

Subject: Consistent Style: Course Catalog Descriptions
Date: Thursday, October 5, 2017 at 12:40:29 PM Pacific Daylight Time
From: Letitia Miller
To: _IAC Deans
CC: Jennifer Hamilton, Barbara Adams, Heather Townsend, Kelly Addington

Hello, Deans –

Having served in a curricular capacity for just about 15 years in the YCCD (oh my!) I’ve noticed of late that we have drifted away from an established style in catalog course descriptions.

Some courses use unnecessary verbiage, creating a catalog that is stylistically inconsistent for students. [Consistency improves usability](#) in document design. For that reason, we are looking for **concise statements of content**, as opposed to grammatically “complete” sentences.

I consulted Jennifer who asked that I inform the you of the issue and provide an example.

EXCESSIVE VERBIAGE

Open to both business and non-business majors. This course provides an overview of basic business calculations and consumer math concepts useful in everyday life. Students will learn how to calculate mark-ups and mark-downs, payments and interest on loans, as well as basic financial ratios, and how to read financial statements.

CONCISE VERBIAGE

Open to ~~both~~ business and non-business majors. ~~This course provides an~~ Overview of basic business calculations and consumer math concepts useful in everyday life. ~~Students will learn how to calculate~~ Calculation of mark-ups and mark-downs, payments and interest on loans, as well as basic financial ratios, and ~~how to reading~~ of financial statements.

Can you please share this with division faculty? The concern has been communicated in Curriculum, but the message does not seem to be getting out to authoring faculty, making the technical review process less efficient. I will report this “communique” to the Curriculum Committee at the 10/24/17 meeting.

Thanks in advance!
Letitia

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