

Courses and Course Sections

Courses and Course Sections can be viewed in Workday via specific reports. Using search facets, users can narrow down their searches to find information on specific courses or course sections.

The Course Offerings and GCE Course Offerings reports are custom reports that will default to the upcoming academic period once the course schedule for that academic period has been published. These are the recommended reports to use when looking for course sections.

Use Find Courses to find all courses that have been taught at Muhlenberg, regardless of the academic period in which it has been taught. Use the Find Course Sections report to view specific scheduled course sections for a specific academic period.

Overview:



This help guide covers how to run and use the following reports:

- [Course Offerings](#)
- [GCE Course Offerings](#)
- [Find Courses](#)

Key Terms:



Academic Period: Period of time with a set start/end date; Semester or Term

Course Section: The semester-specific offering of a course that an instructor is assigned to and that a student can register for

Academic Level: Undergraduate, Graduate, Continuing Education, Non-Degree

Grading Basis: Audit, Credit/Non Credit, Graded, Pass/Fail

Course Tags: Used to identify courses that are General Academic Requirements or Interdisciplinary Studies (E.g., Writing; Second Language)

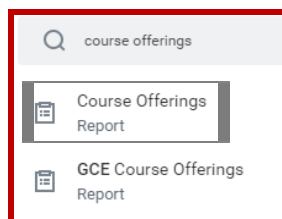
Course Offerings:

The Course Offerings report will list all undergraduate course sections offered for the upcoming academic period, once that schedule is published. This is the recommended report to use in preparation for registration.

From the homepage:

1. Navigate to the search bar and type *Course Offerings*. Select the report.

Note: Advisors can access this report on their **Advisor Dashboard**. Instructors can access this report on their **Teaching Dashboard**. Students can access this report on their **Academics Dashboard**.



- Click **OK** to view course offerings for the upcoming or current semester. The **Start Date Within** field will default to the upcoming or current semester. Update to a different term, if desired.

Instructions When course offerings for an upcoming semester are available, the Start Date Within field will default to that upcoming academic period. If you'd like to view offerings for a different term, you can change the academic period before running the report.

To search for course sections offered through the School of Graduate and Continuing Education, please use the GCE Course Offerings report.

Start Date within *

Academic Level *

- Use the **Search Bar** to search for a specific course section.
- Use the search facets on the left side of the screen to narrow the search by picking a specific **Section Status**, **Course Tag** etc.

HELPFUL TIP: The **Courses By Course Number Prefix** search facets are listed in descending order based on the number of course offerings within that subject for the academic period.

HELPFUL TIP: Use the search facets under **Course Tags** to search for a course offering that fulfills a specific General Academic Requirement, if needed.

HELPFUL TIP: First-Year Students may use the search facet **AFY** under **Course Tags** to search for courses appropriate for First-Years, either with no prerequisite or in certain cases, with some prior background.

Current Search Save

Clear All

Section Status

☐ Open (271)

☐ Waitlist (4)

Course Tags (GARs & Interdisciplinary Programs)

☒ AFY :: Appropriate for First-Y... (275)

☐ GAR :: (W) Writing (91)

☐ IDS :: Environmental Science (83)

☐ IDS :: Neuroscience (82)

☐ IDS :: International Studies (75)

More

275 Results Expand All

ARB 101-00 - Elementary Arabic I

Elementary Arabic I | Open | Fatma El-Turky

Section Details [Ettinger 105 | MW | 3:00 PM - 4:50 PM](#)

ARH 101-01 - Introduction to Art History I-Prehistoric to Gothic

Introduction to Art History I-Prehistoric to Gothic | Open | Elena FitzPatrick Sifford

Section Details [Baker Center for the Arts 166 | TR | 9:30 AM - 10:45 AM](#)

ARH 101-02 - Introduction to Art History I: Prehistoric to Gothic

Introduction to Art History I: Prehistoric to Gothic | Open | Emily Shartrand

Section Details [Baker Center for the Arts 166 | MW | 9:30 AM - 10:45 AM](#)

ARS 103-01 - Drawing I

Drawing I | Open | Carol Heft

Section Details [Baker Center for the Arts 182 | TR | 9:00 AM - 10:50 AM](#)

ARS 103-02 - Drawing I

Drawing I | Open | Carol Heft

Section Details [Baker Center for the Arts 182 | TR | 2:00 PM - 3:50 PM](#)

- Click the down arrow to view additional information about the course section.

