Santa Barbara City College

CurricUNET User Manual

Contents

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.

To Change a Password

To change your password, click the **Gear Icon** at the top of any page, and select **Profile**.
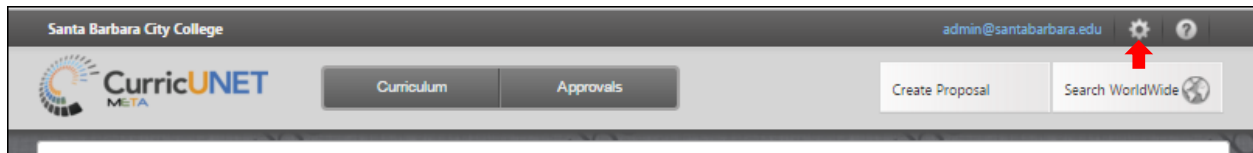
On the **Edit Profile** screen, you may make changes to or add any information except your **Email**. To change your password, select **Click here to change your password**.
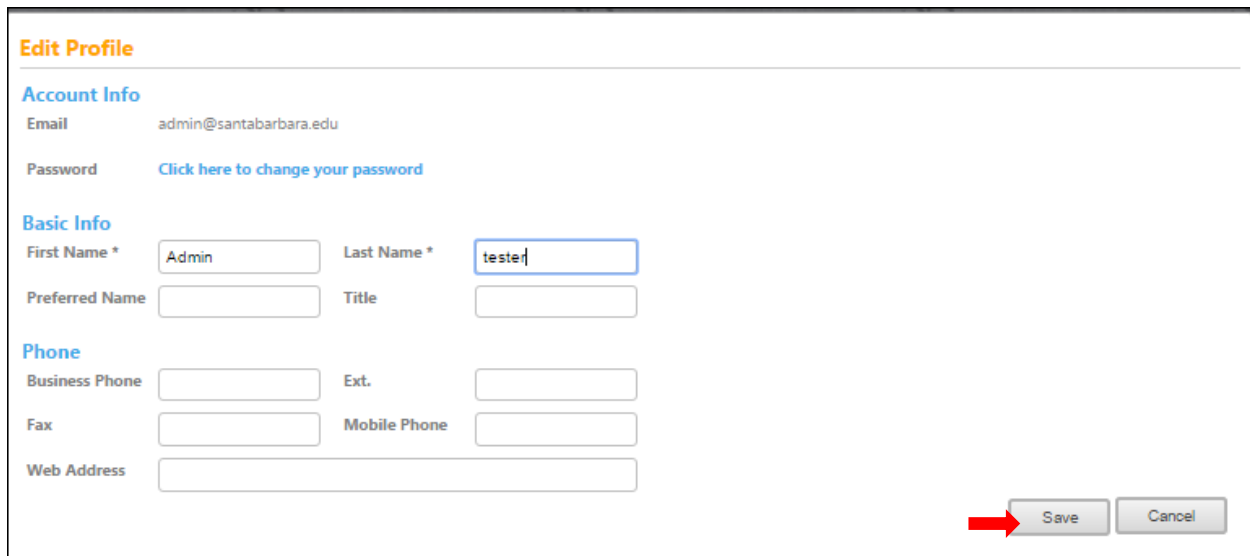
Enter your **current password**, then your **new password**. Please note that passwords must be a minimum of 6 characters in length, and are case-sensitive. Confirm your new password, and click **Change Password.**
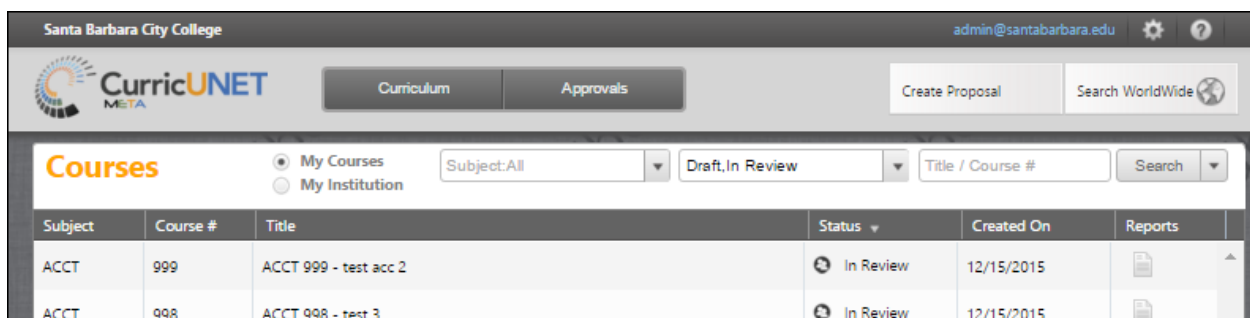
Click **Back to Edit Profile** to confirm the password change.
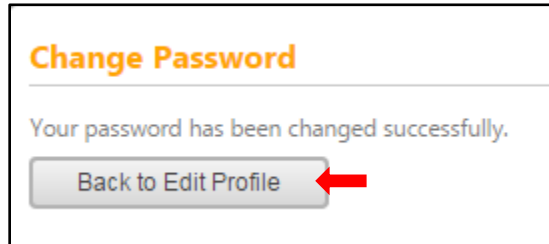
Click **Save** to verify any profile changes.
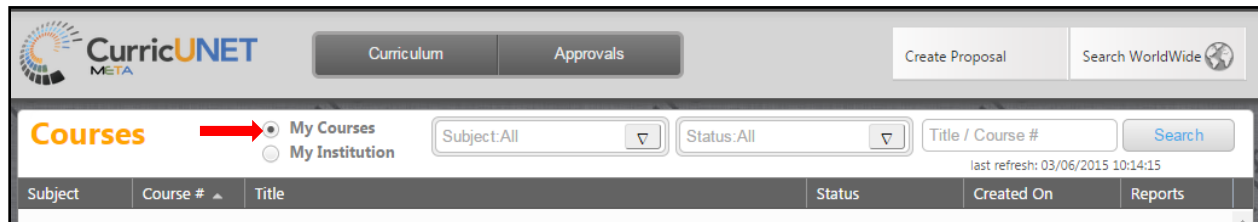
You will be returned to the **Courses** screen.
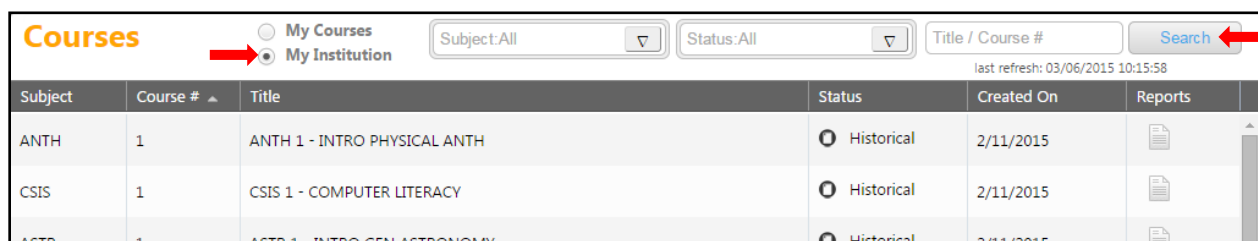
Viewing Courses

