

UPDATING THE 24-25 CATALOG

The screenshot shows the top portion of the Concordia University Academic Catalog website. At the top left, there is a red 'EDIT PAGE' button. Below it is the Concordia University logo, which includes a red shield with a white cross and the text 'NCORDIA UNIVERSITY WISCONSIN & ANN ARBOR'. To the right of the logo, the text 'CONCORDIA UNIVER' is partially visible. The main heading in the center reads 'ACADEMIC CATALOG 2024-2025 CATALOG'. Below this, there is a navigation menu with a search bar and four options: '2024-2025 EDITION', '2024-2025 Catalog', 'Undergraduate Catalog', 'Graduate Catalog', 'Programs A-Z', and 'Catalog Archive'. The '2024-2025 Edition' and '2024-2025 Catalog' items are highlighted in orange. The 'Undergraduate Catalog' and 'Graduate Catalog' items have a plus sign next to them. Below the navigation menu, there is a large image of a smiling young woman with long brown hair, looking up, with a white triangle overlaid on the image.

EDIT PAGE

NCORDIA UNIVERSITY
WISCONSIN & ANN ARBOR

CONCORDIA UNIVER

ACADEMIC CATALOG
2024-2025 CATALOG

2024-2025 EDITION

2024-2025 Catalog

Search...

Undergraduate Catalog +

Graduate Catalog +

Programs A-Z

Catalog Archive

REGISTRAR'S OFFICE

Stephanie Barnhill
Karen Ruona

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Editing:

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BACKGROUND

- Online catalogs are published annually on the CUW and CUAA websites.
- Catalog software tool is called Courseleaf CAT, provided by the vendor Leepfrog.
- Page updates and review are the responsibility of the departments/ programs. Each page needs approval each year, whether or not there are changes on it.
- Catalogs are our “contract” with the students and all curriculum and policy information must have been approved prior to publication.



[Click here to visit the catalog website.](#)

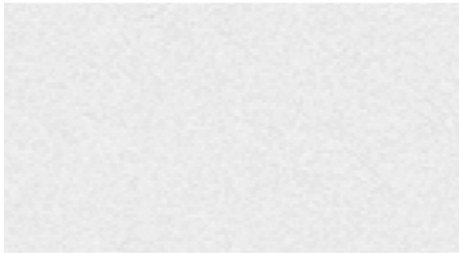


Our Course Catalogs include course sequencing, course descriptions, majors, minors and much more.

NAVIGATION

CourseLeaf Management

Next Catalog



Page Body

View as PDF

ONCORDIA UNIVI

Use Chrome Browser

Edit Toolbar (top)

Bottom Toolbar
(workflow)

Search Box

Breadcrumbs

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Edit "Page Body"

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Translations:
None

Page Owner(s): SCHOOL AS
Workflow: DC COMPUTERSCIENCE, DEAN AS, Registrar

2024-2025 EDITION

Search...



Home › Graduate Catalog › Programs › Arts and Sciences Programs › Master of Science in Computer Science

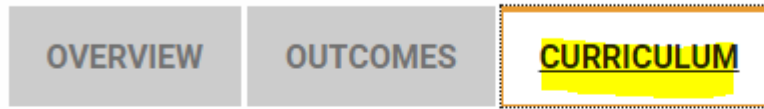
HOW TO UPDATE COURSE NUMBERS

- Collect course information for previous and new courses
- Navigate to the page that you wish to edit
- Click "EDIT PAGE" at the top left
- Click on the "CURRICULUM" tab
- Course numbers that require updates will appear in red boxes



ACADEM MASTER OF SCIENCE

Master of Science in Computer Science



Curriculum

Required Technical Courses	
CSC 510	Course CSC 510 Not Found

HOW TO UPDATE COURSE NUMBERS


- Click the pencil or the blue words "Edit Curriculum" on the right side of the screen

Home › Graduate Catalog › Programs › Arts and Sciences Programs › Master of Science in Computer Science

Master of Science in Computer Science

OVERVIEW OUTCOMES CURRICULUM

Curriculum

Edit "Curriculum" 

Required Technical Courses		
CSC 510	Course CSC 510 Not Found	3

- A new window will open to the curriculum page. To update the course information, double click on the blue "Course List" table that you wish to edit

Curriculum

Course List

Required Technical Courses	
CSC 510	Course CSC 510 Not Found
CSC 515	Course CSC 515 Not Found
CSC 520	Course CSC 520 Not Found

HOW TO UPDATE COURSE NUMBERS

- The Course List Editor will appear in a new window. Click the old course number and make note of any comments, hours, footnote, or boxes checked for the course, then move it out of the list by clicking the << arrows

The screenshot shows a window titled "Course List" with a close button (X) in the top right corner. At the top, there are two dropdown menus: "School of Arts and Sciences" and "Computer Science (CSC)". To the right of these is a checked checkbox labeled "Sum Hours".