AAS 301-00 - Race: The History of a Concept
Race: The History of a Concept | Open | Ms. Roberta J Meek
Section Details N/A | TR | 7:00 PM - 8:15 PM

AAS 301-90 - Race: The History of a Concept
Race: The History of a Concept | Open | Ms. Roberta J Meek
Section Details N/A | TR | 7:00 PM - 8:15 PM

Section Details
N/A | TR | 7:00 PM - 8:15 PM

Instructors
Ms. Roberta J Meek

Instructional Format
Lecture

Delivery Mode
Online

Enrolled/Capacity
0/1

- Click the **Course Section** to review the section details.

View Course Section
ACT 101-01 - Financial Accounting Active

Course	ACT 101 - Financial Accounting	Instructional Formats	Lecture
Academic Period	2020 Fall Semester	Delivery Mode	Online
Status	Open	Enrolled/Capacity	17/18
Start/End Date	08/24/2020 - 12/04/2020	Meeting Patterns	MW 8:00 AM - 9:15 AM
Grading Basis	Graded	Instructor	
Units	1 Units	Dr. Emira Mazzotta	
Description	The course will provide the student with a fundamental understanding of accounting as a means for decision making by integrating preparation of financial information and written reports for a variety of users with case discussions and oral presentations. Students will participate in analysis of a company using financial data. Further analysis of the industry with interim comparisons will be done in teams.	Notes	Online
Eligibility	Student has completed or is in process of completing any of the following course(s): BUS 101 - Business & Society, ECN 101 - Principles of Macroeconomics, ECN 102 - Principles of Microeconomics		View materials in bookstore

GCE Course Offerings:

The GCE Course Offerings report will list all GCE (Graduate & Continuing Education) course sections offered for the upcoming academic period, once that schedule is published. This is the recommended report to use in preparation for registration.

From the homepage:

- Navigate to the search bar and type *GCE Course Offerings*. Select the report.

Note: Advisors can access this report on their **Advisor Dashboard**. Instructors can access this report on their **Teaching Dashboard**. Students can access this report on their **Academics Dashboard**.

☒ GCE Course Offerings Report

- Click **OK** to view course offerings for the upcoming or current semester. The **Start Date Within** field will default to the upcoming or current semester. Update to a different term, if desired.

Instructions When course offerings for an upcoming semester are available, the Start Date Within field will default to that upcoming academic period. If you'd like to view offerings for a different term, you can change the academic period before running the report.
To search for traditional undergraduate course sections, please use the Course Offerings report.

Start Date within * 2020 Fall Semester (08/24/2020-12/23/2020)

Academic Level * Graduate Undergraduate

- Use the **Search Bar** to search for a specific course section.
- Use the search facets on the left side of the screen to narrow the search by picking a specific **Subject**, **Section Status**, **Course Tag** etc.

HELPFUL TIP: The **Subject** search facets are listed in descending order based on the number of course offerings within that subject for the academic period. Type in the subject you are looking for in the search field below the listed subjects to find additional subjects.

HELPFUL TIP: Use the search facets under **Course Tags** to search for a course offering that fulfills a specific General Academic Requirement, if needed.

Clear All

Academic Periods

☐ 2020 Fall Semester (08/24/... (45)
 ☐ 2021 Winter Session (01/04/... (13)
 ☐ 2021 Spring Module 1 (01/0/... (8)
 ☐ 2020 Fall Saturday 1 (08/29/... (7)
 ☐ 2020 Fall Module 2 (10/05/... (6)

More

Subject

☐ OCE Business Administration (12)
 ☐ Education (9)
 ☐ Art Studio (9)
 ☐ GCE Information Systems (5)
 ☐ Business Administration (5)

More

Section Status

Course Tags

☐ GCE :: Continuing Education (59)
 ☐ GCE :: Accelerated (24)
 ☐ GAR :: (HU) Humanities (11)
 ☐ GAR :: (S) Social Sciences (9)

