**Topics Courses**

*Numbering Guidelines*

**Topics sections that remain the same**

For example, HIST 5: section 1 is always “Pre-Colonial African History,” section 2 is always “Introduction to the Modern Middle East,” etc.

Create distinct course descriptions for each section:

1. Right click on your department/program folder for course descriptions
2. Click INSERT
3. Enter course code in pop-up box.
   a. Example: HIST-5-1 for History 5 section 1
   b. The prompt does ask for a name here, however, it is the course number which should be entered
4. In the “Course Name” field, enter the actual name of the course, e.g. “Pre-Colonial African History”
   a. This will not change what appears in the content tree, but does affect what appears in the published catalog
5. In the “Course Number” field, enter the course number with the section number, e.g. 5.1 (make sure to erase the subject code; only the number should be entered in this field)
6. Edit the rest of the information the same way you would for a regular course

**Topics sections that change each term**

For example, GOVT 50: each term, the topic is different and the section number may differ depending on how many sections are offered. In 12W, section 1 was “The Rise of China” and in 12S, section 1 was “War and Peace in the Modern Age.”

Another example is HIST 96: section 1 for 11F was “Personal Narratives in the Age of the American Revolution,” section 1 for 12S was “Colonialism and Culture in Asia and Africa,” etc.

Create a course description for the general course and include each topic within the “Course Description” field:

1. Right click on your department/program folder for course descriptions
2. Click INSERT
3. Enter course code in pop-up box.
   a. Example: GOVT-50
   b. The prompt does ask for a name here, however, it is the course number which should be entered.
4. In the “Course Name” field, enter the actual name of the course, e.g. “Pre-Colonial African History”
   a. This will not change what appears in the content tree, but does affect what appears in the published catalog.
5. In the “Course Number” field, enter the general course number; do not enter the section number, e.g. 50.
6. Follow the instruction on the following page to enter the rest of the course information.
### Topics Courses

*Styles and formats for entering course information*

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#### COURSE DESCRIPTION

**Topics with varying distributives:**

*Topic Course Title*

13S: 2A. Enter the term and time that the course will be offered on a new line after the topics title and before the course description. Enter prerequisites on a new line. Enter distributive and world culture attributes on new line, in italics. If professor varies according to topic, add last name after attributes, but not italicized; otherwise, enter professor in the instructor box, as you would for a standard course. Repeat for all topics.

- **Prerequisites:** CRSE 12
- **Dist:** INT; WCult: CI. Smith.

**Topics with one set of distributives which has been approved for all topics (rubric):**

*Topic Course Title*

13S: 2A. Enter the term and time that the course will be offered on a new line after the topics title and before the course description. Do not enter distributives in the course description section; do so in the “distribution” field. If professor varies according to topic, add last name on a new line; otherwise, enter professor in the instructor box, as you would for a standard course. Repeat for all topics.

- Smith.

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#### OFFERED

If more than one topic is listed, include the term and time offered at the beginning of the course description and enter “Varies” in the Offered field. If there is only one topic, enter term and time listed in the Offered field as you would for a standard course.

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#### DISTRIBUTION

If attributes are dependent on the topic, enter “Varies.”

If the COI has approved the distributives and attributes to be used for all topics, enter as `<Dist: ABBR; WCult: ABBR>` (e.g. “Dist: ART; WCult: CI” or “WCult: NW” etc.)

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#### INSTRUCTOR

If only one instructor will be teaching all of the topics offerings that are listed, enter the last name here. *(Enter only the last name, unless there are multiple instructors with that last name, then use first initial and last name.)*

If the instructors change from topic to topic, or term to term, enter as “Varies.”

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*All other information should be added the same way as a “Standard Course.”*