



Governet

Santa Barbara City College

CurricUNET User Manual

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Using the RTE Tools 235

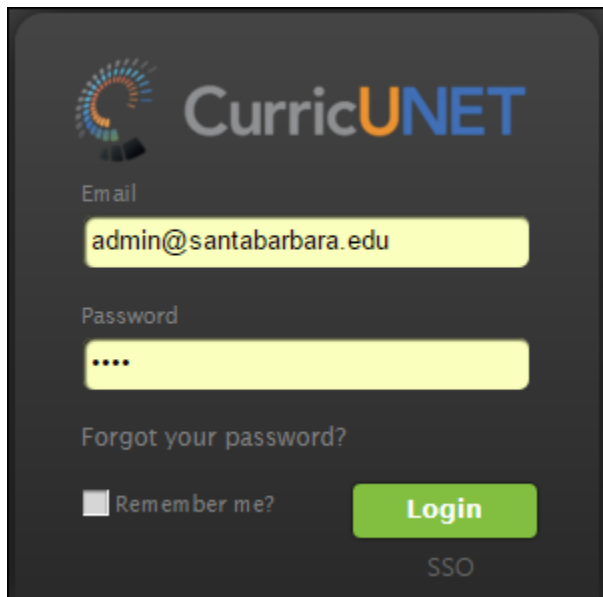
Log In

Website: santabarbara.curricunet.com

Email: yourname@santabarbara.edu

Password: your password

Enter your email and password credentials as shown below, and then click the green **Login** button.

A login form for CurricUNET. At the top left is a logo consisting of a stylized 'C' made of blue and orange dots. To its right is the text 'CurricUNET' in a sans-serif font, with 'Curric' in grey and 'UNET' in blue. Below the logo is the label 'Email' in a small, light grey font. Underneath is a yellow input field containing the text 'admin@santabarbara.edu'. Below the email field is the label 'Password' in a small, light grey font. Underneath is a yellow input field containing four black dots. Below the password field is the text 'Forgot your password?' in a small, light grey font. At the bottom left is a checkbox with the text 'Remember me?' next to it. To the right of the checkbox is a green button with the text 'Login' in white. Below the 'Login' button is the text 'SSO' in a small, light grey font.

CurricUNET

Email

admin@santabarbara.edu

Password

....

Forgot your password?

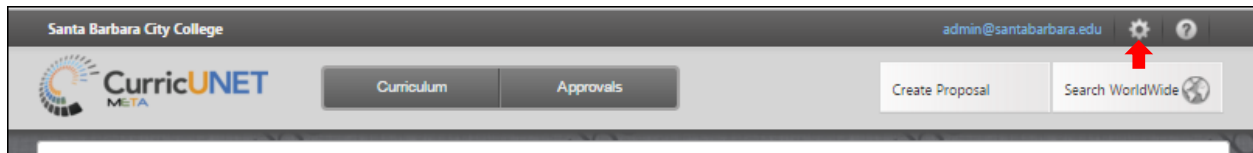
☐ Remember me?

Login

SSO

To Change a Password

To change your password, click the **Gear Icon** at the top of any page, and select **Profile**.



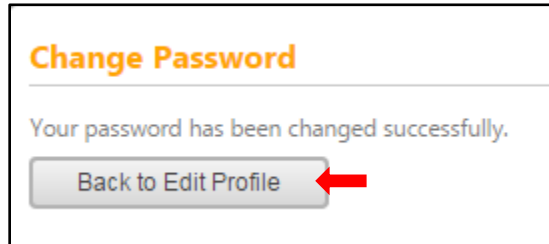
On the **Edit Profile** screen, you may make changes to or add any information except your **Email**. To change your password, select **Click here to change your password**.

A screenshot of the 'Edit Profile' form. The form is divided into sections: 'Account Info', 'Basic Info', and 'Phone'. Under 'Account Info', the 'Email' field is filled with 'admin@santabarbara.edu'. The 'Password' field contains a blue link that says 'Click here to change your password', with a red arrow pointing to it. The 'Basic Info' section has fields for 'First Name *' (filled with 'Admin'), 'Last Name *' (filled with 'User'), 'Preferred Name', and 'Title'. The 'Phone' section has fields for 'Business Phone', 'Ext.', 'Fax', 'Mobile Phone', and 'Web Address'. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

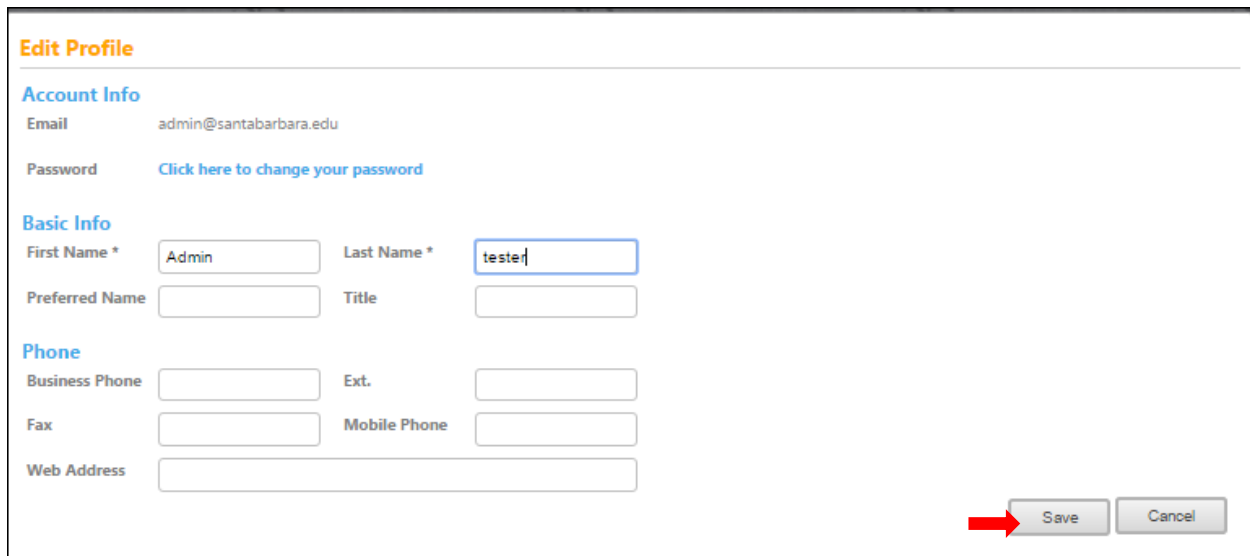
Enter your **current password**, then your **new password**. Please note that passwords must be a minimum of 6 characters in length, and are case-sensitive. Confirm your new password, and click **Change Password**.

A screenshot of the 'Change Password' form. The form has a title 'Change Password' in orange. Below the title is a instruction: 'Use the form below to change your password.' followed by a note: 'New passwords are required to be a minimum of 6 characters in length.' There are three input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom, there are two buttons: 'Change Password' and 'Cancel'. A red arrow points to the 'Change Password' button.

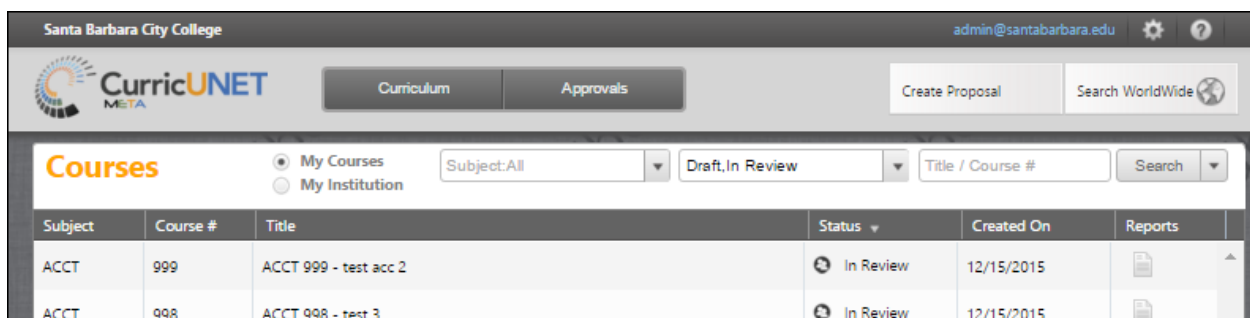
Click **Back to Edit Profile** to confirm the password change.



Click **Save** to verify any profile changes.

A screenshot of the "Edit Profile" form. The form is divided into sections: "Account Info" with fields for Email (admin@santabarbara.edu) and Password (with a link to change it); "Basic Info" with fields for First Name (Admin), Last Name (tester), Preferred Name, and Title; and "Phone" with fields for Business Phone, Ext., Fax, and Mobile Phone. There is also a "Web Address" field. At the bottom right, there are "Save" and "Cancel" buttons, with a red arrow pointing to the "Save" button.

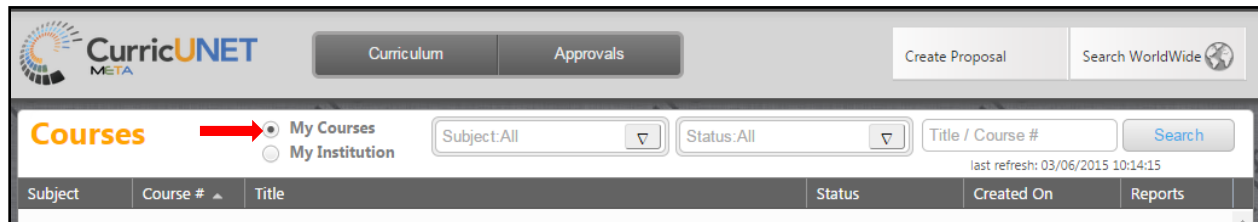
You will be returned to the **Courses** screen.

A screenshot of the "Courses" screen in the CurricUNET system. The header shows "Santa Barbara City College" and "CurricUNET META". The main content area has a "Courses" title, radio buttons for "My Courses" (selected) and "My Institution", and filters for "Subject: All", "Draft, In Review", and "Title / Course #". Below this is a table with columns: Subject, Course #, Title, Status, Created On, and Reports. The table contains two rows of data.

Subject	Course #	Title	Status	Created On	Reports
ACCT	999	ACCT 999 - test acc 2	In Review	12/15/2015	
ACCT	998	ACCT 998 - test 3	In Review	12/15/2015	

Viewing Courses

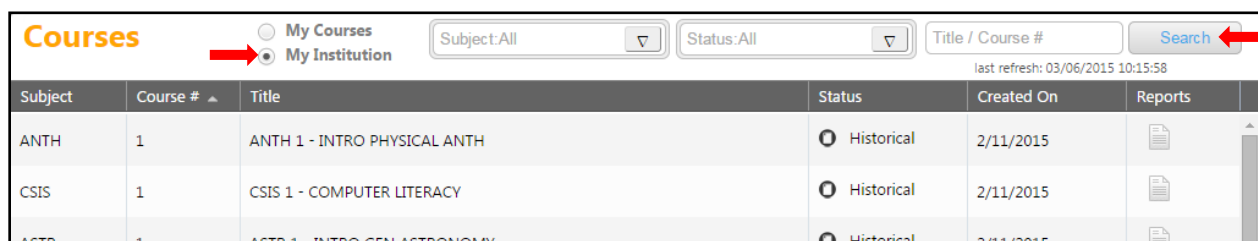
When you have successfully logged in, you will arrive at this screen. The default viewing selection will be **My Courses**. These are anything that you are currently working on, courses that you created, and courses for which you are a co-contributor.



The screenshot shows the CurricUNET interface. At the top, there's a header with the CurricUNET logo, 'Curriculum' and 'Approvals' buttons, and a 'Create Proposal' button. Below the header, there's a 'Courses' section with two radio buttons: 'My Courses' (selected) and 'My Institution'. To the right of these buttons are two dropdown menus for 'Subject' and 'Status', both set to 'All'. Further right is a 'Title / Course #' search box with a 'Search' button. Below the search box, it says 'last refresh: 03/06/2015 10:14:15'. At the bottom, there's a table with columns: Subject, Course #, Title, Status, Created On, and Reports.

To expand your course search, select **My Institution**, and you will be able to view all courses at **Santa Barbara City College**. The default is **Draft** and **In Review** courses.

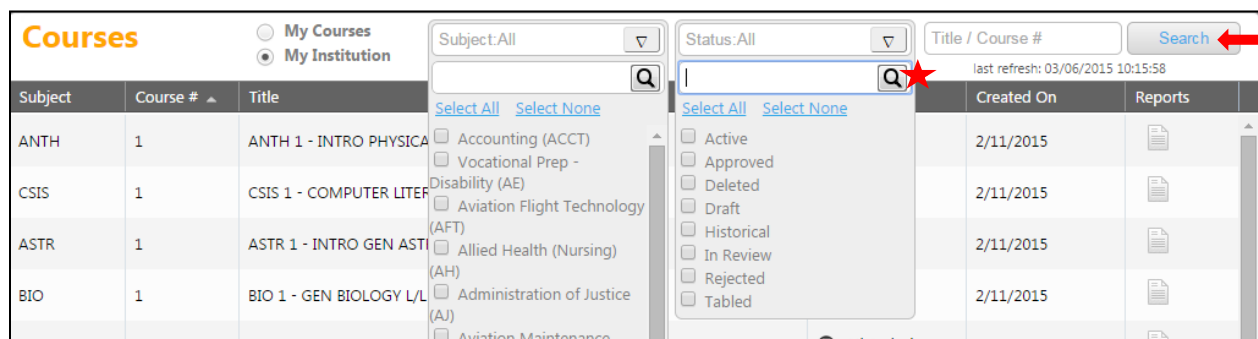
To view all courses, select **My Institution** and **Search**.



This screenshot shows the 'My Institution' tab selected. The 'Search' button is highlighted with a red arrow. The table below shows a list of courses:

Subject	Course #	Title	Status	Created On	Reports
ANTH	1	ANTH 1 - INTRO PHYSICAL ANTH	Historical	2/11/2015	
CSIS	1	CSIS 1 - COMPUTER LITERACY	Historical	2/11/2015	
ASTR	1	ASTR 1 - INTRO GEN ASTRO	Historical	2/11/2015	

To search within courses, there are a variety of options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. Searches can be done in either the **My Courses** or **My Institution** pages. Use the dropdown menus to select the course **Subject(s)** and **Status (es)**. You may also enter the **Course Number** or **Title** keywords in the **Search** text box. You may need to scroll within the drop down menus to see all options, or type the word you are looking for in the drop down specific search box, next to the magnifying glass symbol. After you make your selections, click **Search**.



This screenshot shows the search filters expanded. The 'Subject' dropdown menu is open, showing a list of subjects including Accounting (ACCT), Vocational Prep - Disability (AE), Aviation Flight Technology (AFT), Allied Health (Nursing) (AH), Administration of Justice (AJ), and Aviation Maintenance. The 'Status' dropdown menu is also open, showing a list of statuses including Active, Approved, Deleted, Draft, Historical, In Review, Rejected, and Tabled. The 'Search' button is highlighted with a red arrow.

A report **Exported to Word** will look similar to the below example.

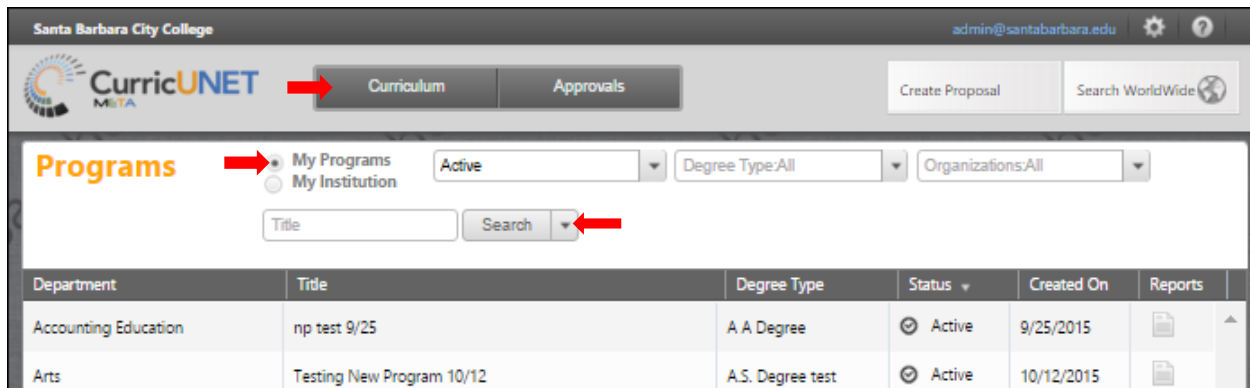
Course Summary Report		Santa Barbara City College	
Test 10/12		Active	
Subject Code:	AJ	Created On:	10/12/2015
Course Number:	654	Last Modified:	
Testing New Course Mod 10/9		Active	
Subject Code:	ACC	Created On:	10/9/2015
Course Number:	5555	Last Modified:	
ARW 999b - nc test 10/1 a		Active	
Subject Code:	ARW	Created On:	10/1/2015
Course Number:	999b	Last Modified:	
nc test 9/25		Active	
Subject Code:	ARW	Created On:	9/25/2015
Course Number:	9999	Last Modified:	

A report **Exported to PDF** will look like the below example.

Course Summary Report		Santa Barbara City College	
Test 10/12		Active	
Subject Code:	AJ	Created On:	10/12/2015
Course Number:	654	Last Modified:	
Testing New Course Mod 10/9		Active	
Subject Code:	ACC	Created On:	10/9/2015
Course Number:	5555	Last Modified:	
ARW 999b - nc test 10/1 a		Active	
Subject Code:	ARW	Created On:	10/1/2015
Course Number:	999b	Last Modified:	
nc test 9/25		Active	
Subject Code:	ARW	Created On:	9/25/2015
Course Number:	9999	Last Modified:	

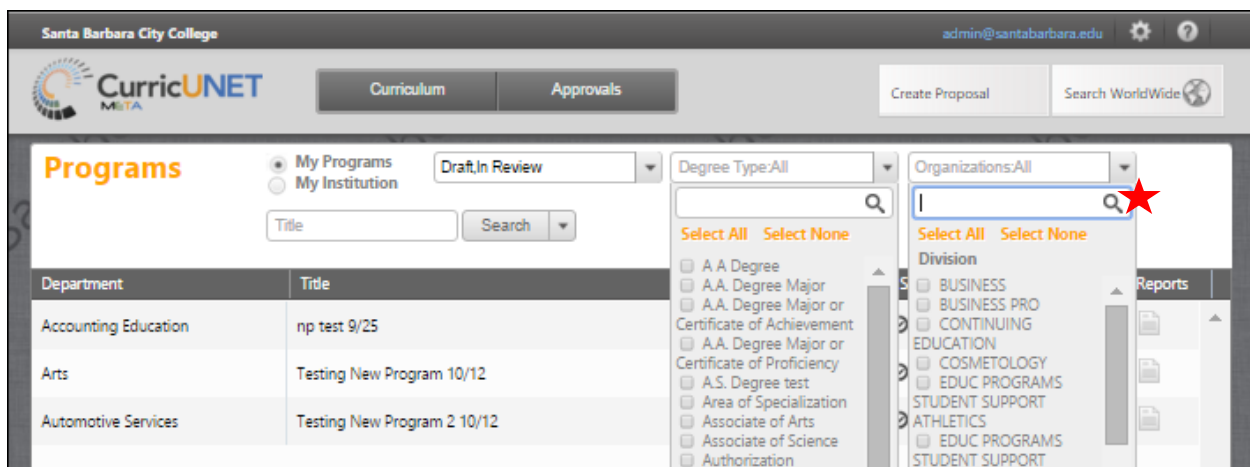
Viewing Programs

To view programs, click the **Curriculum** button at the top of your screen, and select **Program** from the dropdown menu. To return to courses, click **Curriculum** and select **Course**. These actions can be done from any screen on the site.



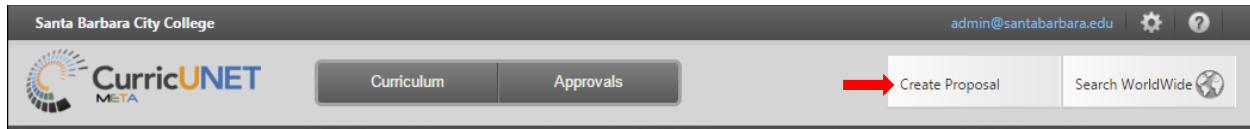
The default viewing selection is **My Program**. These are anything that you are currently working on, programs that you created, and programs for which you are a co-contributor. The default status is **Draft** and **In Review** programs.

To expand your options, select **My Institutions**. There are various search options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. To search within your programs, use the drop down menus or the search box to enter your search information, and then click **Search**. You may need to scroll within the drop down menus to see all options, or type the word you are looking for in the drop down specific search box (next to the magnifying glass symbol).



Creating Proposals

To create a proposal, click the **Create Proposal** button at the top of the page. You can do this from any page on the site.



Choose your **Proposal Type** from the drop down menu, and then click **Next**.

For **New Course** use the dropdown menu to choose the **Subject**, and then provide the **Course Number**, **Course Title**, and **Catalog Description** of the new proposed course. Click **Next**.

For **Modification Course** and **Course Deactivation** Proposals, use the dropdown menus or key in the first few letters of your search criteria, to select the **Subject**. Enter any search terms related to the **Program Title**. When you select the **Search** button you will to see a list of the Programs matching the **Program Title** that you have entered. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an *. Click **Next**.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.


Subject
(ACCT) Accounting

Course Title*
acc

Search

Course Search Results

- ACCT 130 - Payroll Accounting
- ACCT 280 - Accounting Ethics and Leadership
- ACCT 150 - Introduction To Accounting Software And Systems
- ACCT 230 - Financial Accounting
- ACCT 240 - Managerial Accounting
- ACCT 170 - Accounting With MS Dynamics
- ACCT 110 - Introduction To Accounting
- ACCT 160 - Accounting With Quickbooks

Previous Next  Create Proposal

For the **New Program** and the **Skills Competency/Department Award** proposals, use the dropdown menu or key in the first few letters of your search to choose the **Department** and the **Award Type**, then enter the **Program Title** in the textbox. Mandatory fields are marked with an *. Click **Next Step**.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Minimum Requirements


Fill out all of the fields below.

Department*

Award Type*

Program Title*

Previous

Next 

Create Proposal

For the **Program Modification** and **Program Deletion** proposals, choose the **Subject** from the dropdown menu or key in the first few letters of your search criteria. Enter any search terms related to the **Program Title**. When you select the **Search** button you will to see a list of the Programs matching the **Program Title** that you have entered. It may be necessary to use the scroll bar to view all of your options. Mandatory fields are marked with an *. Click **Next**.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.


Department*
test

Program Title*
bus

Search

Program Search Results

- Business Administration - Emphasis in Management
- Business Administration - Emphasis in Management
- Business Administration, Level I
- Business Administration, Level II
- Business Communications
- Business Administration - Emphasis in Entrepreneurship
- Business Administration for Transfer
- Business Administration

Previous Next  Create Proposal

Review the information on this screen. If this information is not correct, return to the previous steps either using the **Previous** button or by selecting the step in the blue boxes to the left of the summary. Click the **Create Proposal** button.

To create a proposal, follow the steps below.



1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Summary

You have chosen to create a Deactivate Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Subject: **(ACCT) Accounting**
Program Title: **bus**
Award Type: **Associate in Arts**
Program: **Business Administration, Level II**



If this is correct press Create Proposal to submit the new proposal to the Program Deletion approval process.

Previous  Next Create Proposal 

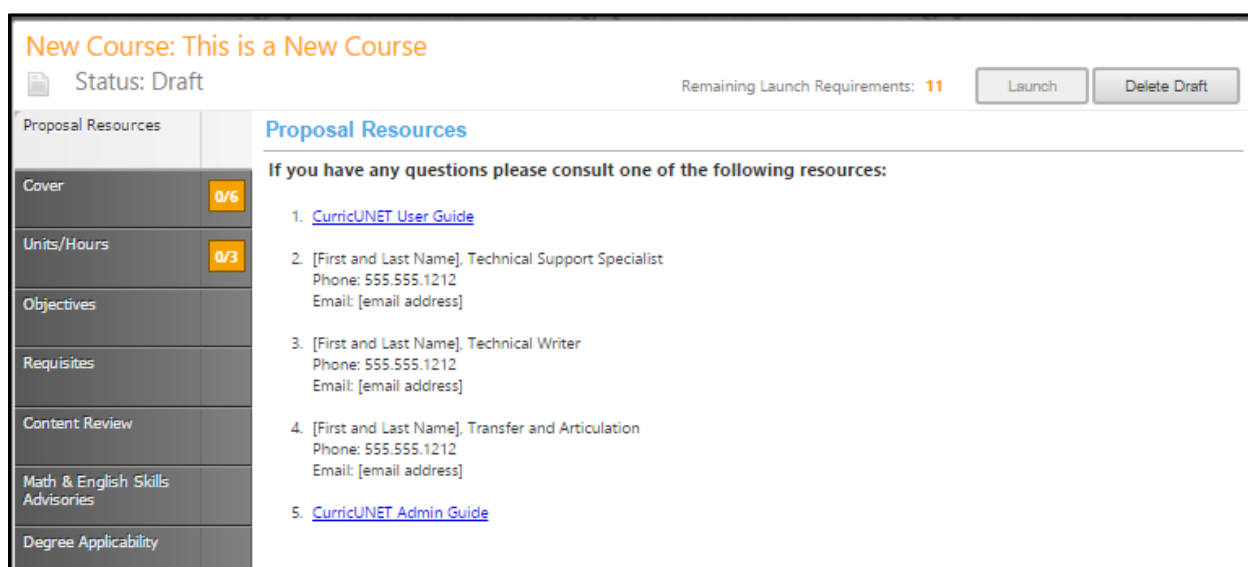
New Course Proposal

Refer to the **Create Proposal** section on page 16 to create a **New Course** proposal.

Proposal Resources

The **Proposal Resource** section is the first section of the **New Course** proposal. If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the **dark gray tabs** on the left of the page. Sections with required fields also have an orange box showing your progress , which will turn green  when you have completed all required fields. You will only be prompted to save when changes are made. If, at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your college's **CurricUNET** administrators.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.



The screenshot displays the 'New Course: This is a New Course' interface. At the top, it shows 'Status: Draft' and 'Remaining Launch Requirements: 11'. On the left, a sidebar lists proposal sections: Cover (0/6), Units/Hours (0/3), Objectives, Requisites, Content Review, Math & English Skills Advisories, and Degree Applicability. The main content area is titled 'Proposal Resources' and contains a list of resources for users to consult if they have questions. The resources are numbered 1 through 5, including links to the CurricUNET User Guide and Admin Guide, and contact information for Technical Support Specialist and Technical Writer.

New Course: This is a New Course	
Status: Draft	Remaining Launch Requirements: 11
Launch	Delete Draft
Proposal Resources	Proposal Resources
Cover 0/6	If you have any questions please consult one of the following resources:
Units/Hours 0/3	1. CurricUNET User Guide
Objectives	2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]
Requisites	3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]
Content Review	4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]
Math & English Skills Advisories	5. CurricUNET Admin Guide
Degree Applicability	

Cover

The **Subject**, **Course Number**, and **Long Course Title** will populate from the Create Proposal Process.

To add **Cross Listed** Courses, select any related courses from the list. You may also narrow your options by entering search terms related to the desired course in the search box. To search, begin to type the name of your search criteria in the search box. You may also use the scroll bar to view the entire list of options. Only options containing the letter and/or number sequence you type will be shown. Click the checkbox next to the courses to select it. Multiple boxes can be selected. To show all options again, simply delete your search.

If you click the box next to **Show selected**, only the selected courses will be shown. Uncheck the box to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course.

Enter the Catalog Course Description, Description for Schedule of Classes and Justification in the textboxes.

New Course: This is a New Course
Status: Draft
Remaining Launch Requirements: 8
Launch Delete Draft

Cover
Last updated by Admin Admin on 10/19/2015 at 12:04 PM

Department
Subject: ACC - Accounting (ACC)
Course Number *: 454
Long Course Title *: This is a New Course
Short Course Title *

Cross Listed Course
Show selected Clear All

- ☐ ACC 454 - This is a New Course
- ☐ ACC 5555 - Testing New Course Mod 10/9
- ☐ ACC 5555 - Testing New Course Mod 10/9
- ☐ ACC 654 - Test
- ☐ ACC 6543 - Testing New Course 10/6
- ☐ ACC 6546 - Testing New Course 10/8
- ☐ ACCT 0001 - test course
- ☐ ACCT 390 - testing

Catalog Course Description *
Reminder: Please do not paste from Microsoft Word
This is an example Oct. 19

If you select the **Distance Education** box, additional check boxes will appear asking you to identify if this is a **Hybrid**, **Full Online**, or **Plus Hours** course.

Course Content	<input checked="" type="checkbox"/> Distance Education
Methods of Instruction	<input type="checkbox"/> Hybrid
	<input type="checkbox"/> Full Online
	<input type="checkbox"/> Plus Hours

Check the boxes if this course is an **Honors** and/or if this proposal is **Adding or Modifying SLOs**. Use the dropdown menu in the **Proposal Information** section to select the **Semester** and enter the **Proposed Effective Start Year**. In the **Normal Semesters Offered** section, check the boxes that apply.

In the **Disciplines** section, select a course by scrolling down within the course list to find each one or you may also type the name in the search box to filter courses and shorten the available list. To show all options again, simply delete your search. Click the checkbox next to each applicable course. You may select as many courses as necessary. If you click the box to the right of **Show Selected**, only the selected courses will show. Click once more to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course. You will use the column of **dark gray tabs** on the left to move between areas of the proposal. If you have made any changes, and forget to save, you will be prompted to save as you leave each area, as shown below. Required fields are marked with an * and highlighted in light orange. **Save** this information. Continue to the **Units/Hours** tab.

Proposal Resources	Catalog Course Description *
Cover	3/6 Reminder: Please do not paste from Microsoft Word This is an example Oct. 19
Units/Hours	0/3
Objectives	Description for Schedule of Classes *
Requisites	
Content Review	Justification *
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	<input type="checkbox"/> Distance Education <input type="checkbox"/> Honors <input type="checkbox"/> Proposal is Adding or Modifying SLOs
Course Content	Proposal Information
Methods of Instruction	Proposed Effective Start Year: <input type="text"/> Semester: <input type="text"/>
Assignments	0/1 Normal Semesters Offered
Methods of Evaluation	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Attached Files	Disciplines
Distance Education	<input type="checkbox"/> Show selected <input type="button" value="Clear All"/>
Appropriate Textbooks	<input type="checkbox"/> Accounting (Masters Required) <input type="checkbox"/> Addiction Paraprofessional Training <input type="checkbox"/> Administration of Justice <input type="checkbox"/> Aeronautics <input type="checkbox"/> Agricultural Business and Related Services <input type="checkbox"/> Agricultural Engineering <input type="checkbox"/> Agricultural Production <input type="checkbox"/> Agriculture (Masters Required)
General Education / Transferability	0 of 216 items are selected
Codes/Dates	0/1

Units/Hours

In the **Units/Hours** section, fill in the number of **Min Units** and **Max Units**. In the **Lecture Hours** and **Lab Hours** sections, enter the **Minimum**, **Maximum**, **Weekly** and **TLUs** for this course.

Use the dropdown menus to choose the **Course Type**, **Grading Methods** and **Repeatability**.

Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 5

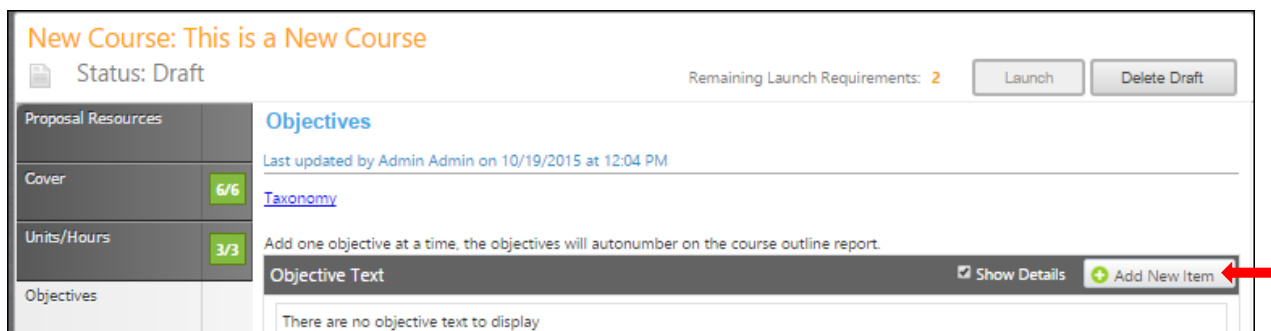
Launch

Delete Draft

Proposal Resources		Units/Hours
Cover	6/6	Last updated by Admin Admin on 10/19/2015 at 12:04 PM
Units/Hours	0/3	Units Min Units * <input type="text"/> Max Units * <input type="text"/>
Objectives		Lecture Hours Min <input type="text"/> Max <input type="text"/> Weekly <input type="text"/> TLUs <input type="text"/>
Requisites		Lab Hours Min <input type="text"/> Max <input type="text"/> Weekly <input type="text"/> TLUs <input type="text"/>
Content Review		Course Type <input type="text"/>
Math & English Skills Advisories		Grading Methods * <input type="text"/>
Degree Applicability		Repeatability <input type="text"/>
Student Learning Outcomes		Justification for Repeatability <input type="text"/>
Course Content		Maximum Class Size <input type="text"/>
Methods of Instruction		Please justify class size based on pedagogy. <input type="text"/>
Assignments	0/1	
Methods of Evaluation		

Objectives

To add an **Objective**, click the **Add New Item** button. Each objective will need to be added separately.



New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Objectives

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

[Taxonomy](#)

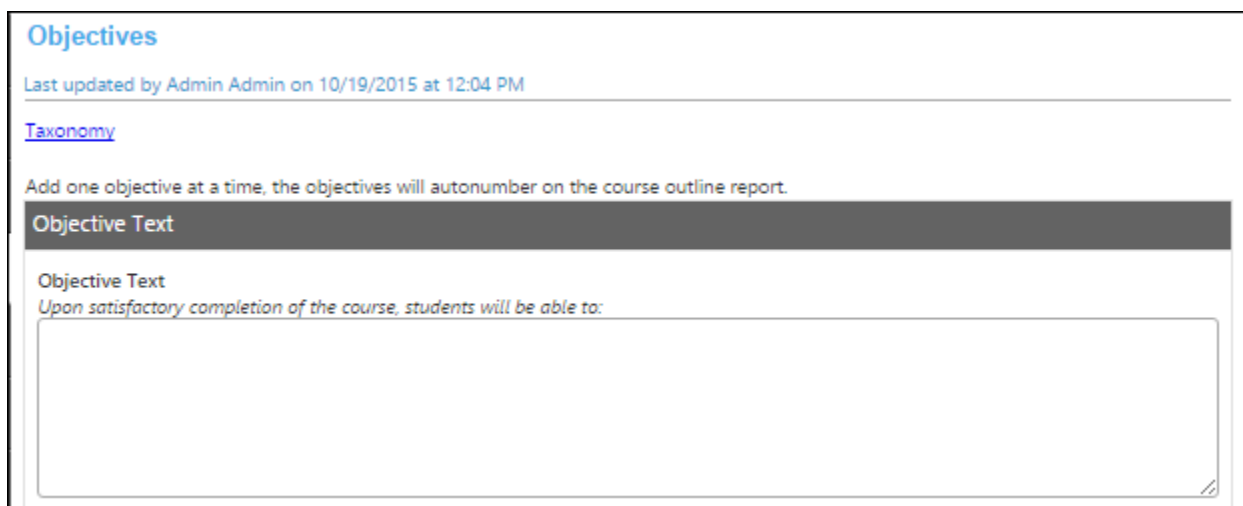
Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

☒ Show Details **+ Add New Item**

There are no objective text to display

In the textbox, list the things that the student will be able to do upon satisfactory completion of this course.