AAS 301-90 - Race: The History of a Concept

Race: The History of a Concept | Open | Ms. Roberta J Meek

Section Details N/A | TR | 7:00 PM - 8:15 PM

ACT 201-90 - Accounting Information Systems

Accounting Information Systems | Open | Dr. Emira Mazziotto

Section Details T | 7:00 PM - 9:50 PM

ACT 323-90 - Intermediate Accounting II

Intermediate Accounting II | Open | Ms. Kindra Walker

Section Details M | 7:00 PM - 9:50 PM

ACT 326-90 - Concepts of Federal Taxation

Concepts of Federal Taxation | Open | Ms. Ellen Rackas

Section Details W | 7:00 PM - 9:50 PM

ARB 183-90 - Spc Top: Arabic for Community

Spc Top: Arabic for Community | Open | Ms. Fatma El-Turky

Section Details MW | 7:00 PM - 8:15 PM

ARS 103-80 - Drawing I

Drawing I | Open | Ms. Carol Heft

Section Details T | 6:00 PM - 8:50 PM

ARS 107-80 - Intro to Analog Photography

Intro to Analog Photography | Open | Mr. David W Haas

Section Details M | 6:00 PM - 9:50 PM

ARS 115-61 - Intro to Digital Photography

Intro to Digital Photography | Open | Ms. Greta K Bergstresser

Section Details (empty)

ARS 115-61 - Intro to Digital Photography

Intro to Digital Photography | Open | Ms. Greta K Bergstresser

Section Details (empty)

5. Click the down arrow to view additional information about the course section.

AAS 301-00 - Race: The History of a Concept

Race: The History of a Concept | Open | Ms. Roberta J Meek

Section Details N/A | TR | 7:00 PM - 8:15 PM

AAS 301-90 - Race: The History of a Concept

Race: The History of a Concept | Open | Ms. Roberta J Meek

Section Details N/A | TR | 7:00 PM - 8:15 PM

Section Details

N/A | TR | 7:00 PM - 8:15 PM

Instructors

Ms. Roberta J Meek

Instructional Format

Lecture

Delivery Mode

Online

Enrolled/Capacity

0/1

6. Click the **Course Section** to review the section details.

View Course Section

ACT 101-01 - Financial Accounting [Actions](#)

Course

ACT 101 - Financial Accounting

Academic Period

2020 Fall Semester

Status

Open

Start/End Date

08/24/2020 - 12/04/2020

Grading Basis

Graded

Units

1 Units

Description

The course will provide the student with a fundamental understanding of accounting as a means for decision making by integrating preparation of financial information and written reports for a variety of users with case discussions and oral presentations. Students will participate in analysis of a company using financial data. Further analysis of the industry with interfirm comparisons will be done in teams.

Eligibility

Student has completed or is in process of completing any of the following course(s): BUS 101 - Business & Society, ECN 101 - Principles of Macroeconomics, ECN 102 - Principles of Microeconomics

Instructional Format

Lecture

Delivery Mode

Online

Enrolled/Capacity

17/18

Meeting Patterns

MW | 8:00 AM - 9:15 AM

Instructor

Dr. Emira Mazziotto

Notes

Online

View materials in bookstore

4

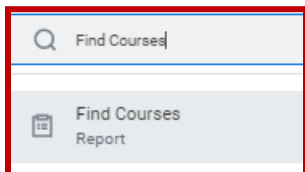
Find Courses:

The Find Courses report will list all courses that are offered and published at Muhlenberg. The Courses found in this report will not have a location, time/date, or instructor attached, therefore students will not be able to register for the course off this report.