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.

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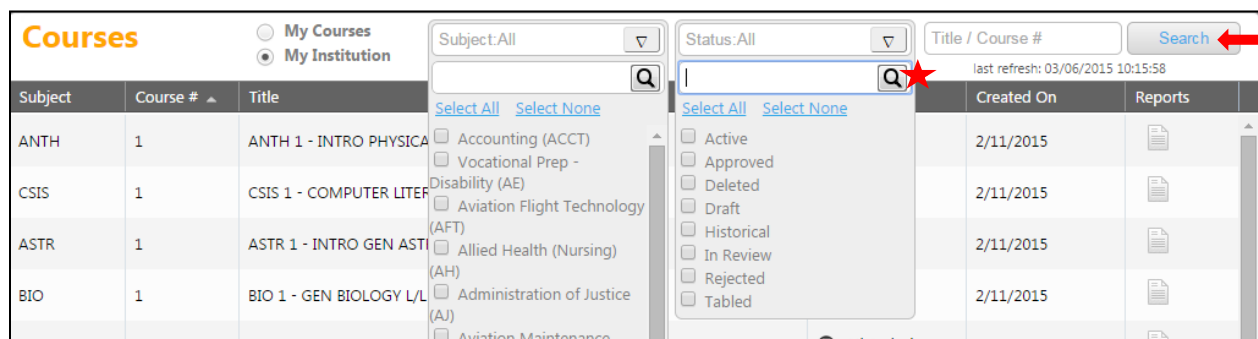
To view all courses, select **My Institution** and **Search**.

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 **Subjec**t(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**.

If you wish to reorder your search results, for example, by **Title,** click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 1000-1), click the heading a second time. Scroll through the list until you find the course you want, and then click on the course to select.

You can export your search results as a report that can be saved, printed, and shared outside the **CurricUNET** system. Click the dropdown menu on the **Search** button to export. Select the format you wish to have the report in, from the dropdown that will appear. This report can take up to a few minutes to generate and download depending on the format and the number of results.

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

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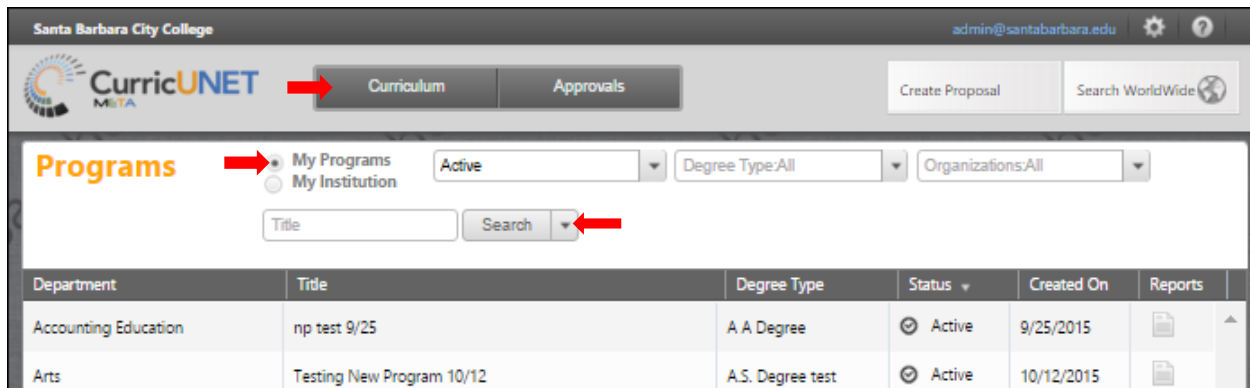
The default viewing selection is **My Program.** These are anything that you are currently working on, programs that you created, and programs for which you are a co-contributor. The default status is **Draft** and **In Review** programs.

