Section 2 – Update/Approve Courses in Programs

Prior to completing Section 2, the district must have submitted its Winter Project Easier files and corrected any errors as this information is used to populate the drop-down menu for selection of courses in a program (see page 2 of these directions).

From the Plus CTE start page, select Section 2, "Update, Approve Courses in Program".

Sections highlighted in red are not complete.

Form	Status	Due Date
Section 1: Update Program of Study Linkage	Not complete	6/1/2011
Section 2: Update/approve Courses in Program	Not complete	1/29/2011
Section 3: Update/approve Students in Program	Update/approve Courses in Program must be completed before this form can be accessed.	6/1/2011
Section 4: Update Secondary State Assistance Financial	Not complete	8/2/2011

If the district/consortium's FY 2011 Perkins application has not been completed, the list of programs that are operational is from the FY 2010 Perkins application.

On the following screen, click the "Check Core Courses" button. Core courses are those <u>shared across more than one CTE service area</u>. A maximum of one unit of core courses can apply toward meeting the "three sequential unit" State accreditation requirements.

Go to Start Page | Check Core Courses | Go to Display Status

Career and Technical Education

Courses in a Program

Approve

If the district has designated core courses, these will be listed on the "Check Core Courses" page. If the district designates the course as a core course, the student's enrollment information will not be included in any program information until the student enrolls in another course that is included in the program's sequence of courses. An example is shown below:

Local Course	CIP	Description	Select a Program or Core
1050 Careers and Lifestyl	1109010000	COMPUTER SYSTEMS NETWORKING & TELECOMM.	○
	4301070000	CRIMINAL JUSTICE/POLICE SCIENCE	○
	4706030000	AUTOMOTIVE COLLISION	○
	4706040000	AUTOMOTIVE MECHANICS	○
	5107990000	HEALTH AND MEDICAL ADMINISTRATIVE SERVICES	○
		Course is a core course	◉

Courses shared among programs in a single service area are not considered core courses; however, they are included on the "Check Core Courses" page for the purposes of designating where the district wants student enrollment included.

Local Course	CIP	Description	Select a Program or Core
6110 General Business	1109010000	COMPUTER SYSTEMS NETWORKING & TELECOMM.	○
	5201010000	GENERAL BUSINESS	◉
		Course is a core course	○
Local Course	**CIP**	**Description**	**Select a Program or Core**
6260 Computer App. I	1109010000	COMPUTER SYSTEMS NETWORKING & TELECOMM.	○
	5201010000	GENERAL BUSINESS	◉
		Course is a core course	○

In the above example, the district has designated students' enrollment information for the two courses (General Business and Computer App. I) will be included in the General Business program.

Once core course information is reviewed, return to the "Courses in a Program" page.

Click each program button (e.g., Agriculture and General Business) to review the courses in the program. The program's course sequence must align with the indicated career cluster and CIP Code description. Career Cluster information can be found at: http://www.careerclusters.org/16clusters.cfm. CIP code descriptions can be found at: http://nces.ed.gov/pubs2002/cip2000/. Districts can also contact the DE service area consultant for assistance.

Go to Start Page | Check Core Courses | Go to Display Status

Career and Technical Education

Courses in a Program

Approve

Service Area	Career Cluster	CIP Title	CIP Code	Units to complete program	State Certified
Agriculture	Agriculture, Food and Natural Resources	AGRICULTURE	0101000000	3.5	
Business	Business, Management and Administration	GENERAL BUSINESS	5201010000	3	
Family & Consumer Sciences	Human Services	FAMILY AND CONSUMER SCIENCES	1901000000	3	
Industrial Technology	Architecture and Construction	DRAFTING AND DESIGN	1513000000	3	

Once a program area is selected, districts will see the FY 2010 courses comprising the program sequence. The district's FY 2011 Project EASIER submission will be used to select courses for the FY 2011 year.

