WIDS Archiving and Systemwide Reports – Report Central

WIDS Archiving

WIDS allows you to create a snapshot of all your ACTIVE and FUTURE program outcome summaries, course outcome summaries, and/or syllabi. Archive reports are generated as PDF files and saved in the WIDS document tab for future reference. You can setup archive reports to generate on demand, or automatically, on an annual, biannual, or quarterly basis.

Features

The WIDS Report Central feature provides a variety of reports options to allow you to generate reports using data from multiple projects in your site.

- Content (C) reports produces content reports from multiple projects. For example, you could print all of the course outcome summaries for courses in a particular program.
- Quantity (Q) reports generates the quantity of data for a particular data item or set of items. For example, WIDS can generate the number of projects in your site, or the number of projects linked to specific organization outcome.

Filters and Templates

WIDS lets you filter the data in your report. By using the filters, you can create reports that show all the information you need. For example, you can create a report that shows only Active projects by subunit that were revised in the last six months. You can then sort the report by Parent Program, Project Title and Revision Date.

WIDS also allows you to select the items that appear in the report. You can turn off and on items to customize the report to meet your needs. Once you have created a template you like, you can save it for future use.

Report Central Quick Reference

Following are samples of Report Central reports. Use the following key to determine the type of report it represents.

- Content (C) – produces content of the project (i.e. a Course Outcome Summary)
- Quantity (Q) – produces quantity of data on site based on report (i.e. number and list of syllabi submitted this semester)

Administrative Reports

Report Name	C/Q	Description	Example of Report Use
Project List	Q	A list of all the programs or courses or a subset of projects by unit or subunit. Can be saved as Word or Excel.	What is the status of projects today? What projects are in WIP status?

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Project List Report Sample

This report can be saved as either Word or Excel. It shows the list of all selected projects in the WIDS site.

Unit	Subunit	Project Type	Parent Program	Project Number	Pro...		Recent Approval Action
Agriculture, Food, Natural Resources	Agriculture and AG Apprenticeships	Course	Program Revision Test 01a	' CRS222	Character Analysis Course	9/14/2016	5/31/2016
Agriculture, Food, Natural Resources	Agriculture and AG Apprenticeships	Program	Parent Program to Simple PAT Course	00001	Parent Program to Simple PAT Course	2/10/2016	
Agriculture, Food, Natural Resources	Agriculture and AG Apprenticeships	Course	ES Set Ordering Program	10-001-100	Introduction to Horticulture	1/18/2016	5/19/2015
Agriculture, Food, Natural Resources	Agriculture and AG Apprenticeships	Course		10-090-102	Organic Soils, Nutrients, Composting	3/1/2016	2/23/2016
Agriculture, Food, Natural Resources	Agriculture and AG Apprenticeships	Course		10-182-105	Principles of Negotiations	5/16/2017	5/16/2017
Business, Management, and Administration	Business, Management and Administration	Course	Business Management	10-182-105	Principles of Negotiations	7/11/2016	4/26/2016
Business, Management, and Administration	Business, Management and Administration	Course		ACCT	Accounting 1		12/8/2017
Business, Management, and Administration	Business, Management and Administration	Program	Business Management	BUSMGMT	Business Management	7/11/2016	7/5/2016
General Studies	Science	Course		10-806-127	Chemistry 1	5/17/2017	5/17/2017
General Studies	Science	Course		10-806-127	Chemistry 1	5/28/2015	5/28/2015
General Studies	Science	Course		10-809-159	Abnormal Psychology	5/16/2017	5/16/2017
General Studies	Science	Course		141-59-2653	SNA Course	7/14/2016	2/26/2016
General Studies	Science	Program	SNA Project	314-15-9265	SNA Project	1/5/2016	1/5/2016
General Studies	Science	Course		ABCd	ABCd Course	5/22/2017	5/22/2017
General Studies	Science	Course		SCI 07	Life Science - MS	2/6/2019	2/6/2019
General Studies	Science	Course		SCI310	SAMPLE: Anatomy and...	5/17/2017	5/17/2017

Report Name	C/Q	Description	Example of Report Use
Project Review	Q	Provides list of programs or courses with supporting review type, date and notes. Can be generated in Word or Excel.	Manage your curriculum review process. Determine when program or courses were last revised. Filter the list to determine when projects should be reviewed again.

