

COURSE SUBMISSION TIPS FOR LDTP USING OSCAR

- **MANY TO ONE RELATIONSHIP:** For sequences or submissions where 2 or more community college courses are needed in combination to cover the course content for one LDTP descriptor, please make sure that all courses are submitted together as a combination on OSCAR.

For instance, when submitting 2 courses as a package for TCSU MATH SEQ A, be sure to use the mechanism in OSCAR that enables you to link and submit the 2 specific courses as a pair for review for the one LDTP course sequence descriptor.

(Please do not submit each course independently when you intend for it to be a combination.)

- **SEVERAL OPTIONS FOR AN LDTP DESCRIPTOR:** If you have two or more possible courses to be reviewed individually for articulation with an LDTP descriptor, then these courses should be submitted separately and independently via OSCAR – without any linkage.
- **“LDTP TCSU” DROPDOWN LIST OF VALUES:** Please be careful when using the dropdown list of values when selecting the LDTP identifier. It is easy to select the wrong LDTP value by mistake. For instance, several courses were submitted as Art courses rather than as the Business courses that they were.

There also seemed to be some confusion when submitting a Business Information Systems course. It was often submitted to TCSU BUS 120 instead of TCSU IS 120. The TCSU BUS 120 course is an accounting course. TCSU IS 120 is the correct choice for Business Information Systems.

- **OUTLINE APPROVAL DATE:** Please be sure to include the outline approval date as part of your OSCAR submission for each course.
- **CONTACT HOURS PER COURSE:** Please note that the contact hours per course should be expressed in hours per term. This is a change in ASSIST from prior years.
- **PREREQUISITES:** Where there are prerequisites for the course being submitted, it would be very helpful to include the course prefix, number and full course title.
- **TEXT BOOK INFORMATION:** Please be sure the text book information reflects what is currently in use by faculty teaching the course.

- **DIFFERENTIAL EQUATIONS & LINEAR ALGEBRA:** If you have two separate courses, submit them separately to the individual LDTP identifiers, as in Differential Equations to Differential Equations (TCSU MATH 240) and Linear Algebra to Linear Algebra (TCSU MATH 250). The combined descriptor (TCSU MATH 260) would require a course that teaches both topics in combination with a link between the subjects in the course content. Submitting the two individual courses in combination for TCSU MATH 260 will likely not be approved since the individual courses are not generally taught with the linkage between the two topics. In the two LDTP patterns (Civil and Mechanical Engineering) requiring those subjects, students are given the option of the one combination course or the two individual courses, so either method of satisfying this requirement is acceptable.
- **INTRODUCTION TO ETHNIC STUDIES:** The LDTP descriptor (TCSU ETHN 110) – Introduction to Ethnic Studies - specifies the course topic in “Stereotypes Gender/Sexuality.” Several courses submitted in the first cycle did not include this topic.
- **ACCOUNTING COURSES:** The Business LDTP specifies one course in Financial Accounting and one course in Managerial Accounting. “Principles of Accounting I and II” sequence courses - in combination - may or may not cover all of the content outlined in the LDTP Financial and Managerial Accounting descriptors. Routinely, financial accounting topics are covered in both the first and second Principles of Accounting courses. If upon examination of the course content of the Principles of Accounting courses, you determine that all of the topics for the LDTP Financial Accounting descriptor are covered, then you might choose to submit both “Principles of Accounting I and II” in combination for articulation with TCSU BUS 110 Financial Accounting.

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