If there are course related errors, these will be highlighted in yellow or red. **Note: If the program being reviewed has a completed Program of Study (see Section 1) and contains highlighted YELLOW or RED courses, contact the POS community college representative before making any changes.**

- If highlighted in YELLOW, the district will need to determine whether the course was taught during the current year. If the course was not taught, ignore the yellow box at this time; it will not affect the ability to complete the review process. If the course is being taught during the current year, click the "Edit" button for that course; the FY 2010 course information is not an exact match with the FY 2011 course information (i.e., course name or number has changed). Replace the course with the correct CTE course from the drop-down menu (see example on next page). Click Update to save the changes.

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2009 Project EASIER
Edit	64	IOWA AGRIC	1	No - Student data will not be generated for this course

Click "Add Course" to insert a course into this Course Sequence
Click "Edit" to change course information or add an alternative to this course

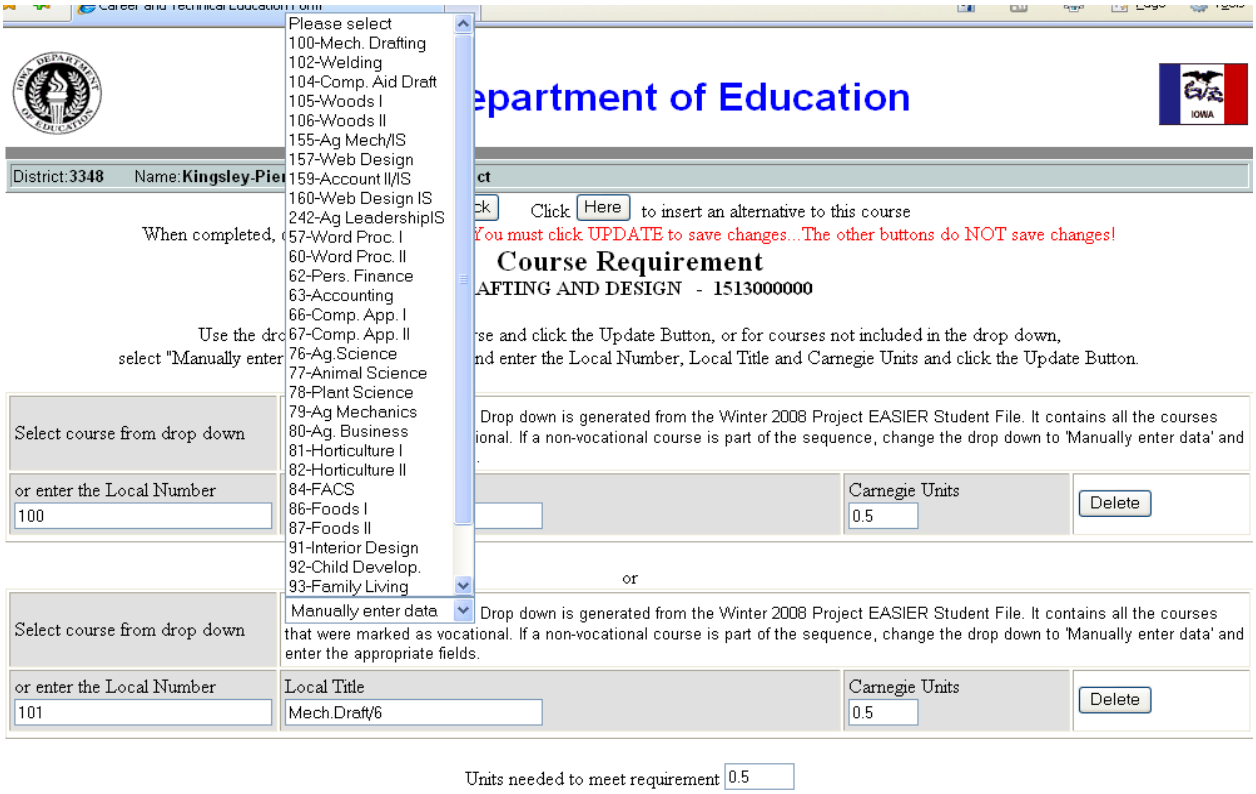
If Course found in Winter 2009 Project EASIER is No, click on the corresponding Edit button to update the record.