Objectives

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

[Taxonomy](#)

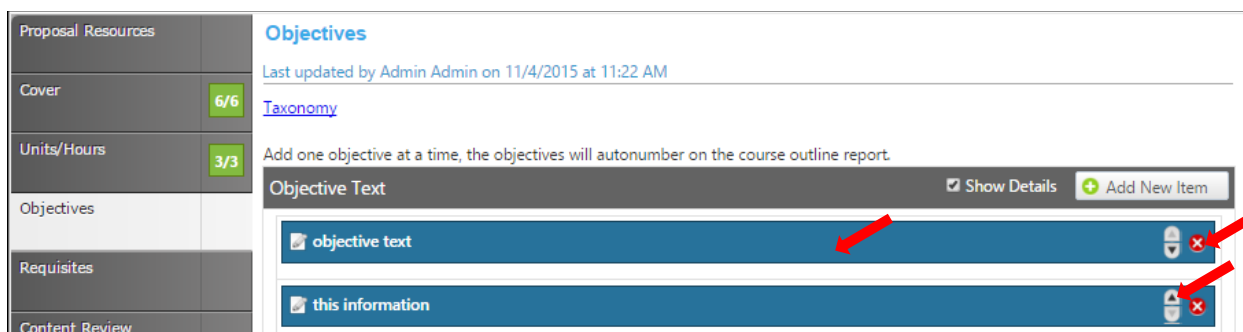
Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

Objective Text

Upon satisfactory completion of the course, students will be able to:

As you enter and save each objective, you will see a screen similar to the one below. To edit an objective, select it by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder objectives, use the up and down arrows on the right of the blue bars. To delete, press the red "X". When all objectives have been entered correctly, continue to the **Requisites** tab.



Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Objectives

Last updated by Admin Admin on 11/4/2015 at 11:22 AM

[Taxonomy](#)

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

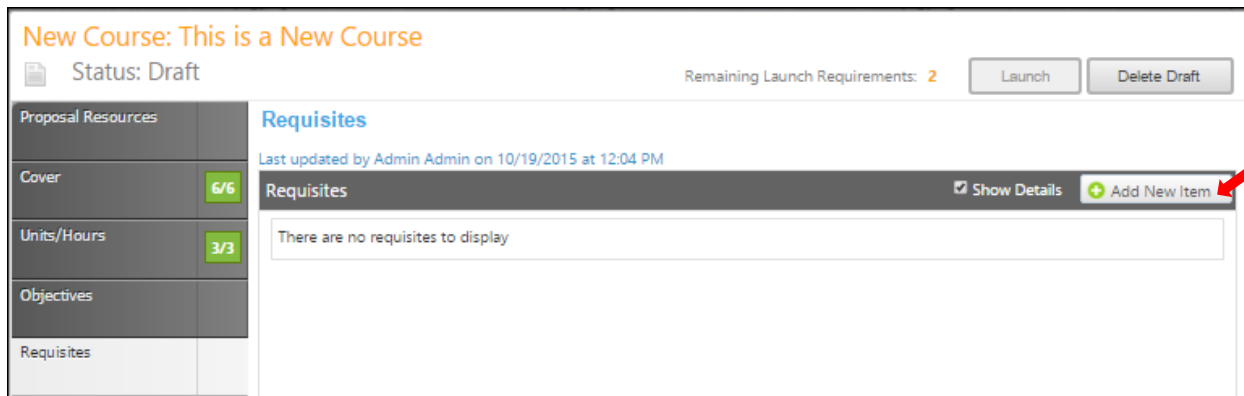
☒ Show Details **+ Add New Item**

objective text

this information

Requisites

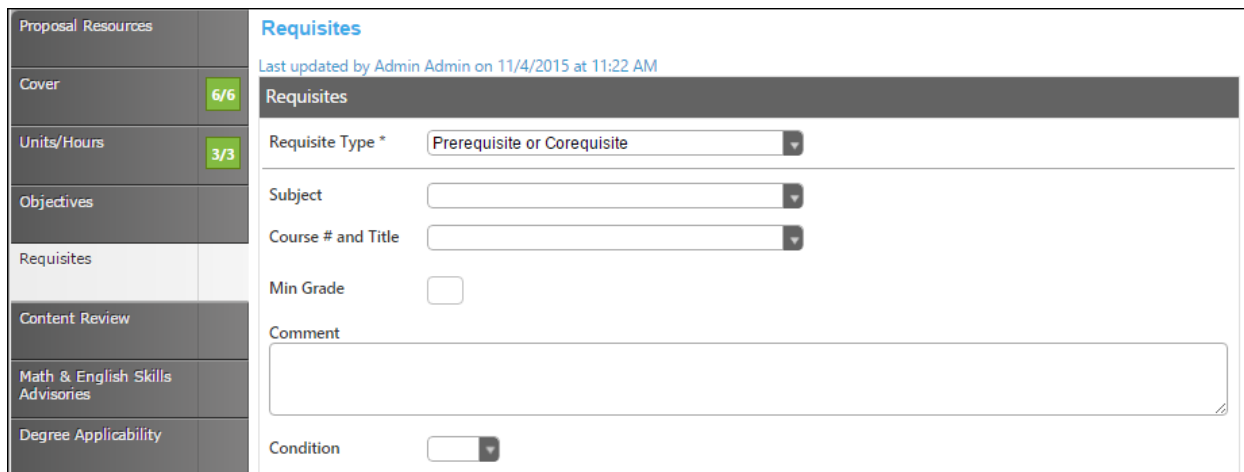
In the **Requisites** section, you will list the prerequisites and other requisites for enrollment in the course. To add an item, select **Add New Item**. Enter each requisite individually.



The screenshot shows the 'New Course: This is a New Course' interface. On the left is a sidebar with a 'Proposal Resources' menu and a list of items: Cover (6/6), Units/Hours (3/3), Objectives, and Requisites. The main content area is titled 'Requisites' and shows 'Last updated by Admin Admin on 10/19/2015 at 12:04 PM'. Below this, it says 'There are no requisites to display'. At the top right of the main area, there are buttons for 'Launch' and 'Delete Draft', and a 'Remaining Launch Requirements: 2' indicator. In the top right corner of the 'Requisites' section, there is a 'Show Details' checkbox and an 'Add New Item' button with a green plus icon, which is highlighted by a red arrow.

Use the dropdown menu to select the **Requisite Type**, **Subject**, **Course Number and Title** and the **Condition**. Enter the **Minimum Grade** and any **Comments** into applicable textboxes.

Use the **Condition** menu to indicate this requisite's relationship to the next. When you do not select a specific condition the **"and"** is already implied. When you select **"or"**, you are indicating that a student may use this course **"or"** the next course, to qualify for the course. Following this **"or"** selection with an **"and"** is only used when nesting needs to be present. For example; ART 101 or ART 102 and 101 A.



The screenshot shows the 'Requisites' form. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'Requisites' and shows 'Last updated by Admin Admin on 11/4/2015 at 11:22 AM'. Below this, there is a form with the following fields: 'Requisite Type *' (dropdown menu with 'Prerequisite or Corequisite' selected), 'Subject' (text input), 'Course # and Title' (text input), 'Min Grade' (text input), 'Comment' (text area), and 'Condition' (dropdown menu). The 'Add New Item' button is not visible in this view.

To edit a **Requisite**, select the requisite by clicking on the blue bar. You will be taken to the details screen, for that requisite, where you can make your corrections as needed. To reorder a requisite, use the up and down arrows on the right of the blue bars. To delete, press the red “X”. When you have entered all requisites in the correct order, move to the **Content Review** tab.

Requisites

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

☒ Show Details [+ Add New Item](#)

Prerequisite	
Subject: ACCT - Accounting Course # and Title: ACCT 569 - testing (Draft) Min Grade: C Condition: and	
Prerequisite or Corequisite	
Subject: ART - Art Condition: or	

Content Review

To review the content, click the **Add New Item**.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

☒ Show Details

Add New Item

There are no content review to display

Use the dropdown menu to choose the **Requisite Course** and **Content Review Type**.

Content Review

Requisite Course

Content Review Type

Objective to Objective

To map this courses objectives to a requisite course's objectives, select the **Content Review Type** "Objective To Objective" from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear. Please note that both courses must have objectives saved for items to appear in check list.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	
Attached Files	
Distance Education	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: **PHOT 180 - Digital Darkroom (Active)**

Content Review Type: **Objective to Objective**

Current Course Objectives

- ☐ Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.
- ☐ Demonstrate an ability to calibrate color monitors and create ICC profiles.
- ☐ Demonstrate an ability to calibrate color scanners and create ICC profiles.
- ☐ Demonstrate an ability to calibrate color printers and create ICC profiles.
- ☐ Generate ICC profiles for a professional digital capture system.
- ☐ Demonstrate control with input-output curves for optimum reproduction quality.
- ☐ Operate professional high-end scanning tools for film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Generate large print output.
- ☐ Manage workflow automation and multiple device matching systems.

Requisite Course Objective(s)

- ☐ Develop a vocabulary for digital printing terminology and to support group dialogs.
- ☐ Create master archive files for print and web applications.
- ☐ Demonstrate effective scanning techniques with film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Simulate traditional darkroom techniques and special effects in the digital "darkroom."
- ☐ Demonstrate an ability to manage contrast and data loss through sharpening techniques for print and web applications.
- ☐ Demonstrate conceptual skills in image making.
- ☐ Create a digital print portfolio.

Objective to Content

To map this course's objectives to items in a requisite course's outline, select the **Content Review Type** "Objective To Content" from the **Content Review Type** menu. Select the current course objectives from the check list that will appear, and enter the information from the requisite course's outline in the text area. Please note that both courses must have objectives saved for items to appear in check list.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Objective to Content

Current Course Objectives

- ☐ Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.
- ☐ Demonstrate an ability to calibrate color monitors and create ICC profiles.
- ☐ Demonstrate an ability to calibrate color scanners and create ICC profiles.
- ☒ Demonstrate an ability to calibrate color printers and create ICC profiles.
- ☐ Generate ICC profiles for a professional digital capture system.
- ☐ Demonstrate control with input-output curves for optimum reproduction quality.
- ☒ Operate professional high-end scanning tools for film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Generate large print output.
- ☐ Manage workflow automation and multiple device matching systems.

Requisite Content

Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

Content to Content

To map items in this course's content to a requisite course's outline, select the **Content Review Type** "Content To Content" from the **Content Review Type** dropdown menu. Enter the items from this course's outline and then enter the corresponding information from the requisite course's outline in the text area.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Content to Content

Current Content

History of color management and color correction
Equipment survey for calibration and matching of multiple devices
Generate ICC profiles for monitors, scanners, printers and digital capture devices

Requisite Content

Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

Content to Objective

To map items from this course's outline to a requisite course's objectives, select the **Content Review Type** "Content To Objective" from the **Content Review Type** menu. Enter information from this course's outline and select the corresponding requisite course objectives from the check list that will appear. Please note that the requisite course must have objectives saved for items to appear in check list.

Click Save and continue to the **Math & English skills Advisories** tab.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Content to Objective

Current Content

History of color management and color correction
Equipment survey for calibration and matching of multiple devices
Generate ICC profiles for monitors, scanners, printers and digital capture devices

Requisite Course Objective(s)

- ☐ Develop a vocabulary for digital printing terminology and to support group dialogs.
- ☐ Create master archive files for print and web applications.
- ☐ Demonstrate effective scanning techniques with film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Simulate traditional darkroom techniques and special effects in the digital "darkroom."
- ☐ Demonstrate an ability to manage contrast and data loss through sharpening techniques for print and web applications.
- ☐ Demonstrate conceptual skills in image making.
- ☐ Create a digital print portfolio.

Math & English Skills Advisories

Select the **Requisites** for this course from the list. You are able to select multiple boxes. Click **Save** and continue to the **Degree Applicability** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Proposal Resources		Math & English Skills Advisories
Cover	6/6	Last updated by Admin Admin on 10/19/2015 at 12:04 PM
Units/Hours	3/3	Frequent Requisite
Objectives		<input type="checkbox"/> Proficiency in MATH 138
Requisites		<input type="checkbox"/> Proficiency in MATH 137
Content Review		<input type="checkbox"/> Proficiency in MATH 130
Math & English Skills Advisories		<input type="checkbox"/> Proficiency in MATH 120
		<input type="checkbox"/> Proficiency in MATH 100
		<input type="checkbox"/> Proficiency in MATH 4
		<input type="checkbox"/> Proficiency in MATH 1
		<input type="checkbox"/> Eligibility for ENG 103
		<input type="checkbox"/> Eligibility for ENG 110 or ENG 110H or ENG 110GB
		<input type="checkbox"/> Eligibility for ENG 100
		<input type="checkbox"/> Proficiency in MATH 104 or MATH 107 or MATH 111
		<input type="checkbox"/> Eligibility for ENG 100 and Eligibility for ENG 103

Degree Applicability

In the **Designation** section, choose all that apply from the list. You are able to choose multiple items. **Save** and continue to the **Student Learning Outcomes** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	

Degree Applicability

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

Designation

- ☐ Basic Skills
- ☐ Degree Applicable
- ☐ Non-Degree Applicable
- ☐ Required for AA/AS/AA-t/AS-t Degree
- ☐ Required for Certificate of Achievement
- ☐ Required for SCA/Department Award
- ☐ Stand Alone

Student Learning Outcomes

Click the **Add New Item** button to enter each **Outcome**.

The screenshot shows the 'New Course' interface with the title 'This is a New Course'. The status is 'Draft'. On the left is a sidebar with a list of proposal resources: Cover (6/6), Units/Hours (3/3), Objectives, Requisites, Content Review, Math & English Skills Advisories, Degree Applicability, and Student Learning Outcomes. The main content area is titled 'Student Learning Outcomes' and shows it was last updated by Admin Admin on 10/19/2015 at 12:04 PM. There is a 'Taxonomy' link and a note: 'Add outcomes one at a time, they will autonumber on the course outline report.' Below this is a table header 'Outcome' with a 'Show Details' checkbox and an 'Add New Item' button, which is highlighted by a red arrow. The table currently contains the text 'There are no outcome to display'.

Enter each **Outcome** separately into the **Outcome Text** box. Click **Save** after each entry.

This screenshot shows a closer view of the 'Student Learning Outcomes' form. It includes the title, update timestamp, and 'Taxonomy' link. The instruction 'Add outcomes one at a time, they will autonumber on the course outline report.' is present. Below the 'Outcome' header, there is a large text area labeled 'Outcome Text' for entering the outcome details.

As you enter and save each outcome, you will see a screen similar to the one below. To edit a **Student Learning Outcome**, click the blue bar containing the outcome. This will take you back to the previous screen so that you can correct or change your entry. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red "X". When all outcomes are in the correct order, continue to the **Course Content** tab.

Student Learning Outcomes









Last updated by Admin Admin on 10/19/2015 at 12:04 PM

[Taxonomy](#)

Add outcomes one at a time, they will autonumber on the course outline report.

Outcome

☒ Show Details

 this is where you place the Outcome text	  
 and another one	  

Course Content

Enter the **Course Content** in the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to save. Click **Save** and continue to the **Methods of Instruction** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments0/1

Course Content

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

Course Content

B / I U abc (inherited font) (inherited size) [Color] [Background Color] [List] [Table] [Link] [Unlink] [Media] [Image] [Table of Contents] [Select block type]

Page 36

Methods Of Instruction

Select the **Methods of Instruction** that will be used in this course. You are able to choose multiple methods. Enter any other methods that are not listed here, in the textbox labeled **Other Methods**. Click **Save** once you have finished and then continue to the **Assignments** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

6/6

3/3

Methods of Instruction

Methods

- ☐ Directed Study
- ☐ Discussion
- ☐ Distance Education
- ☐ Experiments
- ☐ Field Experience
- ☐ Field Trips
- ☐ Individualized Instruction
- ☐ Lab
- ☐ Lecture
- ☐ Mediated Learning
- ☐ Observation and Demonstration
- ☐ Projects
- ☐ Service Learning
- ☐ Visiting Lecturers
- ☐ Work Experience

Other Methods

Assignments

In the **Assignments** tab, you will provide information on the assignments students will be given. Enter this information in the **Sample Assignments** and **Required Assignments** textboxes. These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and HTML tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. **Save** this information and click the **Methods Of Evaluation** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

6/6

3/3

0/1

Assignments

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

Sample Assignments

B / U abc (inherited font) (inherited size) [color] [background color] [list] [link] [unlink] [table] [table border] [table cell] [table row] [table col] [table sort] [table filter] [table edit] [table delete] [table insert] [table move] [table copy] [table paste] [table undo] [table redo] [table help]

Required Assignments *

B / U abc (inherited font) (inherited size) [color] [background color] [list] [link] [unlink] [table] [table border] [table cell] [table row] [table col] [table sort] [table filter] [table edit] [table delete] [table insert] [table move] [table copy] [table paste] [table undo] [table redo] [table help]

Methods Of Evaluation

Enter the **Methods of Evaluation** that will be used in this course. **Save** and continue to the **Attached Files**.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

Methods of Evaluation

6/6

3/3

1/1

Methods of Evaluation

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

Method Of Evaluation

Attached Files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them. Continue to the **Distance Education** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Proposal Resources		Attached Files
Cover	6/6	Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record. <div>Select...</div>
Units/Hours	3/3	Attachments
Objectives		There are no attachments to display. Press Select to browse for files to attach to this record.
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		
Assignments	1/1	
Methods of Evaluation		
Attached Files		

Distance Education

This page only applies if the **Distance Education** checkbox has been checked and saved on the **Cover** page. Select all boxes that apply in the **Methods of Instruction** section. You are able to choose multiple boxes. Fill in the appropriate textboxes. Each of the blue/underlined wordings are links to more information. Click **Save** and continue to the **Appropriate Textbooks** tab.

New Course: This is a New Course

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education /

Distance Education

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

- Please address the design and implementation of your course by answering the questions below.
- Please refer to "[Course Outline of Record: A Curriculum Reference guide](#)" Writing an Integrated Course of Study Outline." (pgs. 5-6)
- You Must Contact: Laurie Vasquez, Assistive Technology Specialist, to understand [legal compliance for students with disabilities](#) Where: Faculty Resource Center ext. 2724 or e-mail vasquez@sbcc.edu to set up an appointment to review accessibility compliance.

Please Review Materials on Distance Education policies before proceeding.

Verify how course content objectives will be achieved in the distance education modality

"As the course outline of record is the basis of articulation, it is imperative that all sections of a given course achieve the same objectives regardless of instructional modality." Source: pg. 60

Preparing Accessable Course Materials -

- [Accessibility strategies for instruction](#)
- [Captioning procedure](#)

See Best Practices Strategies to Promote Academic Integrity for Online Education

Methods of Instruction

☐ Course management system (CMS) discussion boards

☐ Instructor developed web pages

☐ Converted power point presentations

☐ Digital video clips

☐ Graphics (digital charts, diagrams, photos, images, annotated screen shots)

☐ Digital animations

☐ Web quests

☐ Online reference resources

☐ Chat

☐ Email

☐ Publisher Prepared online materials

☐ Course cartridge materials

☐ CD/DVD support materials

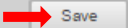
☐ Instructor web site

☐ Online library resources

☐ Text book supplements

☐ Other

Page 41

Cover	6/6	Other Methods of Instruction
Units/Hours	3/3	
Objectives		Regular Effective Contact between instructor and student
Requisites		"Local policies should establish and monitor minimum standards of regular effective contact." Please explain how you will meet regular effective contact." (Read 2008 Distance Education Guidelines pgs. 6 & 7) Give specific examples of type and frequency of interaction appropriate to each DE course/section.
Content Review		
Math & English Skills Advisories		Is the distance education methodology effective for the specified class size?
Degree Applicability		Note : The first time this course is offered, class size may be limited to 30 students. If the class size differs from the face to face section, please give justification for the change.
Student Learning Outcomes		
Course Content		Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery?
Methods of Instruction		See <i>Best Practices Strategies to Promote Academic Integrity for Online Education</i> WCET - http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf Please explain.
Assignments	1/1	
Methods of Evaluation		Describe a sample assignment that you will use in your distance education course. (you can use the same assignment from your face to face course if it is appropriate for distance education delivery)
Attached Files		
Distance Education		What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline?
Appropriate Textbooks		Please respond.
General Education / Transferability		
Codes/Dates	0/1	What training has prepared you to develop and teach this course effectively? "Faculty need to receive appropriate training in order to ensure that they understand what constitutes accessibility, and institutions must provide faculty with both the necessary training and resources to ensure accessibility." (Title 5, 55200)
		

Appropriate Textbooks

Enter materials individually under **Textbooks**, **Manuals**, **Periodicals**, **Software** and any other materials under the appropriate heading. Click **Add New Record** to add items to the lists.

Proposal Resources		Appropriate Textbooks																																																						
Cover	6/6	Last updated by Admin Admin on 10/19/2015 at 12:04 PM																																																						
Units/Hours	3/3	SBCC Bookstore																																																						
Objectives		Textbook																																																						
Requisites		<table border="1"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Edition</th> <th>City</th> <th>Publisher</th> <th>Year</th> <th>Rationale</th> <th>ISBN #</th> <th>Legacy Textbook Tran</th> </tr> </thead> <tbody> <tr> <td colspan="9">No records to display.</td> </tr> <tr> <td colspan="9"> + Add new record </td> </tr> <tr> <td colspan="9"> <div> ⌂ ⏪ ⏩ ⏴ ⏵ </div> </td> </tr> <tr> <td colspan="9">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>										Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Tran	No records to display.									+ Add new record									<div> ⌂ ⏪ ⏩ ⏴ ⏵ </div>									Displaying items 0 - 0 of 0								
Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Tran																																																
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Content Review																																																								
Math & English Skills Advisories		Manual																																																						
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Student Learning Outcomes																																																								
Course Content		Periodical																																																						
Methods of Instruction		<table border="1"> <thead> <tr> <th>Title</th> <th>Author</th> <th>Publication</th> <th>Year</th> <th>Volume</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records to display.</td> </tr> <tr> <td colspan="5"> + Add new record </td> </tr> <tr> <td colspan="5"> <div> ⌂ ⏪ ⏩ ⏴ ⏵ </div> </td> </tr> <tr> <td colspan="5">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>										Title	Author	Publication	Year	Volume	No records to display.					+ Add new record					<div> ⌂ ⏪ ⏩ ⏴ ⏵ </div>					Displaying items 0 - 0 of 0																								
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Assignments	1/1																																																							
Methods of Evaluation		Software																																																						
Attached Files		<table border="1"> <thead> <tr> <th>Title</th> <th>Edition/Version</th> <th>Publisher/Manufacturer</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records to display.</td> </tr> <tr> <td colspan="4"> + Add new record </td> </tr> <tr> <td colspan="4"> <div> ⌂ ⏪ ⏩ ⏴ ⏵ </div> </td> </tr> <tr> <td colspan="4">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>										Title	Edition/Version	Publisher/Manufacturer	Description	No records to display.				+ Add new record				<div> ⌂ ⏪ ⏩ ⏴ ⏵ </div>				Displaying items 0 - 0 of 0																												
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Distance Education																																																								
Appropriate Textbooks		Other																																																						
General Education / Transferability		<table border="1"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No records to display.</td> </tr> <tr> <td> + Add new record </td> </tr> <tr> <td> <div> ⌂ ⏪ ⏩ ⏴ ⏵ </div> </td> </tr> <tr> <td>Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>										Description	No records to display.	+ Add new record	<div> ⌂ ⏪ ⏩ ⏴ ⏵ </div>	Displaying items 0 - 0 of 0																																								
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Displaying items 0 - 0 of 0																																																								
Codes/Dates	0/1																																																							

Enter the appropriate information as about the required **Textbooks**. The **Author**, **Title**, **Publisher**, **Year** and **ISBN Number** are required fields. Click **Insert** to once you have made the entry. You will enter each textbook separately.

Textbook									
	Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Transfer Data (Admin Only)
Author *	<input type="text"/>								
Title *	<input type="text"/>								
Edition	<input type="text"/>								
City	<input type="text"/>								
Publisher *	<input type="text"/>								
Year *	<input type="text"/>								
ISBN # *	<input type="text"/>								
Legacy Textbook Transfer Data (Admin Only)									
<div></div>									
<input checked="" type="button" value="Insert"/> <input type="button" value="Cancel"/>									
<input type="button" value="+ Add new record"/>									
<div> <input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div> <div>Displaying items 0 - 0 of 0</div>									

Add **Manuals** in this section. The **Author**, **Title**, **Date** and **Publisher** are required fields. Click the **Insert** button once you have made your entry.

Manual				
	Author	Title	Date (mm/dd/yyyy)	Publisher
Author *	<input type="text"/>			
Title *	<input type="text"/>			
Date (mm/dd/yyyy) *	<input type="text"/> <input type="button" value="Calendar"/>			
Publisher *	<input type="text"/>			
<input checked="" type="button" value="Insert"/> <input type="button" value="Cancel"/>				
<input type="button" value="+ Add new record"/>				
<div> <input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div> <div>Displaying items 0 - 0 of 0</div>				

Add **Periodicals** in this section. Click the **Insert** button once you have made your entry.

Periodical					
	Title	Author	Publication	Year	Volume
Title	<input type="text"/>				
Author	<input type="text"/>				
Publication	<input type="text"/>				
Year	<input type="text"/>				
Volume	<input type="text"/>				
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>					
<input type="button" value="➕ Add new record"/>					
<div>⌂ ⏪ ⏩ ⏴ ⏵</div> <div>Displaying items 0 - 0 of 0</div>					

Add **Software** in this section. The **Title**, **Edition/Version** and **Publisher/Manufacturer** are required fields. Click **Insert** once you have made your entry.

Software				
	Title	Edition/Version	Publisher/Manufacturer	Description
Title *	<input type="text"/>			
Edition/Version *	<input type="text"/>			
Publisher/Manufacturer *	<input type="text"/>			
Description	<div></div>			
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>				
<input type="button" value="➕ Add new record"/>				
<div>⌂ ⏪ ⏩ ⏴ ⏵</div> <div>Displaying items 0 - 0 of 0</div>				

Add journals, equipment, or any other material the student may need for this course under **Other**.

Other

Description

Description

Insert Cancel

Add new record

Displaying items 0 - 0 of 0

You can sort materials within their categories by clicking on the heading by which you wish to sort them. Please note that this sorting is only for your current view. Items will appear on reports in the order they are added to the proposal. They will also revert to the order added if you leave this page and return later. To edit a material, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. You may need to use the side scroll bar in each category to access the Delete button. If you have a lot of materials, you can move between pages with the arrows at the bottom of each category. When your materials list is complete, continue to the **General Education/Transferability** tab.

Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Transfer Data (Admin Only)
Jean Iverson	Only the beginning	3rd	Seattle	Seattle Publishing	2004	this is the Rationale	4657987133	

Edit Delete

Add new record

Displaying items 1 - 1 of 1

General Education/Transferability

Indicate which if any of the **General Education Patterns** this course applies to and which specific area you propose this course to be incorporated into. You will need to scroll down to see the complete listings. **Save** this information and continue to the **Codes/Dates** tab.

Proposal Resources		General Education / Transferability
Cover	6/6	General Education
Units/Hours	3/3	CSU/UC Transfer
Objectives		<input type="checkbox"/> A. Transfers to CSU/UC <input checked="" type="checkbox"/> B. Transfers to CSU <input type="checkbox"/> C. Non-transferable <input type="checkbox"/> D. Transfers to CSU/UC, with limits <input type="checkbox"/> F. Transfers to CSU; UC, pending review
Requisites		GENERAL EDUCATION (Areas A-D)
Content Review		<input type="checkbox"/> A. NATURAL SCIENCE WITH LAB <input type="checkbox"/> D. LANGUAGE AND RATIONALITY <input type="checkbox"/> B. SOCIAL AND BEHAVIORAL SCIENCE <input type="checkbox"/> C. HUMANITIES <input type="checkbox"/> D1: Language and Rationality:English Composition <input type="checkbox"/> D2: Language and Rationality:Communication and Analytical Thinking
Math & English Skills Advisories		INSTITUTIONAL REQUIREMENTS (Area E)
Degree Applicability		<input type="checkbox"/> E2: American Institutions <input type="checkbox"/> E3: Physical Education/Health Education <input type="checkbox"/> E4: Oral Communication <input type="checkbox"/> E1: Mathematics Requirement <input type="checkbox"/> E5: Multicultural/Gender Studies
Student Learning Outcomes		Other Graduation Requirement
Course Content		<input type="checkbox"/> Yes
Methods of Instruction		IGETC Area 1: English Communication
Assignments	1/1	<input type="checkbox"/> A: English Composition <input type="checkbox"/> B: Critical Thinking-English Composition <input type="checkbox"/> C: Oral Communication
Methods of Evaluation		IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
Attached Files		<input type="checkbox"/> A: Mathematic
Distance Education		IGETC Area 3: Arts and Humanities
Appropriate Textbooks		<input type="checkbox"/> A: Arts <input type="checkbox"/> B: Humanities
General Education / Transferability		IGETC Area 4: Social and Behavioral Sciences
Codes/Dates	1/1	<input type="checkbox"/> A: Anthropology and Archaeology <input type="checkbox"/> B: Economics <input type="checkbox"/> C: Ethnic Studies <input type="checkbox"/> D: Gender Studies <input type="checkbox"/> E: Geography

Codes/Dates

In the **Codes/Dates** section of the proposal, select the date by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown menu options or key in the first few letters of your search criteria in the textbox. Follow prompts for completing the information needed in the textboxes. In the **CB11 California Classification Codes** section select all the checkboxes that apply.

New Course: This is a New Course

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments1/1

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates2/2

Codes/Dates

Last updated by Admin Admin on 10/19/2015 at 12:04 PM

Entry of Special Dates

Deactivation Date

Board of Trustees

State Approval

GE Approval

CAC Approval

Instructional Services

Actual Start Semester - Term

UC Approval Date - Term

CSU Approval Date - Term

IGETC Approval Date - Term

Csu Ge Approval Date - Term

IGETC Disapproval

IGETC Disapproval Rationale

CSU GE Disapproval

CSU GE Disapproval Rationale

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Objectives	UC Disapproval
Requisites	UC Disapproval Rationale
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	Originator * Admin, Admin
Course Content	Origination Date * 10/19/2015
Methods of Instruction	CB00 State ID
Assignments	CB03 TOP Code
Methods of Evaluation	CB04 Course Credit Status
Attached Files	CB05 Course Transfer Status
Distance Education	Reason for Denial
Appropriate Textbooks	CB08 Course Basic Skill Status (PBS Status)
General Education / Transferability	CB09 SAM Code
	CB10 Course COOP Work Exp-ED
Codes/Dates	CB11 California Classification Codes <input type="checkbox"/> A - Arts & Sciences <input type="checkbox"/> B - Remedial Education <input type="checkbox"/> C - Remedial Ed/Basic Skills <input type="checkbox"/> D - Community Ed/Pers Dev <input type="checkbox"/> E - Community Ed/Pers Dev-Handicap <input type="checkbox"/> F - Community Ed/Par Fam Support <input type="checkbox"/> G - Community Ed/Civic Development <input type="checkbox"/> H - Community Ed/Gen & Cultural <input type="checkbox"/> I - Vocational/occupational
	CB13 Special Class Status
	CB21 Course Prior to College
	CB22 Non Credit Course Category
	CB23 Funding Agency Category
	CB24 Program Course Status

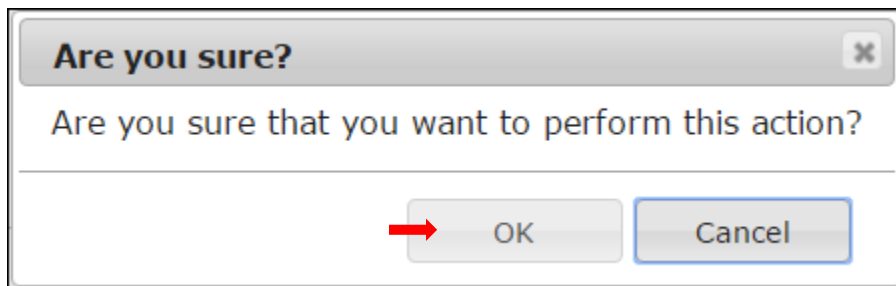
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.





You will be asked to confirm your choice as both actions are permanent and nonreversible.



Course Modification

Refer to the **Create Proposal** section on page 16 to create a **Course Modification** proposal.

Proposal Resources

The **Proposal Resource** section is the first section of the **Course Modification** proposal. If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the **dark gray tabs** on the left of the page. Sections with required fields also have an orange box showing your progress , which will turn green  when you have completed all required fields. You will only be prompted to save when changes are made. If, at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your college's **CurricUNET** administrators.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.

Testing New Course Mod 10/9

Status: Active View Proposal History

Proposal Resources	Proposal Resources
Cover	If you have any questions please consult one of the following resources:
Units/Hours	1. CurricUNET User Guide
Objectives	2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]
Requisites	3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]
Content Review	4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]
Math & English Skills Advisories	5. CurricUNET Admin Guide
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	
Methods of Evaluation	
Attached Files	
Distance Education	
Appropriate Textbooks	
General Education / Transferability	
Codes/Dates	

Cover

The **Subject**, **Course Number**, and **Long Course Title** will populate from the **Create Proposal** Process. You may make changes to these if necessary. To add **Cross Listed** Courses, select any related courses from the list. You may also narrow your options by entering search terms related to the desired course in the search box. To search, begin to type the name of your search criteria in the search box. You may also use the scroll bar to view the entire list of options. Only options containing the letter and/or number sequence you type will be shown. Click the checkbox next to the courses to select it. Multiple boxes can be selected. To show all options again, simply delete your search.

If you click the box next to **Show selected**, only the selected courses will be shown. Uncheck the box to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course.

Enter the **Catalog Course Description**, **Description for Schedule of Classes** and **Justification** in the textboxes.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates

Cover

Subject

Course Number *

Long Course Title *

Short Course Title *

Cross Listed Course

Catalog Course Description *

Description for Schedule of Classes *

Justification *

Distance Education

Honors

Proposal is Adding or Modifying SLOs

6/6

3/3

1/1

1/1

ACC - Accounting (ACC)

5555

Testing New Course Mod 10/9

Test

ACC 5555 - Testing New Course Mod 10/9

ACC 5555 - Testing New Course Mod 10/9

ACC 654 - Test

ACC 6543 - Testing New Course 10/6

ACC 6546 - Testing New Course 10/8

ACCT 0001 - test course

ACCT 390 - testing


ACCT 569 - testing

Test

Test

Test

If you select the **Distance Education** box, additional check boxes will appear asking you to identify if this is a **Hybrid**, **Full Online**, or **Plus Hours** course.

Student Learning Outcomes		<input checked="" type="checkbox"/> Distance Education  <input type="checkbox"/> Hybrid <input type="checkbox"/> Full Online <input type="checkbox"/> Plus Hours
Course Content		<input type="checkbox"/> Honors <input type="checkbox"/> Proposal is Adding or Modifying SLOs
Methods of Instruction		Proposal Information Proposed Effective Start Year: <input type="text"/> Semester: <input type="text"/>
Assignments	1/1	Normal Semesters Offered <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Methods of Evaluation		Disciplines <input type="text"/> <input type="button" value="Show selected"/> <input type="button" value="Clear All"/>
Attached Files		<input type="checkbox"/> Agricultural Engineering <input type="checkbox"/> Agricultural Production <input type="checkbox"/> Agriculture (Masters Required) <input type="checkbox"/> Air Conditioning, Refrigeration, Heating <input type="checkbox"/> Animal Health Technology <input type="checkbox"/> Animal Training and Management <input type="checkbox"/> Anthropology (Masters Required) <input type="checkbox"/> Appliance Repair
Distance Education		0 of 216 items are selected
Appropriate Textbooks		
General Education / Transferability		
Codes/Dates	1/1	

Check the boxes if this course is an **Honors** and/or if this proposal is **Adding or Modifying SLOs**. Use the dropdown menu or type in the first few letters of your search criteria, in the **Proposal Information** section to select the **Semester** and enter the **Proposed Effective Start Year** in the textbox. In the **Normal Semesters Offered** section, check the boxes that apply.

In the **Disciplines** section, select a course by scrolling down within the course list to find each one or you may also type the name in the search box to filter courses and shorten the available list. Click the checkbox next to each applicable course. You may select as many courses as necessary. If you click the box to the left of **Show Selected**, only the selected courses will show. Click once more to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course. You will use the column of **dark gray tabs** on the left to move between areas of the proposal. If you have made any changes, and forget to save, you will be prompted to save as you leave each area, as shown below. Required fields are marked with an * and highlighted in light orange. **Save** this information. Continue to the **Units/Hours** tab.