Course Review Report Central Sample

Course # and Title	Review Type	Review Date	Next Review Date	Notes
Basic Illustrator	Course review (changes made)	2017-18	2018-19	Two competencies were added to this course and the course credits were changed from 2 3
Basic Coding	Course review (in process)	2018-19	2019-20	Curre revisi
Foundations of Early Childhood Education	Course review (changes made)	2019-20	2024-25	The c chang
Science 10	Course review (in process)	2018-19	2018-19	Currently reviewing this project for revision. Due date--June 2019.
Social Studies 5	New Course	2017-18	2018-19	New course developed in 2017. Review after teaching one year.

Report to help you manage the curriculum review process. Can be generated as Word or Excel.

Report Name	C/Q	Description	Example of Report Use
Activity Log	Q	Provides a list of activity in the software for a specified period.	Determine what changes occurred in the software over the last month.

Report Central Activity Log Sample

Date	Project Number	Project Title	Project Status	Activity Type	Item	Action	User
2/6/2019	SCI 07	Life Science - MS	Active	Revision	Textbook: Holt, P and J. Gains. Life	Added	WIDS Su (widssupp
2/6/2019	SCI 07	Life Science - MS	Active	Revision			IDS S (widssupp
2/6/2019	SCI 07	Life Science - MS	Active	Revision	Guideline: Laboratory Safety and Participation	Added	WIDS Sup (widssupp
2/6/2019	SCI 07	Life Science - MS	Active	Revision	Guideline: Attendance	Added	WIDS Su (widssupp
2/6/2019	SCI 07	Life Science - MS	Active	Revision	Competency: Describe global changes that may contribute to changes in populations of various species	Added	WIDS Su (widssupp
2/6/2019	SCI 07	Life Science - MS	Active	Revision	Competency: Characterize the	Added	(widss

View the changes that have been made to projects over a selected period of time.

Report Name	C/Q	Description	Example of Report Use
Submitted Syllabi	Q	A list of syllabi that have been submitted for archiving including hyperlink to the syllabus	Determine syllabus that have been submitted for archiving. Locate older versions of a syllabus.

Submitted Syllabi Report Central Sample

Course Number	Course Title	Instructor	Syllabus Title	Develop or Edit Date	Submit Date	Archive Date	Archived By
10-001-100	Introduction to Horticulture	Campbell, Tessa	winter 18-19	9/17/2018	9/17/2018		
10-182-105B	Principles of Negotiations	Johnson, Terri	TJ Fall 2017	4/3/2018	6/28/2017	6/29/2017	Terri Johnson
10-182-105B	Principles of Negotiations	Ming, Ho	Section B	4/3/2018	7/12/2017	7/12/2017	Tessa Campbell
10-182-105B	Principles of Negotiations	Barnish, Mikhail	Fall Syllabus 2017	4/3/2018			Terri Johnson
10-182-105B	Principles of Negotiations	Evenson, Max	Fall Syllabus 2017	4/3/2018			Tessa Campbell
10-307-148	ECE: Foundations	Exer, Tim	Summer 2017	7/3/2017			Tessa Campbell
10-504-900	Intro to Criminal Justice	Carlson, Jeff	Intro to Criminal Justice Late Fall	9/18/2018	9/18/2018		
10-504-900	Intro to Criminal Justice	Campbell, Tessa	Intro to Criminal Justice Late Fall Hybrid	9/18/2018	9/18/2018		
10-504-900	Intro to Criminal Justice	Walow, Ed	Fall 2018	9/18/2018	9/18/2018		
10-504-900	Intro to Criminal Justice	Vesla, Pat	TJ FALL 2018	9/18/2018	9/18/2018		

Provides a list of syllabi that have been submitted for archiving and links to open the syllabi.

Report Name	C/Q	Description	Example of Report Use
WIDS Site Snapshot	Q	Provide the aggregated quantity of programs and courses on college site. This is a numbers-driven/quantity report intended to be a quick point-in-time view.	How many active programs do we have? How many pending courses currently exist? How many courses have been approved this semester?