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).
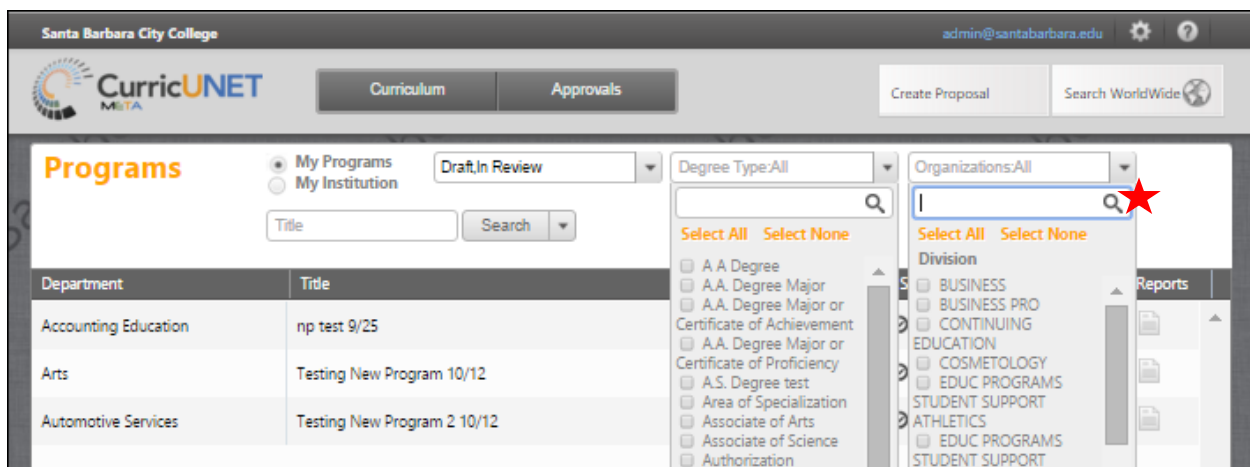
Creating Proposals

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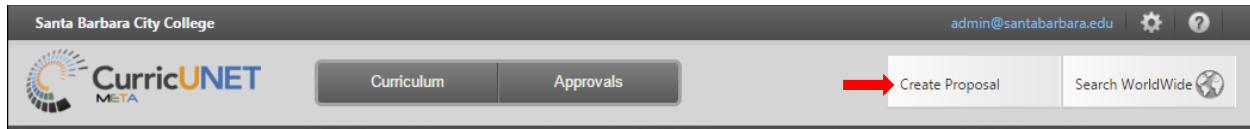
Choose your **Proposal Type** from the drop down menu, and then click **Next**.

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**.

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**.

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**.

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.

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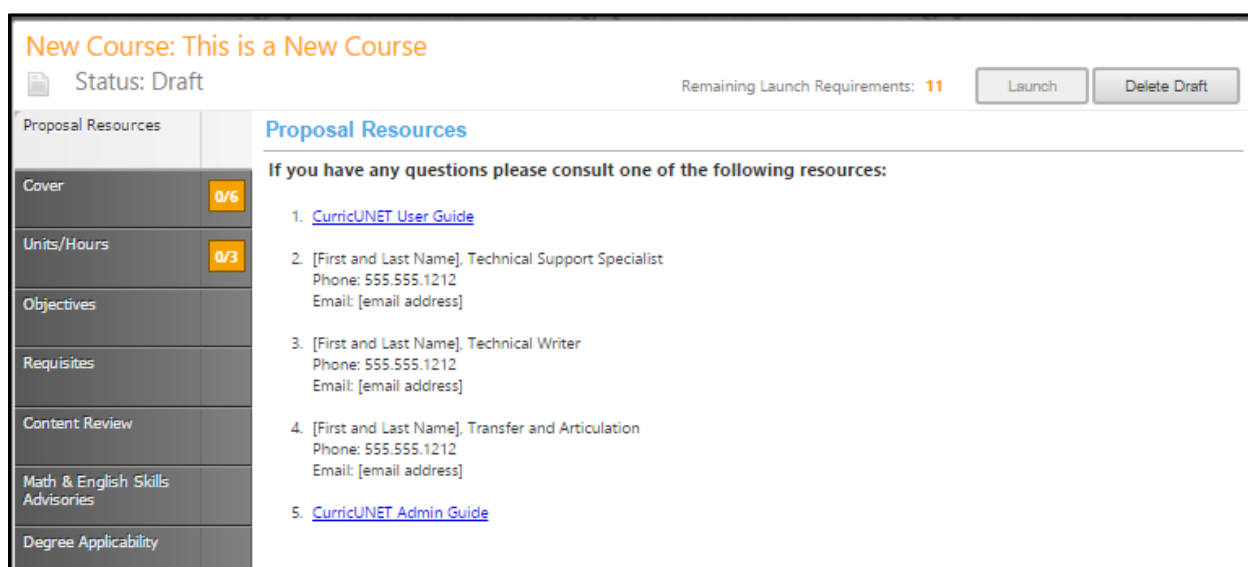 start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the **dark gray tabs** on the left of the page. Sections with required fields also have an orange box showing your progress, which will turn 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.