Distance Education	<div> <div>Disciplines</div> <div> <input type="text" value="agt"/> <div> <input type="checkbox"/> Show selected <input type="button" value="Clear All"/> </div> </div> <div> <input type="checkbox"/> Agricultural Business and Related Services <input type="checkbox"/> Agricultural Engineering <input type="checkbox"/> Agricultural Production <input type="checkbox"/> Agriculture (Masters Required) </div> <div>0 of 216 items are selected</div> </div>
Appropriate Textbooks	
General Education / Transferability	
Codes/Dates	

Units/Hours

In the **Units/Hours** section, fill in the number of **Min Units** and **Max Units**. In the **Lecture Hours** and **Lab Hours** sections, enter the **Minimum**, **Maximum**, **Weekly** and **TLUs** for this course.

Use the dropdown menus to choose the **Course Type**. When you choose **Semester Length** from the dropdown menu for the **Course Type** you will view the following screen. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**.

Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes.

Course Modification: Testing New Course Mod 10/9

Status: Draft

LaunchDelete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	

Units/Hours

Units
Min Units * 2.00 Max Units * 10.00

Lecture Hours
Min Max
Weekly TLUs

Lab Hours
Min Max
Weekly TLUs

Course Type
Semester Length

Grading Methods *
Letter Grade or P/NP

Repeatability

Justification for Repeatability

Maximum Class Size

Please justify class size based on pedagogy.

Short Course

When you choose **Short Course** in the **Course Type** section, you will view the following screen. Enter the **Number of Weeks** to complete this course, in the textbox provided. Use the dropdown menu or type in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

Content Review	Course Type
Math & English Skills Advisories	Short Course
Degree Applicability	Short Course
Student Learning Outcomes	Number Of Weeks
Course Content	Grading Methods *
Methods of Instruction	Letter Grade or P/NP
Assignments	Repeatability
Methods of Evaluation	Justification for Repeatability
Attached Files	Maximum Class Size
	Please justify class size based on pedagogy.

Work Experience

When you choose the **Work Experience** option from the dropdown menu in the **Course Type** section, you will view this screen. The **Min** and **Max Volunteer Hours** and the **Min** and **Max Paid Hours** will be calculated according to the information you provide in the **Units** section of this page. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes.

Content Review	Course Type
Math & English Skills Advisories	Work Experience
Degree Applicability	Work Experience Hours
Student Learning Outcomes	Min Volunteer Hours 120 Max Volunteer Hours 600
Course Content	Min Paid Hours 150 Max Paid Hours 750
Methods of Instruction	Grading Methods *
Assignments	Letter Grade or P/NP
Methods of Evaluation	Repeatability
Attached Files	Justification for Repeatability
Distance Education	Maximum Class Size
	Please justify class size based on pedagogy.

Internship

When you choose the **Internship** option from the dropdown menu in the **Course Type** section, you will view an additional section. The **Research Paper Hours**, **Min and Max Volunteer Hours** and the **Min and Max Paid Hours** will be calculated from the **Units** section of this page. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save**.

Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	
Attached Files	
Distance Education	
Appropriate Textbooks	

Course Type

Internship Hours
Research Paper Hours
Min Volunteer Hours Max Volunteer Hours
Min Paid Hours Max Paid Hours

Grading Methods *

Repeatability

Justification for Repeatability

Maximum Class Size

Please justify class size based on pedagogy.

Independent Study

When you choose the **Independent Study** option from the dropdown menu in the **Course Type** section you will view this screen. The **Min** and **Max Study Hours** will be calculated according to the information you provide in the **Units** section of this page. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	
Attached Files	

Course Type

Independent Study Hours
Min Study Hours Max Study Hours

Grading Methods *

Repeatability

Justification for Repeatability

Maximum Class Size

Please justify class size based on pedagogy.

Objectives

To add an **Objective**, click the **Add New Item** button.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Objectives

Last updated by Admin Admin on 11/4/2015 at 11:22 AM

Taxonomy

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

There are no objective text to display

Show Details Add New Item

In the textbox, add each objective individually.

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Objectives

Last updated by Admin Admin on 11/4/2015 at 11:22 AM

Taxonomy

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

Objective Text

Upon satisfactory completion of the course, students will be able to:

Show Details Add New Item

As you enter and save each objective, you will see a list similar to the one below. To edit an objective, select it by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder objectives, use the up and down arrows on the right of the blue bars. To delete, press the red "X". When all objectives have been entered correctly, continue to the **Requisites** tab.

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Objectives

Last updated by Admin Admin on 11/4/2015 at 11:22 AM

Taxonomy

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

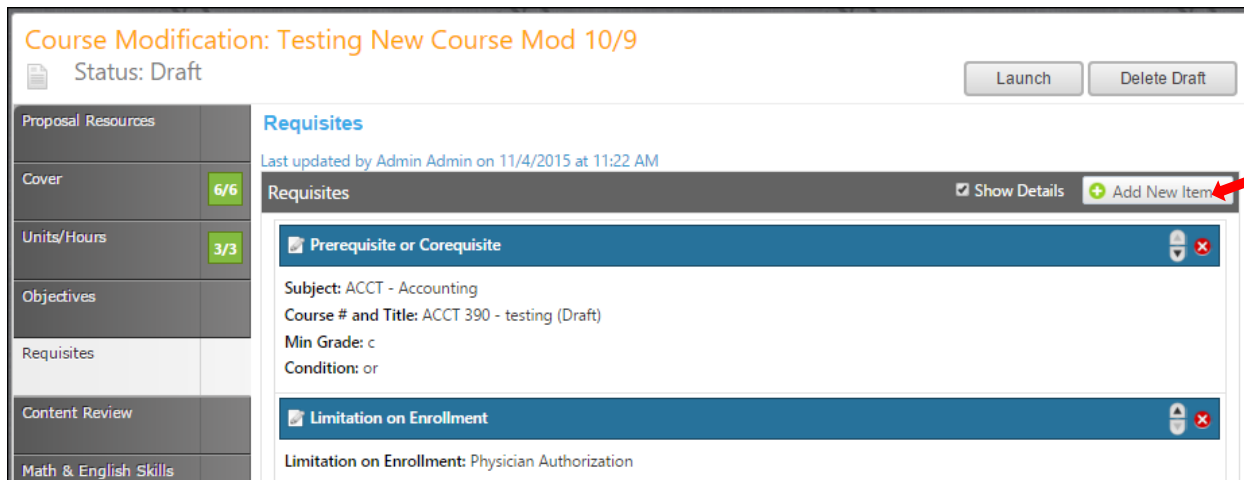
objective text

this information

Show Details Add New Item

Requisites

In the **Requisites** section, you will list the prerequisites and other requisites for enrollment in the course. To add an item, select **Add New Item**. Enter each requisite individually.



Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Math & English Skills

Requisites

Last updated by Admin Admin on 11/4/2015 at 11:22 AM

Show Details Add New Item

Prerequisite or Corequisite

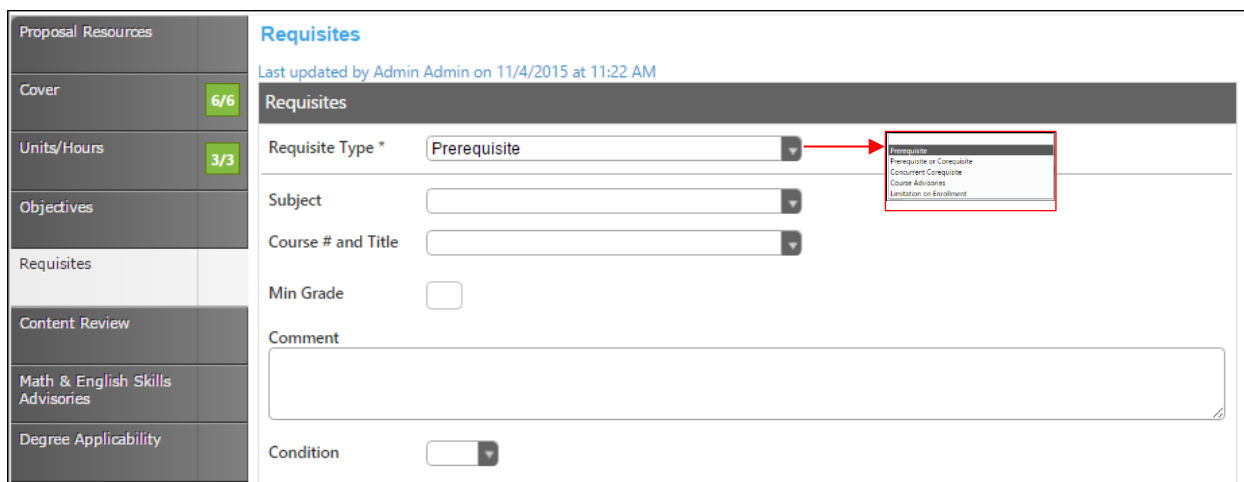
Subject: ACCT - Accounting
Course # and Title: ACCT 390 - testing (Draft)
Min Grade: c
Condition: or

Limitation on Enrollment

Limitation on Enrollment: Physician Authorization

Use the dropdown menu to select the **Requisite Type**, **Subject**, **Course Number and Title** and the **Condition**. Enter the **Minimum Grade** and any **Comments** into applicable textboxes.

Use the **Condition** menu to indicate this requisite's relationship to the next. When you do not select a specific condition the **"and"** is already implied. When you select **"or"**, you are indicating that a student may use this course **"or"** the next course, to qualify for the course. Following this **"or"** selection with an **"and"** is only used when nesting needs to be present. For example; ART 101 or ART 102 and 101 A.



Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Requisites

Last updated by Admin Admin on 11/4/2015 at 11:22 AM

Requisites

Requisite Type * Prerequisite

Subject

Course # and Title

Min Grade

Comment

Condition

Prerequisite
Prerequisite or Corequisite
Concurrent Corequisite
Course Advisories
Limitation on Enrollment

When you choose the **Limitation on Enrollment** option you will view the following screen. Use the dropdown menu or type in the first few letters of your search criteria. In the **Limitation on Enrollment (Other)** section enter any information that would apply.

Proposal Resources		Requisites
Cover	6/6	Last updated by Admin Admin on 11/4/2015 at 11:22 AM
Units/Hours	3/3	Requisites
Objectives		Requisite Type * Limitation on Enrollment
Requisites		Limitation on Enrollment
Content Review		Limitation on Enrollment (Other):
Math & English Skills Advisories		

After saving all of the added requisites they will be listed similar to the example below. To edit a **Requisite**, select the requisite by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder a requisite, use the up and down arrows on the right of the blue bars. To delete, press the red "X". When you have entered all requisites in the correct order, continue to the **Content Review** tab.

Proposal Resources		Requisites
Cover	6/6	Last updated by Admin Admin on 11/4/2015 at 11:22 AM
Units/Hours	3/3	Requisites Show Details Add New Item
Objectives		Prerequisite or Corequisite X
Requisites		Subject: ACCT - Accounting Course # and Title: ACCT 390 - testing (Draft) Min Grade: c Condition: or
Content Review		Limitation on Enrollment X
Math & English Skills Advisories		Limitation on Enrollment: Physician Authorization

Content Review

To review the content, click the **Add New Item**.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

☒ Show Details

+ Add New Item

There are no content review to display

Use the dropdown menu to choose the **Requisite Course** and **Content Review Type**.

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course

Content Review Type

Objective to Objective

To map this courses objectives to a requisite course's objectives, select the **Content Review Type** "Objective To Objective" from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear. Please note that both courses must have objectives saved for items to appear in check list.

Proposal Resources		<h3>Content Review</h3> <p><i>If you have any issues with this page Consider the following:</i></p> <ul style="list-style-type: none">• If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.• If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.• If there are no Requisite Course Objectives listed make sure that:<ul style="list-style-type: none">◦ A Requisite Course has been selected at the top of the page.◦ The Requisite Course that has been selected has objectives entered on its Objectives tab.
Cover	6/6	
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		<h4>Content Review</h4> <p>Requisite Course: PHOT 180 - Digital Darkroom (Active)</p> <p>Content Review Type: Objective to Objective</p>
Assignments	1/1	<h4>Current Course Objectives</h4> <ul style="list-style-type: none"><input type="checkbox"/> Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.<input type="checkbox"/> Demonstrate an ability to calibrate color monitors and create ICC profiles.<input type="checkbox"/> Demonstrate an ability to calibrate color scanners and create ICC profiles.<input type="checkbox"/> Demonstrate an ability to calibrate color printers and create ICC profiles.<input type="checkbox"/> Generate ICC profiles for a professional digital capture system.<input type="checkbox"/> Demonstrate control with input-output curves for optimum reproduction quality.<input type="checkbox"/> Operate professional high-end scanning tools for film and flat-art materials.<input type="checkbox"/> Recognize the components of a good quality print.<input type="checkbox"/> Generate large print output.<input type="checkbox"/> Manage workflow automation and multiple device matching systems.
Methods of Evaluation		<h4>Requisite Course Objective(s)</h4> <ul style="list-style-type: none"><input type="checkbox"/> Develop a vocabulary for digital printing terminology and to support group dialogs.<input type="checkbox"/> Create master archive files for print and web applications.<input type="checkbox"/> Demonstrate effective scanning techniques with film and flat-art materials.<input type="checkbox"/> Recognize the components of a good quality print.<input type="checkbox"/> Simulate traditional darkroom techniques and special effects in the digital "darkroom."<input type="checkbox"/> Demonstrate an ability to manage contrast and data loss through sharpening techniques for print and web applications.<input type="checkbox"/> Demonstrate conceptual skills in image making.<input type="checkbox"/> Create a digital print portfolio.
Attached Files		
Distance Education		

Objective to Content

To map this course's objectives to items in a requisite course's outline, select the **Content Review Type** "Objective To Content" from the **Content Review Type** menu. Select the current course objectives from the check list that will appear, and enter the information from the requisite course's outline in the text area. Please note that both courses must have objectives saved for items to appear in check list.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Objective to Content

Current Course Objectives

- ☐ Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.
- ☐ Demonstrate an ability to calibrate color monitors and create ICC profiles.
- ☐ Demonstrate an ability to calibrate color scanners and create ICC profiles.
- ☒ Demonstrate an ability to calibrate color printers and create ICC profiles.
- ☐ Generate ICC profiles for a professional digital capture system.
- ☐ Demonstrate control with input-output curves for optimum reproduction quality.
- ☒ Operate professional high-end scanning tools for film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Generate large print output.
- ☐ Manage workflow automation and multiple device matching systems.

Requisite Content

Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

Content to Content

To map items in this course's content to a requisite course's outline, select the **Content Review Type** "Content To Content" from the **Content Review Type** dropdown menu. Enter the items from this course's outline and then enter the corresponding information from the requisite course's outline in the text area.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active) ▼

Content Review Type: Content to Content ▼

Current Content

History of color management and color correction
Equipment survey for calibration and matching of multiple devices
Generate ICC profiles for monitors, scanners, printers and digital capture devices

Requisite Content

Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

Content to Objective

To map items from this course's outline to a requisite course's objectives, select the **Content Review Type** "Content To Objective" from the **Content Review Type** menu. Enter information from this course's outline and select the corresponding requisite course objectives from the check list that will appear. Please note that the requisite course must have objectives saved for items to appear in check list.

Click Save and continue to the **Math & English skills Advisories** tab.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Content to Objective

Current Content

History of color management and color correction
Equipment survey for calibration and matching of multiple devices
Generate ICC profiles for monitors, scanners, printers and digital capture devices

Requisite Course Objective(s)

- ☐ Develop a vocabulary for digital printing terminology and to support group dialogs.
- ☐ Create master archive files for print and web applications.
- ☐ Demonstrate effective scanning techniques with film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Simulate traditional darkroom techniques and special effects in the digital "darkroom."
- ☐ Demonstrate an ability to manage contrast and data loss through sharpening techniques for print and web applications.
- ☐ Demonstrate conceptual skills in image making.
- ☐ Create a digital print portfolio.

Math & English Skills Advisories

Check all of the **Requisites** that apply to this course in the **Frequent Requisite** section. Click **Save** and continue to the **Degree Applicability** tab.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch

Delete Draft

Proposal Resources		Math & English Skills Advisories
Cover	6/6	Last updated by Admin Admin on 11/4/2015 at 11:22 AM
Units/Hours	3/3	Frequent Requisite
Objectives		<input type="checkbox"/> Proficiency in MATH 138
Requisites		<input type="checkbox"/> Proficiency in MATH 137
Content Review		<input type="checkbox"/> Proficiency in MATH 130
Math & English Skills Advisories		<input type="checkbox"/> Proficiency in MATH 120
		<input checked="" type="checkbox"/> Proficiency in MATH 100
		<input checked="" type="checkbox"/> Proficiency in MATH 4
		<input checked="" type="checkbox"/> Proficiency in MATH 1
		<input type="checkbox"/> Eligibility for ENG 103
		<input type="checkbox"/> Eligibility for ENG 110 or ENG 110H or ENG 110GB
		<input type="checkbox"/> Eligibility for ENG 100
		<input type="checkbox"/> Proficiency in MATH 104 or MATH 107 or MATH 111
		<input type="checkbox"/> Eligibility for ENG 100 and Eligibility for ENG 103

Save

Degree Applicability


Check all of the boxes that apply in the **Designation** section. Click the **save** button and continue to the **Student Learning Outcomes** tab.

Course Modification: Testing New Course Mod 10/9

Status: Draft

LaunchDelete Draft

Proposal Resources		<h4>Degree Applicability</h4> <p>Last updated by Admin Admin on 11/4/2015 at 11:35 AM</p>
Cover	6/6	Designation
Units/Hours	3/3	<input checked="" type="checkbox"/> Basic Skills
Objectives		<input checked="" type="checkbox"/> Degree Applicable
Requisites		<input checked="" type="checkbox"/> Non-Degree Applicable
Content Review		<input checked="" type="checkbox"/> Required for AA/AS/AA-t/AS-t Degree
Math & English Skills Advisories		<input checked="" type="checkbox"/> Required for Certificate of Achievement
Degree Applicability		<input checked="" type="checkbox"/> Required for SCA/Department Award
Student Learning Outcomes		<input type="checkbox"/> Stand Alone
Course Content		
Methods of Instruction		
Assignments	1/1	

 Save

Student Learning Outcomes

Click the **Add New Item** button to enter each **Outcome**.

Course Modification: Testing New Course Mod 10/9

Status: Draft Launch Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	

Student Learning Outcomes

[Taxonomy](#)

Add outcomes one at a time, they will autonumber on the course outline report.

Outcome	Show Details	Add New Item
There are no outcome to display		

Each Outcome must be entered individually into the textbox. Click **Save** after each entry.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of	

Student Learning Outcomes

[Taxonomy](#)

Add outcomes one at a time, they will autonumber on the course outline report.

Outcome

Outcome Text

+ Save Cancel

As you **enter** and **save** each outcome, you will see a list similar to the one below. To edit a **Student Learning Outcome**, click the blue bar containing the outcome. This will take you back to the previous screen so that you can make necessary changes. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all outcomes are in the correct order, continue to the **Course Content** tab.

Proposal Resources		Student Learning Outcomes
Cover	6/6	Taxonomy
Units/Hours	3/3	Add outcomes one at a time, they will autonumber on the course outline report.
Objectives		<div> Outcome <input checked="" type="checkbox"/> Show Details + Add New Item </div>
Requisites		<div> <div>Outcome text</div> <div>outcome text for testing</div> </div>
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		

Course Content

Enter the **Course Content** in the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to save. Click **Save** and continue to the **Methods of Instruction** tab.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch
Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1

Course Content

Course Content

B I U abc
(inherited font)
(inherited size)
Select block type ▼

Methods of Instruction

Select the **Methods of Instruction** that will be used in this course. You are able to choose multiple methods. If needed enter any other methods, that are not listed here, in the textbox labeled **Other Methods**. Click **Save** once you have finished and then continue to the **Assignments** tab.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments 1/1

Methods of Instruction

Methods

☒ Directed Study

☒ Discussion

☒ Distance Education

☒ Experiments

☒ Field Experience

☒ Field Trips

☒ Individualized Instruction

☒ Lab

☒ Lecture

☒ Mediated Learning

☒ Observation and Demonstration

☒ Projects

☒ Service Learning

☒ Visiting Lecturers

☒ Work Experience

Other Methods

Save

Assignments

In the **Assignments** tab, you will provide information on the assignments students will be given. Enter this information in the Sample **Assignments** and **Required Assignments** textboxes. These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and html tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. **Save** this information and click the **Methods Of Evaluation** tab.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

6/6

3/3

1/1

Assignments

Sample Assignments

B I U abc (inherited font) (inherited size) [Color] [Background Color] [List] [Table] [Link] [Unlink] [Media] [HTML]

Required Assignments *

B I U abc (inherited font) (inherited size) [Color] [Background Color] [List] [Table] [Link] [Unlink] [Media] [HTML]

Test

Page 73

Methods of Evaluation

Enter the **Methods of Evaluation** that will be used in this course. **Save** and continue to the **Attached Files**.

Course Modification: Testing New Course Mod 10/9

Status: Draft

LaunchDelete Draft

Proposal Resources		Methods of Evaluation
Cover	6/6	<div>Method Of Evaluation</div>
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		
Assignments	1/1	
Methods of Evaluation		

Attached Files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them. Continue to the **Distance Education** tab.

Course Modification: Testing New Course Mod 10/9

Status: Draft

Launch


Delete Draft

Proposal Resources		Attached Files <small>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</small>
Cover	6/6	Select...
Units/Hours	3/3	Attachments There are no attachments to display. Press Select to browse for files to attach to this record.
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		
Assignments	1/1	
Methods of Evaluation		
Attached Files		

Distance Education

This page only applies if the **Distance Education** checkbox has been checked and saved on the **Cover** page. Select all boxes that apply in the **Methods of Instruction** section. You are able to choose multiple boxes. Fill in the textboxes following the prompts given for each one. Click **Save** and continue to the **Appropriate Textbooks** tab.

Proposal Resources		Distance Education
Cover	6/6	<ul style="list-style-type: none"> Please address the design and implementation of your course by answering the questions below. Please refer to "Course Outline of Record: A Curriculum Reference guide," Writing an Integrated Course of Study Outline." (pgs. 5-6) You Must Contact: Laurie Vasquez, Assistive Technology Specialist, to understand legal compliance for students with disabilities Where: Faculty Resource Center ext. 2724 or e-mail vasquez@sbcc.edu to set up an appointment to review accessibility compliance.
Units/Hours	3/3	
Objectives		Please Review Materials on Distance Education policies before proceeding.
Requisites		Verify how course content objectives will be achieved in the distance education modality
Content Review		"As the course outline of record is the basis of articulation, it is imperative that all sections of a given course achieve the same objectives regardless of instructional modality." Source: pg. 60
Math & English Skills Advisories		Preparing Accessable Course Materials -
Degree Applicability		<ul style="list-style-type: none"> Accessibility strategies for instruction Captioning procedure
Student Learning Outcomes		See Best Practices Strategies to Promote Academic Integrity for Online Education
Course Content		
Methods of Instruction		Methods of Instruction
Assignments	1/1	<input type="checkbox"/> Course management system (CMS) discussion boards <input type="checkbox"/> Instructor developed web pages <input type="checkbox"/> Converted power point presentations <input type="checkbox"/> Digital video clips <input type="checkbox"/> Graphics (digital charts, diagrams, photos, images, annotated screen shots) <input type="checkbox"/> Digital animations <input type="checkbox"/> Web quests <input type="checkbox"/> Online reference resources <input type="checkbox"/> Chat <input type="checkbox"/> Email <input type="checkbox"/> Publisher Prepared online materials <input type="checkbox"/> Course cartridge materials <input type="checkbox"/> CD/DVD support materials <input type="checkbox"/> Instructor web site <input type="checkbox"/> Online library resources <input type="checkbox"/> Text book supplements <input type="checkbox"/> Other
Methods of Evaluation		
Attached Files		
Distance Education		
Appropriate Textbooks		

Objectives		Other
Requisites		Other Methods of Instruction
Content Review		
Math & English Skills Advisories		Regular Effective Contact between instructor and student "Local policies should establish and monitor minimum standards of regular effective contact." Please explain how you will meet regular effective contact." (Read 2008 Distance Education Guidelines pgs. 6 & 7) Give specific examples of type and frequency of interaction appropriate to each DE course/section.
Degree Applicability		
Student Learning Outcomes		Is the distance education methodology effective for the specified class size? Note : The first time this course is offered, class size may be limited to 30 students. If the class size differs from the face to face section, please give justification for the change.
Course Content		
Methods of Instruction		
Assignments	1/1	Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery? See <i>Best Practices Strategies to Promote Academic Integrity for Online Education</i> WCET - http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf Please explain.
Methods of Evaluation		
Attached Files		
Distance Education		Describe a sample assignment that you will use in your distance education course. (you can use the same assignment from your face to face course if it is appropriate for distance education delivery)
Appropriate Textbooks		
General Education / Transferability		What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline? Please respond.
Codes/Dates	1/1	
		What training has prepared you to develop and teach this course effectively? "Faculty need to receive appropriate training in order to ensure that they understand what constitutes accessibility, and institutions must provide faculty with both the necessary training and resources to ensure accessibility." (Title 5, 55200)
<div style="text-align: right;">  <input type="button" value="Save"/> </div>		

Appropriate Textbook

Enter materials individually under **Textbooks**, **Manuals**, **Periodicals**, **Software** and any other materials under the appropriate heading. Click **Add New Record** to add items to the lists.

Course Modification: Testing New Course Mod 10/9

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments1/1

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates1/1

Appropriate Textbooks

SBCS Bookstore

Textbook

	Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Tran
No records to display.									
<div>+ Add new record</div>									
<div>Displaying items 0 - 0 of 0</div>									

Manual

	Author	Title	Date (mm/dd/yyyy)	Publisher
No records to display.				
<div>+ Add new record</div>				
<div>Displaying items 0 - 0 of 0</div>				

Periodical

	Title	Author	Publication	Year	Volume
No records to display.					
<div>+ Add new record</div>					
<div>Displaying items 0 - 0 of 0</div>					

Software

	Title	Edition/Version	Publisher/Manufacturer	Description
No records to display.				
<div>+ Add new record</div>				
<div>Displaying items 0 - 0 of 0</div>				

Other

	Description
No records to display.	
<div>+ Add new record</div>	
<div>Displaying items 0 - 0 of 0</div>	

Page 78

Add all books in the **Textbook** section. **Author, Title, Publisher, Year** and the **ISBN Number** are required fields. Click **Insert** to add the entry. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Units/Hours	3/3	Textbook									
		Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Transfer Data (Admin Only)	
Objectives		Author *									
Requisites		Title *									
Content Review		Edition									
Math & English Skills Advisories		City									
Degree Applicability		Publisher *									
Student Learning Outcomes		Year *									
Course Content		ISBN # *									
Methods of Instruction		Legacy Textbook Transfer Data (Admin Only)									
Assignments	1/1										
Methods of Evaluation		<input type="button" value="Insert"/> <input type="button" value="Cancel"/>									
Attached Files		<input type="button" value="Add new record"/>									
Distance Education		<input type="button" value="Refresh"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>									

Displaying items 0 - 0 of 0

Add **Manuals** in this section. The **Author, Title, Date** and **Publisher** are required fields. Click the calendar icon to find the date the manual was published. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month and then click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Content Review		Manual				
		Author	Title	Date (mm/dd/yyyy)	Publisher	
Math & English Skills Advisories		Author *				
Degree Applicability		Title *				
Student Learning Outcomes		Date (mm/dd/yyyy) *				
Course Content		Publisher *				
Methods of Instruction		<input type="button" value="Insert"/> <input type="button" value="Cancel"/>				
Assignments	1/1	<input type="button" value="Add new record"/>				

Displaying items 0 - 0 of 0

Add Periodicals in this section. Add all information available in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.



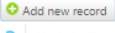
Outcomes		Periodical																																															
Course Content		<table border="1"> <thead> <tr> <th>Title</th> <th>Author</th> <th>Publication</th> <th>Year</th> <th>Volume</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Title</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Author</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Publication</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Volume</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Title	Author	Publication	Year	Volume			Title	<input type="text"/>						Author	<input type="text"/>						Publication	<input type="text"/>						Year	<input type="text"/>						Volume	<input type="text"/>					
Title	Author	Publication	Year	Volume																																													
Title	<input type="text"/>																																																
Author	<input type="text"/>																																																
Publication	<input type="text"/>																																																
Year	<input type="text"/>																																																
Volume	<input type="text"/>																																																
Methods of Instruction		<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>																																															
Assignments	1/1	<input type="button" value="➕ Add new record"/>																																															
Methods of Evaluation		<input type="button" value="↺"/> <input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="↻"/>																																															
Attached Files		<div>Displaying items 0 - 0 of 0</div>																																															
Distance Education																																																	
Appropriate Textbooks																																																	

Add software in the **Software** area. The **Title**, **Edition/Version** and **Publisher/Manufacturer** are required fields. Click **Insert** to add the entry. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Methods of Evaluation		Software																												
Attached Files		<table border="1"> <thead> <tr> <th>Title</th> <th>Edition/Version</th> <th>Publisher/Manufacturer</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>Title *</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Edition/Version *</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Publisher/Manufacturer *</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Description</td> <td colspan="4"> <div></div> </td> </tr> </tbody> </table>				Title	Edition/Version	Publisher/Manufacturer	Description		Title *	<input type="text"/>				Edition/Version *	<input type="text"/>				Publisher/Manufacturer *	<input type="text"/>				Description	<div></div>			
Title	Edition/Version	Publisher/Manufacturer	Description																											
Title *	<input type="text"/>																													
Edition/Version *	<input type="text"/>																													
Publisher/Manufacturer *	<input type="text"/>																													
Description	<div></div>																													
Distance Education		<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>																												
Appropriate Textbooks		<input type="button" value="➕ Add new record"/>																												
General Education / Transferability		<input type="button" value="↺"/> <input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="↻"/>																												
Codes/Dates	1/1	<div>Displaying items 0 - 0 of 0</div>																												

Add any other material required or recommended here. Add all information available in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

You can sort materials within their categories by clicking on the heading by which you wish to sort them. Please note that this sorting is only for your current view. Items will appear on reports in the order they are added to the proposal. They will also revert to the order added if you leave this page and return later. To edit a material, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. You may need to use the side scroll bar in each category to access the Delete button. If you have a lot of materials, you can move between pages with the arrows at the bottom of each category. When your materials list is complete, continue to the **General Education/Transferability** tab.

Textbook							Textbook					
	Author	Title	Edition	City	Publisher	Year	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Transfer Data (Admin Only)
	myself	This is for you	2nd		me	2015	me		2015		65498465	
							Displaying items 1 - 1 of 1					

General Education/Transferability

Indicate which if any of the **General Education Patterns** this course applies to and which specific area you propose this course to be incorporated into. Scroll down to see all sections. **Save** this information and continue to the **Codes/Dates** tab.

Modified Course Proposal: ACCT 130 - Payroll Accounting	
Status: Draft	Remaining Launch Requirements: 1 Launch Delete Draft
Proposal Resources	General Education / Transferability
Cover 6/6	General Education
Units/Hours 2/3	CSU/UC Transfer
Objectives	<input type="checkbox"/> A. Transfers to CSU/UC
Requisites	<input type="checkbox"/> B. Transfers to CSU
Content Review	<input type="checkbox"/> C. Non-transferable
Math & English Skills Advisories	<input type="checkbox"/> D. Transfers to CSU/UC, with limits
Degree Applicability	<input type="checkbox"/> E. Transfers to CSU; UC, pending review
Student Learning Outcomes	GENERAL EDUCATION (Areas A-D)
Course Content	<input type="checkbox"/> A. NATURAL SCIENCE WITH LAB
Methods of Instruction	<input type="checkbox"/> D. LANGUAGE AND RATIONALITY
Assignments 1/1	<input type="checkbox"/> B. SOCIAL AND BEHAVIORAL SCIENCE
Methods of Evaluation	<input type="checkbox"/> C. HUMANITIES
Attached Files	<input type="checkbox"/> D1: Language and Rationality:English Composition
Distance Education	<input type="checkbox"/> D2: Language and Rationality:Communication and Analytical Thinking
Appropriate Textbooks	INSTITUTIONAL REQUIREMENTS (Area E)
General Education / Transferability	<input type="checkbox"/> E2: American Institutions
Codes/Dates 2/2	<input type="checkbox"/> E3: Physical Education/Health Education
	<input type="checkbox"/> E4: Oral Communication
	<input type="checkbox"/> E1: Mathematics Requirement
	<input type="checkbox"/> E5: Multicultural/Gender Studies
	Other Graduation Requirement
	<input type="checkbox"/> Yes
	IGETC Area 1: English Communication
	<input type="checkbox"/> A: English Composition
	<input type="checkbox"/> B: Critical Thinking-English Composition
	<input type="checkbox"/> C: Oral Communication
	IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
	<input type="checkbox"/> A: Mathematic
	IGETC Area 3: Arts and Humanities
	<input type="checkbox"/> A: Arts
	<input type="checkbox"/> B: Humanities
	IGETC Area 4: Social and Behavioral Sciences
	<input type="checkbox"/> A: Anthropology and Archaeology
	<input type="checkbox"/> B: Economics
	<input type="checkbox"/> C: Ethnic Studies
	<input type="checkbox"/> D: Gender Studies

Codes/Dates

In the **Codes/Dates** section of the proposal, select the date by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown menu options or key in the first few letters of your search criteria in the textbox. Follow prompts for completing the information needed in the textboxes. In the **CB11 California Classification Codes** section select all the checkboxes that apply. Click **Save** when finished.

Course Modification: Testing New Course Mod 10/9

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments1/1

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates2/2

Codes/Dates

Entry of Special Dates

Deactivation Date

Board of Trustees

State Approval

GE Approval

CAC Approval

Instructional Services

Actual Start Semester - Term

UC Approval Date - Term

CSU Approval Date - Term

IGETC Approval Date - Term

Csu Ge Approval Date - Term

IGETC Disapproval

IGETC Disapproval Rationale

CSU GE Disapproval

CSU GE Disapproval Rationale

Cover	6/6	UC Disapproval	<input type="text"/>	
Units/Hours	3/3	UC Disapproval Rationale	<div></div>	
Objectives				
Requisites				
Content Review				
Math & English Skills Advisories		Originator *		
Degree Applicability		Origination Date *	11/3/2015	
Student Learning Outcomes		CB00 State ID	<input type="text"/>	
Course Content		CB03 TOP Code	<input type="text"/>	
Methods of Instruction		CB04 Course Credit Status	<input type="text"/>	
Assignments	1/1	CB05 Course Transfer Status	<input type="text"/>	
Methods of Evaluation		Reason for Denial	<div></div>	
Attached Files				
Distance Education				
Appropriate Textbooks		CB08 Course Basic Skill Status (PBS Status)	<input type="text"/>	
General Education / Transferability		CB09 SAM Code	<input type="text"/>	
Codes/Dates	2/2	CB10 Course COOP Work Exp-ED	<input type="text"/>	
		CB11 California Classification Codes <input type="checkbox"/> A - Arts & Sciences <input type="checkbox"/> B - Remedial Education <input type="checkbox"/> C - Remedial Ed/Basic Skills <input type="checkbox"/> D - Community Ed/Pers Dev <input type="checkbox"/> E - Community Ed/Pers Dev-Handicap <input type="checkbox"/> F - Community Ed/Par Fam Support <input type="checkbox"/> G - Community Ed/Civic Development <input type="checkbox"/> H - Community Ed/Gen & Cultural <input type="checkbox"/> I - Vocational/occupational		
		CB13 Special Class Status	S - Approved for Disability	
		CB21 Course Prior to College	<input type="text"/>	
		CB22 Non Credit Course Category	<input type="text"/>	
		CB23 Funding Agency Category	<input type="text"/>	
		CB24 Program Course Status	<input type="text"/>	
<input type="button" value="Save"/>				

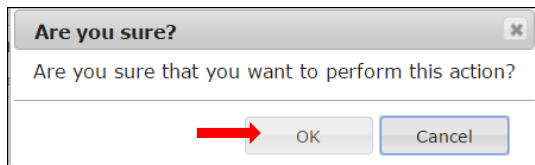
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.





You will be asked to confirm your choice as both actions are permanent and nonreversible.



Course Deletion

Refer to the **Create Proposal** section on page 16 to create a **Course Deletion** proposal.