WIDS Site Snapshot Report Central Sample

February 7, 2019

Programs Snapshot

Total Number:	41
Total WIP:	8
Total Pending:	0
Total Active:	29
Total Future:	0
Total Expired:	4

See a quantitative picture of the programs and courses on your WIDS site.

Courses Snapshot

Total Number:	237
Total WIP:	27
Total Pending:	1
Total Active:	202
Total Future:	0
Total Expired:	7

Actions Related to Date Range

Date Range Selected:	February 7, 2018 – February 7, 2019
Total Number of programs revised:	5
Total Number of programs approved:	4
Total Number of courses revised:	6
Total Number of courses approved:	5
Total Number of syllabi submitted:	0

Course Project Reports

Report Name	C/Q	Description	Example of Report Use
Course Outcome Summaries	C	Print course outcome summary reports for multiple courses in the college without opening the individual courses.	Print COS's for the entire marketing program to share with industry advisory board.

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RAD 100: Intro to Radiography Course Outcome Summary

Course Information

Description	This course introduces learners to Radiography. Explores clinical applications of radiography, safety, and the role of a technologist in a healthcare facility.
Level	A.A.S. - Associate in Applied Science
Total Credits	2.00
Total Hours	36.00

A Course Outcome Summary provides official course information.

Prior Learning Assessments   College Skills Demo

Pre/Corequisites
Prerequisite   Acceptance into the Radiography Technician program.

Textbooks
Introduction to Radiography and Patient Care / Edition 2 by Arlene M. Adler (Editor), Richard R. Carlton, Richard R. Carlton, Andrew Allan (Editor).

Course Competencies
1.   Examine the clinical applications of radiography
  Linked Core Abilities
  Think critically and creatively
  Linked Program Outcomes
  Model professional and ethical behavior consistent wi...
  Linked External Standards
  A. I. Computed Tomography Generations
  C. Digital Image Acquisition and Display:

Course competencies can be linked to core abilities (college-wide outcomes), program outcomes, and/or external standards as needed.

  Assessment Strategies
  1.1.   Summary Paper
  Criteria
  1.1.   summarize includes the general overview of radiography (purpose and rationale)
  1.2.   summary includes the history and development of radiography
  1.3.   summary includes imaging options that are available (types and purpose)
  1.4.   summary includes the equipment used
  1.5.   summary includes how data is collected
  1.6.   summary includes rewards/challenges encountered in radiography
  1.7.   work evidences correct spelling, grammar and punctuation
  Learning Objectives
  1.a.   Trace the history and development of radiography
  1.b.   Identify the purpose of radiography
  1.c.   Differentiate between types of radiography
  1.d.   Determine how data is collected in by radiography Distinguish among types of radiography equipment
2.   Differentiate among the various imaging modalities in healthcare
  Assessment Strategies
  2.1.   Chart
  2.2.   Report

Report Name	C/Q	Description	Example of Report Use
Course Syllabi	C	Print approved course syllabi for a single course or multiple courses within a specified date range.	Print all syllabi for Written Communication classes submitted this semester.

100 RAD: Intro to Radiography Syllabus

Instructor and Class Information

Instructor Name	Terri Johnson
Email	johnsont@wids.org
Phone	920-XXX-XXXX
Mobile	920-XXX-XXXX
Office Location	H-301
Office Hours	Monday: 1:00 - 3:00 PM Tuesday: 7:00 - 10:00 AM

Faculty build syllabi off approved course information so the data is always correct!

Meeting Times	This course meets Monday, Wednesday and Friday from 10:00 - 10:50.
Location	Room H-313
Course Website	http://www.coursewebsite.edu
Additional Class Information	Several classes in this course will be team taught with Julie Brown.

Course Information

Course Description

This course introduces learners to Radiography. Explores clinical applications of radiography, safety, and the role of a technologist in a healthcare facility.

Total Credits	2.00
Total Hours	36.00

Types of Instruction

Instruction Type	Credits/Hours
Lecture with Lab	2

Pre/Corequisites

Prerequisite   Acceptance into the Radiography Technician program.

Textbooks

Introduction to Radiography and Patient Care / Edition 2 by Arlene M. Adler (Editor), Richard R. Carlton, Richard R. Carlton, Andrew Allan (Editor).

Patient Care and Radiography/Edition 7 by Ruth McCloskey.