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.

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.

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.

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.

Objectives

To add an **Objective**, click the **Add New Item** button. Each objective will need to be added separately.
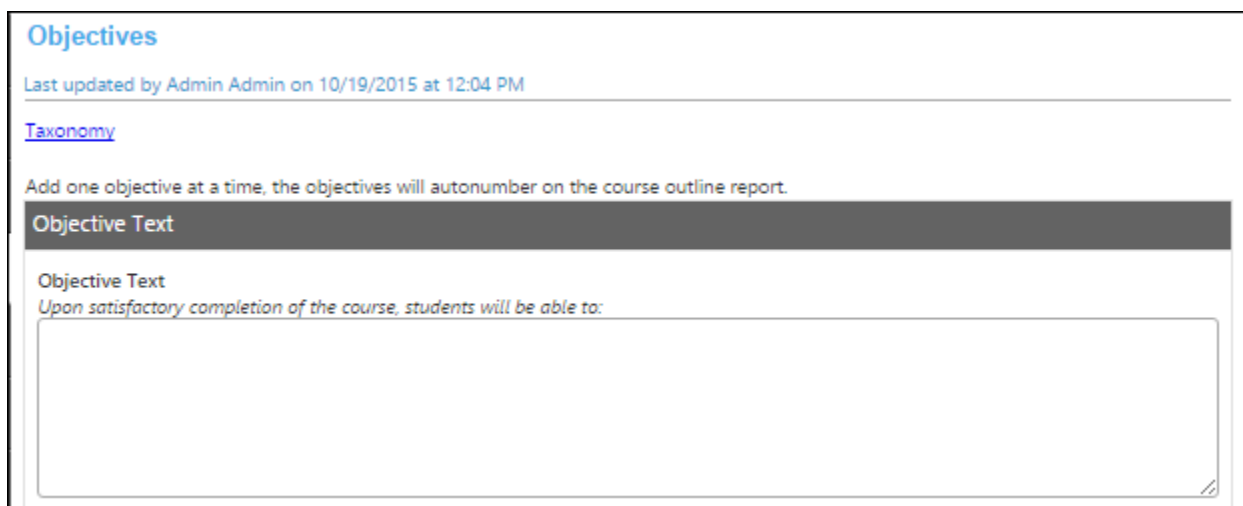
In the textbox, list the things that the student will be able to do upon satisfactory completion of this course.

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.
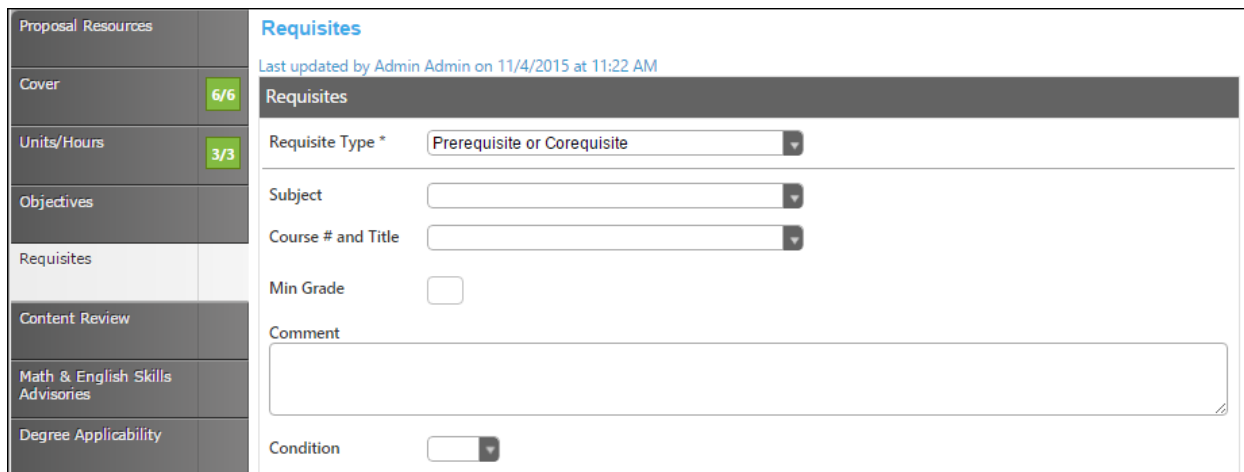
Requisites

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.

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.

Content Review

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

Use the dropdown menu to choose the **Requisite Course** and **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.

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.

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.

Content to Objective

To map items from this courses 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.

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.

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.**

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

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.

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.

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.

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	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	0/1

Assignments

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

Sample Assignments

Required Assignments *

Methods Of Evaluation

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

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	
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	

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. 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.

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	
Appropriate Textbooks	
General Education / Transferability	
Codes/Dates	0/1

Other Methods of Instruction

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.

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.

Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery?