Proposal Resources

You will begin here at the **Proposal Resources** section of the **Course Deletion Proposal**. If you realize at any point that the information you provided to create the proposal was incorrect, **Do Not** use your browser's back button to make corrections. Make the changes on the **Cover** screen, or click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the dark gray tabs on the left of the page. Sections with required fields also have an orange box showing your progress , which will turn green  when you have completed all required fields.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.

Course Deletion: nc test 9/25

View the course being deactivated

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments1/1

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates1/1

Proposal Resources

If you have any questions please consult one of the following resources:

1. [CurricUNET User Guide](#)

2. [First and Last Name], Technical Support Specialist
Phone: 555.555.1212
Email: [email address]

3. [First and Last Name], Technical Writer
Phone: 555.555.1212
Email: [email address]

4. [First and Last Name], Transfer and Articulation
Phone: 555.555.1212
Email: [email address]

5. [CurricUNET Admin Guide](#)

Cover

The **Subject**, **Course Number**, **Long Course Title**, and the **Short Course Title** will pull from the creation screens for this proposal. To add **Cross Listed** Courses, select any **“Related”** courses from the list. You may also narrow your options by entering search terms related to the desired course in the search box. To search, begin to type the name of your search criteria in the search box. You may also use the scroll bar to view the entire list of options. Only options containing the letter and/or number sequence you type will be shown. Click the checkbox next to the courses to select it. Multiple boxes can be selected. To show all options again, simply delete your search. If you click the box next to **Show selected**, only the selected courses will be shown. Uncheck the box to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course. Enter the **Catalog Course Description**, **Description for Schedule of Classes** and **Justification** in the textboxes.

Course Deletion: Testing New Course Mod 10/9

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates

Cover

Last updated by Admin Admin on 11/4/2015 at 4:24 PM

Subject

AEX - Autism Institute (AEX)

Course Number *

656

Long Course Title *

Testing

Short Course Title *

Test

Cross Listed Course

☐ ACC 5555 - Testing New Course Mod 10/9

☐ ACC 654 - Test

☐ ACC 6543 - Testing New Course 10/6

☐ ACC 6546 - Testing New Course 10/8

☐ ACCT 0001 - test course

☐ ACCT 390 - testing

☐ ACCT 569 - testing

☐ AEX 656 - Testing

Show selected

Clear All

Catalog Course Description *

Reminder: Please do not paste from Microsoft Word

Test

Description for Schedule of Classes *

Test

Justification *

Test

☐ Distance Education

Check the boxes if this course is an **Honors** and/or if this **Proposal Is Adding or Modifying SLOs**. In the **Proposal Information** section enter the **Proposed Effective Start Year** in the textbox and use the dropdown menu or key in the first few letters of your search criteria to select the **Semester**. In the **Normal Semesters Offered** section, check the boxes that apply.

Course Content	<input type="checkbox"/> Distance Education → See example below.
Methods of Instruction	<input type="checkbox"/> Honors
Assignments	<input type="checkbox"/> Proposal is Adding or Modifying SLOs
Methods of Evaluation	Proposal Information
Attached Files	Proposed Effective Start Year: <input type="text"/>
Distance Education	Semester: <input type="text" value="Spring"/>
Appropriate Textbooks	Normal Semesters Offered
General Education / Transferability	<input type="checkbox"/> Fall
Codes/Dates	<input type="checkbox"/> Spring
	<input type="checkbox"/> Summer
	Disciplines
	<input type="checkbox"/> Accounting (Masters Required) → See example on next page.
	<input type="checkbox"/> Addition Paraprofessional Training
	<input type="checkbox"/> Administration of Justice
	<input type="checkbox"/> Aeronautics
	<input type="checkbox"/> Agricultural Business and Related Services
	<input type="checkbox"/> Agricultural Engineering
	<input type="checkbox"/> Agricultural Production
	<input type="checkbox"/> Agriculture (Masters Required)
	0 of 216 items are selected
	<input type="button" value="Save"/>

When you select the **Distance Education** box you will see additional check boxes displayed. Check all that apply.

Course Content	<input checked="" type="checkbox"/> Distance Education
Methods of Instruction	<input type="checkbox"/> Hybrid
	<input type="checkbox"/> Full Online
	<input type="checkbox"/> Plus Hours

In the **Disciplines** section, select a course by scrolling down within the course list to find each one or you may also type the name in the search box to filter courses and shorten the available list. Click the checkbox next to each applicable course. You may select as many courses as necessary. If you click the box to the left of **Show Selected**, only the selected courses will show. Click once more to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course. You will use the column of dark gray tabs on the left to move between areas of the proposal. If you have made any changes, and forget to save, you will be prompted to save as you leave each area, as shown below. Required fields are marked with an * and highlighted in light orange. **Save** this information. Continue to the **Units/Hours** tab.

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates 1/1

Disciplines

ba

☐ Show selected

☐ Banking and Finance

☐ Barbering

0 of 216 items are selected

Save once you have finished and continue to the **Units/Hours** tab.

Units/Hours

In the **Units/Hours** section, fill in the number of **Min Units** and **Max Units**. In the **Lecture Hours** and **Lab Hours** sections, enter the **Minimum**, **Maximum**, **Weekly** and **TLUs** for this course.

Use the dropdown menus to choose the **Course Type**. When you choose **Semester Length** from the dropdown menu for the **Course Type** you will view the following screen. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**.

Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

Methods of Evaluation

Units

Min Units * 2.00 Max Units * 10.00

Lecture Hours

Min Max Weekly TLUs

Lab Hours

Min Max Weekly TLUs

Course Type

Grading Methods * Letter Grade or P/NP

Repeatability

Justification for Repeatability

Maximum Class Size

Please justify class size based on pedagogy.

View the course being deactivated

Save

Page 90

Short Course

When you choose **Short Course** in the **Course Type** section, you will view the following screen. Enter the Number of Weeks to complete this course, in the textbox provided. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

Content Review	Weekly	TCOS
Math & English Skills Advisories	Course Type Short Course	
Degree Applicability	Short Course Number Of Weeks	
Student Learning Outcomes	Grading Methods * Letter Grade or P/NP	
Course Content	Repeatability	

Work Experience

When you choose the **Work Experience** option from the dropdown menu in the **Course Type** section, you will view this screen. The **Min** and **Max Volunteer Hours** and the **Min** and **Max Paid Hours** will be calculated according to the information you provide in the **Units** section of this page. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

Content Review	Course Type			
Math & English Skills Advisories	Work Experience			
Degree Applicability	Work Experience Hours			
Student Learning Outcomes	Min Volunteer Hours	120	Max Volunteer Hours	600
	Min Paid Hours	150	Max Paid Hours	750
Course Content	Grading Methods * Letter Grade or P/NP			

Internship

When you choose the **Internship** option from the dropdown menu in the Course Type section, you will view this screen. The **Research Paper Hours**, **Min and Max Volunteer Hours** and the **Min and Max Paid Hours** will be calculated from the **Units** section of this page. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save**.

Content Review	Course Type Internship			
Math & English Skills Advisories	Internship Hours			
Degree Applicability	Research Paper Hours	48		
Student Learning Outcomes	Min Volunteer Hours	60	Max Volunteer Hours	540
Course Content	Min Paid Hours	75	Max Paid Hours	675
Methods of Instruction	Grading Methods * Letter Grade or P/NP			
	Repeatability:			

Independent Study

When you choose the **Independent Study** option from the dropdown menu in the **Course Type** section you will view this screen. The **Min and Max Study Hours** will be calculated according to the information you provide in the **Units** section of this page. Use the dropdown menu or key in the first few letters of your search criteria in the search box to choose the **Grading Methods** and **Repeatability**. Enter the **Justification for Repeatability**, **Maximum Class Size** and the justification for class size based on pedagogy textboxes. Click **Save** and continue to the **Objectives** tab.

Content Review	weekly <input type="text"/> TLOs <input type="text"/>			
Math & English Skills Advisories	Course Type Independent Study			
Degree Applicability	Independent Study Hours			
Student Learning Outcomes	Min Study Hours	96	Max Study Hours	480
	Grading Methods * Letter Grade or P/NP			

Objectives

To add an **Objective**, click the **Add New Item** button.

Course Deletion: AEX 656 - Testing

Status: Draft

View the course being deactivated

Launch Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Objectives

Taxonomy

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

Show Details Add New Item

There are no objective text to display

In the textbox, add each objective individually.

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Math & English Skills

Objectives

Taxonomy

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

Objective Text

Upon satisfactory completion of the course, students will be able to:

As you enter and save each objective, you will see a list similar to the one below. To edit an objective, select it by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder objectives, use the up and down arrows on the right of the blue bars. To delete, press the red "X". When all objectives have been entered correctly, continue to the **Requisites** tab.

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Objectives

Taxonomy

Add one objective at a time, the objectives will autonumber on the course outline report.

Objective Text

Show Details Add New Item

tester

tester for a second time

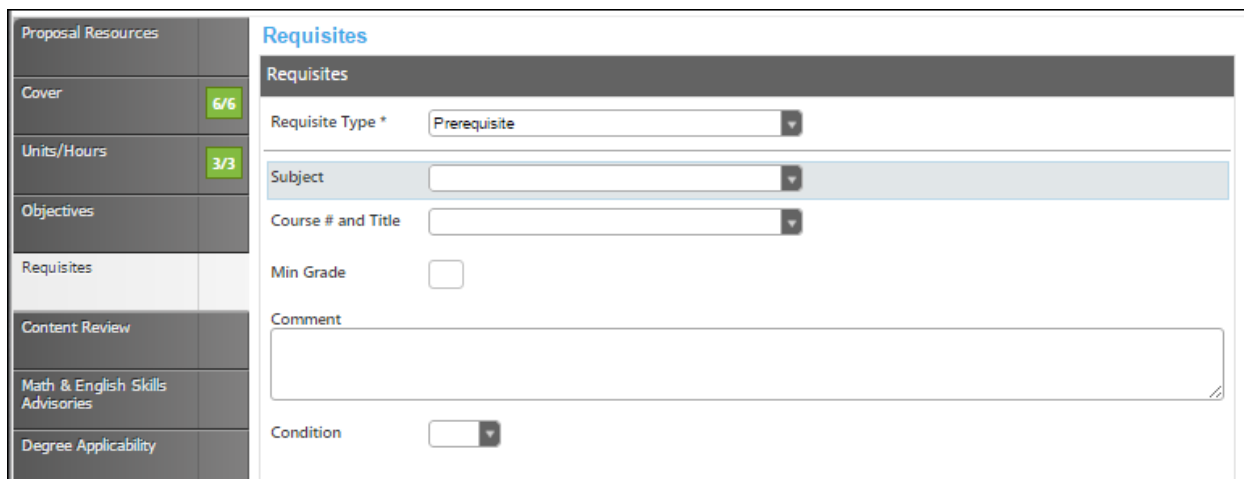
Requisites

In the **Requisites** section, you will list the prerequisites and other requisites for enrollment in the course. To add an item, select **Add New Item**. Enter each requisite individually.



Use the dropdown menu to select the **Requisite Type**, **Subject**, **Course Number and Title** and the **Condition**. Enter the **Minimum Grade** and any **Comments** into applicable textboxes.

Use the **Condition** menu to indicate this requisite's relationship to the next. When you do not select a specific condition the "and" is already implied. When you select "or", you are indicating that a student may use this course "or" the next course, to qualify for the course. Following this "or" selection with an "and" is only used when nesting needs to be present. For example; ART 101 or ART 102 and 101 A.



When you choose the **Limitation on Enrollment** option you will view the following screen. Use the dropdown menu or type in the first few letters of your search criteria. In the **Limitation on Enrollment (Other)** section enter any information that would apply.

Proposal Resources		Requisites
Cover	6/6	Requisites
Units/Hours	3/3	Requisite Type * Limitation on Enrollment
Objectives		Limitation on Enrollment
Requisites		Limitation on Enrollment (Other):
Content Review		
Math & English Skills Advisories		

After saving all of the added requisites they will be listed similar to the example below. To edit a **Requisite**, select the requisite by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder a requisite, use the up and down arrows on the right of the blue bars. To delete, press the red "X". When you have entered all requisites in the correct order, move to the **Content Review** tab.

Proposal Resources		Requisites
Cover	6/6	Requisites Show Details Add New Item
Units/Hours	3/3	<div> Limitation on Enrollment </div> <div> Concurrent Corequisite </div>
Objectives		
Requisites		

Content Review

To review the content, click the **Add New Item**.

Course Deletion: AEX 656 - Testing View the course being deactivated

Status: Draft Launch Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

☒ Show Details + Add New Item

There are no content review to display

Use the dropdown menu to choose the **Requisite Course** and **Content Review Type**.

Course Deletion: AEX 656 - Testing View the course being deactivated

Status: Draft Launch Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course

Content Review Type

Objective to Objective

To map this courses objectives to a requisite course's objectives, select the **Content Review Type** "Objective To Objective" from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear. Please note that both courses must have objectives saved for items to appear in check list.

Proposal Resources		<h3>Content Review</h3> <p><i>If you have any issues with this page Consider the following:</i></p> <ul style="list-style-type: none">▪ If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.▪ If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.▪ If there are no Requisite Course Objectives listed make sure that:<ul style="list-style-type: none">◦ A Requisite Course has been selected at the top of the page.◦ The Requisite Course that has been selected has objectives entered on its Objectives tab.
Cover	6/6	
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		<h4>Content Review</h4> <p>Requisite Course: PHOT 180 - Digital Darkroom (Active)</p> <p>Content Review Type: Objective to Objective</p>
Assignments	1/1	<h4>Current Course Objectives</h4> <ul style="list-style-type: none"><input type="checkbox"/> Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.<input type="checkbox"/> Demonstrate an ability to calibrate color monitors and create ICC profiles.<input type="checkbox"/> Demonstrate an ability to calibrate color scanners and create ICC profiles.<input type="checkbox"/> Demonstrate an ability to calibrate color printers and create ICC profiles.<input type="checkbox"/> Generate ICC profiles for a professional digital capture system.<input type="checkbox"/> Demonstrate control with input-output curves for optimum reproduction quality.<input type="checkbox"/> Operate professional high-end scanning tools for film and flat-art materials.<input type="checkbox"/> Recognize the components of a good quality print.<input type="checkbox"/> Generate large print output.<input type="checkbox"/> Manage workflow automation and multiple device matching systems.
Methods of Evaluation		<h4>Requisite Course Objective(s)</h4> <ul style="list-style-type: none"><input type="checkbox"/> Develop a vocabulary for digital printing terminology and to support group dialogs.<input type="checkbox"/> Create master archive files for print and web applications.<input type="checkbox"/> Demonstrate effective scanning techniques with film and flat-art materials.<input type="checkbox"/> Recognize the components of a good quality print.<input type="checkbox"/> Simulate traditional darkroom techniques and special effects in the digital "darkroom."<input type="checkbox"/> Demonstrate an ability to manage contrast and data loss through sharpening techniques for print and web applications.<input type="checkbox"/> Demonstrate conceptual skills in image making.<input type="checkbox"/> Create a digital print portfolio.
Attached Files		
Distance Education		

Objective to Content

To map this course's objectives to items in a requisite course's outline, select the **Content Review Type** "Objective To Content" from the **Content Review Type** menu. Select the current course objectives from the check list that will appear, and enter the information from the requisite course's outline in the text area. Please note that both courses must have objectives saved for items to appear in check list.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Objective to Content

Current Course Objectives

- ☐ Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.
- ☐ Demonstrate an ability to calibrate color monitors and create ICC profiles.
- ☐ Demonstrate an ability to calibrate color scanners and create ICC profiles.
- ☒ Demonstrate an ability to calibrate color printers and create ICC profiles.
- ☐ Generate ICC profiles for a professional digital capture system.
- ☐ Demonstrate control with input-output curves for optimum reproduction quality.
- ☒ Operate professional high-end scanning tools for film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Generate large print output.
- ☐ Manage workflow automation and multiple device matching systems.

Requisite Content

Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

Content to Content

To map items in this course's content to a requisite course's outline , select the **Content Review Type** "Content To Content" from the **Content Review Type** dropdown menu. Enter the items from this course's outline and then enter the corresponding information from the requisite course's outline in the text area.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Content to Content

Current Content

History of color management and color correction
Equipment survey for calibration and matching of multiple devices
Generate ICC profiles for monitors, scanners, printers and digital capture devices

Requisite Content

Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

Content to Objective

To map items from this course's outline to a requisite course's objectives, select the **Content Review Type** "Content To Objective" from the **Content Review Type** menu. Enter information from this course's outline and select the corresponding requisite course objectives from the check list that will appear. Please note that the requisite course must have objectives saved for items to appear in check list.

Click Save and continue to the **Math & English skills Advisories** tab.

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1

Content Review

If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Content to Objective

Current Content

History of color management and color correction
Equipment survey for calibration and matching of multiple devices
Generate ICC profiles for monitors, scanners, printers and digital capture devices

Requisite Course Objective(s)

- ☐ Develop a vocabulary for digital printing terminology and to support group dialogs.
- ☐ Create master archive files for print and web applications.
- ☐ Demonstrate effective scanning techniques with film and flat-art materials.
- ☐ Recognize the components of a good quality print.
- ☐ Simulate traditional darkroom techniques and special effects in the digital "darkroom."
- ☐ Demonstrate an ability to manage contrast and data loss through sharpening techniques for print and web applications.
- ☐ Demonstrate conceptual skills in image making.
- ☐ Create a digital print portfolio.

Math & English Skills Advisories

Select the **Requisites** for this course from the list. Click **Save** and continue to the **Degree Applicability** tab.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

View the course being deactivated

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

6/6

3/3

Math & English Skills Advisories

Math & English Skills Advisories

Frequent Requisite

- ☐ Proficiency in MATH 138
- ☐ Proficiency in MATH 137
- ☐ Proficiency in MATH 130
- ☒ Proficiency in MATH 120
- ☒ Proficiency in MATH 100
- ☐ Proficiency in MATH 4
- ☐ Proficiency in MATH 1
- ☐ Eligibility for ENG 103
- ☐ Eligibility for ENG 110 or ENG 110H or ENG 110GB
- ☐ Eligibility for ENG 100
- ☐ Proficiency in MATH 104 or MATH 107 or MATH 111
- ☐ Eligibility for ENG 100 and Eligibility for ENG 103

Save

Degree Applicability

Select all of the checkboxes that are applicable. Click the **Save** button and continue to the **Student Learning Outcomes** tab.

Course Deletion: AEX 656 - Testing

View the course being deactivated

Status: Draft

LaunchDelete Draft

Proposal Resources		<h3>Degree Applicability</h3>
Cover	6/6	Designation
Units/Hours	3/3	<input type="checkbox"/> Basic Skills
Objectives		<input type="checkbox"/> Degree Applicable
Requisites		<input type="checkbox"/> Non-Degree Applicable
Content Review		<input type="checkbox"/> Required for AA/AS/AA-t/AS-t Degree
Math & English Skills Advisories		<input type="checkbox"/> Required for Certificate of Achievement
Degree Applicability		<input type="checkbox"/> Required for SCA/Department Award
		<input type="checkbox"/> Stand Alone

Student Learning Outcomes

Click the **Add New Item** button to enter each **Outcome**.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Student Learning Outcomes

[Taxonomy](#)

Add outcomes one at a time, they will autonumber on the course outline report.

Outcome ☒ Show Details [Add New Item](#)

There are no outcome to display

Enter each **Outcome** individually into the textbox. Click **Save** after each entry.

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments 1/1

Methods of Evaluation

Attached Files

Student Learning Outcomes

[Taxonomy](#)

Add outcomes one at a time, they will autonumber on the course outline report.

Outcome

Outcome Text

[+ Save](#)

[Cancel](#)

As you enter and save each outcome, you will see a list similar to the one below. To edit a **Student Learning Outcome**, click the blue bar containing the outcome. This will take you back to the previous screen so that you can correct or change your entry. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all outcomes are in the correct order, continue to the **Course Content** tab.

Proposal Resources		<h3>Student Learning Outcomes</h3> <p>Taxonomy</p> <p>Add outcomes one at a time, they will autonumber on the course outline report.</p> <div> Outcome ☑ Show Details + Add New Item </div> <div> <div>outcome ↕ ✖</div> <div>outcome 2 ↕ ✖</div> </div>
Cover	6/6	
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		

Course Content

Enter the **Course Content** in the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to save. Click **Save** and continue to the **Methods of Instruction** tab.

Course Deletion: AEX 656 - Testing

Status: Draft [View the course being deactivated](#)

Launch
Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1

Course Content

Course Content

B / U abc (inherited font) (inherited size)
Select block type ▼

Methods of Instruction

Select the **Methods of Instruction** that will be used in this course. You are able to choose multiple methods. Enter any other methods that are not in the list, in the textbox labeled **Other Methods**. Click **Save** once you have finished and then continue to the **Assignments** tab.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

View the course being deactivated

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

6/6

3/3

Methods of Instruction

Methods

☐ Directed Study

☐ Discussion

☐ Distance Education

☐ Experiments

☐ Field Experience

☐ Field Trips

☐ Individualized Instruction

☐ Lab

☐ Lecture

☐ Mediated Learning

☐ Observation and Demonstration

☐ Projects

☐ Service Learning

☐ Visiting Lecturers

☐ Work Experience

Other Methods

Page 106

Assignments

In the **Assignments** tab, you will provide information on the assignments students will be given. Enter this information in the Sample **Assignments and Required Assignments** textboxes. These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and html tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. **Save** this information and click the **Methods Of Evaluation** tab.

Course Deletion: AEX 656 - Testing

Status: Draft

View the course being deactivated

Launch Delete Draft

Proposal Resources	
Cover	6/6
Units/Hours	3/3
Objectives	
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Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1

Assignments

Sample Assignments

B I U abc (inherited font) (inherited size)

Select block type

Required Assignments *

B I U abc (inherited font) (inherited size)

Select block type

Test

Methods of Evaluation

Enter the **Methods of Evaluation** that will be used in this course. **Save** and continue to the **Attached Files**.

Course Deletion: AEX 656 - Testing

View the course being deactivated

Status: Draft

LaunchDelete Draft

Proposal Resources		Methods of Evaluation
Cover	6/6	<div>Method Of Evaluation</div>
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		
Assignments	1/1	
Methods of Evaluation		

Save

Attached files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover6/6

Units/Hours3/3

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments1/1

Methods of Evaluation

Attached Files

Attached Files

Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

Attachments

There are no attachments to display. Press Select to browse for files to attach to this record.

Distance Education

This page only applies if the **Distance Education** checkbox has been checked and saved on the **Cover** page. Select all boxes that apply in the **Methods of Instruction** section. You are able to choose multiple boxes. Answer the questions using the textboxes given for each one. Click **Save** and continue to the **Appropriate Textbooks** tab.

Course Deletion: AEX 656 - Testing

Status: Draft

View the course being deactivated

LaunchDelete Draft

Proposal Resources		<h3>Distance Education</h3> <ul style="list-style-type: none">Please address the design and implementation of your course by answering the questions below.Please refer to "Course Outline of Record: A Curriculum Reference guide" Writing an Integrated Course of Study Outline." (pgs. 5-6)You Must Contact: Laurie Vasquez, Assistive Technology Specialist, to understand legal compliance for students with disabilities Where: Faculty Resource Center ext. 2724 or e-mail vasquez@sbcc.edu to set up an appointment to review accessibility compliance. <p>Please Review Materials on Distance Education policies before proceeding.</p> <p>Verify how course content objectives will be achieved in the distance education modality</p> <p>"As the course outline of record is the basis of articulation, it is imperative that all sections of a given course achieve the same objectives regardless of instructional modality." Source: pg. 60</p> <p>Preparing Accessable Course Materials -</p> <ul style="list-style-type: none">Accessibility strategies for instructionCaptioning procedure <p>See Best Practices Strategies to Promote Academic Integrity for Online Education</p> <div></div>
Cover	6/6	
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		<h3>Methods of Instruction</h3> <div><input type="checkbox"/> Course management system (CMS) discussion boards</div> <div><input type="checkbox"/> Instructor developed web pages</div> <div><input type="checkbox"/> Converted power point presentations</div> <div><input type="checkbox"/> Digital video clips</div> <div><input type="checkbox"/> Graphics (digital charts, diagrams, photos, images, annotated screen shots)</div> <div><input type="checkbox"/> Digital animations</div> <div><input type="checkbox"/> Web quests</div> <div><input type="checkbox"/> Online reference resources</div> <div><input type="checkbox"/> Chat</div> <div><input type="checkbox"/> Email</div> <div><input type="checkbox"/> Publisher Prepared online materials</div> <div><input type="checkbox"/> Course cartridge materials</div> <div><input type="checkbox"/> CD/DVD support materials</div> <div><input type="checkbox"/> Instructor web site</div> <div><input type="checkbox"/> Online library resources</div> <div><input type="checkbox"/> Text book supplements</div> <div><input type="checkbox"/> Other</div>

Assignments	1/1	
Methods of Evaluation		
Attached Files		
Distance Education		Other Methods of Instruction
Appropriate Textbooks		
General Education / Transferability		
Codes/Dates	1/1	

Content Review		Regular Effective Contact between instructor and student
Math & English Skills Advisories		"Local policies should establish and monitor minimum standards of regular effective contact." Please explain how you will meet regular effective contact." (Read 2008 Distance Education Guidelines pgs. 6 & 7) Give specific examples of type and frequency of interaction appropriate to each DE course/section.
Degree Applicability		<div></div>
Student Learning Outcomes		Is the distance education methodology effective for the specified class size?
Course Content		Note : The first time this course is offered, class size may be limited to 30 students. If the class size differs from the face to face section, please give justification for the change.
Methods of Instruction		<div></div>
Assignments	1/1	Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery?
Methods of Evaluation		See <i>Best Practices Strategies to Promote Academic Integrity for Online Education</i> WCET - http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf Please explain.
Attached Files		<div></div>
Distance Education		Describe a sample assignment that you will use in your distance education course. (you can use the same assignment from your face to face course if it is appropriate for distance education delivery)
Appropriate Textbooks		<div></div>
General Education / Transferability		What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline?
Codes/Dates	1/1	Please respond.
		<div></div>
		What training has prepared you to develop and teach this course effectively?
		"Faculty need to receive appropriate training in order to ensure that they understand what constitutes accessibility, and institutions must provide faculty with both the necessary training and resources to ensure accessibility." (Title 5, 55200)
		<div></div>
		<div>→ Save</div>

Appropriate Textbooks

Enter materials individually under **Textbooks**, **Manuals**, **Periodicals**, **Software** and any other materials under the appropriate heading. Click **Add New Record** to add items to the lists.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover 6/6

Units/Hours 3/3

Objectives

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Assignments 1/1

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates 1/1

View the course being deactivated

Appropriate Textbooks

[SBCC Bookstore](#)

Textbook

	Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Tra
No records to display.									
<div><div>+ Add new record</div></div>									
Displaying items 0 - 0 of 0									

Manual

	Author	Title	Date (mm/dd/yyyy)	Publisher
No records to display.				
<div><div>+ Add new record</div></div>				
Displaying items 0 - 0 of 0				

Periodical

	Title	Author	Publication	Year	Volume
No records to display.					
<div><div>+ Add new record</div></div>					
Displaying items 0 - 0 of 0					

Software

	Title	Edition/Version	Publisher/Manufacturer	Description
No records to display.				
<div><div>+ Add new record</div></div>				
Displaying items 0 - 0 of 0				

Other

	Description
No records to display.	
<div><div>+ Add new record</div></div>	
Displaying items 0 - 0 of 0	

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Add all books in the **Textbook** section. The **Author**, **Title**, **Publisher**, **Year** and **ISBN number** are required fields. Add all information available in the appropriate textboxes, and then click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Units/Hours	3/3	Textbook																																																																																																																																																									
Objectives		<table border="1"> <thead> <tr> <th></th> <th>Author</th> <th>Title</th> <th>Edition</th> <th>City</th> <th>Publisher</th> <th>Year</th> <th>Rationale</th> <th>ISBN #</th> <th>Legacy Textbook Tran</th> </tr> </thead> <tbody> <tr> <td>Author *</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td>Title *</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td>Edition</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td>City</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td>Publisher *</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td>Year *</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td>ISBN # *</td> <td colspan="9"><input type="text"/></td> </tr> <tr> <td colspan="10">Legacy Textbook Transfer Data (Admin Only)</td> </tr> <tr> <td colspan="10"><div></div></td> </tr> <tr> <td></td> <td></td> <td colspan="9"> <input type="button" value="Insert"/> <input type="button" value="Cancel"/> </td> </tr> <tr> <td></td> <td></td> <td colspan="9"> <input type="button" value="Add new record"/> </td> </tr> <tr> <td></td> <td></td> <td colspan="9"> <div> <input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div> </td> </tr> <tr> <td></td> <td></td> <td colspan="9">Displaying items 0 - 0 of 0</td> </tr> </tbody></table>											Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Tran	Author *	<input type="text"/>									Title *	<input type="text"/>									Edition	<input type="text"/>									City	<input type="text"/>									Publisher *	<input type="text"/>									Year *	<input type="text"/>									ISBN # *	<input type="text"/>									Legacy Textbook Transfer Data (Admin Only)										<div></div>												<input type="button" value="Insert"/> <input type="button" value="Cancel"/>											<input type="button" value="Add new record"/>											<div> <input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>											Displaying items 0 - 0 of 0								
	Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Tran																																																																																																																																																		
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Add **Manuals** in this section. The **Author**, **Title**, **Date** and **Publisher** are all required fields. Click the calendar icon to find the date the manual was published. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month and then click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Math & English Skills Advisories		Manual																																																	
Degree Applicability		<table border="1"> <thead> <tr> <th></th> <th>Author</th> <th>Title</th> <th>Date (mm/dd/yyyy)</th> <th>Publisher</th> </tr> </thead> <tbody> <tr> <td>Author *</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Title *</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Date (mm/dd/yyyy) *</td> <td colspan="4"><input type="text"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td>Publisher *</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td></td> <td colspan="4"> <input type="button" value="Insert"/> <input type="button" value="Cancel"/> </td> </tr> <tr> <td></td> <td colspan="4"> <input type="button" value="Add new record"/> </td> </tr> <tr> <td></td> <td colspan="4"> <div> <input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div> </td> </tr> <tr> <td></td> <td colspan="4">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>						Author	Title	Date (mm/dd/yyyy)	Publisher	Author *	<input type="text"/>				Title *	<input type="text"/>				Date (mm/dd/yyyy) *	<input type="text"/> <input type="button" value="Calendar"/>				Publisher *	<input type="text"/>					<input type="button" value="Insert"/> <input type="button" value="Cancel"/>					<input type="button" value="Add new record"/>					<div> <input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>					Displaying items 0 - 0 of 0			
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Methods of Instruction																																																			
Assignments	1/1																																																		

Add **Periodicals** in this section. Add all information available in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.



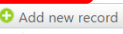





Student Learning Outcomes		Periodical																																															
Course Content		<table border="1"> <thead> <tr> <th>Title</th> <th>Author</th> <th>Publication</th> <th>Year</th> <th>Volume</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Title</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Author</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Publication</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Volume</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Title	Author	Publication	Year	Volume			Title	<input type="text"/>						Author	<input type="text"/>						Publication	<input type="text"/>						Year	<input type="text"/>						Volume	<input type="text"/>					
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Attached Files		<div>Displaying items 0 - 0 of 0</div>																																															
Distance Education																																																	
Appropriate Textbooks																																																	

Add software in the **Software** area. The **Title**, **Edition/Version** and the **Publisher/Manufacturer** are all required fields. Click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Course Content		Software																												
Methods of Instruction		<table border="1"> <thead> <tr> <th>Title</th> <th>Edition/Version</th> <th>Publisher/Manufacturer</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>Title *</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Edition/Version *</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Publisher/Manufacturer *</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Description</td> <td colspan="4"> <div></div> </td> </tr> </tbody> </table>				Title	Edition/Version	Publisher/Manufacturer	Description		Title *	<input type="text"/>				Edition/Version *	<input type="text"/>				Publisher/Manufacturer *	<input type="text"/>				Description	<div></div>			
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Distance Education		<div>Displaying items 0 - 0 of 0</div>																												
Appropriate Textbooks																														
General Education / Transferability																														
Codes/Dates	1/1																													

Add any other material required or recommended here. Add all information available in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

You can sort materials within their categories by clicking on the heading by which you wish to sort them. Please note that this sorting is only for your current view. Items will appear on reports in the order they are added to the proposal. They will revert to the order added if you leave this page and return later. To edit a material, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. You may need to use the side scroll bar in each category to access the Delete button. If you have a lot of materials, you can move between pages with the arrows at the bottom of each category. When your materials list is complete, continue to the **General Education/Transferability** tab.

Textbook									
	Author	Title	Edition	City	Publisher	Year	Rationale	ISBN #	Legacy Textbook Transfer Data (Admin Only)
 Edit	myself	title	4		myself	2015		64987684	 Delete
									
    							Displaying items 1 - 1 of 1		

General Education/Transferability

Indicate which if any of the **General Education Patterns** this course applies to and which specific area you propose this course to be incorporated into. Scroll down to see all sections. **Save** this information and continue to the **Codes/Dates** tab.

Modified Course Proposal: ACCT 130 - Payroll Accounting	
Status: Draft	Remaining Launch Requirements: 1 Launch Delete Draft
Proposal Resources	General Education / Transferability
Cover 6/6	General Education
Units/Hours 2/3	CSU/UC Transfer
Objectives	<input type="checkbox"/> A. Transfers to CSU/UC
Requisites	<input type="checkbox"/> B. Transfers to CSU
Content Review	<input type="checkbox"/> C. Non-transferable
Math & English Skills Advisories	<input type="checkbox"/> D. Transfers to CSU/UC, with limits
Degree Applicability	<input type="checkbox"/> E. Transfers to CSU; UC, pending review
Student Learning Outcomes	GENERAL EDUCATION (Areas A-D)
Course Content	<input type="checkbox"/> A. NATURAL SCIENCE WITH LAB
Methods of Instruction	<input type="checkbox"/> D. LANGUAGE AND RATIONALITY
Assignments 1/1	<input type="checkbox"/> B. SOCIAL AND BEHAVIORAL SCIENCE
Methods of Evaluation	<input type="checkbox"/> C. HUMANITIES
Attached Files	<input type="checkbox"/> D1: Language and Rationality:English Composition
Distance Education	<input type="checkbox"/> D2: Language and Rationality:Communication and Analytical Thinking
Appropriate Textbooks	INSTITUTIONAL REQUIREMENTS (Area E)
General Education / Transferability	<input type="checkbox"/> E2: American Institutions
Codes/Dates 2/2	<input type="checkbox"/> E3: Physical Education/Health Education
	<input type="checkbox"/> E4: Oral Communication
	<input type="checkbox"/> E1: Mathematics Requirement
	<input type="checkbox"/> E5: Multicultural/Gender Studies
	Other Graduation Requirement
	<input type="checkbox"/> Yes
	IGETC Area 1: English Communication
	<input type="checkbox"/> A: English Composition
	<input type="checkbox"/> B: Critical Thinking-English Composition
	<input type="checkbox"/> C: Oral Communication
	IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
	<input type="checkbox"/> A: Mathematic
	IGETC Area 3: Arts and Humanities
	<input type="checkbox"/> A: Arts
	<input type="checkbox"/> B: Humanities
	IGETC Area 4: Social and Behavioral Sciences
	<input type="checkbox"/> A: Anthropology and Archaeology
	<input type="checkbox"/> B: Economics
	<input type="checkbox"/> C: Ethnic Studies
	<input type="checkbox"/> D: Gender Studies

Codes/Dates

In the **Codes/Dates** section of the proposal, select the date by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown menu options or key in the first few letters of your search criteria in the textbox. Follow prompts for completing the information needed in the textboxes. In the **CB11 California Classification Codes** section select all the checkboxes that apply. Click **Save** when finished.