The main area is a list of courses with a vertical scrollbar on the right. The list includes:

- CSC 1010 Foundations of Computer Science
- CSC 1050 Computer Communication
- CSC 1070 Theory and Fundamentals of Computer Science
- CSC 1800 Systems Integration
- CSC 2000 Coding I - Fundamentals
- CSC 2020 Computer Architecture
- CSC 2050 Coding II - Algorithms
- CSC 2400 Machine Learning and Robotics
- CSC 2800 Animation I
- CSC 3010 Computational Dilemmas
- CSC 3020 User Experience and Interactive Systems
- CSC 3030 Database Fundamentals
- CSC 3050 Operating Systems
- CSC 3070 Software Engineering
- CSC 3200 Systems Programming
- CSC 3210 Programming Language Theory

Below the list is a "Quick Add:" field with an "Add Course" button. To the right of the list are navigation arrows: ">>" and "<<".

On the right side of the window, there is a section titled "Required Technical Courses" containing a list of course numbers and their status:

- CSC 510 *** Course Not Found ***
- CSC 515 *** Course Not Found ***
- CSC 520 *** Course Not Found ***
- CSC 525 *** Course Not Found ***
- CSC 540 *** Course Not Found ***
- CSC 548 *** Course Not Found ***

Below this list are several input fields and checkboxes:

- Comment: [text input]
- Sequence: [text input]
- Cross Reference: [text input]
- Or Class: [text input]
- Hours: [text input]
- Footnote: [text input]
- Indent
- Area Header
- Area Subheader
- Move Up [button]
- Move Down [button]

At the bottom right, there are "OK" and "Cancel" buttons.

HOW TO UPDATE COURSE NUMBERS

- Locate and click on the new course number from the Banner Course list on the left (you may need to change school or subject code in the drop down lists to find it), then click the >> arrows to move it to the list that will appear in the catalog. Be sure to then add in any comments, hours, footnotes, or other checked boxes for the new course number to match what was selected for the old course number

Course List

School of Arts and Sciences
Computer Science (CSC)

Sum Hours

Required Technical Courses

CSC 5010 Vocation and Ethical Computing
CSC 515 *** Course Not Found ***
CSC 520 *** Course Not Found ***
CSC 525 *** Course Not Found ***
CSC 540 *** Course Not Found ***
CSC 548 *** Course Not Found ***

Comment: _____
Sequence: _____
Cross Reference: _____
Or Class: _____
Hours: 3
Footnote: _____

Indent Area Header
 Area Subheader

Move Up Move Down

OK Cancel

- Use the “Move Up” and “Move Down” buttons to move the course to the appropriate location in the list
- Repeat for each of the “Course Not Found” courses
- Click “OK” when the list is complete and repeat for all Course Lists on the page until all the red boxes are gone

FORMATTING TIPS

CHEMISTRY MAJOR (M)

The goal of the Department of Physical Sciences at Concordia University Wisconsin is to develop competent scientists with a Christian worldview. The graduates of its programs will possess the current scientific knowledge and research/data interpretation skills so necessary for entering scientific or medical careers in industry, academia, or government. More importantly, they will be prepared to provide a Christian influence and ethical perspective to the debate on the science-related problems facing the world today.

Concordia offers a chemistry major that is certified by the American Chemical Society. This major includes 46 credits of chemistry and 16 credits of supplementary coursework (physics and mathematics).

Program Learning Outcomes

The chemistry faculty has determined that chemistry students should be able to:

- Demonstrate an understanding of and ability to apply fundamental chemical concepts;
- Use common laboratory procedures and equipment, often as a member of a team, to gather meaningful data;
- Analyze and interpret data to arrive at appropriate conclusions;
- Apply principles of laboratory safety and chemical hygiene;
- Perform undergraduate research and conduct effective searches of the chemical literature;
- Communicate and summarize scientific information effectively and accurately in both oral and written form;
- Act ethically and responsibly, demonstrating an understanding of the role chemistry plays in societal issues; and
- Recognize that, though our scientific understanding of the universe continues to change, God's truth does not, for His ways are higher than our ways and His thoughts than our thoughts (Isaiah 55:9).