ourse sequence 1

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2009 Project EASIER
Edit	90205	Computer Apps 2	0.5	Yes
or	99002	Linux Network Administrator	0.5	No - Student data will not be generated for this course
or	99003	Linux Enterprise Admin 1	0.5	No - Student data will not be generated for this course
or	99004	Network Applications	1	No - Student data will not be generated for this course
or	99005	Network Applications Lab	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	3	
Edit	50140A	Algebra I	1	Course found, but not marked as a vocational course(ERROR: Course cannot be part of sequence)
	Copy Course Sequence	Total units in Course Sequence	4	

If the box is highlighted in RED, the course exists in the winter 2011 Project EASIER file, but is not identified as a CTE Course (vocational). To correct this issue:

- Click the Edit button for the course. Replace the course with an appropriate CTE course from the drop-down menu. Click Update to save the changes; OR
- Change the course coding to CTE (vocational) with the local data file and resubmit the district's Winter 2011 Project EASIER file (contact a Project Easier Consultant for assistance). When completed, go back to PLUS CTE and select the current course from the Edit drop-down menu. Click Update to save the changes.



Known Issues for Which Districts Need to Seek Assistance with the Winter Project EASIER Submission

The following issues will require corrections to the district's Winter Project EASIER file. Please contact a Project EASIER consultant for assistance.

- A course is in Winter EASIER but is not displayed in the course drop-down menu.
- A course in a program sequence is actually a collection of individual courses (usually found in a career academy program).
- Concurrent enrollment or joint enrollment courses are not displayed in Plus CTE or Winter EASIER.
- A course is displayed with incorrect Carnegie units.
- A course being taught during the current year was not included in the Winter Project EASIER file.

Editing Course Sequence Information

To add a course to an existing course sequence, click "Add Course". Note: Project Lead the Way (PLTW) courses may need to be added manually as they may not be marked as CTE courses (vocational) within the district's Winter Project EASIER file (see page 2).

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2009 Project EASIER

To delete a course in an existing course sequence, click the "Edit" button for the course being deleted (see page 2), then click "Delete".

or enter the Local Number	Local Title	Carnegie Units	
64	IOWA AGRIC	1	Delete

To create a new sequence for a given program, two options are available.

- To create from an existing course sequence, click the "Copy Course Sequence" button (located at the bottom of the course list), then follow the directions listed above for adding and deleting courses.

	Copy Course Sequence	Total units in Course Sequence	3	

- To create a course sequence from scratch, click the "Start new Course Sequence" button (located near the top of the page) then follow the directions listed above for adding courses.

Return to Courses in a Program | Start new Course Sequence

Course Requirement

FAMILY AND CONSUMER SCIENCES - 1901000000

To delete an existing course sequence, click the "Delete Course Sequence" button.

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2010 Project EASIER
Edit	87	Food & Nutr I	0.5	Yes
Edit	88	Food & Nutr II	0.5	Yes

Additional Guidance Regarding Courses in a Program Sequence:

- Programs/Sequences must contain at least three Carnegie units, only one of which may be core courses (See page 1).
- Different programs within a single service area can share more than one Carnegie unit of course work; these courses are not considered core courses (see pages 1 & 2).
- Once courses in a program have been entered and submitted by the district, the DE service area (discipline) consultant will review the program for approval. If there are comments from the consultant for a given program, these will be included in a "Comments" area located at the top of the page. If comments were made last year, these will also be shown (see example below). In addition, the district will be contacted if follow-up is necessary.

2010 Comment: **Please review the States' Career Cluster site http://www.careerclusters.org/ for information useful in designing a course sequence which focuses on the specific career cluster.**

2011 Comment:

Student information will be loaded into Plus CTE by the end of March. Districts will be able to complete Section 3 beginning April 1.

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