Course Deletion: AEX 656 - Testing

Status: Draft

Launch

Delete Draft

View the course being deactivated

Proposal Resources

Cover

Units/Hours

Objectives

Requisites

Content Review

Math & English Skills Advisories

Degree Applicability

Student Learning Outcomes

Course Content

Methods of Instruction

Assignments

Methods of Evaluation

Attached Files

Distance Education

Appropriate Textbooks

General Education / Transferability

Codes/Dates

Codes/Dates

Entry of Special Dates

Instructional Services

IGETC Disapproval

CSU GE Disapproval

Deactivation Date

Board of Trustees

State Approval

GE Approval

CAC Approval

Actual Start Semester - Term

UC Approval Date - Term

CSU Approval Date - Term

IGETC Approval Date - Term

Csu Ge Approval Date - Term

IGETC Disapproval

IGETC Disapproval Rationale

CSU GE Disapproval

CSU GE Disapproval Rationale

Page 117

Requisites		UC Disapproval	<input type="text"/>	
Content Review		UC Disapproval Rationale		
Math & English Skills Advisories		<div></div>		
Degree Applicability				
Student Learning Outcomes				
Course Content				
Methods of Instruction		Originator *	Admin, Admin	
Assignments	1/1	Origination Date *	11/4/2015	
Methods of Evaluation		CB00 State ID		
Attached Files		CB03 TOP Code	0102.10 - Veterinary/Animal Health Technology/Ti	
Distance Education		CB04 Course Credit Status		
Appropriate Textbooks		CB05 Course Transfer Status		
General Education / Transferability		Reason for Denial		
Codes/Dates	2/2	<div></div>		
		CB08 Course Basic Skill Status (PBS Status)		
		CB09 SAM Code		
		CB10 Course COOP Work Exp-ED		
		CB11 California Classification Codes <input type="checkbox"/> A - Arts & Sciences <input type="checkbox"/> B - Remedial Education <input type="checkbox"/> C - Remedial Ed/Basic Skills <input type="checkbox"/> D - Community Ed/Pers Dev <input type="checkbox"/> E - Community Ed/Pers Dev-Handicap <input type="checkbox"/> F - Community Ed/Par Fam Support <input type="checkbox"/> G - Community Ed/Civic Development <input type="checkbox"/> H - Community Ed/Gen & Cultural <input type="checkbox"/> I - Vocational/occupational		
		CB13 Special Class Status		
		CB21 Course Prior to College		
		CB22 Non Credit Course Category		
		CB23 Funding Agency Category		
		CB24 Program Course Status		
		<input type="button" value="Save"/>		

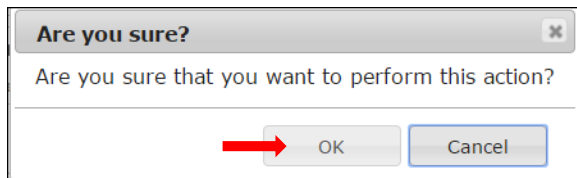
This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.





You will be asked to confirm your choice as both actions are permanent and nonreversible.



New Program

Refer to the **Create Proposal** section on page 16 to create a **New Program** proposal.

Proposal Resources

The **Proposal Resource** section is the first section of the **New Program** proposal. If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. If a proposal section has fields required for launch, the section tab will have an orange box showing your progress , which will turn green  when the required fields are completed.

You will only be prompted to save when changes are made. If, at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your college's **CurricUNET** administrators.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.

New Program: Business Accounting 2

Status: Draft

LaunchDelete Draft

Proposal Resources	Proposal Resources
Cover	If you have any questions please consult one of the following resources:
Description	1. CurricUNET User Guide
Planning Summary	2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]
Need	3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]
Adequate Resources	4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]
Compliance	5. CurricUNET Admin Guide
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Cover

The **Program Title**, **Department**, and **Award Type** have been prepopulated based off of the information entered in the proposal creation screen. The fields with a down arrow symbol on the right side are all drop down menus in which only one selection per field may be made. The **Goals Of Program** section is a checklist where you are allowed to make multiple selections if needed. The fields in the **Proposal Information** area are regular text areas where you can type the necessary information.

Black Studies
Status: Active [View Proposal History](#)

Proposal Resources	
Cover	<div>Cover Program Title <input type="text" value="Black Studies"/> Department <input type="text" value="American Ethnic Studies"/> Award Type <input type="text" value="Associate in Arts"/> Length of Certificate <input type="text"/> Effective Term <input type="text"/> Effective Year <input type="text"/></div>
Description	<div>Goals of Program <input type="checkbox"/> Career Technical Education (CTE) <input type="checkbox"/> Transfer <input type="checkbox"/> Other</div>
Planning Summary	<div>Proposal Information Goals <div></div></div>
Need	Justification for Proposal <div></div>
Adequate Resources	Career Opportunities Career choices include the areas of teaching, law, community service and government. <div></div>
Compliance	Other area community colleges offering this program
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

To select **Other Area Community Colleges Offering This Program**, scroll down to find the name of the community colleges. You may also type the name in the search box to filter names and shorten the available list. Click the checkbox next to each applicable name. You may select as many names as necessary. Click **Show Selected** to view only the names you have selected. Click **Clear All** to start over with your selections. Check the boxes that apply and continue filling in the textboxes. Click **Save** and continue to the **Description** tab.

Cover	
Description	
Planning Summary	<p>Other area community colleges offering this program</p> <div> <input type="text"/> <input type="button" value="Show selected"/> <input type="button" value="Clear All"/> </div> <ul style="list-style-type: none"> <input type="checkbox"/> - ALAMEDA <input type="checkbox"/> - ALLAN HANCOCK <input type="checkbox"/> - AMERICAN RIVER <input type="checkbox"/> - ANTELOPE VALLEY <input type="checkbox"/> - BAKERSFIELD <input type="checkbox"/> - BARSTOW <input type="checkbox"/> - BERKELEY CITY <input type="checkbox"/> - BUTTE <p>0 of 118 items are selected</p>
Need	<input type="checkbox"/> Approval of Licensure Board required <input type="checkbox"/> Program included in District Master Plan
Adequate Resources	<p>Appropriateness of program to community college setting:</p> <div></div>
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	<p>Plan for administration of program</p> <div></div>
Codes	<p>Graduation Requirements</p> <p>(1) Complete all department requirements with a "C" or better in each course. Candidates for an Associate Degree are also required to complete at least 20% of the department requirements through SBCC. Pass/No Pass grading is not permitted in those courses needed to fulfill department requirements; (2) Complete at least 18 units of General Education Requirements (Areas A-D of the SBCC General Education pattern); (3) Complete the SBCC Institutional Requirements (Area E); (4) Complete the Information Competency Requirement (Area F); (5) Complete a total of 60 degree-applicable units (SBCC courses numbered 100 and higher); (6) Maintain a cumulative GPA of 2.0 or better in all units attempted at SBCC; (7) Maintain a cumulative GPA of 2.0 or better in all college units attempted; and (8) Candidates for an Associate Degree are required to complete 15 units through SBCC.</p> <p>Additional program requirements</p> <p>For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Craig Cook, Department Chair, 965-0581, Ext. 4742. Check your degree progress with DARS U-Achieve at www.sbccc.edu/DARS.</p>

Description

Enter the Program Description into the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to **Save**. Continue to the **Planning Summary** tab.

The screenshot displays a web-based form titled "New Program: Business Accounting 2". At the top, it indicates "Status: Draft" and includes "Launch" and "Delete Draft" buttons. A vertical sidebar on the left contains a list of tabs: "Proposal Resources", "Cover", "Description", "Planning Summary", "Need", "Adequate Resources", "Compliance", "Co-Contributor(s)", "Planning Summary Attachments", "Program Outcomes", and "Enrollment/Staffing". The "Description" tab is currently selected. The main content area is titled "Description" and "Program Description". It features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a "Select block type" dropdown. The editor area is currently empty.

Planning Summary

Use the dropdown menu to select the **Recommended TOP Code** and the **Program Evaluation Semester**. Enter information into the textboxes following the prompts given. Click **save** when completed and continue to the **Need** tab.

New Program: Business Accounting 2

Status: Draft

LaunchDelete Draft

Proposal Resources	Planning Summary	
	Last updated by Admin Admin on 10/20/2015 at 11:11 AM	
Cover	Recommended TOP Code	
Description	Units for Degree Major or Area of Emphasis	
	Total Units for Degree	
Planning Summary	Required Units - Certificate	
	Projected Annual Completers	
Need	Projected Net Annual Labor Demand (CTE)	
	Estimated FTE Faculty Workload	
Adequate Resources	Number Of New Faculty Position	
	Estimated New Equipment Cost	
Compliance	Cost of New/Remodeled Facility	
	Estimated Library Acquisition Cost	
Co-Contributor(s)	When will this program undergo review as part of college's Program Evaluation Plan?	
Planning Summary Attachments	Program Evaluation Semester	
	Year	

Need

Fill in all appropriate textboxes. **Save** once information has been entered and continue to the **Adequate Resources** tab.

New Program: Business Accounting 2		Launch	Delete Draft
Proposal Resources		Need	
Cover		Need	
Description		Enrollment And Completer Estimate	
Planning Summary			
Need		Place of Program in Curriculum/Similar Programs	
Adequate Resources			
Compliance			
Co-Contributor(s)		Labor Market Information & Analysis (CTE Only)	
Planning Summary Attachments			
Program Outcomes			
Enrollment/Staffing		Employer Survey (CTE Only)	
Program Materials/Software			
Related Programs			
Course Blocks Definitions		Explanation of Employer Relationship (CTE Only)	
Codes			
		List of Members and Advisory Committee (CTE Only)	
		Recommendations of Advisory Committee (CTE Only)	

Adequate Resources

Fill in the appropriate textboxes. Click **Save** once you have entered the information and continue to the **Compliance** tab.

New Program: Business Accounting 2

Status: Draft

Launch

Delete Draft

Proposal Resources	Adequate Resources
Cover	Library and/or Learning Resources Plan
Description	
Planning Summary	
Need	Facilities and Equipment Plan
Adequate Resources	
Compliance	Faculty Qualifications and Availability
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	

Compliance

Fill in the appropriate textboxes. Click **Save** when all information has been entered and then continue to the **Co-Contributor(s)** tab.

New Program: Business Accounting 2

Status: Draft

Launch

Delete Draft

Proposal Resources	Compliance
Cover	Based on model curriculum (if applicable)
Description	
Planning Summary	
Need	Licensing or Accreditation Standards
Adequate Resources	
Compliance	
Co-Contributor(s)	Student Selection and Fees
Planning Summary Attachments	

Co-Contributor(s)

To select a **Co-Contributor**, scroll down to find the name of the faculty member(s) who have contributed on this proposal. You may also type their name in the search box to filter names and shorten the available list. Click the checkbox next to each applicable name. You may select as many names as necessary. Click **Show Selected** to view only the names you have selected. Click **Clear All** to start over with your selections.

Proposal Resources	<div><h3>Co-Contributor(s)</h3><div><input type="text"/></div><div><input type="checkbox"/> Show selected <input type="button" value="Clear All"/></div><div><div><input type="checkbox"/> Adams, Kathie (adamsk@sbcc.edu)</div><div><input checked="" type="checkbox"/> Aguilar, Peter (ptaguilar@sbcc.edu)</div><div><input type="checkbox"/> Aguirre-Fuentes, Lydia L. (aguirre@sbcc.edu)</div><div><input type="checkbox"/> Alarcon, Ignacio (alarcon@sbcc.edu)</div><div><input type="checkbox"/> Alsheimer, Cornelia (alsheime@pipeline.sbccc.edu)</div><div><input type="checkbox"/> Aparicio, Araceli (aareynoso@pipeline.sbccc.edu)</div><div><input type="checkbox"/> Arias del Cid, Armando M. (arias@sbcc.edu)</div><div><input type="checkbox"/> Arnold, Nicholas J. (arnold@sbcc.edu)</div></div><div>0 of 406 items are selected</div></div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	

Planning Summary Attachments

In the **Planning Summary Attachments** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

New Program: Business Accounting 2

Status: Draft

Launch

Delete Draft

Proposal Resources	<div><div>Planning Summary Attachments</div><div>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</div><div>Select...</div></div>
Cover	
Description	<div><div>Attachments</div><div>There are no attachments to display. Press Select to browse for files to attach to this record.</div></div>
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	

Program Outcomes

To add an **Outcome** click on the **Add New Item** button. Each outcome will need to be added separately.

The screenshot shows a web application window titled "New Program: Business Accounting 2" with a status of "Draft". On the left is a sidebar menu with items: Proposal Resources, Cover, Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, and Program Outcomes. The main content area is titled "Program Outcomes" and contains a sub-header "Outcome" with a "Show Details" checkbox and an "Add New Item" button (highlighted with a red arrow). Below the sub-header, a message states "There are no outcome to display".

Enter the **Outcome** and **Assessment** in the textboxes provided.

The screenshot shows a web application window titled "New Program: Business Accounting 3" with a status of "Draft". The sidebar menu is identical to the previous screenshot. The main content area is titled "Program Outcomes" and contains a sub-header "Outcome". Below this sub-header are two large text input fields: one labeled "Outcome" and another labeled "Assessment".

As you add and save **Outcomes** you will view a list similar to the one below. To edit an outcome, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red "X". When all Outcomes are in the correct order, continue to the **Enrollment/Staffing** tab.

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	

Program Outcomes

Outcome Show Details Add New Item

Outcome

Assessment: Assessment

outcome 2

Assessment: Assessment 2

Enrollment/Staffing

Fill in the appropriate textboxes. Click **Save** and continue to the **Program Materials/Software** tab.

New Program: Business Accounting 2		Status: Draft	Launch	Delete Draft
Proposal Resources		Enrollment/Staffing		
Cover		Program Enrollment		
Description		Estimated initial enrollment <input type="text"/>		
Planning Summary		Estimated enrollment when program is fully operational <input type="text"/>		
Need		Anticipated effect on existing enrollments		
Adequate Resources		<div></div>		
Compliance		Staffing Needs		
Co-Contributor(s)		Certificated <input type="text"/>		
Planning Summary Attachments		Justification		
Program Outcomes		<div></div>		
Enrollment/Staffing		Approximate Cost		
Program Materials/Software		<div></div>		
Related Programs		Classified <input type="text"/>		
Course Blocks Definitions		Justification		
Codes		<div></div>		
		Approximate Cost		
		<div></div>		

Program Materials/Software










Click on the **Add New Item** button to enter materials and software. Each one will need to be added separately.

The screenshot shows a web application interface for a new program titled "Business Accounting 2". The status is "Draft". On the left is a sidebar with a list of sections: Proposal Resources, Cover, Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, Program Outcomes, Enrollment/Staffing, and Program Materials/Software. The main content area is titled "Program Materials/Software" and shows it was last updated by Admin Admin on 10/20/2015 at 11:11 AM. Below this is a dark bar with the text "Click Add New Item to Enter Materials and Software" and a green "Add New Item" button with a plus icon, which is highlighted by a red arrow. To the right of the button is a "Show Details" checkbox. Below the dark bar is a message box that says "There are no click add new item to enter materials and software to display". At the top right of the main content area are "Launch" and "Delete Draft" buttons.

Enter the **Type Of Material** needed and **How Will It Be Funded** in the applicable textboxes. **Save** after you have made each entry.

This screenshot shows the same interface as the previous one, but with the input fields visible. The "Type of Material" field is a large text area with a small icon in the bottom right corner. Below it is the "How will it be funded" field, also a large text area with a small icon in the bottom right corner. The "Add New Item" button is still present and highlighted by a red arrow. The sidebar and other interface elements remain the same.

As you add and save the entries you will see a list similar to the one below. To edit an entry, click the blue bar. You will be taken back to the previous screen where you are able to make changes. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Related Programs** tab.

Proposal Resources	Program Materials/Software
Cover	Last updated by Admin Admin on 10/21/2015 at 2:09 PM
Description	Click Add New Item to Enter Materials and Software <input checked="" type="checkbox"/> Show Details Add New Item
Planning Summary	<div>Click on this item to modify its details.   </div>
Need	<div>Click on this item to modify its details.   </div>
Adequate Resources	<div>Click on this item to modify its details.   </div>

Related Programs

To add a **Related Program**, click on the **Add New Item** button.

The screenshot shows a web form titled "New Program: Business Accounting 2" with a status of "Draft". On the left is a sidebar with menu items: Proposal Resources, Cover, Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, Program Outcomes, Enrollment/Staffing, Program Materials/Software, and Related Programs. The main content area is titled "Related Programs" and shows "Last updated by Admin Admin on 10/20/2015 at 11:11 AM". Below this is a header bar with "Show Details" and "Add New Item" buttons. The "Add New Item" button is highlighted with a red arrow. The main area contains the text "There are no related programs to display".

Use the dropdown menu or enter the first few letters of the program you are looking for. Scroll down to view all of your options. Click **Save** each time you have entered a program. Continue this process by pressing the **Add New Item** button until all related programs have been entered.

This screenshot shows the same form as the previous one, but now with two dropdown menus in the "Related Programs" section. The first dropdown is labeled "Departments Program" and the second is labeled "Related Program". Both dropdowns are currently empty. The "Add New Item" button is still visible at the bottom right of the section.

Once you have entered and saved each related program you will see a list similar to the one below. To edit an **entry**, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Course Block Definitions** tab.

Proposal Resources	Related Programs Last updated by Admin Admin on 11/5/2015 at 11:15 AM
Cover	<div>Related Programs Show Details Add New Item</div>
Description	<div><div>Click on this item to modify its details. Up Down Delete</div></div>
Planning Summary	<div><div>Click on this item to modify its details. Up Down Delete</div></div>
Need	

Course Blocks Definitions

Courses and other requirements are added to the program in **Course Blocks** that define the requirements of the program. You may add as many course blocks as needed, according to your institution or department's requirements for program planning. Examples of Course Blocks might include "**Semester 1**" and "**Semester 2**," or "**Required Courses**" and "**Elective Courses**." To add a **Course Block** to the program, click **Add New Item**.

New Program: Business Accounting 2

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Course Blocks Definitions

Last updated by Admin Admin on 10/20/2015 at 11:11 AM

Show Details

Add New Item

There are no course block definitions to display

Enter the **Course Block Definition** (for example, required courses, electives, community involvement prerequisites, etc.). You have the option to enter **Block Headers** and **Block Footers** for additional information (grade requirements, number of units required, etc.) but they only appear on reports. The Override checkbox is optional and is to be used only when this program requires a number of units to be taken other than the total units of the course block. For example, if this course block has a total of 9 units, but the program only requires that the student take 6 out of those 9 then this box would be checked and the **Unit Min** and **Unit Max** boxes would both have the number 6 entered.

New Program: Business Accounting 2

Status: Draft

Launch Delete Draft

- Proposal Resources
- Cover
- Description
- Planning Summary
- Need
- Adequate Resources
- Compliance
- Co-Contributor(s)
- Planning Summary Attachments
- Program Outcomes
- Enrollment/Staffing
- Program Materials/Software
- Related Programs
- Course Blocks Definitions
- Codes

Course Blocks Definitions

Last updated by Admin Admin on 10/20/2015 at 11:11 AM

Course Block Definitions

Course Block Definition

Header

Footer





☐ Override Default Unit Calculations

Unit Min

Unit Max

Save once you have entered the information needed. Each definition will need to be entered separately.

To add courses to or to edit courses within each course block, click on the **Edit Program Course** button.

Proposal Resources	Course Blocks Definitions
Cover	Last updated by Admin Admin on 10/21/2015 at 1:50 PM
Description	Course Block Definitions Show Details Add New Item
Planning Summary	Course Block Definition  
Need	Header: Header Footer: Footer Unit Min: 2 Unit Max: 3
Adequate Resources	Program Courses Edit Program Courses
Compliance	There are no program courses to display
Co-Contributor(s)	Course Block Definition 2  
Planning Summary Attachments	Header: Header 2 Footer: Footer 2
	Program Courses Edit Program Courses
	There are no program courses to display

Use the dropdown menu or type in the first few letters of the item you are searching for. When you select a specific subject before you open the course drop down, the course dropdown will be filtered to only show courses for that selected subject. If the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. The **Condition** drop down selector need only be used if an **“or”** situation or a **“nesting”** situation applies, otherwise it is already implied that an **“and”** statement exists between entries. The **Condition** drop down menu allows you to specify if the course must be taken as well as (using **“and”**) or instead of (using **“or”**) the next requirement to be entered. If a course is offered at variable units, you can also specify the range that will meet this requirement in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the course. When all information is entered, click **Save**.

To reorder blocks, use the up and down arrows on the right of the blue bar. To delete, click the red “X”. When all **Course Block Definitions** are entered, click on the **Codes** tab.

Codes

In the **Codes** section of the proposal, select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for a different month. Select the checkboxes to; **Display CurricUNET Calculations** and to choose the **Academic Year** this program will start. Use the dropdown menu option or key in the first few letters of your search criteria in the textbox to enter in the **Start Term**, **TOP Code**, and the **Originator**. Follow the prompts to add the necessary information in the textboxes.

New Program: Business Accounting 2
Status: Draft

Codes
Last updated by Admin Admin on 10/20/2015 at 11:11 AM

Date

State Approval

Board of Trustees

CAC Approval Date

APP Status Date

Deactivation Date

Academic Year

☐ Display CurricUNET Calculations

Start Term

Start Year

TOP Code: 0101.00 - Agriculture, General*

Originator: Admin, Admin

Origination Date

Comments

Need for Change

Academic Year

☐ 06-07
☐ 07-08
☐ 08-09
☐ 09-10
☐ 10-11

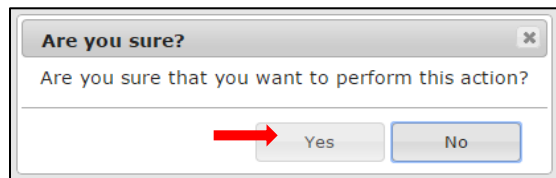
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.





You will be asked to confirm your choice as both actions are permanent and nonreversible.



Program Modification

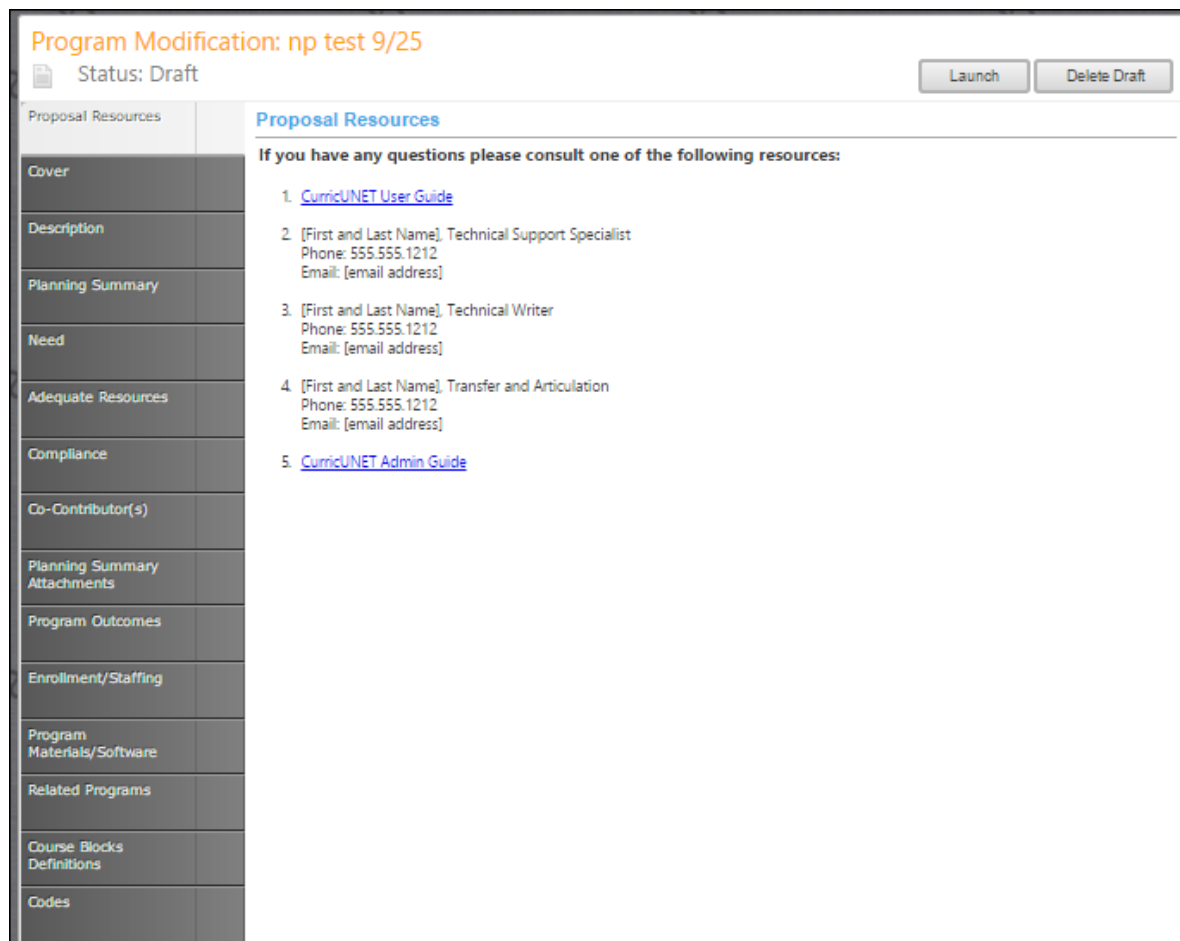
Refer to the **Create Proposal** section on page 16 to create a **Program Modification** proposal.

Proposal Resources

The **Proposal Resource** section is the first section of the **Program Modification** proposal. If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. If a proposal section has fields required for launch, the section tab will have an orange box showing your progress , which will turn green  when the required fields are completed.

You will only be prompted to save when changes are made. If, at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your college's **CurricUNET** administrators.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.



Program Modification: np test 9/25

Status: Draft

Launch Delete Draft

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Codes

Proposal Resources

If you have any questions please consult one of the following resources:

1. [CurricUNET User Guide](#)
2. [First and Last Name], Technical Support Specialist
Phone: 555.555.1212
Email: [email address]
3. [First and Last Name], Technical Writer
Phone: 555.555.1212
Email: [email address]
4. [First and Last Name], Transfer and Articulation
Phone: 555.555.1212
Email: [email address]
5. [CurricUNET Admin Guide](#)

Cover

The **Program Title**, **Department**, and **Award Type** have been prepopulated based off of the information entered in the proposal creation screen. The fields with a down arrow symbol on the right side are all drop down menus in which only one selection per field may be made. The **Goals Of Program** section is a checklist where you are allowed to make multiple selections if needed. The fields in the **Proposal Information** area are regular text areas where you can type the necessary information.

Proposal Resources	
Cover	<div><h3>Cover</h3><div>Program Title: <input type="text" value="Advanced Studies in Alcohol and Drug Course"/></div><div>Department: <input type="text" value="ADC Program"/></div><div>Award Type: <input type="text" value="Skills Competency Award"/></div><div>Length of Certificate: <input type="text"/></div><div>Effective Term: <input type="text"/></div><div>Effective Year: <input type="text"/></div><div><h4>Goals of Program</h4><div><input type="checkbox"/> Career Technical Education (CTE)</div><div><input type="checkbox"/> Transfer</div><div><input type="checkbox"/> Other</div></div><div><h4>Proposal Information</h4><div>Goals: <div></div></div><div>Justification for Proposal: <div></div></div><div>Career Opportunities: <div></div></div><div>Other area community colleges offering this program</div></div></div>
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	<p>Other area community colleges offering this program</p> <div> <input type="checkbox"/> Show selected <input type="button" value="Clear All"/> </div> <ul style="list-style-type: none"> <input type="checkbox"/> - ALAMEDA <input type="checkbox"/> - ALLAN HANCOCK <input type="checkbox"/> - AMERICAN RIVER <input type="checkbox"/> - ANTELOPE VALLEY <input type="checkbox"/> - BAKERSFIELD <input type="checkbox"/> - BARSTOW <input type="checkbox"/> - BERKELEY CITY <input type="checkbox"/> - BUTTE <p>0 of 118 items are selected</p>
Enrollment/Staffing	<p><input type="checkbox"/> Approval of Licensure Board required</p> <p><input type="checkbox"/> Program included in District Master Plan</p> <p>Appropriateness of program to community college setting:</p> <div></div>
Program Materials/Software	
Related Programs	
Course Blocks Definitions	<p>Plan for administration of program</p> <div></div>
Codes	<p>Graduation Requirements</p> <p>Students must complete the above courses with a grade of C or higher or Pass in all courses. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements through SBCC.</p>
	<p>Additional program requirements</p> <p>For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Gordon Coburn, Department Chair, 965-0581, Ext. 3021. Check your Skills Competency Award progress with DARS U-Achieve at www.sbccc.edu/DARS.</p>

Description

Enter the **Program Description** into the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to **Save**. Continue to the **Planning Summary** tab.

Program Modification: np test 9/25

Status: Draft

Launch Delete Draft

Proposal Resources	Description
Cover	Program Description
Description	<div> <div> B I U abc (inherited font) (inherited size) </div> <div> [Icons] Select block type </div> </div>
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Attachments	

Planning Summary

Use the dropdown menu to select the **Recommended TOP Code** and the **Program Evaluation Semester**. Enter information into the textboxes following the prompts given. Click **save** when completed and continue to the **Need** tab.

Program Modification: np test 9/25

Status: Draft

Launch

Delete Draft

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Planning Summary

Recommended TOP Code0102.20 - Agricultural Production Operations, Oth

Units for Degree Major or Area of Emphasis

Total Units for Degree

Required Units - Certificate

Projected Annual Completers

Projected Net Annual Labor Demand (CTE)

Estimated FTE Faculty Workload

Number Of New Faculty Position

Estimated New Equipment Cost

Cost of New/Remodeled Facility

Estimated Library Acquisition Cost

When will this program undergo review as part of college's Program Evaluation Plan?

Program Evaluation SemesterSpring

Year2015

Save

Need

Fill in the appropriate textboxes. **Save** once information has been entered and continue to the **Adequate Resources** tab.

Program Modification: np test 9/25

Status: Draft

Launch

Delete Draft

Proposal Resources	Need
Cover	Need
Description	Enrollment And Completer Estimate
Planning Summary	
Need	Place of Program in Curriculum/Similar Programs
Adequate Resources	
Compliance	
Co-Contributor(s)	Labor Market Information & Analysis (CTE Only)
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	Employer Survey (CTE Only)
Program Materials/Software	
Related Programs	
Course Blocks Definitions	Explanation of Employer Relationship (CTE Only)
Codes	
	List of Members and Advisory Committee (CTE Only)
	Recommendations of Advisory Committee (CTE Only)

Save

Adequate Resources

Fill in the appropriate textboxes. Click **Save** once you have entered the information and continue to the **Compliance** tab.

Program Modification: np test 9/25

Status: Draft

Launch

Delete Draft

Proposal Resources	Adequate Resources
Cover	Library and/or Learning Resources Plan
Description	
Planning Summary	
Need	Facilities and Equipment Plan
Adequate Resources	
Compliance	Faculty Qualifications and Availability
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	

Compliance

Fill in the appropriate textboxes. Click **Save** when all information has been entered and then continue to the **Co-Contributor(s)** tab.

Program Modification: np test 9/25

Status: Draft

Launch

Delete Draft


Proposal Resources		Compliance
Cover		Based on model curriculum (if applicable)
Description		
Planning Summary		
Need		Licensing or Accreditation Standards
Adequate Resources		
Compliance		
Co-Contributor(s)		Student Selection and Fees
Planning Summary Attachments		
Program Outcomes		

Co-Contributors(s)

To select a **Co-Contributor**, scroll down to find the name of the faculty member(s) who have contributed on this proposal. You may also type their name in the search box to filter names and shorten the available list. Click the checkbox next to each applicable name. You may select as many names as necessary. Click **Show Selected** to view only the names you have selected. Click **Clear All** to start over with your selections.

Advanced Studies in Alcohol and Drug Counseling

Status: Active View Proposal History

Proposal Resources	<h4>Co-Contributor(s)</h4> <div><input type="text"/> </div> <div><input type="checkbox"/> Adams, Kathie (adamsk@sbcc.edu)</div> <div><input type="checkbox"/> Aguilar, Peter (ptaguilar@sbcc.edu)</div> <div><input type="checkbox"/> Aguirre-Fuentes, Lydia L (aguirre@sbcc.edu)</div> <div><input type="checkbox"/> Alarcon, Ignacio (alarcon@sbcc.edu)</div> <div><input type="checkbox"/> Alsheimer, Cornelia (alsheime@pipeline.sbccc.edu)</div> <div><input type="checkbox"/> Aparicio, Araceli (aareynoso@pipeline.sbccc.edu)</div> <div><input type="checkbox"/> Arias del Cid, Armando M (arias@sbccc.edu)</div> <div><input type="checkbox"/> Arnold, Nicholas J (arnold@sbccc.edu)</div> <div>0 of 406 items are selected</div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary	

Planning Summary Attachments

In the **Planning Summary Attachments** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

Program Modification: np test 9/25

Status: Draft

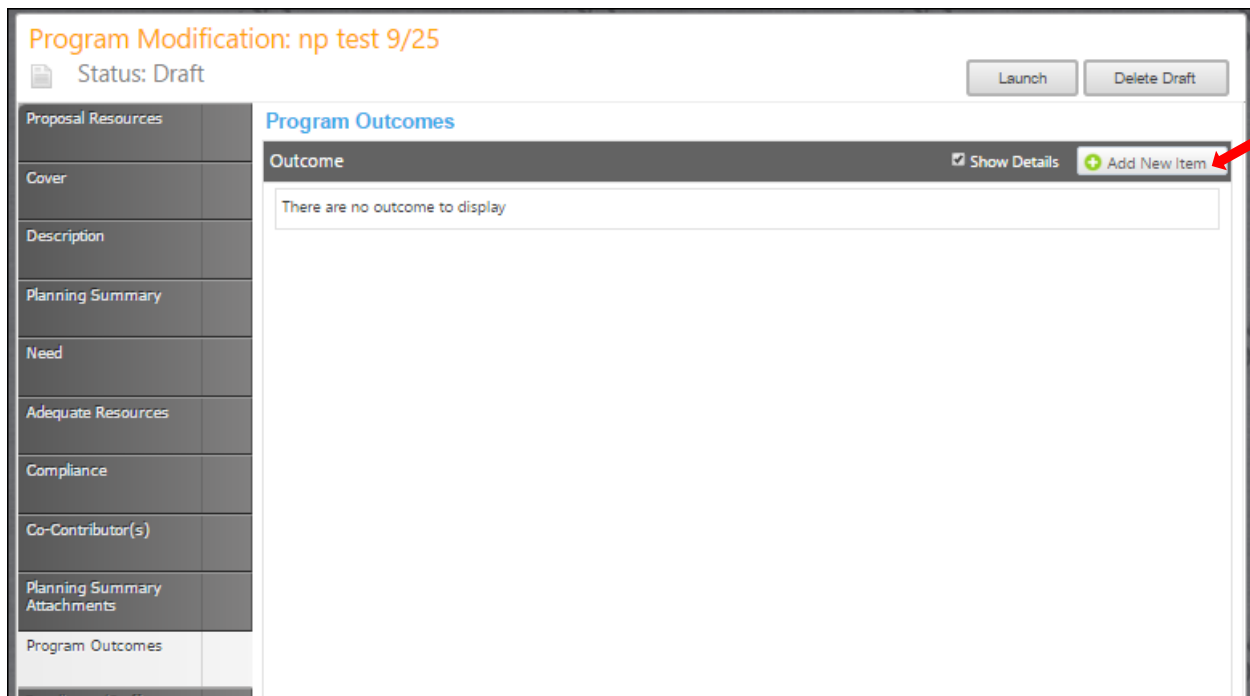
Launch

Delete Draft

Proposal Resources	<div><h3>Planning Summary Attachments</h3><p>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</p><div>Select...</div><div><h4>Attachments</h4><p>There are no attachments to display. Press Select to browse for files to attach to this record.</p></div></div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	

Program Outcomes

To add an **Outcome** click on the **Add New Item** button. Each outcome will need to be added separately.