See *Best Practices Strategies to Promote Academic Integrity for Online Education*
WCET - http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf
Please explain.

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)

What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline?

Please respond.

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)

Save

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.

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.

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

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

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

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

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.

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

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] 🔲
	CB00 State ID [ ]
Methods of Instruction	CB03 TOP Code [▼]
	CB04 Course Credit Status [▼]
Assignments **1/1**	CB05 Course Transfer Status [▼]
Methods of Evaluation	Reason for Denial
Attached Files	[ ]
Distance Education	
Appropriate Textbooks	CB08 Course Basic Skill Status (PBS Status) [▼]
	CB09 SAM Code [▼]
General Education / Transferability	CB10 Course COOP Work Exp-ED [▼]
Codes/Dates **2/2**	**CB11 California Classification Codes**

CB11 California Classification Codes
- ☐ A - Arts & Sciences
- ☐ B - Remedial Education
- ☐ C - Remedial Ed/Basic Skills
- ☐ D - Community Ed/Pers Dev
- ☐ E - Communit Ed/Pers Dev-Handicap
- ☐ F - Community Ed/Par Fam Support
- ☐ G - Community Ed/Civic Development
- ☐ H - Community Ed/Gen & Cultural
- ☐ 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.

New Course: This is a New Course
Status: Draft   ➡ Launch   Delete Draft

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

Are you sure?   ✖

Are you sure that you want to perform this action?

➡   OK   Cancel

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.

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 you 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.

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.

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.

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.

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.

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.

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.**

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**.**

Objectives

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

In the textbox, add each objective individually.

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.

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.

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.

Content Review

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

Use the dropdown menu to choose the **Requisite Course** and **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.

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.

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.

Content to Objective

To map items from this courses 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.

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.

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.

Student Learning Outcomes

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

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

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.

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.

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.

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.

Methods of Evaluation

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

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.

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.

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

Appropriate Textbooks

General Education / Transferability

Codes/Dates　1/1

☐ Other

Other Methods of Instruction

[text box]

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.

[text box]

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.

[text box]

Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery?

See *Best Practices Strategies to Promote Academic Integrity for Online Education*
WCET - http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf
Please explain.

[text box]

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)

[text box]

What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline?

Please respond.

[text box]

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)

[text box]

Save

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.

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.

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.

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.

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.

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.

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.

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.

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	
Appropriate Textbooks	
General Education / Transferability	
Codes/Dates	2/2

UC Disapproval _____

UC Disapproval Rationale

Originator *   Admin, Admin

Origination Date *   11/3/2015

CB00 State ID   _____

CB03 TOP Code   _____

CB04 Course Credit Status   _____

CB05 Course Transfer Status   _____

Reason for Denial

CB08 Course Basic Skill Status (PBS Status) _____

CB09 SAM Code   _____

CB10 Course COOP Work Exp-ED   _____

CB11 California Classification Codes

☐ A - Arts & Sciences
☐ B - Remedial Education
☐ C - Remedial Ed/Basic Skills
☐ D - Community Ed/Pers Dev
☐ E - Communit Ed/Pers Dev-Handicap
☐ F - Community Ed/Par Fam Support
☐ G - Community Ed/Civic Development
☐ H - Community Ed/Gen & Cultural
☐ I - Vocational/occupational

CB13 Special Class Status   S - Approved for Disability

CB21 Course Prior to College   _____

CB22 Non Credit Course Category _____

CB23 Funding Agency Category   _____

CB24 Program Course Status   _____

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.

Course Modification: nc test 9/25
Status: Draft   Launch   Delete Draft

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

Are you sure?   ✖
Are you sure that you want to perform this action?
                              OK   Cancel

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 ³/⁴, which will turn green ⁴/⁴ 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.

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 you 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.

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.

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

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.

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.

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.

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.**

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**.**

Objectives

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

In the textbox, add each objective individually.

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.

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.

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.

Content Review

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

Use the dropdown menu to choose the **Requisite Course** and **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.

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.

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.

Content to Objective

To map items from this courses 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.

Math & English Skills Advisories

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

Degree Applicability

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

Student Learning Outcomes

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

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

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.

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.

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.

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.

Methods of Evaluation

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

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.

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.

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	
General Education / Transferability	
Codes/Dates	1/1

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.

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.

Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery?

See *Best Practices Strategies to Promote Academic Integrity for Online Education*
WCET - http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf
Please explain.

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)

What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline?

Please respond.

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)

Save

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.

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.

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.

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.

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.

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.

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.

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.

Requisites	UC Disapproval			
Content Review	UC Disapproval Rationale			
Math & English Skills Advisories				
Degree Applicability				
Student Learning Outcomes				
Course Content				
Methods of Instruction	Originator *	Admin, Admin		
	Origination Date *	11/4/2015		
	CB00 State ID			
Assignments 1/1	CB03 TOP Code	0102.10 - Veterinary/Animal Health Technology/T		
	CB04 Course Credit Status			
Methods of Evaluation	CB05 Course Transfer Status			
Attached Files	Reason for Denial			
Distance Education				
Appropriate Textbooks				
General Education / Transferability	CB08 Course Basic Skill Status (PBS Status)			
	CB09 SAM Code			
Codes/Dates 2/2	CB10 Course COOP Work Exp-ED			

CB11 California Classification Codes
☐ A - Arts & Sciences
☐ B - Remedial Education
☐ C - Remedial Ed/Basic Skills
☐ D - Community Ed/Pers Dev
☐ E - Communit Ed/Pers Dev-Handicap
☐ F - Community Ed/Par Fam Support
☐ G - Community Ed/Civic Development
☐ H - Community Ed/Gen & Cultural
☐ 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

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 3/4 , which will turn green 4/4 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.