Curriculum

Code	Title	Hours
Core Requirements (https://catalog.cuw.edu/undergraduate/university/acad-prog/trad/core/) ¹		45
Major Requirements		54
Electives		21
Minor: Optional		

CHEM 241	Organic Chemistry I	4
CHEM 242	Organic Chemistry II	4
CHEM 225	Analytical Chemistry	4
CHEM 235	Descriptive Inorganic Chemistry	4
CHEM 341	Physical Chemistry I	4
CHEM 342	Physical Chemistry II	4
CHEM 425	Biochemistry	4
MATH 202	Calculus II	4
CHEM 491	Chemistry Senior Seminar I	1
CHEM 492	Chemistry Senior Seminar II	1
PHYS 171	University Physics I	4
PHYS 172	University Physics II	4
Select at least 8 credits of the following		8
CHEM 399	Chemistry Internship (1-4 credits)	
CHEM 426	Advanced Biochemistry (4 credits)	
CHEM 435	Advanced Organic Chemistry (4 credits)	
CHEM 445	Advanced Inorganic Chemistry (4 credits)	
CHEM 455	Instrumental Analysis (4 credits)	
CHEM 499	Undergraduate Research (up to 4 credits, 1-4 credits per semester)	

Total Hours 54

² With approval from the Physical Sciences Department on an individual basis, a student may use a 4 credit upper-level biology or physics course in place of one of the courses listed here.

- Use standard key strokes “control+c” for copy, “control+v” for paste, etc.
- Consistent formatting is important to the look of the catalog, please follow Catalog Formatting guidelines (separate document). To review what your pages will look like, click on “view as a PDF” in the top menu.
- Be sure to **indent** any core courses in the course list that are listed with major courses so that the credit totals are correct. Credit total errors lead to problems with Degree Works audits. Verify that there is a **credit total** on the curriculum tab and that these totals are accurate.