Program Modification: np test 9/25

Status: Draft

Launch Delete Draft

Program Outcomes

Outcome ☒ Show Details [+ Add New Item](#)

There are no outcome to display

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

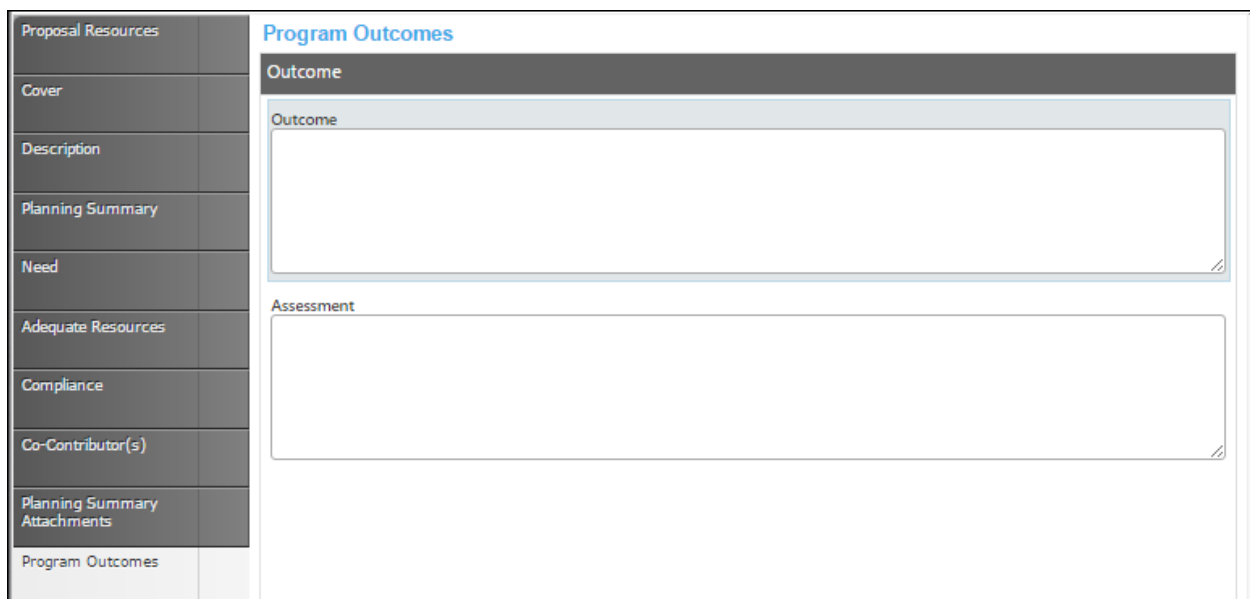
Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enter the **Outcome** and **Assessment** in the textboxes provided.



Program Outcomes

Outcome

Outcome

Assessment

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

To edit an **Outcome**, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all Outcomes are in the correct order, continue to the **Enrollment/Staffing** tab.

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	

Program Outcomes

Outcome ☑ Show Details ➕ Add New Item

Click on this item to modify its details.

Click on this item to modify its details.

Enrollment/Staffing

Fill in the appropriate textboxes. Click **Save** and continue to the **Program Materials/Software** tab.

Program Modification: np test 9/25

Status: Draft

LaunchDelete Draft

Proposal Resources	<div><div>Enrollment/Staffing</div><div><div>Program Enrollment</div><div>Estimated initial enrollment</div><div>Estimated enrollment when program is fully operational</div><div>Anticipated effect on existing enrollments</div><div></div><div>Staffing Needs</div><div>Certificated</div><div>Justification</div><div></div><div>Approximate Cost</div><div></div><div>Classified</div><div>Justification</div><div></div><div>Approximate Cost</div><div></div></div></div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Save

Program Materials/Software

Click on the **Add New Item** button to enter materials and software.

Program Modification: np test 9/25
Status: Draft

Launch Delete Draft

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Program Materials/Software

Click Add New Item to Enter Materials and Software

☑ Show Details + Add New Item

There are no click add new item to enter materials and software to display

Enter the **Type Of Material** needed and **How Will It Be Funded** in the applicable textboxes.

Save after you have made each entry.

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Program Materials/Software







Program Materials/Software

Click Add New Item to Enter Materials and Software

Type of Material

How will it be funded

To edit an entry, click the blue bar. You will be taken back to the previous screen where you are able to make changes. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Related Programs** tab.

Proposal Resources	Program Materials/Software
Cover	Click Add New Item to Enter Materials and Software <input checked="" type="checkbox"/> Show Details + Add New Item
Description	<div><div>Type of Material   </div><div>Click on this item to modify its details.   </div></div>
Planning Summary	How will it be funded: How it will be funded
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	

Related Programs

To add a **Related Program**, click on the **Add New Item** button.

The screenshot shows a web application interface for 'Program Modification: np test 9/25'. The status is 'Draft'. On the left is a sidebar with a list of sections: Proposal Resources, Cover, Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, Program Outcomes, Enrollment/Staffing, Program Materials/Software, and Related Programs. The main area is titled 'Related Programs' and contains a 'Show Details' checkbox and an 'Add New Item' button with a green plus icon. A red arrow points to the 'Add New Item' button. Below the button, a message states 'There are no related programs to display'.

Use the dropdown menu or enter the first few letters of the program you are looking for. Scroll down to view all of your options. Click **Save** each time you have entered a program. Continue this process until all related programs have been entered.

This screenshot shows the 'Related Programs' section of the interface. It features two dropdown menus. The first is labeled 'Departments Program' and the second is labeled 'Related Program'. Both dropdowns are currently empty, showing only the downward arrow. The sidebar on the left is identical to the previous screenshot.

Once you have entered and saved each related program you will see a list similar to the one below. To edit an **entry**, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Course Block Definitions** tab.

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	

Related Programs

☒ Show Details
 + Add New Item

Click on this item to modify its details.

Click on this item to modify its details.

Course Blocks Definitions

Courses and other requirements are added to the program in **Course Blocks** that define the requirements of the program. You may add as many course blocks as needed, according to your institution or department's requirements for program planning. Examples of **Course Blocks** might include "**Semester 1**" and "**Semester 2**", or "**Required Courses**" and "**Elective Courses**." To add a **Course Block** to the program, click **Add New Item**.

Program Modification: np test 9/25

Status: Draft

Launch

Delete Draft

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	

Course Blocks Definitions

☒ Show Details

[+ Add New Item](#)

There are no course block definitions to display

Enter the **Course Block Definition** (for example, required courses, electives, community involvement prerequisites, etc.). You have the option to enter **Block Headers** and **Block Footers** for additional information (grade requirements, number of units required, etc.) but they only appear on reports. The Override checkbox is optional and is to be used only when this program requires a number of units to be taken other than the total units of the course block. For example, if this course block has a total of 9 units, but the program only requires that the student take 6 out of those 9 then this box would be checked and the **Unit Min** and **Unit Max** boxes would both have the number 6 entered.

Proposal Resources		Course Blocks Definitions
Cover		Course Block Definitions
Description		Course Block Definition
Planning Summary		
Need		
Adequate Resources		Header
Compliance		
Co-Contributor(s)		
Planning Summary Attachments		Footer
Program Outcomes		
Enrollment/Staffing		
Program Materials/Software		<input type="checkbox"/> Override Default Unit Calculations
Related Programs		Unit Min
Course Blocks Definitions		Unit Max

Save once you have entered the information needed. Enter each definition separately.

To add courses to or to edit courses within each course block, click on the **Edit Program Course** button.

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	

Course Blocks Definitions


☒ Show Details [Add New Item](#)

Click on this item to modify its details.

Unit Min: 1
Unit Max: 2
Header: Header
Footer: Footer

Program Courses	Edit Program Courses
AJP 647 - Testing 10/12 *Draft* and Subject: AJP - Administration of Justice POST	

Use the dropdown menu or type in the first few letters of the item you are searching for. When you select a specific subject before you open the course drop down, the course dropdown will be filtered to only show courses for that selected subject. If the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. The **Condition** drop down selector need only be used if an “**or**” situation or a “**nesting**” situation applies, otherwise it is already implied that an “**and**” statement exists between entries. The **Condition** drop down menu allows you to specify if the course must be taken as well as (using “**and**”) or instead of (using “**or**”) the next requirement that is to be entered. If a course is offered at variable units, you can also specify the range that will meet this requirement in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the course. When all information is entered, click **Save**.

Proposal Resources	Course Blocks Definitions
Cover	Program Courses
Description	Subject <input type="text"/>
Planning Summary	Course <input type="text"/>
Need	Non-Course Requirements <input type="text"/>
Adequate Resources	Condition <input type="text"/>
Compliance	Unit Range
Co-Contributor(s)	Units Min <input type="text"/>
Planning Summary Attachments	Units Max <input type="text"/>
Program Outcomes	Exception Identifier <input type="text"/>
Enrollment/Staffing	Exception <input type="text"/>
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	
 <input type="button" value="Save"/> <input type="button" value="Cancel"/>	

To reorder blocks, use the up and down arrows on the right of the blue bar. To delete, click the red “X”. When all **Course Block Definitions** are entered, click on the **Codes** tab.

Proposal Resources	<h3>Course Blocks Definitions</h3> <p>Last updated by Admin Admin on 11/5/2015 at 1:14 PM</p> <div> Course Block Definitions Show Details Add New Item </div> <div> <div> Click on this item to modify its details. <div> </div> </div> <div> <p>Header: Header</p> <p>Footer: Footer</p> <p>Unit Min: 1</p> <p>Unit Max: 2</p> <div> Program Courses Edit Program Courses </div> <p>AJP 647 - Testing 10/12 *Draft*</p> <p>Subject: AJP - Administration of Justice POST and</p> </div> <div> <div> Course Block Definition <div> </div> </div> <div> Program Courses Edit Program Courses </div> </div> </div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	

Codes

In the **Codes** section of the proposal, select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for a different month. Select the checkboxes to; **Display CurricUNET Calculations** and to choose the **Academic Year** this program will start. Use the dropdown menu option or key in the first few letters of your search criteria in the textbox to enter in the **Start Term**, **TOP Code**, and the **Originator**. Follow the prompts to add the necessary information in the textboxes.

Program Modification: np test 9/25
Status: Draft

Codes

Date

State Approval

Board of Trustees

CAC Approval Date

APP Status Date

Deactivation Date

Academic Year

☐ Display CurricUNET Calculations

Start Term

Start Year

TOP Code

Originator

Origination Date

Comments

Need for Change

Academic Year

☐ 06-07
☐ 07-08
☐ 08-09
☐ 09-10
☐ 10-11

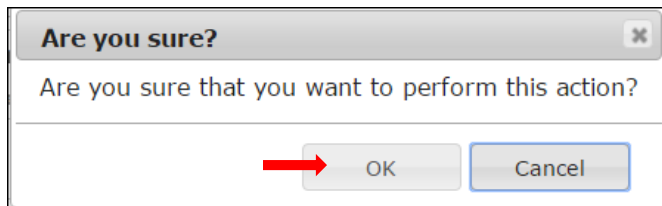
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.





You will be asked to confirm your choice as both actions are permanent and nonreversible.



Program Deletion

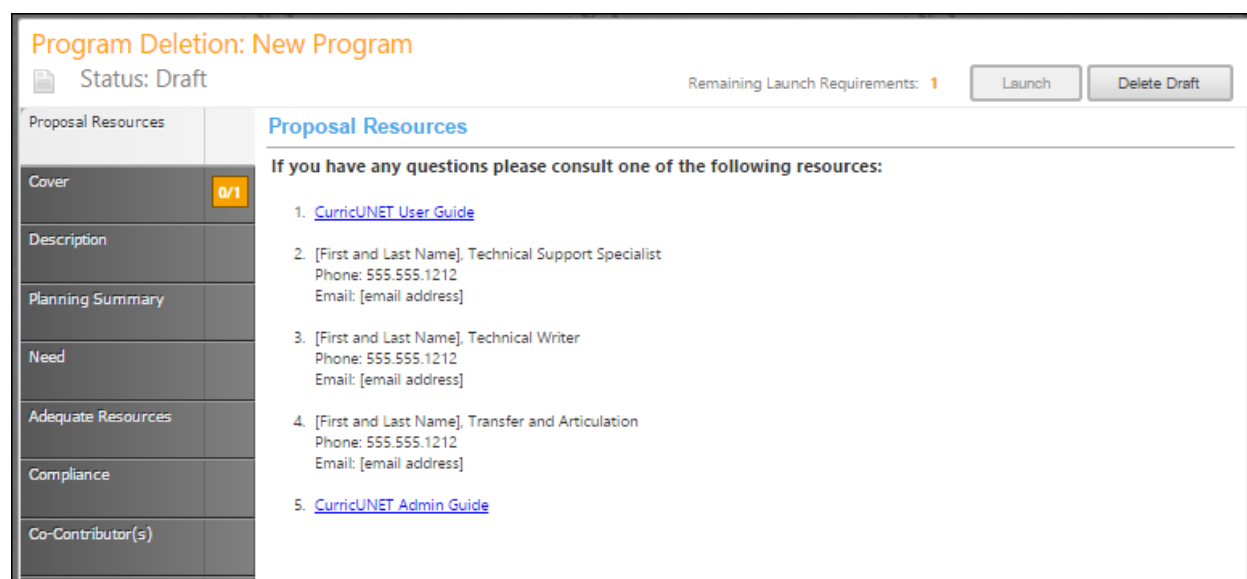
Refer to the **Create Proposal** section on page 16 to create a **Program Deletion** proposal.

Proposal Resources

The **Proposal Resource** section is the first section of the **Program Deletion** proposal. If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. If a proposal section has fields required for launch, the section tab will have an orange box showing your progress , which will turn green  when the required fields are completed.

You will only be prompted to save when changes are made. If, at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your college's **CurricUNET** administrators.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.



Program Deletion: New Program

Status: Draft

Remaining Launch Requirements: 1

Launch Delete Draft

Proposal Resources

Cover 0/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Proposal Resources

If you have any questions please consult one of the following resources:

1. [CurricUNET User Guide](#)
2. [First and Last Name], Technical Support Specialist
Phone: 555.555.1212
Email: [email address]
3. [First and Last Name], Technical Writer
Phone: 555.555.1212
Email: [email address]
4. [First and Last Name], Transfer and Articulation
Phone: 555.555.1212
Email: [email address]
5. [CurricUNET Admin Guide](#)

Cover

The **Program Title**, **Department**, and **Award Type** have been prepopulated based off of the information entered in the proposal creation screen. The fields with a down arrow symbol on the right side are all drop down menus in which only one selection per field may be made. The **Goals Of Program** section is a checklist where you are allowed to make multiple selections if needed. The fields in the **Proposal Information** area are regular text areas where you can type the necessary information.

Program Deletion: New Program

Status: Draft

Launch

Delete Draft

Proposal Resources	Cover	1/1	<div>Cover</div> <div>Last updated by Admin Admin on 11/5/2015 at 3:06 PM</div> <div><div>Program Title</div><div>New Program</div><div>Department</div><div>Allied Health</div><div>Award Type</div><div>Associate of Arts</div><div>Length of Certificate</div><div></div><div>Effective Term</div><div></div><div>Effective Year</div><div></div><div>Goals of Program (Check all that apply)</div><div></div></div> <div><div>Proposal Information</div><div>Goals</div><div></div><div>Justification for Proposal *</div><div>this is the justification for the proposal</div><div>Career Opportunities</div><div></div><div>Other area community colleges offering this program</div></div>
Description			
Planning Summary			
Need			
Adequate Resources			
Compliance			
Co-Contributor(s)			
Planning Summary Attachments			
Program Outcomes			
Enrollment/Staffing			
Program Materials/Software			
Related Programs			
Course Blocks Definitions			
Codes			

Planning Summary	Other area community colleges offering this program
Need	<input type="text" value="local"/> <input type="checkbox"/> Show selected <input type="button" value="Clear All"/>
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	<input checked="" type="checkbox"/> Approval of Licensure Board required <input type="checkbox"/> Program included in District Master Plan
Enrollment/Staffing	Appropriateness of program to community college setting: <div></div>
Program Materials/Software	
Related Programs	
Course Blocks Definitions	Plan for administration of program <div></div>
Codes	
	Graduation Requirements <div></div>
	Additional program requirements <div></div>
	<div>→ Save</div>

Description

Enter the Program Description into the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to **Save**. Continue to the **Planning Summary** tab.

Program Deletion: New Program

Status: Draft

Launch Delete Draft

Proposal Resources

Cover 1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Description

Program Description

B I U abc (inherited font) (inherited size) [color] [background color] [bulleted list] [numbered list] [link] [unlink] Select block type

Planning Summary

Use the dropdown menu to select the **Recommended TOP Code** and the **Program Evaluation Semester**. Enter information into the textboxes following the prompts given. Click **Save** when completed and continue to the **Need** tab.

Program Deletion: New Program

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

1/1

Planning Summary

Recommended TOP Code

Units for Degree Major or Area of Emphasis

Total Units for Degree

Required Units - Certificate

Projected Annual Completers

Projected Net Annual Labor Demand (CTE)

Estimated FTE Faculty Workload

Number Of New Faculty Position

Estimated New Equipment Cost

Cost of New/Remodeled Facility

Estimated Library Acquisition Cost

When will this program undergo review as part of college's Program Evaluation Plan?

Program Evaluation Semester

Year

Save

Need

Fill in the textboxes by following the prompts given. **Save** once information has been entered and continue to the **Adequate Resources** tab.

Program Deletion: New Program

Status: Draft

LaunchDelete Draft

Proposal Resources		Need
Cover	1/1	Need
Description		Enrollment And Completer Estimate
Planning Summary		
Need		Place of Program in Curriculum/Similar Programs
Adequate Resources		
Compliance		
Co-Contributor(s)		Labor Market Information & Analysis (CTE Only)
Planning Summary Attachments		
Program Outcomes		
Enrollment/Staffing		Employer Survey (CTE Only)
Program Materials/Software		
Related Programs		
Course Blocks Definitions		Explanation of Employer Relationship (CTE Only)
Codes		
		List of Members and Advisory Committee (CTE Only)
		Recommendations of Advisory Committee (CTE Only)

Adequate Resources

Fill in the appropriate textboxes. Click **Save** once you have entered the information and continue to the **Compliance** tab.

Program Deletion: New Program

Status: Draft

Launch

Delete Draft

Proposal Resources		Adequate Resources
Cover	1/1	Library and/or Learning Resources Plan
Description		
Planning Summary		
Need		Facilities and Equipment Plan
Adequate Resources		
Compliance		
Co-Contributor(s)		Faculty Qualifications and Availability
Planning Summary Attachments		
Program Outcomes		

Compliance

Fill in the appropriate textboxes. Click **Save** when all information has been entered and then continue to the **Co-Contributor(s)** tab.

Program Deletion: New Program

Status: Draft

LaunchDelete Draft

Proposal Resources		<h3>Compliance</h3> <div>Based on model curriculum (if applicable)</div> <div></div> <div>Licensing or Accreditation Standards</div> <div></div> <div>Student Selection and Fees</div> <div></div>
Cover	1/1	
Description		
Planning Summary		
Need		
Adequate Resources		
Compliance		
Co-Contributor(s)		
Planning Summary Attachments		
Program Outcomes		

Co-Contributor(s)

To select a **Co-Contributor**, scroll down to find the name of the faculty member(s) who have contributed on this proposal. You may also type their name in the search box to filter names and shorten the available list. Click the checkbox next to each applicable name. You may select as many names as necessary. Click **Show Selected** to view only the names you have selected. Click **Clear All** to start over with your selections.

Advanced Studies in Alcohol and Drug Counseling

Status: Active View Proposal History

Proposal Resources	<h4>Co-Contributor(s)</h4> <div><input type="text"/></div> <div><input type="checkbox"/> Adams, Kathie (adamsk@sbcc.edu)</div> <div><input type="checkbox"/> Aguilar, Peter (ptaguilar@sbcc.edu)</div> <div><input type="checkbox"/> Aguirre-Fuentes, Lydia L. (aguirre@sbcc.edu)</div> <div><input type="checkbox"/> Alarcon, Ignacio (alarcon@sbcc.edu)</div> <div><input type="checkbox"/> Alsheimer, Comelia (alsheime@pipeline.sbccc.edu)</div> <div><input type="checkbox"/> Aparicio, Araceli (aareynoso@pipeline.sbccc.edu)</div> <div><input type="checkbox"/> Arias del Cid, Armando M (arias@sbcc.edu)</div> <div><input type="checkbox"/> Arnold, Nicholas J (arnold@sbcc.edu)</div> <div>0 of 406 items are selected</div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary	

Planning Summary Attachments

In the **Planning Summary Attachments** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

Program Deletion: New Program

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

1/1

Select...

Planning Summary Attachments

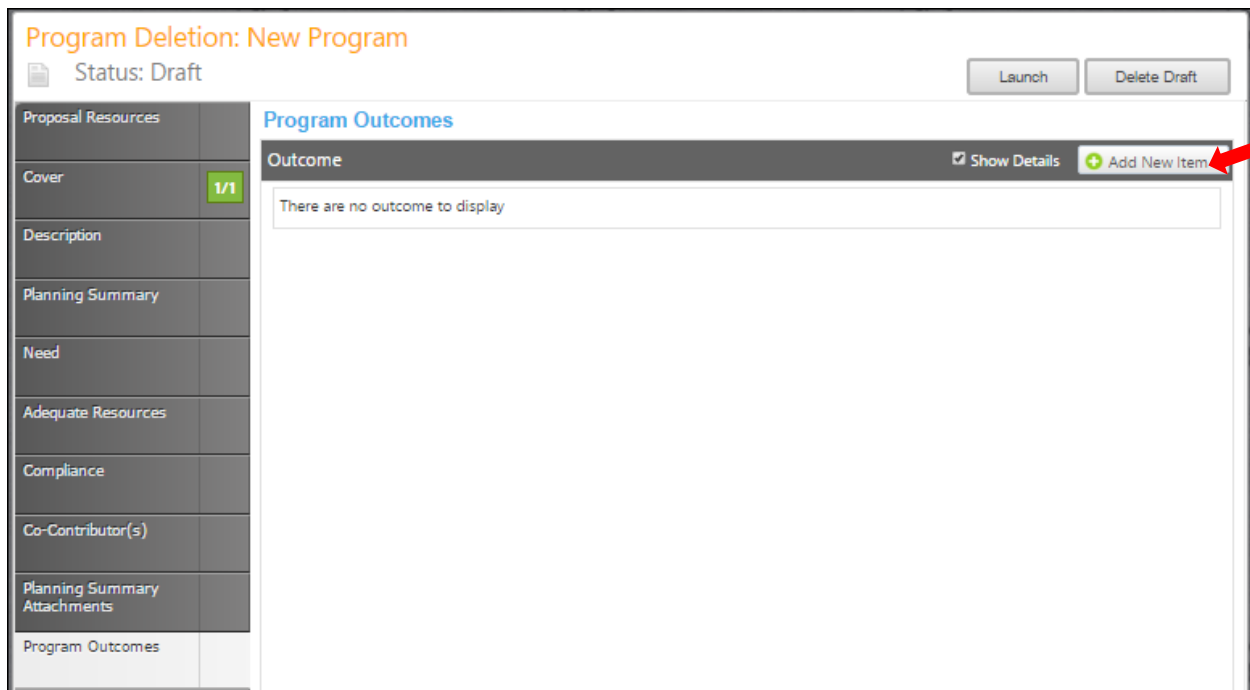
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Attachments

There are no attachments to display. Press Select to browse for files to attach to this record.

Program Outcomes

To add an **Outcome** click on the **Add New Item** button. Each outcome will need to be added separately.



Program Deletion: New Program

Status: Draft

Launch Delete Draft

Proposal Resources

Cover 1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

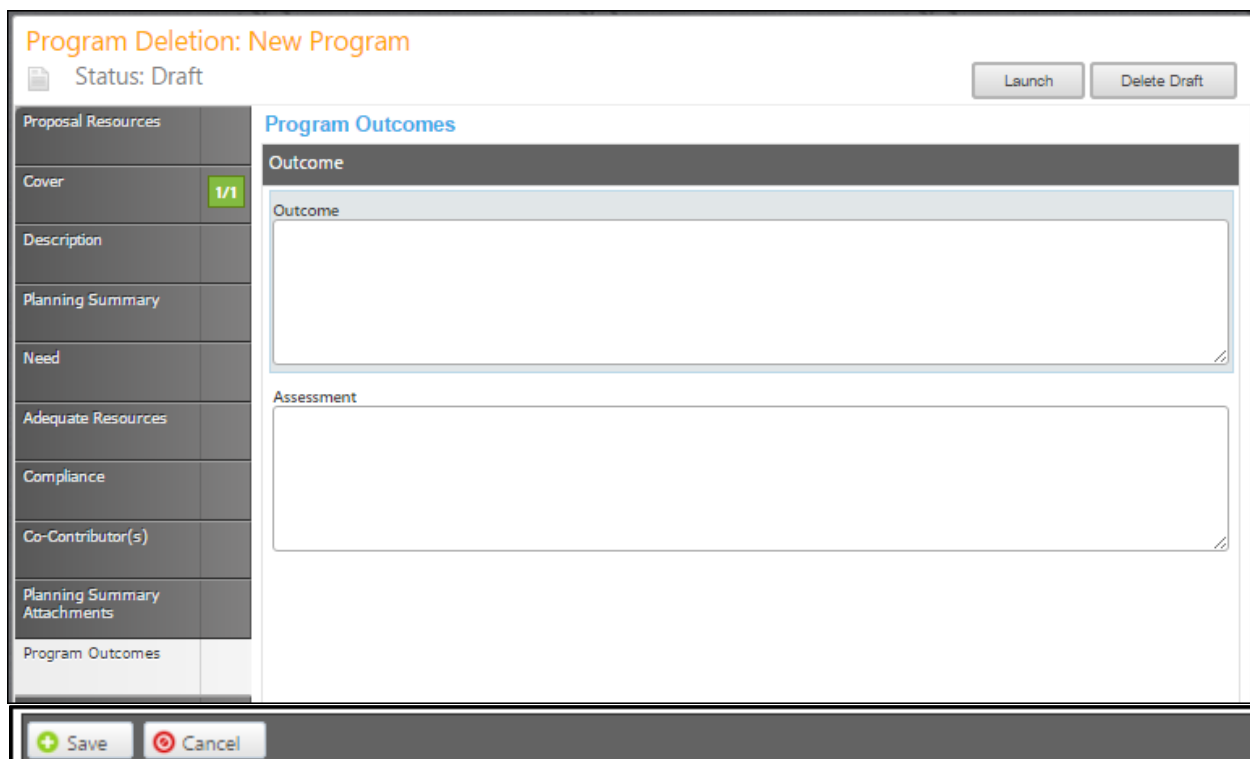
Program Outcomes

Outcome

☒ Show Details + Add New Item

There are no outcome to display

Enter the **Outcome** and **Assessment** in the textboxes provided.



Program Deletion: New Program

Status: Draft

Launch Delete Draft

Proposal Resources

Cover 1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Program Outcomes

Outcome

Outcome

Assessment

+ Save - Cancel

Once you have added and saved outcomes you will see a list similar to the one below. To edit an **Outcome**, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all **Outcomes** are in the correct order, continue to the **Enrollment/Staffing** tab.

The screenshot displays the 'Program Deletion: New Program' interface. At the top, there is a title bar with 'Program Deletion: New Program' and a 'Status: Draft' indicator. To the right of the title bar are two buttons: 'Launch' and 'Delete Draft'. Below the title bar is a sidebar with a list of navigation tabs: 'Proposal Resources', 'Cover', 'Description', 'Planning Summary', 'Need', 'Adequate Resources', 'Compliance', 'Co-Contributor(s)', 'Planning Summary Attachments', and 'Program Outcomes'. The 'Program Outcomes' tab is currently selected. The main content area is titled 'Program Outcomes' and contains a sub-header 'Outcome' with a 'Show Details' checkbox and an 'Add New Item' button. Below the sub-header is a list of two outcomes, each represented by a blue bar with the text 'Click on this item to modify its details.' and a red 'X' icon on the right. Red arrows point to the blue bars and the red 'X' icons, indicating the actions for editing and deleting outcomes.

Enrollment/Staffing

Fill in the appropriate textbox. Click **Save** and continue to the **Program Materials/Software** tab.

Program Deletion: New Program

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Codes

Enrollment/Staffing

Last updated by Admin Admin on 11/5/2015 at 3:16 PM

Program Enrollment

Estimated initial enrollment20

Estimated enrollment when program is fully operational35

Anticipated effect on existing enrollments

Staffing Needs

Certificated

Justification

Approximate Cost

Classified

Justification

Approximate Cost

Program Materials/Software

Click on the **Add New Item** button to enter materials and software.

The screenshot shows a web application interface titled "Program Deletion: New Program" with a status of "Draft". On the left is a sidebar menu with items like "Proposal Resources", "Cover", "Description", "Planning Summary", "Need", "Adequate Resources", "Compliance", "Co-Contributor(s)", "Planning Summary Attachments", "Program Outcomes", "Enrollment/Staffing", and "Program Materials/Software". The main area is titled "Program Materials/Software" and contains a header "Click Add New Item to Enter Materials and Software" with a "Show Details" checkbox and an "Add New Item" button. A red arrow points to the "Add New Item" button. Below the header, a message states: "There are no click add new item to enter materials and software to display".

Enter the **Type Of Material** needed and **How Will It Be Funded** in the applicable textboxes. **Save** after you have made each entry.

This screenshot shows the same interface as the previous one, but with the input fields visible. The "Type of Material" field is a large text area with a small icon in the bottom right corner. Below it is the "How will it be funded" field, also a large text area with a similar icon. The "Add New Item" button is no longer highlighted.

To edit an entry, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Related Programs** tab.

Program Deletion: New Program

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Program Materials/Software

Click Add New Item to Enter Materials and Software

Show DetailsAdd New Item

Click on this item to modify its details.

Click on this item to modify its details.

Page 181

Related Programs

To add a **Related Program**, click on the **Add New Item** button.

The screenshot shows the 'Program Deletion: New Program' form. On the left is a sidebar with a list of sections: Proposal Resources, Cover (1/1), Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, Program Outcomes, Enrollment/Staffing, Program Materials/Software, and Related Programs. The main area is titled 'Related Programs' and includes a 'Show Details' checkbox and an 'Add New Item' button with a green plus icon, which is highlighted by a red arrow. Below the button, it says 'There are no related programs to display'. At the top right of the form are 'Launch' and 'Delete Draft' buttons. The status is 'Draft'.

Use the dropdown menu or enter the first few letters of the program you are looking for. Scroll down to view all of your options. Click Save each time you have entered a program. Continue this process until all related programs have been entered.

This screenshot shows the same form as the previous one, but now the 'Related Programs' section contains two dropdown menus. The first is labeled 'Departments Program' and the second is labeled 'Related Program'. Both dropdowns have a small downward arrow on the right side. The rest of the form, including the sidebar and top buttons, remains the same.

Once you have entered and saved each related program you will see a list similar to the one below. To edit an **entry**, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Course Block Definitions** tab.

Program Deletion: New Program

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Related Programs

Show DetailsAdd New Item

Click on this item to modify its details.

Click on this item to modify its details.

Page 183

Course Blocks Definitions

Courses and other requirements are added to the program in **Course Blocks** that define the requirements of the program. You may add as many course blocks as needed, according to your institution or department's requirements for program planning. Examples of **Course Blocks** might include "**Semester 1**" and "**Semester 2**", or "**Required Courses**" and "**Elective Courses**". To add a **Course Block** to the program, click **Add New Item**.

Program Deletion: New Program

Status: Draft

LaunchDelete Draft

Proposal Resources

Cover1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Course Blocks Definitions

Show DetailsAdd New Item

There are no course block definitions to display

Enter the **Course Block Definition** (for example, required courses, electives, community involvement prerequisites, etc.). You have the option to enter **Block Headers** and **Block Footers** for additional information (grade requirements, number of units required, etc.) but they only appear on reports. The **Override** checkbox is optional and is to be used only when this program requires a number of units to be taken other than the total units of the course block. For example, if this course block has a total of 9 units, but the program only requires that the student take 6 out of those 9 then this box would be checked and the **Unit Min** and **Unit Max** boxes would both have the number 6 entered.

Proposal Resources	
Cover	1/1
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	

Course Block Definitions

Course Block Definition

Header

Footer

☐ Override Default Unit Calculations

Unit Min

Unit Max

Save

Cancel

Save once you have entered the information needed. Enter each definition separately.

To add courses to or to edit courses within each course block, click on the **Edit Program Course** button.

Proposal Resources

Cover1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Course Blocks Definitions

Course Block Definitions

Show Details

Add New Item

Click on this item to modify its details.

Program Courses

Edit Program Courses

There are no program courses to display

Use the dropdown menu or type in the first few letters of the item you are searching for. When you select a specific subject before you open the course drop down, the course dropdown will be filtered to only show courses for that selected subject. If the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. The **Condition** drop down selector need only be used if an “**or**” situation or a “**nesting**” situation applies, otherwise it is already implied that an “**and**” statement exists between entries. The **Condition** drop down menu allows you to specify if the course must be taken as well as (using “**and**”) or instead of (using “**or**”) the next requirement to be entered. If a course is offered at variable units, you can also specify the range that will meet this requirement in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the course. When all information is entered, click **Save**.

To reorder blocks, use the up and down arrows on the right of the blue bar. To delete, click the red “X”.

Click **Done**.

To reorder blocks, use the up and down arrows on the right of the blue bar. To delete, click the red “X”. When all **Course Block Definitions** are entered, click on the **Codes** tab.

Proposal Resources

Cover 1/1

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Course Blocks Definitions

Show Details

Add New Item

Click on this item to modify its details.

Program Courses

Edit Program Courses

Click on this item to modify its details.

Program Courses

Edit Program Courses

There are no program courses to display

Codes

In the **Codes** section of the proposal, select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for a different month. Select the checkboxes to; **Display CurricUNET Calculations** and to choose the **Academic Year** this program will start. Use the dropdown menu option or key in the first few letters of your search criteria in the textbox to enter in the **Start Term**, **TOP Code**, and the **Originator**. Add the necessary information in the textboxes.

Program Deletion: New Program
Status: Draft Launch Delete Draft

Proposal Resources

- Cover 1/1
- Description
- Planning Summary
- Need
- Adequate Resources
- Compliance
- Co-Contributor(s)
- Planning Summary Attachments
- Program Outcomes
- Enrollment/Staffing
- Program Materials/Software
- Related Programs
- Course Blocks Definitions
- Codes

Codes

Date

State Approval

Board of Trustees

CAC Approval Date

APP Status Date

Deactivation Date

Academic Year

☐ Display CurricUNET Calculations

Start Term

Start Year

TOP Code

Originator

Origination Date

Comments

Need for Change

this is the justification for the proposal

Academic Year

☐ 06-07

☐ 07-08

☐ 08-09

☐ 09-10

☐ 10-11

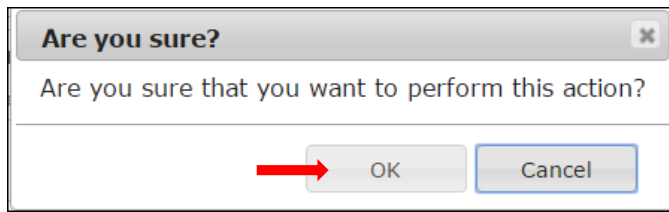
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.





You will be asked to confirm your choice as both actions are permanent and nonreversible.



Skills Competency/Department Award

Refer to the **Create Proposal** section on page 16 to create a **Skills Competency/Department Award** proposal.

Proposal Resources

The **Proposal Resource** section is the first section of the **Skills Competency/Department Award** proposal. If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. If a proposal section has fields required for launch, the section tab will have an orange box showing your progress , which will turn green  when the required fields are completed.

You will only be prompted to save when changes are made. If, at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your college's **CurricUNET** administrators.

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. Click the **Cover** tab to begin adding information to the proposal.

Skill Competency/Departmental Award: Skills

Status: Draft

LaunchDelete Draft

Proposal Resources	Proposal Resources
Cover	<p>If you have any questions please consult one of the following resources:</p> <ol style="list-style-type: none">CurricUNET User Guide[First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address][First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address][First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]CurricUNET Admin Guide
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Cover

The **Program Title**, **Department**, and **Award Type** have been prepopulated based off of the information entered in the proposal creation screen. The fields with a down arrow symbol on the right side are all drop down menus in which only one selection per field may be made. The **Goals Of Program** section is a checklist where you are allowed to make multiple selections if needed. The fields in the **Proposal Information** area are regular text areas where you can type the necessary information.