Core Abilities

1.   Act responsibly

Report Name	C/Q	Description	Example of Report Use
Course Detail	Q	Provides a broad view of high-level course information. Data represents quantity of elements, not actual course outcome summary information.	What courses need to be approved? How many courses have linked core abilities? How many courses have an approval date of 5 years or later?

Course Number	Course Title	Credits	Last Revision Date	Course Description	Active Competencies Count	Active Competencies with Performance Standards Count	Active Competencies with Learning Objectives Count	Active LPs/PATs Count	WIP Course Revision	WIP External Standards Count	WIP/Pending Competencies Count	WIP/Pending LPs/PATs Count
CRS_MCCaa	Minimal Course Contentaa		6/14/2017		2	0	0	0	No	0	0	0
CRS222	Character Analysis Course		9/14/2016	This is my Course Description.	4	2	0	6	No	0	0	0
CRS222	Character Analysis Course (Copied 4/6/16)		4/6/2016		0	0	0	0	Yes	0	3	1
10-001-100	Introduction to Horticultu	3	1/18/2016	An overview of the Horticulture profession, includi	10	10	0	0	No	0	0	0
10-090-102	Organic Soils, Nutrients,	1	3/1/2016	Functional soil is the foundation of organic system	9	9	9	0	No	0	1	2
1010101	Notification Test - before turning off		1/11/2016		0	0	0	0	Yes	0	0	0
1010101	Notification Test - before turning off (Copy)		6/24/2016		0	0	0	0	Yes	0	0	0
10-104-164B CHANGED	Principles of Inside Sales	4	3/20/2018	WIP *This project was developed and shared by V	10	8	8	18	No	0	0	0
10154144 - Two	Ethical Hacking - Two	3	2/11/2016	Ethical hacking students will scan, test and secu	11	11	11	23	No	0	0	0
10-182-105	Principles of Negotiation:	1	5/16/2017	Students will be introduced to negotiating skills,	3	3	3	6	No	0	0	0
10-182-105	Principles of Negotiation:	1	7/11/2016	Students will be introduced to negotiating skills,	3	3	3	9	No	0	0	0
10-201-100	Introduction to Mac	1	5/23/2017	Students learn the basics of the Macintosh; inclu	5	5	5	7			0	0
10-201-102	Foundations of Design &	4	5/23/2017	Students will apply project management and colla	12	12	12	19			0	0
10-201-103	Advanced Computer Gra	3	5/23/2017	Advanced Computer Graphics prepares the learn	14	14	14	8			0	0
10-201-104	Foundations of Web Des	4	5/23/2017	This course is project-based curriculum that teac	12	12	12	19			0	0
10-201-124	Portfolio Introduction	1	5/23/2017	This course is designed to develop students' stra	3	3	3	4			0	0
10-201-125	Digital Photography	2	5/23/2017	In this course students will explore the operations	8	8	8	10			0	0
10-201-125	Digital Photography	2	5/21/2017	In this course students will explore the operations	8	8	8	10			0	0
10-201-173	Illustrator Basic	2	5/23/2017	This course prepares the learner to navigate the v	12	12	12	6	No	0	0	0
10-201-181	Illustrator Advanced	1	5/23/2017	This course prepares the learner to create and bl	6	6	6	4	No	0	0	0
10-201-182	InDesign Basic	2	5/23/2017	This course prepares the learner to use a profess	10	8	8	6	No	0	0	0
10-201-186	Photoshop 2	2	5/23/2017	In this course, you will learn the most important t	9	9	9	6	No	0	0	0
10-201-186	Photoshop 2	2	5/12/2016	In this course, you will learn the most important t	9	9	9	6	No	0	0	0
10-307-148	ECE: Foundations of Ea	3	7/20/2016	This 3-credit course introduces you to the early c	7	7	6	0	No	0	0	0
10-307-148	ECE: Foundations of Ea	3	5/23/2017	This 3-credit course introduces you to the early c	7	7	6	1	No	0	0	0
10-307-151	ECE: Infant & Toddler De	3	7/20/2016	In this 3-credit course you will study infant and to	8	8	7	0	No	0	0	0
10-307-151	ECE: Infant & Toddler De	3	5/23/2017	In this 3-credit course you will study infant and to	8	8	7	0	No	0	0	0
10-307-166	ECE: Curriculum Planni	3	7/20/2016	This 3-credit course examines the components o	7	7	6	0	No	0	0	0
10-307-166	ECE: Curriculum Planni	3	5/23/2017	This 3-credit course examines the components o	7	7	6	0	No	0	0	0
10-307-167	ECE: Health, Safety, an	3	7/20/2016	This 3-credit course examines the topics of healt	9	9	9	0	No	0	0	0
10-307-167	ECE: Health, Safety, an	3	5/23/2017	This 3-credit course examines the topics of healt	9	9	9	0	No	0	0	0
10-307-174	ECE: Practicum 1	3	7/20/2016	In this 3-credit practicum course you will learn ab	12	12	12	6	No	0	0	0
10-307-174	ECE: Practicum 1	3	5/23/2017	In this 3-credit practicum course you will learn ab	12	12	12	6	No	0	0	0
10-307-178	ECE: Art, Music, & Lan	3	7/20/2016	This 3-credit course will focus on beginning level	8	8	8	0	No	0	0	0
10-307-178	ECE: Art, Music & Lan	3	5/23/2017	This 3-credit course will focus on beginning level	8	8			No		0	0

