



## Course Aim

The aim of the Curriculum Management Training Course is to provide the attendee with a knowledge of how the curriculum can be structured to meet the requirements of the Institution.

## Pre-requisites

The attendee should have attended the Desktop Navigation training course. Also attendees should have a knowledge of the Institution's intended curriculum structure. It would be beneficial if the attendee has been involved in Curriculum consultancy day which takes place before the Curriculum Management training. Please see your Project Manager for details.

## Suggested Attendees

This course is intended for those who are responsible for entering curriculum data and those who are involved in the production of the HESA Returns.

## Course Content

- Area of Study Definitions**  
 Any programme of study offered by an Institution is firstly created or defined within the Area of Study Definitions option. Delegates will be given examples of how to create the various curriculum areas as well as being shown the other facilities available to them within this module – for example, course description & requirements which can be linked to an on-line prospectus.
- Area of Study Sessional Details**  
 Following the creation of the curriculum areas, delegates will be shown how they can create the various sessional details. The ability to cater for academic years, terms, groups & locations are all standard features of the system. Curriculum links will also be explored and demonstrated.
- Curriculum Explorer/Upward view or Curriculum**  
 Following the linking of various areas of the curriculum, the curriculum explorer facility will be explained and demonstrated.
- Academic Year Roll-Over**  
 To prepare for the next academic year, AGRESSO STUDENTS provides a quick and easy to use curriculum roll-over which will be demonstrated and utilised.
- Reports**  
 Following the set-up of the curriculum structure, reports will be run, to show the data that has been entered by the candidates.

### Course Objectives

The attendee will have a fuller understanding of how the curriculum structure that has been devised by the institution will be set-up and appear against the student's enrolment record.

### Methodology

The theoretical aspects of management statistics will be explained followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course.

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Agresso's Swansea Training  
Centre or customer site

### Cost

POA - dependant on location.