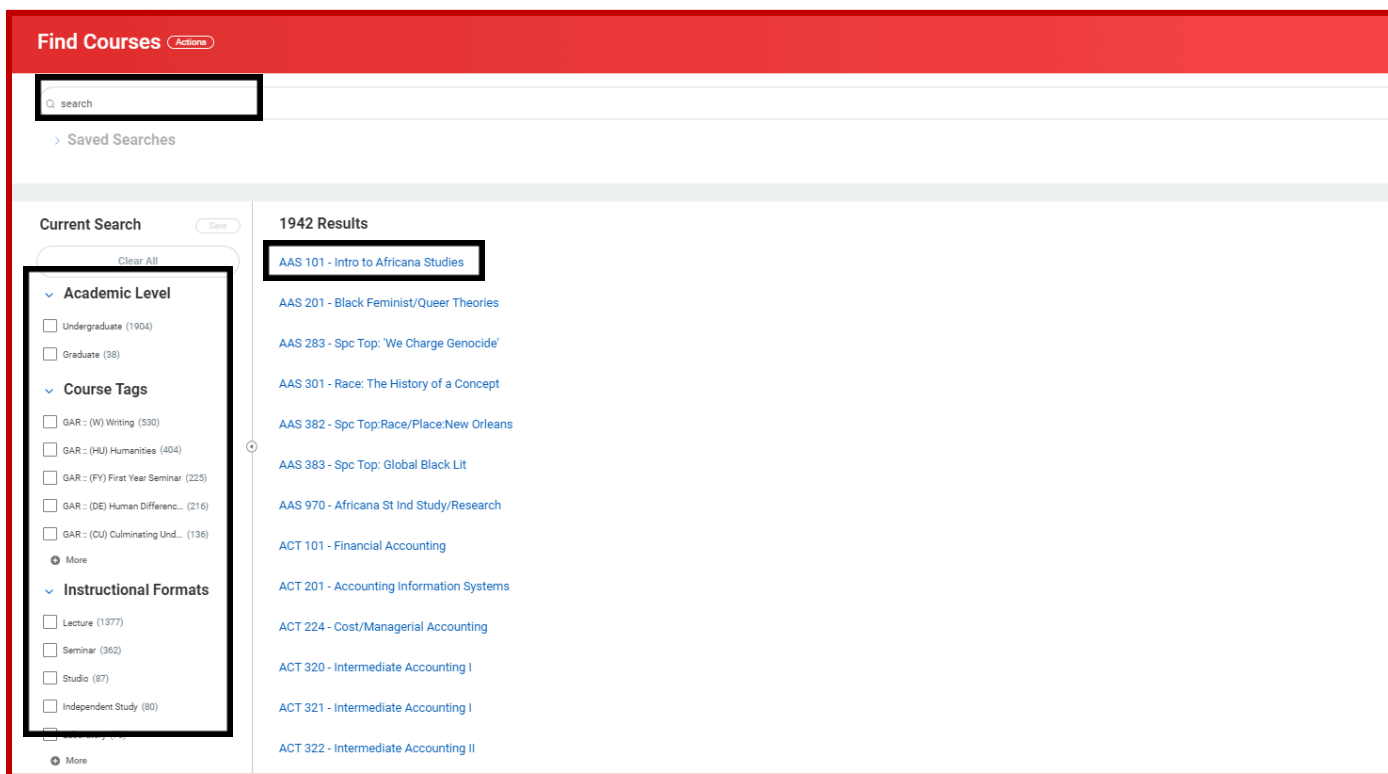
From the homepage:

1. Navigate to the search bar and type *Find Courses*. Select the report.

Note: Advisors can access this report on their **Advisor Dashboard**. Instructors can access this report on their **Teaching Dashboard**.



2. Use the search bar to find a specific course.
3. Use the search facets on the left side of the screen, to narrow the search by picking a specific **Academic Level**, **Course Tag**, **Instructional Format** etc.



4. Click on a **Course** to review Course details.

View Course

ACT 101 - Financial Accounting (Active)

Title	Financial Accounting
Academic Level	Undergraduate
Course Owner	Accounting Business Economics and Finance
Grading Basis	Audit Graded Pass/Fail
Units	0 - 1 Units
Description	The course will provide the student with a fundamental understanding of accounting as a means for decision making the industry with interfirm comparisons will be done in teams.
Eligibility	Student has completed or is in process of completing any of the following course(s): BUS 101 - Business & Society.
Instructional Formats	Lecture
Course Tags	IDS - Innovation and Entrepreneurship IDS - International Studies
Locations Offered	<input checked="" type="radio"/> Main Campus
Eligible	No
Course Materials	(empty)