racing industry: breeding farms, race tracks, trade associations, training issues, and auction sales. Industry structure, economic flows, contributions to state and local taxes, and racing law. Cultural influences of racing in Europe, Australasia, and Latin America. 4 lectures. Prerequisite: Junior standing.

3 Editing a Course

Step 1	<p>Complete all required fields in the form, which are outlined in red. Some of the fields will be auto-populated.</p> <p>For assistance with completing the form, select  to display the 'help bubble' next to a field.</p> <p>The help bubble provides instructions or links to resources.</p> 
Step 2	<p>Save changes by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Course button in the Course Inventory Management home page.</p> <p>Once the form is completed, select the Save and Submit button at the bottom of the form, so the proposed changes are submitted into electronic workflow for the catalog.</p> 