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.

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.

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.

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.

Need

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

New Program: Business Accounting 2
Status: Draft

[Launch] [Delete Draft]

Sidebar tabs:
- 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

Need

Need

Enrollment And Completer Estimate

Place of Program in Curriculum/Similar Programs

Labor Market Information & Analysis (CTE Only)

Employer Survey (CTE Only)

Explanation of Employer Relationship (CTE Only)

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.

Compliance

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

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.

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 Outcomes

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

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

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.

Enrollment/Staffing

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

Program Materials/Software

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

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

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.

Related Programs

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

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.

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.

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.**

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.

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.

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 requirementto 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 CurrricUNET 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.

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.

New Program: Business Accounting
Status: Draft   Launch   Delete Draft

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

Are you sure?   ✖
Are you sure that you want to perform this action?

                                   Yes   No

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 3/4 , which will turn green 4/4 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.

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.

| 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 |

Other area community colleges offering this program

☐ Show selected   Clear All

☐ - ALAMEDA
☐ - ALLAN HANCOCK
☐ - AMERICAN RIVER
☐ - ANTELOPE VALLEY
☐ - BAKERSFIELD
☐ - BARSTOW
☐ - BERKELEY CITY
☐ - BUTTE

0 of 118 items are selected

☐ Approval of Licensure Board required
☐ Program included in District Master Plan

Appropriateness of program to community college setting:

Plan for administration of program

Graduation Requirements

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.

Additional program requirements

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.sbcc.edu/DARS.

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.

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.

Need

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

Adequate Resources

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

Compliance

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

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.

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 Outcomes

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

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

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.

Enrollment/Staffing

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

Program Materials/Software

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

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

Save after you have made each entry.

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.

Related Programs

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

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.

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.

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.**

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.

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.

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**.

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 CurrricUNET 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.

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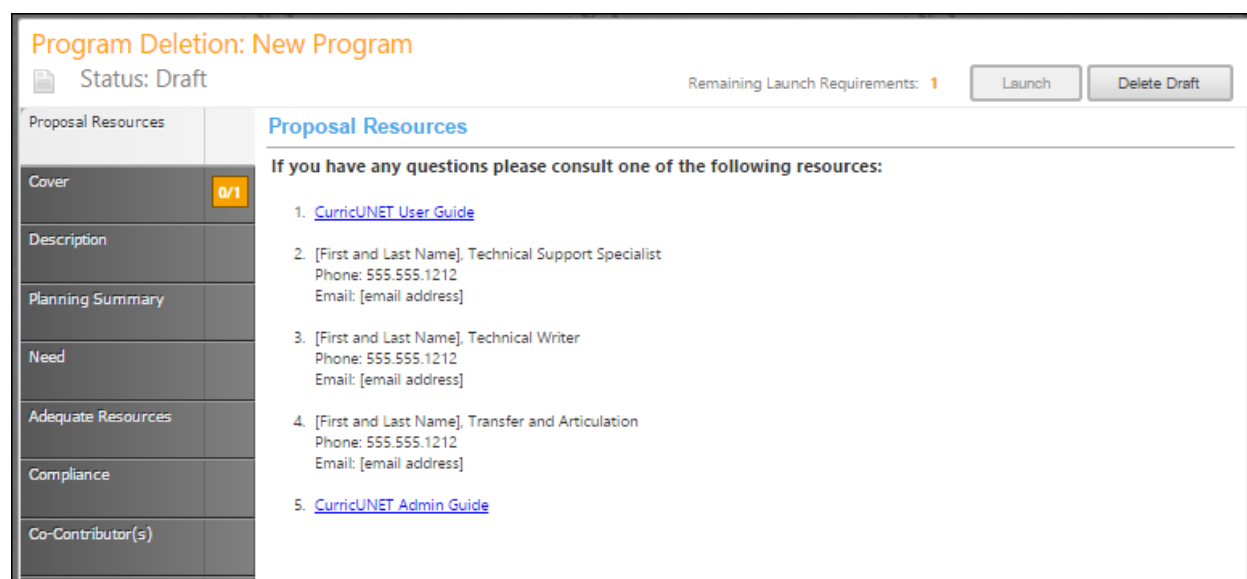
Refer to the **Create Proposal** section on page 16 to create a **Program Deletion** proposal.

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.

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.

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

Other area community colleges offering this program

local   ☐ Show selected   Clear All

☑ Approval of Licensure Board required
☐ Program included in District Master Plan

Appropriateness of program to community college setting:

Plan for administration of program

Graduation Requirements

Additional program requirements

Save

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.

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.

Need

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

Adequate Resources

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

Compliance

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

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.

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 Outcomes

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

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

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.