Required Core Courses

CHEM 141 General Chemistry I

MATH 201 Calculus I

Required Courses

CHEM 142 General Chemistry II

CHEM 241 Organic Chemistry I

CHEM 242 Organic Chemistry II

CHEM 225 Analytical Chemistry

Comment: Lab Science - 4 credits

Sequence: _____

Cross Reference: _____

Or Class: _____

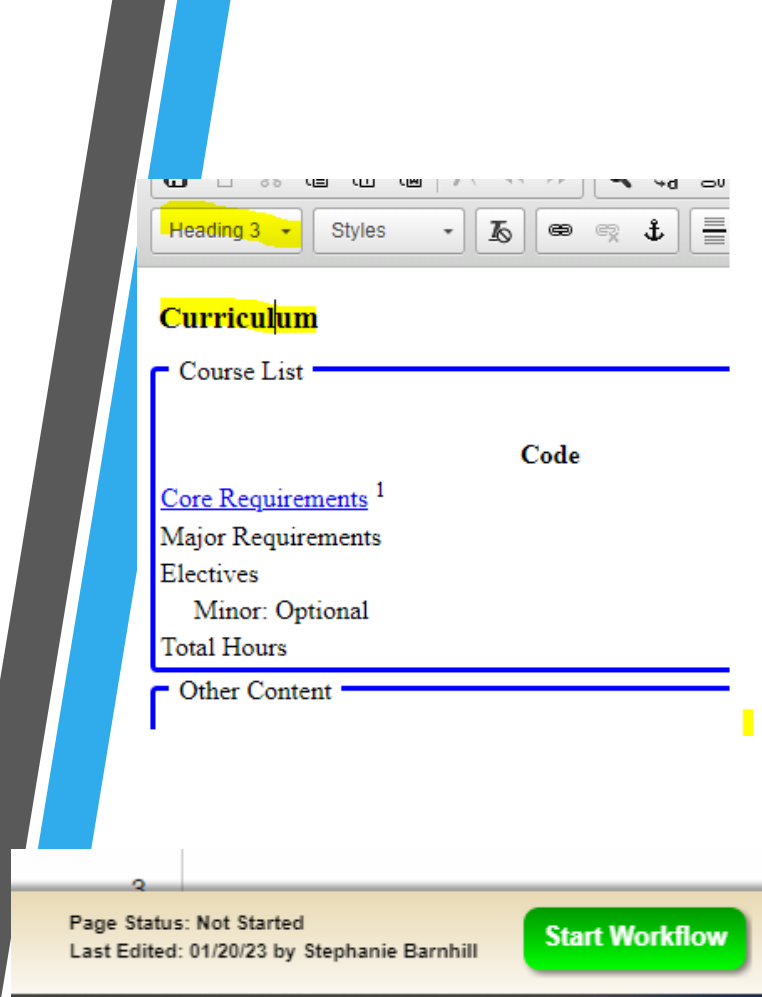
Hours: 4

Footnote: _____

Indent Area Header

Area Subheader

Move Up Move Down



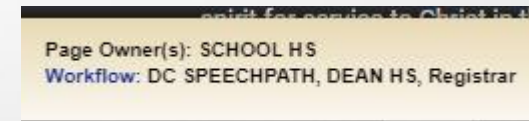
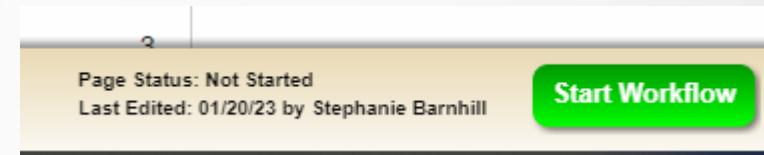
FORMATTING TIPS

- Use the correct header sizes for consistency (see formatting guidelines document).
- When you are completely finished with all the changes that you wish to make on your page(s), click the green Start Workflow button in the bottom toolbar. The box will then become grey and you will no longer be able to edit the page. This is NOT a “save” button – it means “I am done and I want it to be approved.”
- You will need to click “Start Workflow” for each page that you are editor for, even if you do not make changes to it.
- There is general “Help” available – click the button in the top toolbar.
- If you are interested in more training with the Edit functions in the catalog, there is a training webinar available from Leepfrog this Wednesday, January 24 at 1:00pm CST. Email Karen for the link to this registration, if interested.



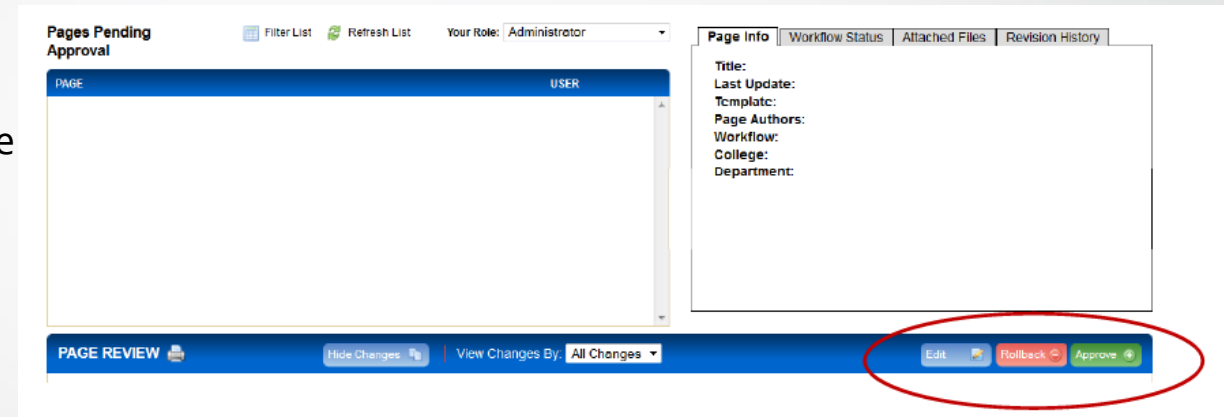
APPROVAL (WORKFLOW) PROCESS

- When you have completed your edits and click “Start Workflow”, the approval process begins.
- The workflow can be viewed at the bottom of the page – an email will go to the next person in the chain and that person must approve or rollback for further editing before the approval moves to the next person. [Rolling back changes does not remove the edits.](#)
- If you are in the approval workflow, you will receive an email when you have pages ready for approval. Be sure to check junk mail. There will be a Page Approval link in the email.
- If you accidentally click “Start Workflow”, contact the next person in the workflow, or the Registrar’s office to ask that the page be rolled back to you for further edits.



APPROVAL (WORKFLOW) PROCESS

- Approvers: Please **carefully examine and verify that the information** on the page is accurate, then approve the changes, make edits and/or rollback the pages as soon as possible to keep the workflow moving.
- Final review of all pages is done by the Registrar. The Registrar will not approve any changes that have not gone through appropriate curriculum or policy approvals.
- Pages that are final will have the status “Done”.
- All catalog page approvals are due by **March 31, 2024**.



March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Questions?

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THANK YOU!