Skill Competency/Departmental Award: Study hard

Status: Draft

Launch

Delete Draft

Proposal Resources	Cover
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Cover

Last updated by Admin Admin on 11/5/2015 at 3:38 PM

Program Title

Study hard

Department

Arts

Award Type

Associate of Arts

Length of Certificate

Effective Term

Effective Year

Goals of Program (Check all that apply)

Proposal Information

Goals

Justification for Proposal

Career Opportunities

Other area community colleges offering this program

Planning Summary	<p>Other area community colleges offering this program</p> <div> <input type="text"/> <input type="button" value="Show selected"/> <input type="button" value="Clear All"/> </div> <div></div>	
Need		
Adequate Resources		
Compliance		
Co-Contributor(s)		
Planning Summary Attachments		
Program Outcomes		<input checked="" type="checkbox"/> Approval of Licensure Board required <input type="checkbox"/> Program included in District Master Plan
Enrollment/Staffing		Appropriateness of program to community college setting: <div></div>
Program Materials/Software		Plan for administration of program <div></div>
Related Programs		Graduation Requirements <div></div>
Course Blocks Definitions	Additional program requirements <div></div>	
Codes		
<div></div> <div>Save</div>		

Description

Enter the Program Description into the textbox which contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and **HTML** tag issues with the editor. For assistance using the **Rich Text Editor**, see the **Rich Text Editor Detailed Description** section on page 228 of this manual. Throughout the proposal, you will only be able to save when you make changes. If you forget to save changes and click into a new tab, you will also be prompted to **Save**. Continue to the **Planning Summary** tab.

Skill Competency/Departmental Award: Study hard

Status: Draft

Launch Delete Draft

Proposal Resources	<h3>Description</h3> <p>Program Description</p> <div> B I U abc (inherited font) (inherited size) A [color picker] [background color picker] [bulleted list] [numbered list] [checkbox list] [link] [unlink] [undo] [redo] Select block type </div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	

Planning summary

Use the dropdown menu to select the **Recommended TOP Code** and the **Program Evaluation Semester**. Enter information into the appropriate textboxes. Click **save** when completed and continue to the **Need** tab.

Skill Competency/Departmental Award: Study hard

Status: Draft

LaunchDelete Draft

Proposal Resources	Planning Summary	
Cover	Last updated by Admin Admin on 11/5/2015 at 3:38 PM	
Description	Recommended TOP Code	0102.10 - Veterinary/Animal Health Technology/T
Planning Summary	Units for Degree Major or Area of Emphasis	
Need	Total Units for Degree	
Adequate Resources	Required Units - Certificate	
Compliance	Projected Annual Completers	
Co-Contributor(s)	Projected Net Annual Labor Demand (CTE)	
Planning Summary Attachments	Estimated FTE Faculty Workload	
Program Outcomes	Number Of New Faculty Position	
	Estimated New Equipment Cost	
	Cost of New/Remodeled Facility	
	Estimated Library Acquisition Cost	
	When will this program undergo review as part of college's Program Evaluation Plan?	
	Program Evaluation Semester	Spring
	Year	

Save

Need

Fill in the appropriate textboxes. **Save** once information has been entered and continue to the **Adequate Resources** tab.

Skill Competency/Departmental Award: title		Launch	Delete Draft
Proposal Resources		Need	
Cover		Need	
Description		Enrollment And Completer Estimate	
Planning Summary			
Need		Place of Program in Curriculum/Similar Programs	
Adequate Resources			
Compliance			
Co-Contributor(s)		Labor Market Information & Analysis (CTE Only)	
Planning Summary Attachments			
Program Outcomes			
Enrollment/Staffing		Employer Survey (CTE Only)	
Program Materials/Software			
Related Programs			
Course Blocks Definitions		Explanation of Employer Relationship (CTE Only)	
Codes			
		List of Members and Advisory Committee (CTE Only)	
		Recommendations of Advisory Committee (CTE Only)	

Skill Competency/Departmental Award: Study hard

Status: Draft

Launch

Delete Draft

Proposal Resources

Need

Cover

Need

Enrollment And Completer Estimate

Description

Planning Summary

Need

Place of Program in Curriculum/Similar Programs

Adequate Resources

Compliance

Co-Contributor(s)

Labor Market Information & Analysis (CTE Only)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Employer Survey (CTE Only)

Program Materials/Software

Employer Survey

Related Programs

Course Blocks Definitions

Explanation of Employer Relationship (CTE Only)

Codes

List of Members and Advisory Committee (CTE Only)

|

Recommendations of Advisory Committee (CTE Only)

Save

Adequate Resources

Fill in the appropriate textboxes. Click **Save** once you have entered the information and continue to the **Compliance** tab.

Skill Competency/Departmental Award: Study hard

Status: Draft

LaunchDelete Draft

Proposal Resources	Adequate Resources
Cover	Library and/or Learning Resources Plan
Description	
Planning Summary	
Need	Facilities and Equipment Plan
Adequate Resources	
Compliance	Faculty Qualifications and Availability
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	

Compliance

Fill in the appropriate textboxes. Click **Save** when all information has been entered and then continue to the **Co-Contributor(s)** tab.

Skill Competency/Departmental Award: Study hard

Status: Draft

LaunchDelete Draft


Proposal Resources	Compliance
Cover	Based on model curriculum (if applicable)
Description	
Planning Summary	
Need	Licensing or Accreditation Standards
Adequate Resources	
Compliance	
Co-Contributor(s)	Student Selection and Fees
Planning Summary Attachments	
Program Outcomes	

Co-Contributor(s)

To select a **Co-Contributor**, scroll down to find the name of the faculty member(s) who have contributed on this proposal. You may also type their name in the search box to filter names and shorten the available list. Click the checkbox next to each applicable name. You may select as many names as necessary. Click **Show Selected** to view only the names you have selected. Click **Clear All** to start over with your selections.

Advanced Studies in Alcohol and Drug Counseling

Status: Active View Proposal History

Proposal Resources	<h4>Co-Contributor(s)</h4> <div><input type="text"/> </div> <div><input type="checkbox"/> Adams, Kathie (adamsk@sbcc.edu)</div> <div><input type="checkbox"/> Aguilar, Peter (ptaguilar@sbcc.edu)</div> <div><input type="checkbox"/> Aguirre-Fuentes, Lydia L (aguirre@sbcc.edu)</div> <div><input type="checkbox"/> Alarcon, Ignacio (alarcon@sbcc.edu)</div> <div><input type="checkbox"/> Alsheimer, Cornelia (alsheime@pipeline.sbccc.edu)</div> <div><input type="checkbox"/> Aparicio, Araceli (aareynoso@pipeline.sbccc.edu)</div> <div><input type="checkbox"/> Arias del Cid, Armando M (arias@sbcc.edu)</div> <div><input type="checkbox"/> Arnold, Nicholas J (arnold@sbcc.edu)</div> <div>0 of 406 items are selected</div>
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary	

Planning Summary Attachments

In the **Planning Summary Attachments** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

Skill Competency/Departmental Award: Study hard

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Description

Planning Summary Attachments

Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

Attachments

There are no attachments to display. Press Select to browse for files to attach to this record.

Program Outcomes

To add an **Outcome** click on the **Add New Item** button. Each outcome will need to be added separately.

The screenshot shows a web form titled "Skill Competency/Departmental Award: Study hard" with a status of "Draft". On the left is a sidebar menu with options: Proposal Resources, Cover, Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, and Program Outcomes. The main content area is titled "Program Outcomes" and contains a sub-header "Outcome" with a "Show Details" checkbox and an "Add New Item" button (highlighted with a red arrow). Below the sub-header, a message states "There are no outcome to display". At the top right of the main area are "Launch" and "Delete Draft" buttons.

Enter the **Outcome** and **Assessment** in the textboxes provided.

This screenshot shows the same form as above, but with the "Outcome" and "Assessment" textboxes expanded for input. The "Outcome" textbox is at the top, and the "Assessment" textbox is below it. At the bottom of the form, there are "Save" and "Cancel" buttons.

To edit an **Outcome**, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all Outcomes are in the correct order, continue to the **Enrollment/Staffing** tab.

Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	

Program Outcomes

Outcome Show Details Add New Item

Click on this item to modify its details.

Click on this item to modify its details.

Enrollment/Staffing

Fill in the textboxes by following the prompts given. Click **Save** and continue to the **Program Materials/Software** tab.

Skill Competency/Departmental Award: Study hard

Status: Draft

LaunchDelete Draft

Proposal Resources	Enrollment/Staffing
Cover	Last updated by Admin Admin on 11/5/2015 at 4:02 PM
Description	Program Enrollment
Planning Summary	Estimated initial enrollment <input type="text"/>
Need	Estimated enrollment when program is fully operational <input type="text"/>
Adequate Resources	Anticipated effect on existing enrollments
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/ Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	
Codes	

Staffing Needs

Certificated

Justification

Approximate Cost

Classified

Justification

Approximate Cost

Program Materials/Software

Click on the **Add New Item** button to enter materials and software.

Skill Competency/Departmental Award: Study hard

Status: Draft

Launch Delete Draft

Proposal Resources

Program Materials/Software

Last updated by Admin Admin on 11/5/2015 at 4:06 PM

Click Add New Item to Enter Materials and Software ☒ Show Details **Add New Item**

There are no click add new item to enter materials and software to display

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Enter the **Type Of Material** needed and **How Will It Be Funded** in the applicable textboxes. **Save** after you have made each entry.

Proposal Resources

Program Materials/Software

Last updated by Admin Admin on 11/5/2015 at 4:06 PM

Click Add New Item to Enter Materials and Software

Type of Material

How will it be funded

Save Cancel

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software




To edit an entry, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red "X". When all entries are in the correct order, continue to the **Related Programs** tab.





Proposal Resources	
Cover	
Description	
Planning Summary	
Need	
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	

Program Materials/Software

Last updated by Admin Admin on 11/5/2015 at 4:06 PM

Click Add New Item to Enter Materials and Software ☒ Show Details [Add New Item](#)

Click on this item to modify its details.   

this type of material will be used in this program    

Related Programs







To add a **Related Program**, click on the **Add New Item** button. Each program will need to be added separately.

The screenshot shows a web form titled "Skill Competency/Departmental Award: Study hard" with a status of "Draft". On the left is a sidebar with menu items: Proposal Resources, Cover, Description, Planning Summary, Need, Adequate Resources, Compliance, Co-Contributor(s), Planning Summary Attachments, Program Outcomes, Enrollment/Staffing, Program Materials/Software, and Related Programs. The main content area is titled "Related Programs" and contains a "Show Details" checkbox and an "Add New Item" button with a green plus icon, which is pointed to by a red arrow. Below the button, it says "There are no related programs to display". At the top right of the main area are "Launch" and "Delete Draft" buttons.

Use the dropdown menu or enter the first few letters of the program you are looking for. Scroll down to view all of your options. Click **Save** each time you have entered a program. Continue this process until all related programs have been entered.

This screenshot shows the "Related Programs" section of the form. It features two dropdown menus. The first is labeled "Departments Program" and the second is labeled "Related Program". Both dropdowns are currently empty, showing only a downward arrow. The sidebar on the left is identical to the previous screenshot.

Once you have entered and saved each related program you will see a list similar to the one below. To edit an entry, click the blue bar. You will be taken back to the previous screen where you are able to make changes or corrections. To reorder the entry, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all entries are in the correct order, continue to the **Course Block Definitions** tab.

Proposal Resources	Related Programs
Cover	Related Programs <input checked="" type="checkbox"/> Show Details Add New Item
Description	<div>Click on this item to modify its details.   </div>
Planning Summary	<div>-1   </div>

Course Blocks Definitions

Courses and other requirements are added to the program in **Course Blocks** that define the requirements of the program. You may add as many course blocks as needed, according to your institution or department's requirements for program planning. Examples of **Course Blocks** might include "**Semester 1**" and "**Semester 2**", or "**Required Courses**" and "**Elective Courses**". To add a **Course Block** to the program, click **Add New Item**.

Skill Competency/Departmental Award: Study hard

Status: Draft

Launch

Delete Draft

Proposal Resources

Cover

Description

Planning Summary

Need

Adequate Resources

Compliance

Co-Contributor(s)

Planning Summary Attachments

Program Outcomes

Enrollment/Staffing

Program Materials/Software

Related Programs

Course Blocks Definitions

Course Blocks Definitions

Last updated by Admin Admin on 11/5/2015 at 3:38 PM

Course Block Definitions

Show Details

Add New Item

There are no course block definitions to display

Enter the **Course Block Definition** (for example, required courses, electives, community involvement prerequisites, etc.). You have the option to enter **Block Headers** and **Block Footers** for additional information (grade requirements, number of units required, etc.) but they only appear on reports. The Override checkbox is optional and is to be used only when this program requires a number of units to be taken other than the total units of the course block. For example, if this course block has a total of 9 units, but the program only requires that the student take 6 out of those 9 then this box would be checked and the **Unit Min** and **Unit Max** boxes would both have the number 6 entered.

Proposal Resources		Course Blocks Definitions
Cover	1/1	Course Block Definitions
Description		Course Block Definition
Planning Summary		
Need		
Adequate Resources		Header
Compliance		
Co-Contributor(s)		
Planning Summary Attachments		Footer
Program Outcomes		
Enrollment/Staffing		
Program Materials/Software		<input type="checkbox"/> Override Default Unit Calculations
Related Programs		Unit Min
Course Blocks Definitions		Unit Max

To add courses to or to edit courses within each course block, click on the **Edit Program Course** button.

Course Blocks Definitions

Last updated by Admin Admin on 11/5/2015 at 3:38 PM

Course Block Definitions [Show Details](#) [Add New Item](#)

Click on this item to modify its details.

Program Courses [Edit Program Courses](#)

There are no program courses to display

Use the dropdown menu or type in the first few letters of your search criteria, in the **Subject**, **Course** and **Conditions** sections. If the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. The **Condition** drop down selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The drop down menu allows you to specify if the course must be taken as well as (using “and”) or instead of (using “or”) the next requirement.

If a course is offered at variable units, you can also specify the range that will meet this requirement in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the course. When all information is entered, click **Save**.

Proposal Resources	Course Blocks Definitions
Cover	Last updated by Admin Admin on 11/5/2015 at 3:38 PM
Description	Program Courses
Planning Summary	Subject <input type="text"/>
Need	Course <input type="text"/>
Adequate Resources	Non-Course Requirements <div><div></div></div>
Compliance	Condition <input type="text"/>
Co-Contributor(s)	Unit Range
Planning Summary Attachments	Units Min <input type="text"/>
Program Outcomes	Units Max <input type="text"/>
Enrollment/Staffing	Exception Identifier <input type="text"/>
Program Materials/Software	Exception <div><div></div></div>
Related Programs	
Course Blocks Definitions	
Codes	

You will then view this screen listing the **Program Courses** that you have added. Click **Done** once you have add each Course individually.

Proposal Resources	Course Blocks Definitions
Cover	Last updated by Admin Admin on 11/5/2015 at 3:38 PM
Description	Program Courses Show Details Add New Item
Planning Summary	<div>ACCT 569 - testing *Draft*</div> <div>Subject: ACCT - Accounting or</div>
<div> Done Min Units 0 Max Units 0 </div>	

To reorder blocks, use the up and down arrows on the right of the blue bar. To delete, click the red "X". When all **Course Block Definitions** are entered, click on the **Codes** tab.

Course Blocks Definitions

Last updated by Admin Admin on 11/5/2015 at 3:38 PM

☒ Show Details

Proposal Resources	
Cover	
Description	<p> Click on this item to modify its details.</p> <p>Program Courses <input type="button" value="Edit Program Courses"/></p> <p>ACCT 569 - testing "Draft"</p> <p>Subject: ACCT - Accounting or</p>
Planning Summary	
Need	
Adequate Resources	<p> Click on this item to modify its details.</p> <p>Header: Header</p> <p>Footer: Footer</p> <p>Program Courses <input type="button" value="Edit Program Courses"/></p> <p>There are no program courses to display</p>
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	
Enrollment/Staffing	
Program Materials/Software	
Related Programs	
Course Blocks Definitions	

Codes

In the **Codes** section of the proposal, select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for a different month. Select the checkboxes to: **Display CurrriUNET Calculations** and to choose the **Academic Year** this program will start. Use the dropdown menu option or key in the first few letters of your search criteria in the textbox to enter in the **Start Term**, **TOP Code**, and the **Originator**. Follow the prompts to add the necessary information in the textboxes.

Skill Competency/Departmental Award: Study hard

Status: Draft Launch Delete Draft

Codes

Last updated by Admin Admin on 11/5/2015 at 3:38 PM

Date

State Approval 11/12/2015

Board of Trustees 11/20/2015

CAC Approval Date 11/2/2015

APP Status Date 10/6/2015

Deactivation Date 11/24/2015

Academic Year

☐ Display CurrriUNET Calculations

Start Term Spring

Start Year

TOP Code 0102.10 - Veterinary/Animal Health Technology/Ti

Originator Admin, Admin

Origination Date 11/24/2015

Comments

Need for Change

Academic Year

☐ 06-07

☐ 07-08

☐ 08-09

☐ 09-10

☒ 10-11

Save

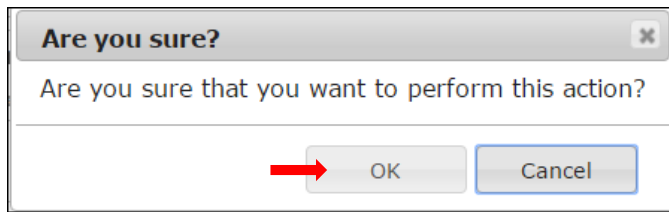
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** section on page 216 of this manual.

Proposal Launch

After reviewing the proposal, you may move the proposal into the approval process by clicking **Launch**. You may also choose **Delete Draft** and the proposal will be deleted and all information discarded.




You will be asked to confirm your choice as both actions are permanent and nonreversible.




Reports

Reports show a summary of any proposal, in any status. There are three ways to access reports, and they are identical for all course and program proposals. At this time, there are no reports for packages. Each type of proposal has slightly different report options, but the process of accessing them is the same. Each report will open in a new tab within your internet browser.


In the **Search** screen, click the page icon in the **Reports** column.

Courses					
<input checked="" type="radio"/> My Courses <input type="radio"/> My Institution		Subject:All	Draft,In Review	Title / Course #	Search
Subject	Course #	Title	Status	Created On	Reports
AOT	12345	Credit Course for User Manual	Draft	10/15/2015	


A menu will appear with the report options. Select the report you wish to view.

Courses					
<input checked="" type="radio"/> My Courses <input type="radio"/> My Institution		Subject:All	Draft,In Review	Title / Course #	Search
Subject	Course #	Title	Status	Created On	Reports
AOT	12345	Credit Course for User Manual	Draft	10/15/2015	 Course Outline Comparison Impact All Fields

When in the proposal itself, click the page icon under the orange proposal name.


Inactivate Course CC1600 : Credit Course for User Manual		View the course being deactivated	
	Status: Draft	Remaining Launch Requirements: 1	Launch Delete Draft
Proposal Resources	Proposal Resources		
Cover	1. CurricUNET User Guide		

A menu will appear with the report options. Select the report you wish to view.

Inactivate Course CC1600 : Credit Course for User Manual		View the course being deactivated	
	Status: Draft	Remaining Launch Requirements: 1	Launch Delete Draft
Impact	Proposal Resources		
All Fields	1. CurricUNET User Guide		
Comparison	2. [First and Last Name], Technical Support Specialist		
Course Outline	Phone: 555.555.1212		
OBR Approval			


If a proposal has been launched or approved, clicking the proposal name in the search results will present this screen. Select the report you wish to view from the buttons at the top of the screen.

test

[View Course Proposal](#) [Course Outline](#) [Impact](#) [All Fields](#) 

[History](#) [Status](#)

Action Date	Step	Step Type	User Fullname	Action	Action Comment
01/08/2016 10:37 AM	Instruction Office	Required	Admin User	Implement	
01/08/2016 10:36 AM	Department Chair	Required	Alfonso Vera-Graziano	Skipped	
01/08/2016 10:36 AM	Department Chair	Required	Cornelia Alsheimer	Skipped	
01/08/2016 10:36 AM	Department Chair	Required	Kathy O'Connor	Skipped	
01/08/2016 10:36 AM	Department Faculty	Optional	Brenda Richter	Skipped	
01/08/2016 10:36 AM	Department Faculty	Optional	Carolyn Terry	Skipped	
01/08/2016 10:36 AM	Originator	Required	Admin User	Launch	Launch



Course Reports

All Fields

An **All Fields** report shows all the fields and information in the proposal.

Santa Barbara City College - All Fields Course Report
Proposal Resources If you have any questions please consult one of the following resources: <ol style="list-style-type: none">1. CurricUNET User Guide2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]5. CurricUNET Admin Guide
Cover
Subject BLAW
Course Number 101
Long Course Title Business Law
Short Course Title Business Law
Cross Listed Course
Cross Course
Catalog Course Description Study of the law concerned with business and business relationships, including a survey of the American legal system, crimes, torts, contracts and agency.
Description for Schedule of Classes Study of the law concerned with business and business relationships; survey of the American legal system, crimes, torts, contracts and agency.
Justification Update necessary to meet accreditation requirements.

Comparison

A **Comparison** report shows all the fields in the proposal, with changes between this proposal and the most recent active version of the course highlighted. Information removed will be highlighted pink, with a strikethrough the words, while new information will be highlighted green and italicized.

Santa Barbara City College - All Fields Course Report	
Proposal Resources	
If you have any questions please consult one of the following resources:	
<ol style="list-style-type: none">1. CurricUNET User Guide2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]5. CurricUNET Admin Guide	
Cover	
Subject	AEX AGG
Course Number	5555 656
Long Course Title	Testing New Course Mod 10/0
Short Course Title	Test
Cross Listed Course	
Cross Course	
Catalog Course Description	
Test	

Course Outline

A **Course Outline** report shows a brief summary of the course, focusing on requisites and the course description.

SANTA BARBARA CITY COLLEGE	
BUSINESS LAW	
Course Number: BLAW 101	
Credit Hours: 4.00	
Lecture: 64.00 - 72.00 hours	
Prerequisite: None	
Prerequisite or Corequisite: None	
Concurrent Corequisite: None	
Course Advisories: BUS 101	
Limitation on Enrollment: None	
<hr/>	
Description: Study of the law concerned with business and business relationships, including a survey of the American legal system, crimes, torts, contracts and agency.	
<hr/>	
Student Learning Outcomes:	
By the end of this course, a student will be able to:	
<ol style="list-style-type: none">1. Evaluate issues that may have legal significance in the business environment.2. Formulate conclusions based on sound legal reasoning.3. Compare and contrast alternative legal theories as they apply to a hypothetical fact situation.	
<hr/>	
Lecture Content:	
<ol style="list-style-type: none">1. Introduction to the study of law. (Includes an introduction to the Uniform Commercial Code.)2. Constitutional authority to regulate business.3. Courts and procedures4. Torts5. Torts related to business6. Criminal Law7. Contracts: Nature, form, and terminology8. Contracts: Agreement (Mutual assent)9. Contracts: Consideration10. Contracts: Contractual Capacity11. Contracts: Legality12. Contracts: Genuineness of assent13. Contracts: Writing and form14. Contracts: Third party rights15. Contracts: Performance and discharge16. Contracts: Breach of contract and remedies17. Agency: Creation and duties and rights of agents and principals	

Impact

An **Impact** report shows the courses for which *this* course is a requisite, and programs that include this course.

Proposal Impact Report
BLAW 101 - Business Law **Modified Course Proposal** Santa Barbara City College
Course Requisites This course is not being used as a requisite for any course
Programs <i>This course is incorporated into the following program(s):</i> <ol style="list-style-type: none">1. New Program-Associate in Arts "Active" Finance2. New Program-Associate in Arts "Active" Political Science for Transfer3. New Program-Associate in Arts for Transfer "Active" Business Administration for Transfer4. New Program-Associate in Arts for Transfer "Active" Economics5. New Program-Associate in Science "Active" Real Estate6. New Program-Certificate of Achievement "Active" Finance7. New Program-Certificate of Achievement "Active" Real Estate8. Program Modification-Associate in Arts "Active" Business Administration9. Program Modification-Associate in Science "Active" Accounting10. Program Modification-Associate in Science "Active" Administration of Justice: Legal Studies Emphasis11. Program Modification-Certificate of Achievement "Active" Administration of Justice: Legal Studies Emphasis12. Program Modification-Associate in Arts "Draft" Business Administration - Pre-transfer

Program Reports

Program Summary Report

The **Program Summary** summarizes the program's Degree Requirements.

POST-PROFESSIONAL PRACTICE IN ALCOHOL AND DRUG COUNSELING		
CERTIFICATE OF ACHIEVEMENT		
Description		
<p>The Alcohol and Drug Counseling Program is designed to prepare students to work in the field of addictions counseling. Both a Certificate of Achievement and Associate Degree are available. The program provides students with the education and training to develop paraprofessional expertise and to qualify for employment as entry-level addictions counselors. A required fieldwork component offers students invaluable hands-on experience working at a facility dedicated to the treatment of alcohol and drug addiction. Licensed clinicians seeking expertise in addictions can complete the new non-fieldwork based Skills Competency Award: Post-Professional Practice in Alcohol and Drug Counseling.</p>		
Career Opportunities		
<p>This program will prepare students for working in the areas of addiction counselor and in-take counselor.</p>		
Program Learning Outcomes		
<p>Upon successful completion of this program, students will be able to:</p>		
<ol style="list-style-type: none">1. Develop an appropriate case history.2. Assess and diagnose both the existence and degree of dependence on alcohol and other drugs.3. Define the scope, responsibility and limitations of the Alcohol and Drug Counselor.4. Formulate a comprehensive treatment plan based on client need, incorporating adjunctive support systems with primary treatment programs.5. Demonstrate effective verbal and written communication skills.6. Describe what constitutes an effective intervention.7. Describe the dynamics and common roles in the family of the chemically dependent person.8. Describe how to utilize community support systems, Alanon, Alateen, ACA, etc., to support family members through the recovery process.9. Apply therapeutic interventions with traditional and non-traditional family structures.		
Degree Requirements:		
Total Units Required: 16		Credit Hours: (0 Required)
ADC120	Alcohol And Other Drugs *	3
ADC122	Pharmacological And Physiological Effects Of Alcohol And Other Drugs *	3
ADC124	Chemical Dependency and the Family *	3
ADC125	Co-Occurring Disorders I: Recognition and Referral *	3
ADC126	Treat&Case Mgmt-Chem Dep Indiv *	3
<small>*: Acceptable substitutions are as follows: ADC 100 will substitute for ADC 120; ADC 102 will substitute for ADC 122; ADC 108 will substitute for ADC 124; ADC 112 will substitute for ADC 125; and ADC 105 and ADC 106 OR ADC 106 and ADC 116 will substitute for ADC 126.</small>		
<small>Generated on: 1/8/2016 10:54:24 AM</small>		

All Fields Report

The **All Fields Report** summarizes all the fields and information in the proposal.

Santa Barbara City College - All Fields Program Report	
Proposal Resources	
If you have any questions please consult one of the following resources:	
<ol style="list-style-type: none">1. CurricUNET User Guide2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]5. CurricUNET Admin Guide	
Cover	
Program Title Real Estate	
Department Business Administration	
Award Type Associate in Science	
Length of Certificate	
Effective Term	
Effective Year	
Goals of Program	
Learning Methodology	
Proposal Information	
Goals	
Justification for Proposal	
Career Opportunities Trained real estate professionals have opportunities as property managers, appraisers, rental agents, and salespersons. Banks, savings and loan associations, insurance agencies, developers, and brokers are also interested in these trained professionals.	

Comparison Report

For **Program Amendment** or **Program Deactivation** proposals, a **Comparison Report** will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through, and information added will be highlighted green and italicized.

Santa Barbara City College - All Fields Program Report	
Proposal Resources	
If you have any questions please consult one of the following resources:	
<ol style="list-style-type: none">1. CurricUNET User Guide2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]3. [First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]5. CurricUNET Admin Guide	
Cover	
Program Title	np test 9/25
Department	Accounting Education
Award Type	<i>A.A. Degree Major</i> A.A. Degree
Length of Certificate	
Effective Term	
Effective Year	
Goals of Program (Check all that apply)	

Approvals

To view pending approvals, click the **Approvals** button at the top of any page. If you have any approvals waiting for you, there will be an orange box with a number in it attached to the **Approvals** button. The process is similar for all proposal types.

CurricUNET Curriculum Approvals 1 Create Proposal Search WorldWide

Approvals ☒ My Approvals ☐ All Approvals Proposal Type: All Position: All Subject: All Organizations: All Title Search

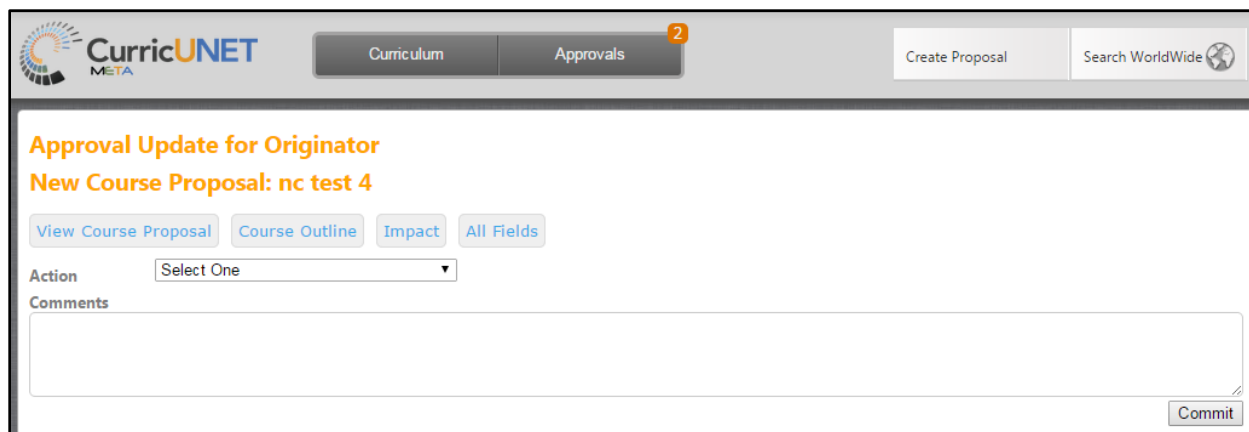
Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
New Course Proposal		SGOV	999 nc test 4	Division Dean	No	

To view a pending approval, click on the proposal. The process is similar for all proposal types. The standard user without administrative privileges will not be able to see the **All Approvals** option. They will only be able to see approvals for which they are the originator or the next member of the approval process.

Approvals ☐ My Approvals ☒ All Approvals Proposal Type: All Position: All Subject: All Organizations: All Title Search

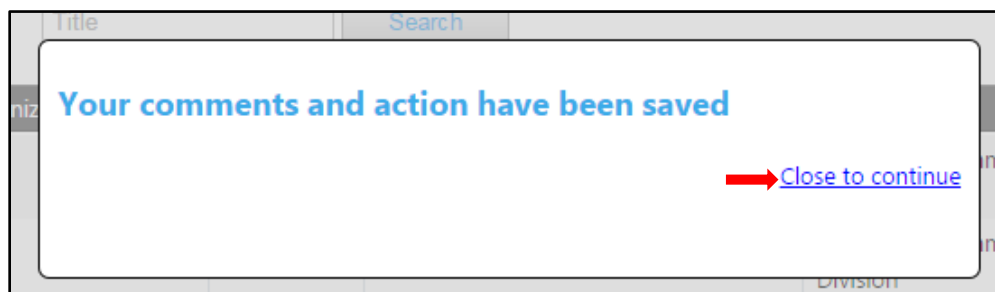
Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
New Course Proposal		DRFT	144 Design Thinking and Research	Division Dean	No	
New Course Proposal		LIBR	NC002 Presenting Research with Infographics	Division Dean	No	
New Course Proposal		ID	NC 001 Kitchen Design	Division Dean	No	
New Course Proposal		ID	NC 002 Bathroom Design	Division Dean	No	

If you are the next user in the approval process, you will see this screen. If you wish to view the course, you can select **View Course Proposal**. You may also view any available reports by clicking the name of the report. Use the **Action** drop down menu to select the action you wish to take on the proposal, add any **Comments**, and then click **Commit**. This will move it to the next part of the approval process. If you reject the proposal, it will remove the proposal from the system. If you request changes, it will send the proposal back to the originator. Once these changes have been made, the proposal will return to the person who requested the changes.



The screenshot shows the CurricUNET interface. At the top, there's a navigation bar with 'Curriculum' and 'Approvals' (the latter has a red notification badge with the number 2). To the right are buttons for 'Create Proposal' and 'Search WorldWide'. The main content area is titled 'Approval Update for Originator' and 'New Course Proposal: nc test 4'. Below this are four tabs: 'View Course Proposal' (active), 'Course Outline', 'Impact', and 'All Fields'. There is an 'Action' dropdown menu currently set to 'Select One'. Below the dropdown is a large text area for 'Comments'. At the bottom right of the comments area is a 'Commit' button.

Make sure you see a confirmation message that will pop up on the screen to confirm that when you pressed **Commit**, the action was received. You must press **Close to continue** to ensure this. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform your action again.*



To implement the course and add it to the college's offerings, the last user in the approval process (or an administrator) must select **Implement** from the action menu. Select the **Publish date** (the date the course will become active). Add any comments, and click **Commit**.

Approval Update for Class Scheduler
New Credit Course: test test

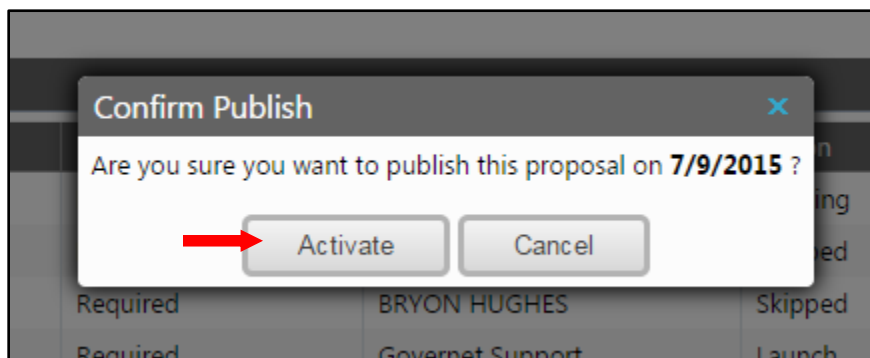
View Course Proposal Course Outline Impact All Fields

Position Class Scheduler
 Action Select One ★
 Publish date 7/9/2015 ★
 Comments

Commit

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Class Scheduler	Required	BRYON HUGHES	Pending	
07/09/2015 03:45 PM	Division Chair	Required	JESSE SEGURA	Skipped	
07/09/2015 03:36 PM	Class Scheduler	Required	BRYON HUGHES	Skipped	
07/09/2015 03:17 PM	Originator	Required	Governet Support	Launch	Launch

You must confirm the final action by clicking **Activate**. This is a vital action. If you do not see this popup, your action has not been saved, and you must perform your action again.

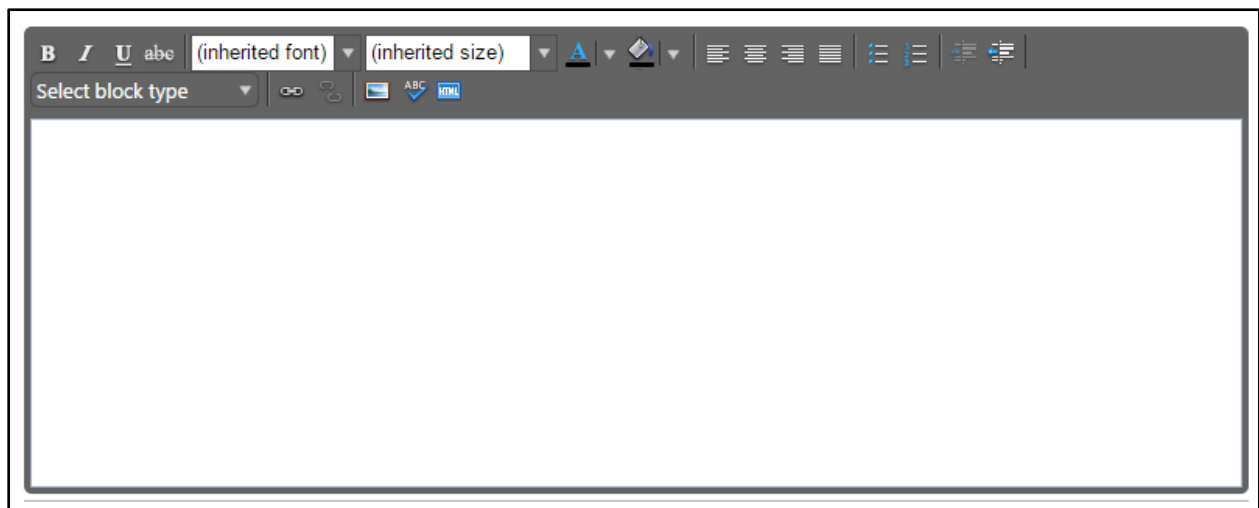


Rich Text Editor Detailed Instructions

The **Rich Text Editors** within the **CurricUNET** system provide several tools to help you format your information. Unfortunately, copying and pasting an outline straight from **Microsoft Word** or a similar program will **NOT** provide a properly formatted outline. There are a few ways to create an outline that will be properly formatted. Please note that the **Rich Text Editors** do not currently support tables or charts.