Enrollment/Staffing

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

Program Deletion: New Program
Status: Draft

Launch | Delete Draft

Proposal Resources		**Enrollment/Staffing**
Cover	1/1	Last updated by Admin Admin on 11/5/2015 at 3:16 PM

Enrollment/Staffing

Program Enrollment

Estimated initial enrollment: 20
Estimated enrollment when program is fully operational: 35

Anticipated effect on existing enrollments

Staffing Needs

Certificated

Justification

Approximate Cost

Classified

Justification

Approximate Cost

Tabs (left navigation):
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

Program Materials/Software

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

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

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.

Related Programs

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

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.

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.

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.**

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.

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.

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 requirementto 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.

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 CurrricUNET 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.

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 3/4 , which will turn green 4/4 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.

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.

Planning Summary	**Other area community colleges offering this program**
Need	☐ Show selected Clear All
Adequate Resources	
Compliance	
Co-Contributor(s)	
Planning Summary Attachments	
Program Outcomes	☑ Approval of Licensure Board required
Enrollment/Staffing	☐ Program included in District Master Plan
Program Materials/Software	Appropriateness of program to community college setting:
Related Programs	
Course Blocks Definitions	Plan for administration of program
Codes	
	Graduation Requirements
	Additional program requirements
	Save

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.

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.

Need

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

Skill Competency/Departmental Award: title

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	
Program Materials/Software	Employer Survey (CTE Only)
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 |
| 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 |

Need

Need

Enrollment And Completer Estimate

Place of Program in Curriculum/Similar Programs

Labor Market Information & Analysis (CTE Only)

Employer Survey (CTE Only)

Employer Survey

Explanation of Employer Relationship (CTE Only)

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.

Compliance

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

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.

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 Outcomes

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

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

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.

Enrollment/Staffing

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

Program Materials/Software

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

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

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.

Related Programs

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

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.

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.

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.**

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.

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

Use the dropdown menu or type in the first few letters of your search criteria, in the **Subject**, **Course** and **Conditons** 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**.

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

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 CurrricUNET 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.

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.

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

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

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

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.

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:

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

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:

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

Subject	*AEX* ~~ACC~~
Course Number	~~5555~~ *656*
Long Course Title	Testing ~~New Course Mod 10/9~~
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

Description: Study of the law concerned with business and business relationships, including a survey of the American legal system, crimes, torts, contracts and agency.

Student Learning Outcomes:
By the end of this course, a student will be able to:

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.

Lecture Content:

1. Introduction to the study of law. (Includes an introduction to the Uniform Commercial Code.)
2. Constitutional authority to regulate business.
3. Courts and procedures
4. Torts
5. Torts related to business
6. Criminal Law
7. Contracts: Nature, form, and terminology
8. Contracts: Agreement (Mutual assent)
9. Contracts: Consideration
10. Contracts: Contractual Capacity
11. Contracts: Legality
12. Contracts: Genuineness of assent
13. Contracts: Writing and form
14. Contracts: Third party rights
15. Contracts: Performance and discharge
16. Contracts: Breach of contract and remedies
17. 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

This course is incorporated into the following program(s):

1. New Program-Associate in Arts "Active" Finance
2. New Program-Associate in Arts "Active" Political Science for Transfer
3. New Program-Associate in Arts for Transfer "Active" Business Administration for Transfer
4. New Program-Associate in Arts for Transfer "Active" Economics
5. New Program-Associate in Science "Active" Real Estate
6. New Program-Certificate of Achievement "Active" Finance
7. New Program-Certificate of Achievement "Active" Real Estate
8. Program Modification-Associate in Arts "Active" Business Administration
9. Program Modification-Associate in Science "Active" Accounting
10. Program Modification-Associate in Science "Active" Administration of Justice: Legal Studies Emphasis
11. Program Modification-Certificate of Achievement "Active" Administration of Justice: Legal Studies Emphasis
12. 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

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.

Career Opportunities

This program will prepare students for working in the areas of addiction counselor and in-take counselor.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

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

*: 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.

Generated on: 1/8/2016 10:54:24 AM

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:

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

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.

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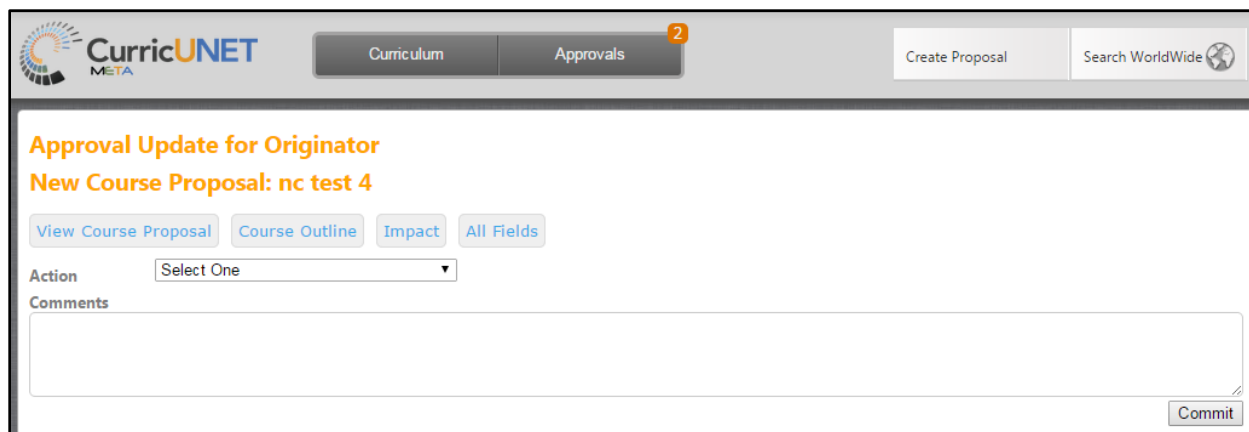
To view a pending approval, click on the proposal. The process is similar for all proposal types. The standard user without administrative privileges will not be able to see the **All Approvals** option. They will only be able to see approvals for which they are the originator or the next member of the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

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.