View all of your courses and key information about them at a glance.

Program Project Reports

Report Name	C/Q	Description	Example of Report Use
Program Outcome Summaries	C	print program outcome summary reports for multiple programs in the college.	Produce Program Outcome information for an entire instructional area.

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Radiography Technician
Program Outcome Summary Report Central Sample

Program Information

Instructional Level	A.A.S. - Associate in Applied Science
Career Cluster	Health Science
CIP Code	51.0911

Description

The associate degree Radiography provides the opp[...]ely position patients, ensuring that a quality diagnostic image is p[...], examination techniques, equipment protocols, radiati[...]t care.

Generate a program outcome summary for all programs in your organization to share with key stakeholders.

Mission

The mission of the Radiography Technician program is to provide students with a stimulating environment in which to achieve educational and personal growth while developing the technical skills necessary for success as a professional radiography technician. The college provides a flexible and balanced structure which supports individual students needs within the framework of high educational standards.

Target Population

Radiologic technologists should be sensitive to patients' physical and psychological needs. They must pay attention to detail, follow instructions, and work as part of a team. In addition, operating complicated equipment requires mechanical ability and manual dexterity.

Career/Job Titles

Radiologic Technologists

Radiography Technician

X-Ray Tech

Accreditation Information

The Radiography Technician program is accredi[...]d by the Joint Review Committee on Education in Radiologic [...]

Report Name	C/Q	Description	Example of Report Use
Program List	Q	Print a list of the programs in a college along with their child and associated courses.	Generate a list of all programs, child courses, and associated courses. The report also gives managers a way to view status, approvals and revisions for all programs. Because the report shows association links, managers use the report to see the impact of course changes across the organization.

Program List Report Central Sample

Program Title	Child Courses	Associated Courses	Recent Revision Date	Recent Approval Action Date	Project Status
Business Management	• 10-104-164B CHANGED Principles of Inside Sales (WTC) • 10-182-105 Principles of Negotiations • BUSMGT Business Law • BUSMGT Introduction to Business • BUSMGT Marketing Principles • BUSMGT Supervision	• ACCT Accounting 1 • COMM100 SAMPLE: Oral/Interpersonal Communication • COMM200 English Composition 1 • COMP Computer Literacy • COMP Digital Graphic Design • MATH College Mathematics	12/13/2017		Active
Dental Program	• 10-508-110 Nutrition and Dental Health • 10-508-111 General and Oral Pathology • 10-508-112 Dental Hygiene Process III • 10-508-113 Dental Materials • 10-508-114 Dental Pharmacology • 10-508-115 Community Dental Health	• Techniques for Math • General Biology	1/6/2019	12/6/2017	Active
Early Childhood	• 10-307-148 ECE: Foundations of Early Childhood Education • 10-307-151 ECE: Infant & Toddler Development • 10-307-166 ECE: Curriculum Planning • 10-307-167 ECE: Health, Safety, and Nutrition	• COMM100 SAMPLE: Oral/Interpersonal Communication • COMM200 English Composition 1	7/16/2019	5/1/2018	Active

Provides a big picture of programs and associated courses in the WIDS site.