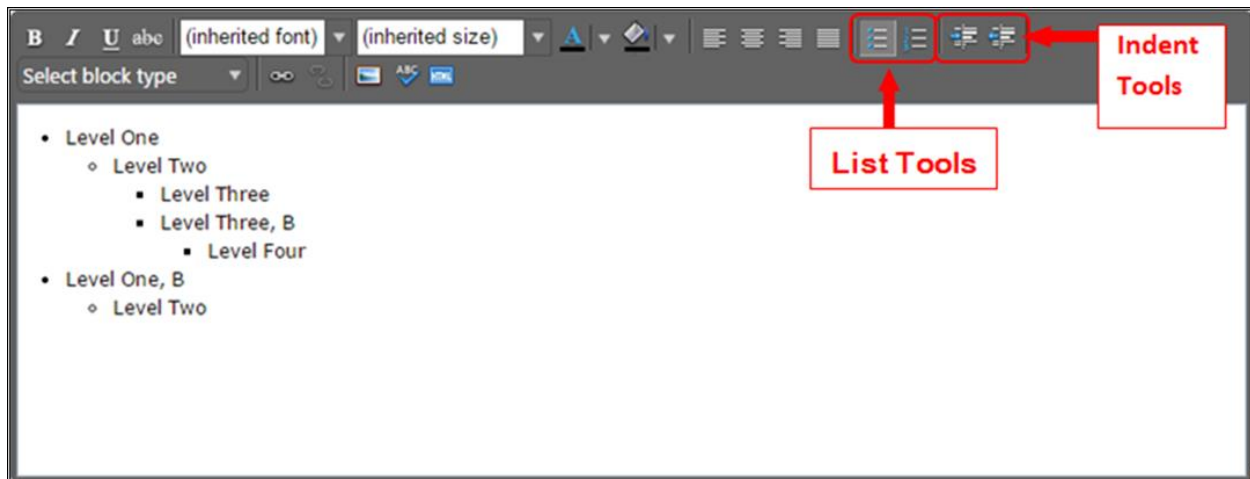
If pasting a paragraph of text (as you might for a **Course Description**) into the **Rich Text Editor**, you must paste it as plain text. On a **Windows** based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select **Paste as Plain Text** . If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

An outline or list requires additional changes.

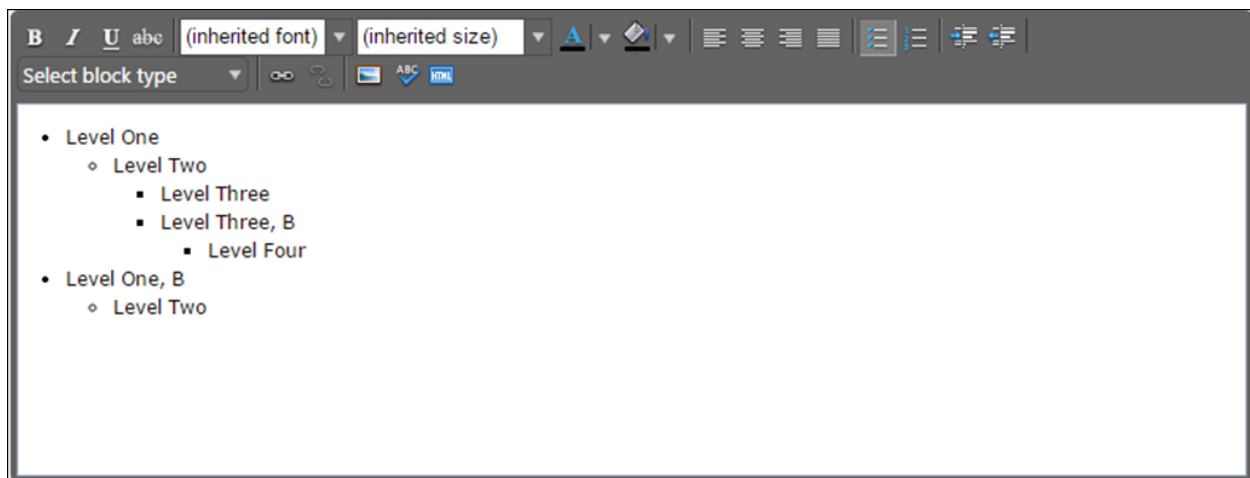


Creating An Outline Within The Rich Text Editor

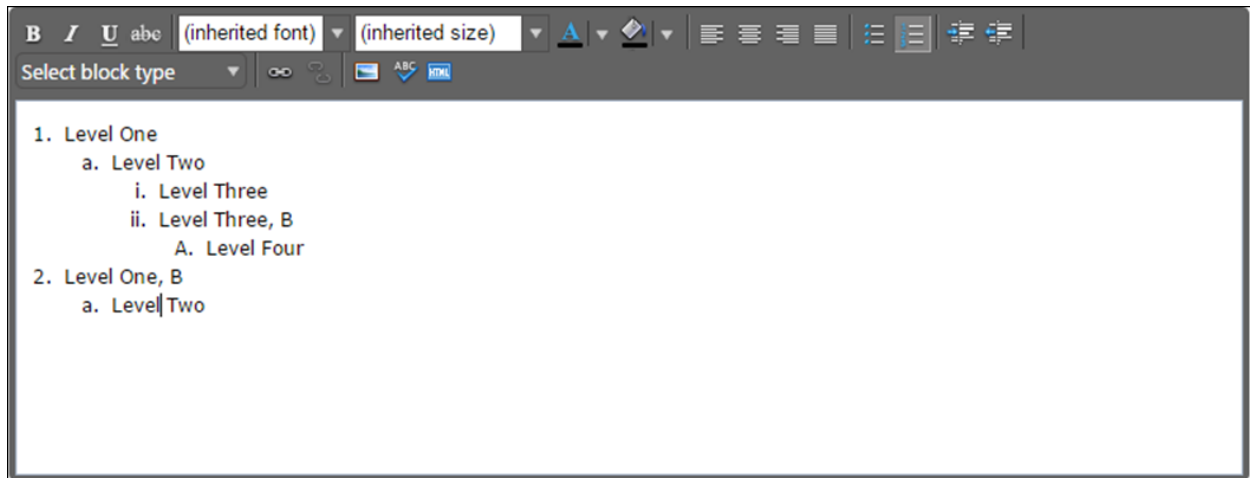
The best way to produce a properly formatted outline is directly in the **Rich Text Editor**. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. Click the far right button to indent, or the left indent button to remove an indentation.



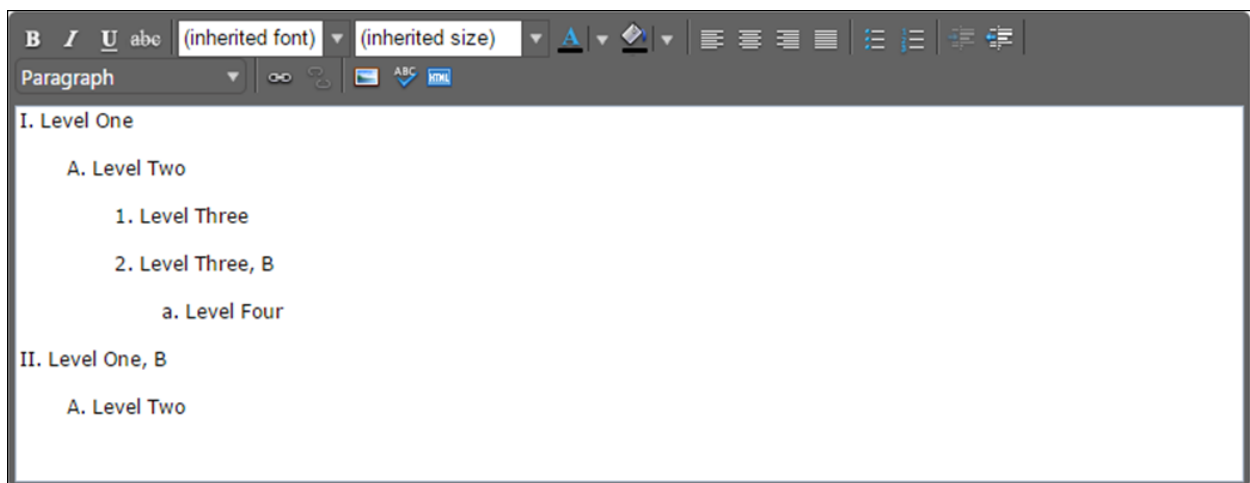
Below is an example of a bulleted list with several levels of indentation:



And an example of a numbered list with several levels of indentation:



If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so as well, using the indentation tools as needed.



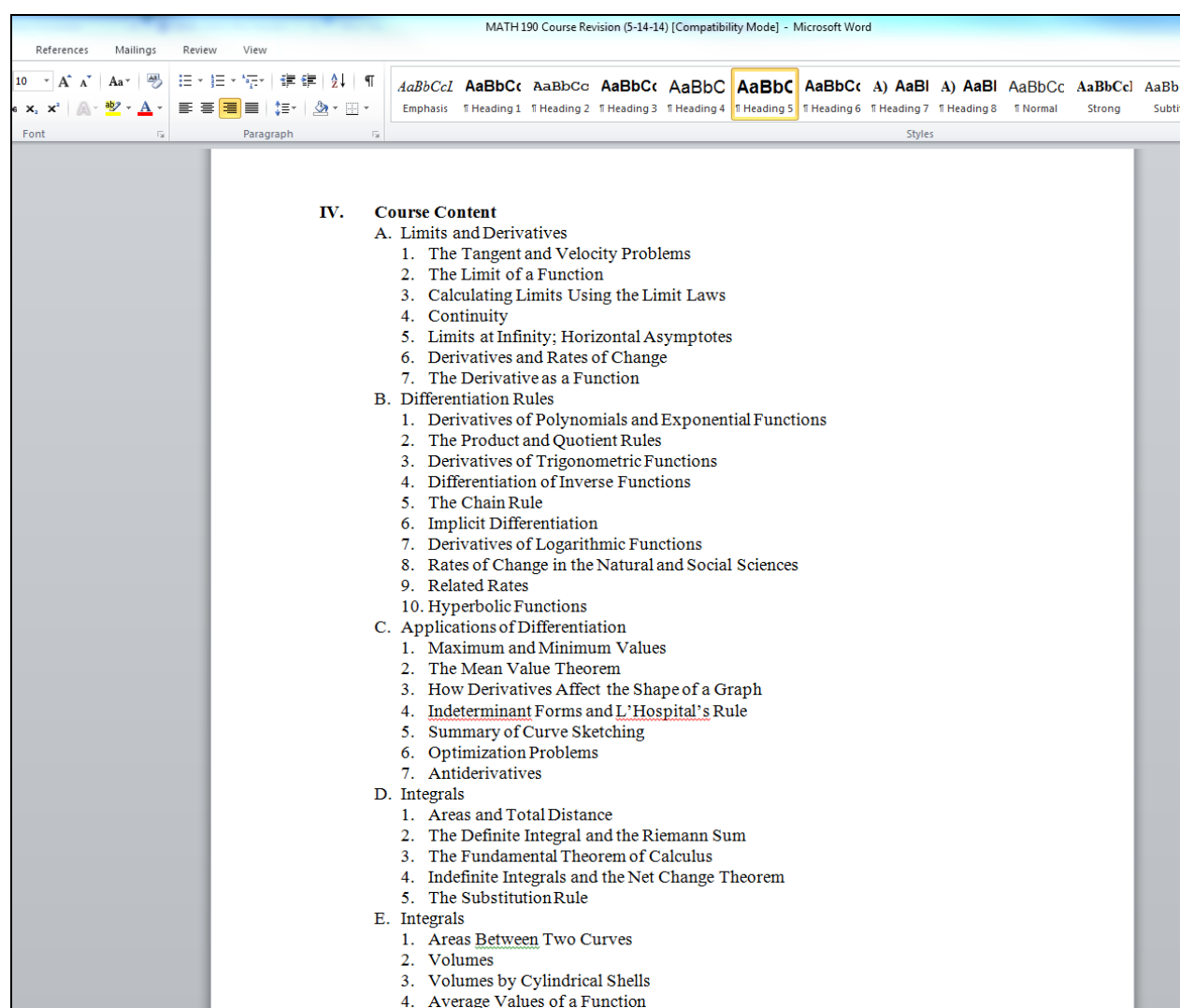
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

If you wish to use **Microsoft Word** or a similar program to create the initial outline, you must follow several steps to produce a properly formatted outline or text.

If you use **Microsoft Word**, or a similar program, you must first copy the outline into a program such as Notepad, which will strip out the internal formatting within the text, or as a **PDF** file.

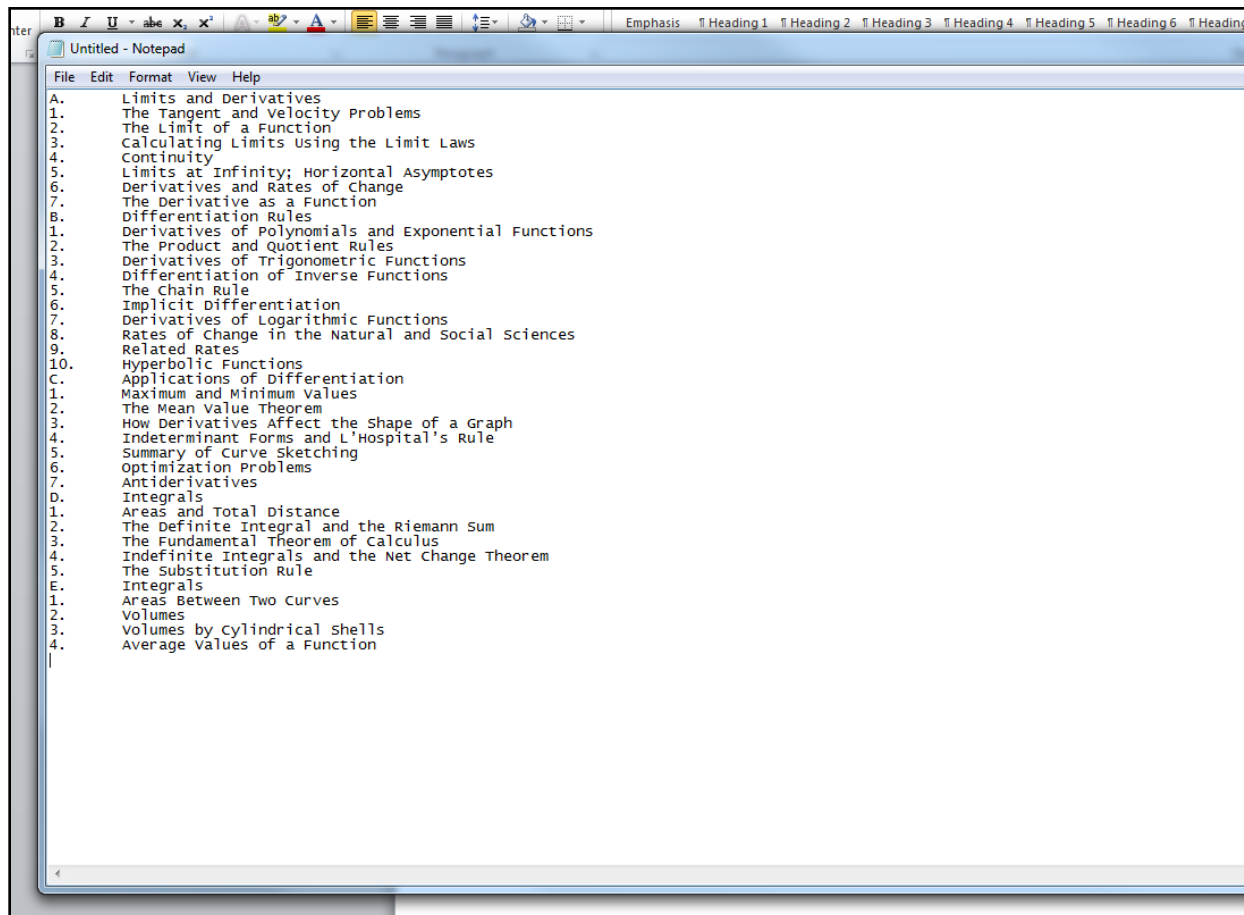
Create your outline

As an example, here is a course outline created in **Microsoft Word**. After your outline is created, you may either copy the file to **Notepad** or save it as a **PDF**.



Copy to Notepad

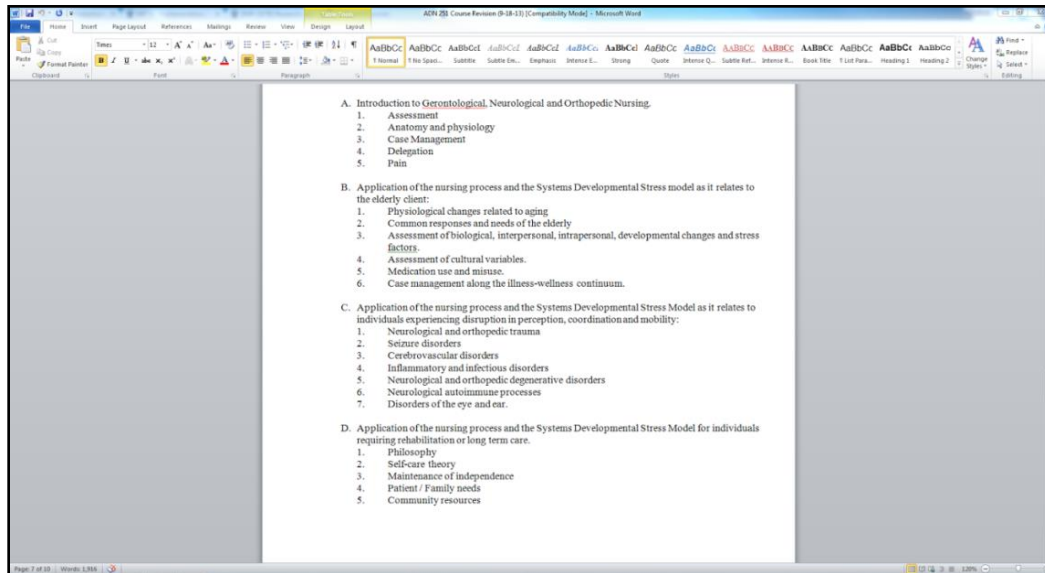
Copy the outline into **Notepad** (or a similar plain text writing program), which will strip out formatting. (You could also begin in Notepad and compose your outline within that program).



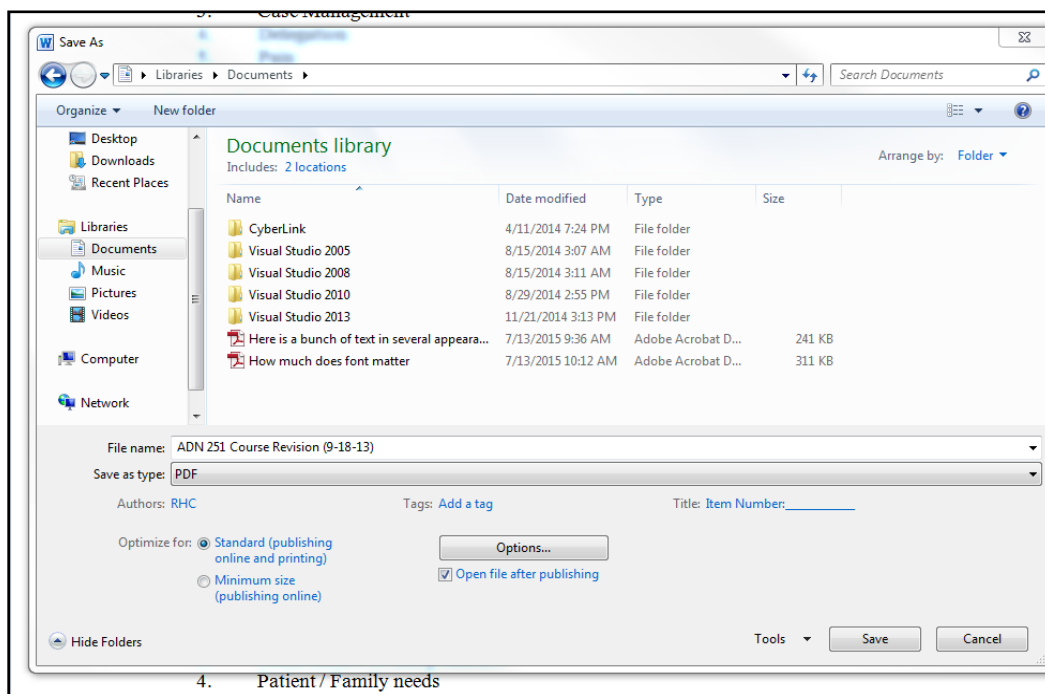
Save as a PDF

Please note that with this method, using a **Sans Serif Font** (such as **Helvetica** or **Arial**) tends to provide the best results. Using a **Serif Font** such as **Times New Roman** or **Georgia** is possible, but may require some additional proofreading to make sure that all spaces and letters copied correctly.

You can save your **Word** files as a **PDF**. On **Microsoft 2010** and newer, do this by clicking **File** and **Save As**.

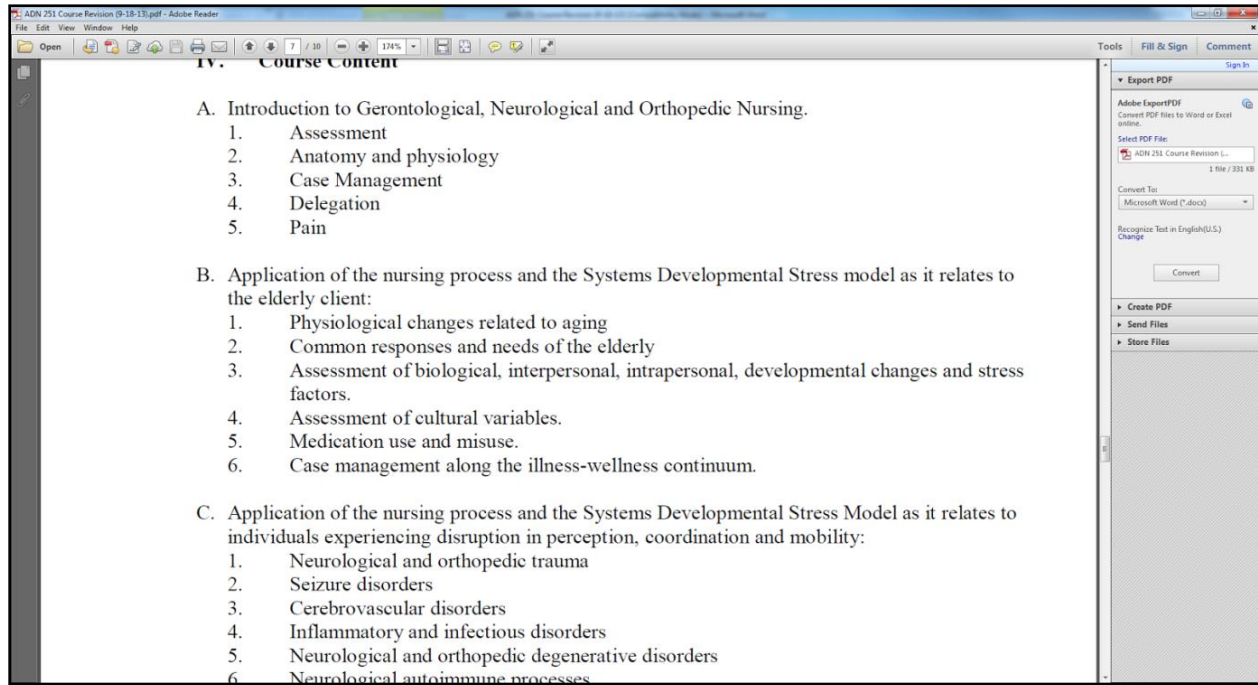


Enter/Edit the **File name**, then use the **Save As Type** dropdown menu to select **PDF**, and click **Save**.



You will now be able to open this file in your **PDF** reader (such as **Adobe Acrobat** or **Adobe Reader**).

You can also scan a hard copy of a document to get to this point, but be sure to save it as a text **PDF** file, not an image.

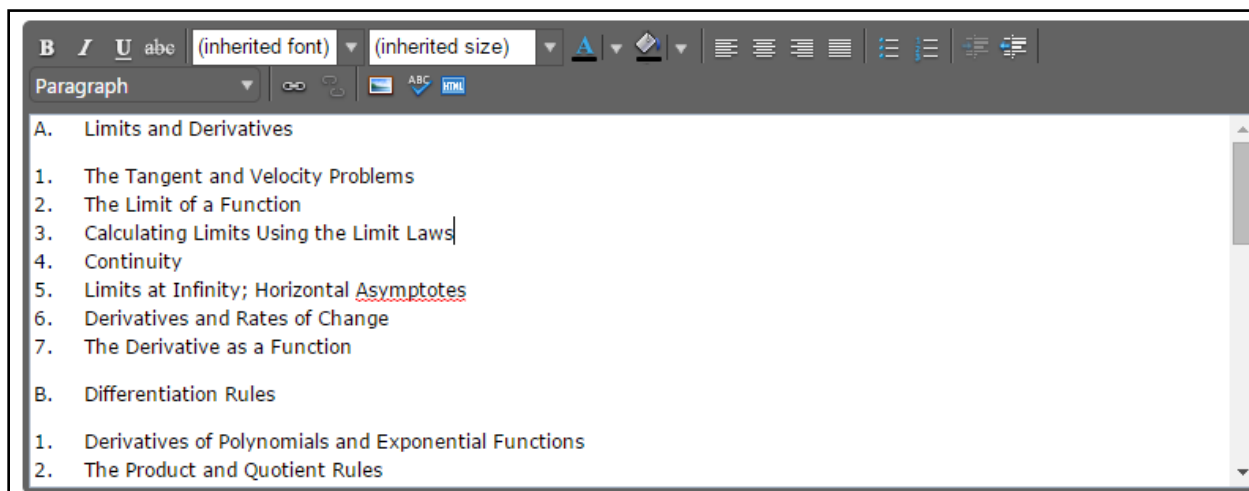
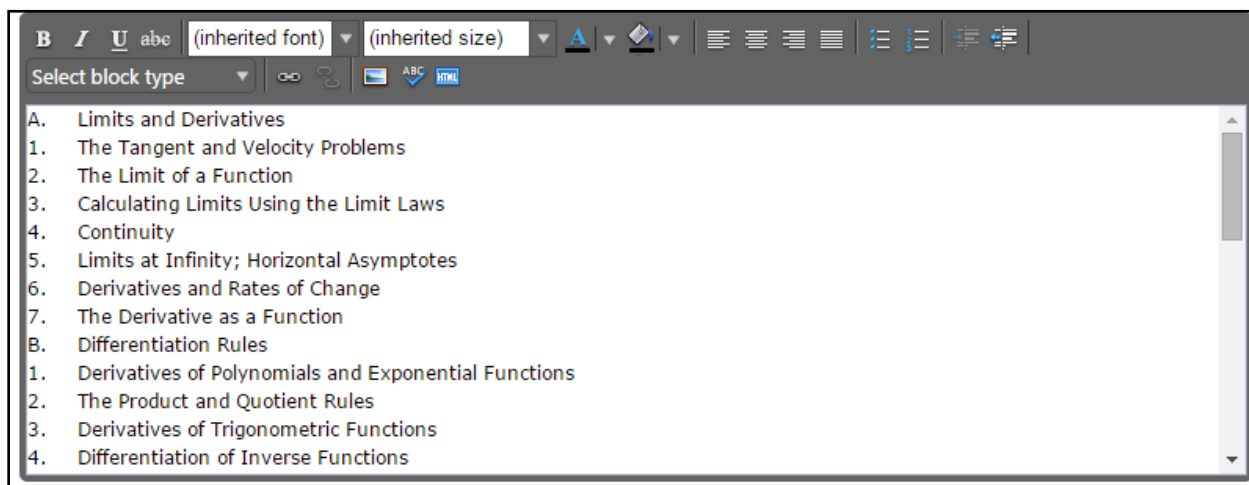


Using the RTE Tools

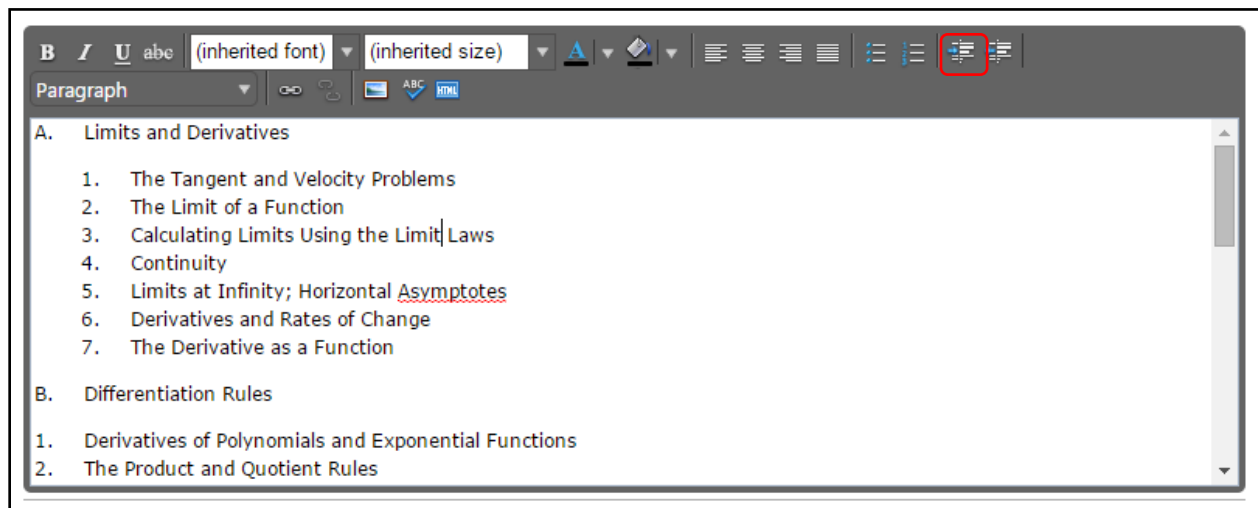
Copy the text from **Notepad** or a **PDF** reader and paste it into the **Rich Text Editor**.

Proofread carefully to make sure that no unnecessary line breaks copied over and that all spaces and characters copied correctly.

To create indented levels, select the end of the last line before the indentation, and press **Enter** on your keyboard. Select the end of the last line of the indentation, and press **Enter** again. This will create a new block of text. You **MUST** add these additional hard returns to indent text.

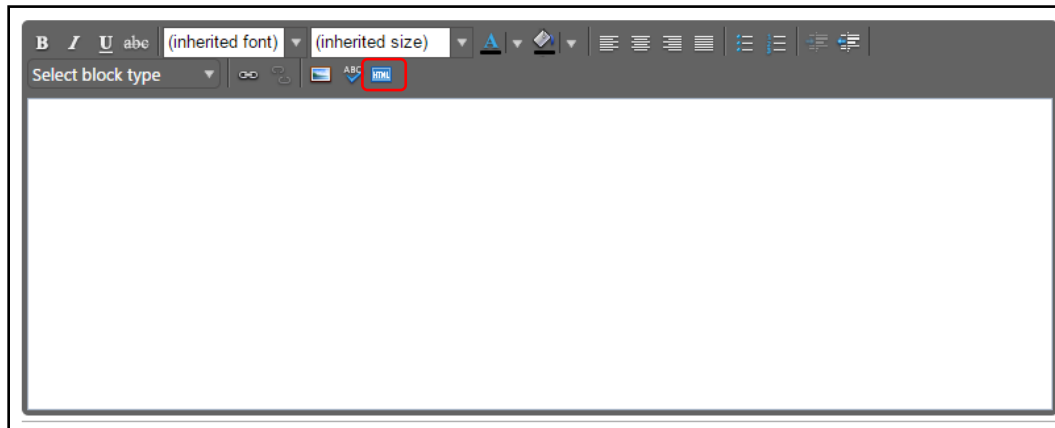


Click within the block to be indented, and click the “**Right Indent**” formatting influence on the **Rich Text Editor**. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.

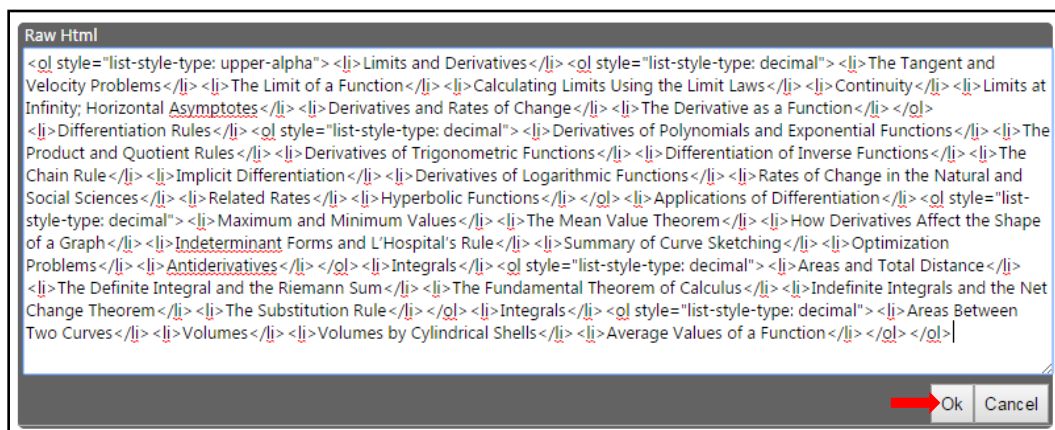
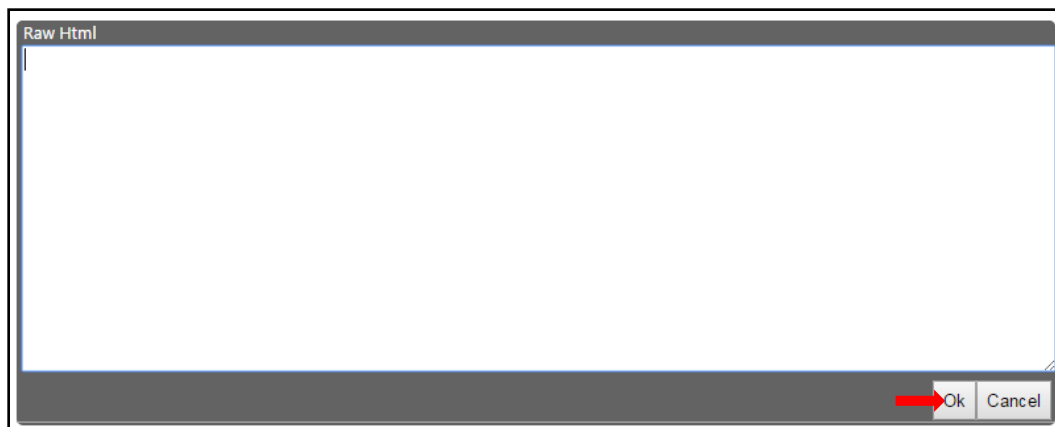


Creating an Outline using HTML

The third way to create a properly formatted outline requires **HTML** skills. If you have the **HTML** skills to write your outline in this method, click the **HTML** button.



This will change the view of the **Rich Text Editor**. Enter the **HTML** in this field, and then click **Ok**.



If done correctly, this will produce an outline in the **Rich Text Editor**.