Report Name	C/Q	Description	Example of Report Use
Program Assessment Summary Audit	Q	Provides a snapshot of program assessment in the organization.	View the status of the organization's outcome assessment plans for individual programs, confirm whether or not programs have created plans, assigned outcomes, developed improvement plans, and more. An excellent report for accreditation use.

Program Number and Title	Program Assessment Plan Title	Stage	Date Range	Development Date	Most Recent Edit	Number of Assessments	Number of Assessments with Results	Number of Improvement Interventions	Number of Active Program Outcomes	Number of Program Outcomes Assigned to Courses	Number of Program Outcomes Linked in the Plan	Number of Core Abilities	Core Abilities Assigned to One or More Courses	Number of Core Abilities Linked in the Plan
Paralegal	FY 14 Plan	Planning		1/8/2014	1/8/2014	3	0	0	8	4	0	4	3	0
Business	FY 14 Plan	Planning	1/9/2014 - 1/31/2014	1/8/2014	1/8/2014	4	0	0	8	4	0	4	3	0
Spanish	FY 13 Plan	Analysis	1/9/2014	1/8/2014	1/8/2014	4	0	0	8	4	0	4	3	0

Organizational Reports

Report Name	C/Q	Description	Example of Report Use
Organizational Outcome Summary	C	Presents the organization outcome summary report.	Report the list of organization outcomes for sharing with stakeholders.

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Organization Outcome Summary Report Central

Information

Organization Name   Best Organization

Core Abilities

1   **Act responsibly**

Assessment Strategies
Scenario Response

Self Assessment

Criteria
exerts a high level of effort and perseverance toward goal attainment

works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task

displays high standards for attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks

2   **Adapt to Change**

Assessment Strategies
Case Study

Product Development

Criteria
modifies thoughts and actions as situations change

anticipates changes coming to, or affecting, the situation

approaches change calmly and rationally

uses positive behaviors to foster continual growth

General Education Outcomes

1   **Apply mathematical and logical modes of thinking.**

Criteria
Illustrate historical and contemporary applications of mathematics/logical systems.

> Presents the college organization wide outcomes, assessment strategies and criteria.

Report Name	C/Q	Description	Example of Report Use
Core Ability/ General Education Program Matrix	C	View the links between programs and core abilities/ General Education across the college.	See at a glance which programs have and have not linked to core abilities or general education outcomes.

Core Ability Program Matrix Report Central

Determine which organization outcomes programs address.

	Act responsibly	Adapt to Change	Work as a member of a team	
Early Childhood Education	X	X	X	X
Wood Processes		X		X
Instructional Assistant	X		X	
Computer Programming	X	X		
Radiography Technician	X	X	X	X
Meeting and Event Management - 2015 Program Design and Assessment Workshop		X		X
Social Studies			X	X
General Studies Communication	X	X	X	X
ECE: Early Childhood Education	X	X		
Reading			X	X
Social Behavioral Science	X	X	X	X
Dental Hygienist	X	X	X	X
Medical Laboratory Technician	X	X	X	X
Occupational Therapy	X	X	X	

Report Name	C/Q	Description	Example of Report Use
Core Ability/ General Education Course Matrix	C	A matrix showing how courses are linked to some or all core abilities/ General Education in the college.	Determine which courses address an individual college wide outcome.

Core Ability Course Matrix Report Central

Legend: X, (I)Introduced, (P)Practiced, (A)Assessed

See how courses are linked to organization outcomes.

	Act responsibly	Adapt to change	Think critically	Show respect for diversity	Lead by example	Work effectively in teams
OT Practice and Management	I	P	A	A	I	P
OTA Fieldwork IIA	P	P	A	P	A	I
OTA Fieldwork IIB	I			P		
Character Analysis Course	A					
Journalism		A	A			
Radiography Patient Care and Education 1					I	
Computed Tomography Introduction				I		
CT Clinical		P				
Clinical Experience 2						A
Clinical Experience 3						A
Clinical Experience 4						A
Image Critique						P
Intro to Radiography				P		P
Radiography Positioning, I		I				
Radiography Positioning 2	I					
Radiography Patient Care and Education 1				P		
Radiography Image Production			A			
Clinical	A			P		