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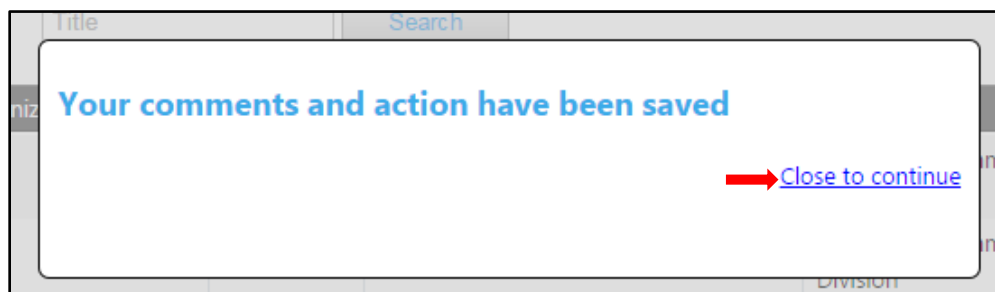
To implement the course and add it to the college's offerings, the last user in the approval process (or an administrator) must select **Implement** from the action menu. Select the **Publish date** (the date the course will become active). Add any comments, and click **Commit**.

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.
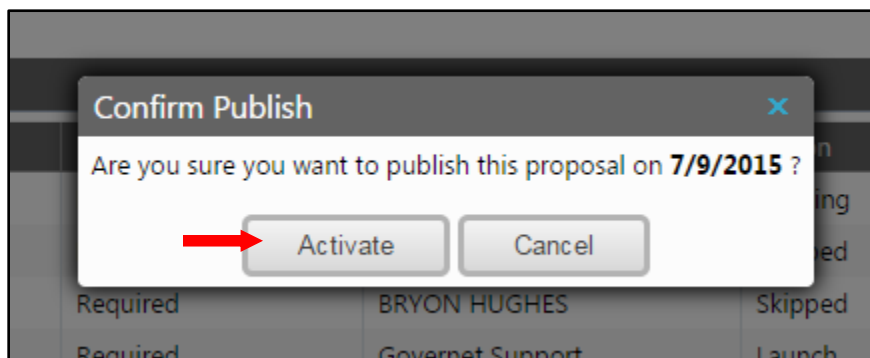
Rich Text Editor Detailed Instructions

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.
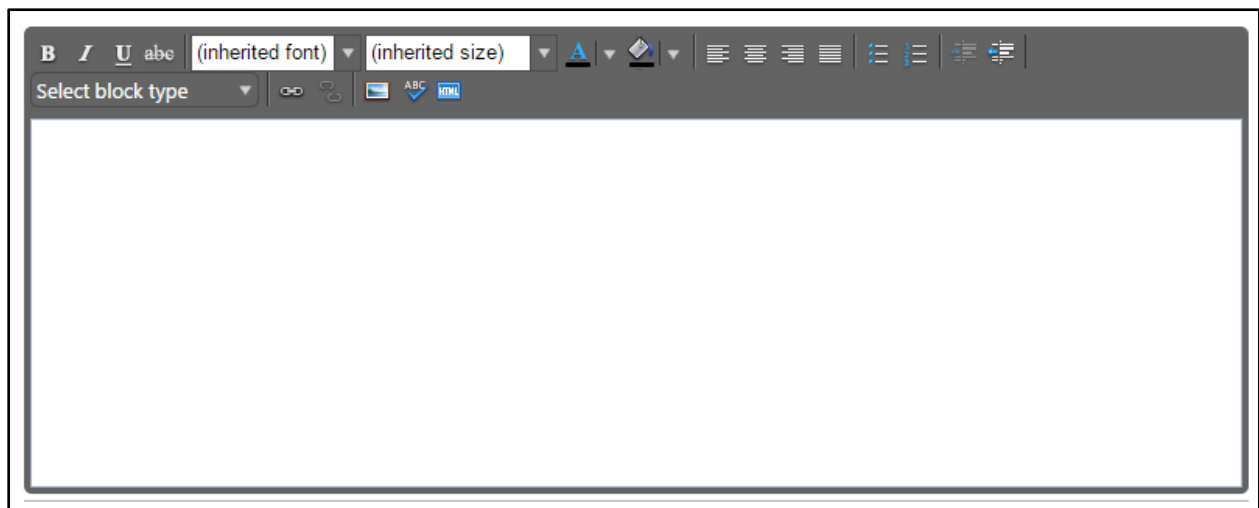
Creating An Outline Within The Rich Text Editor

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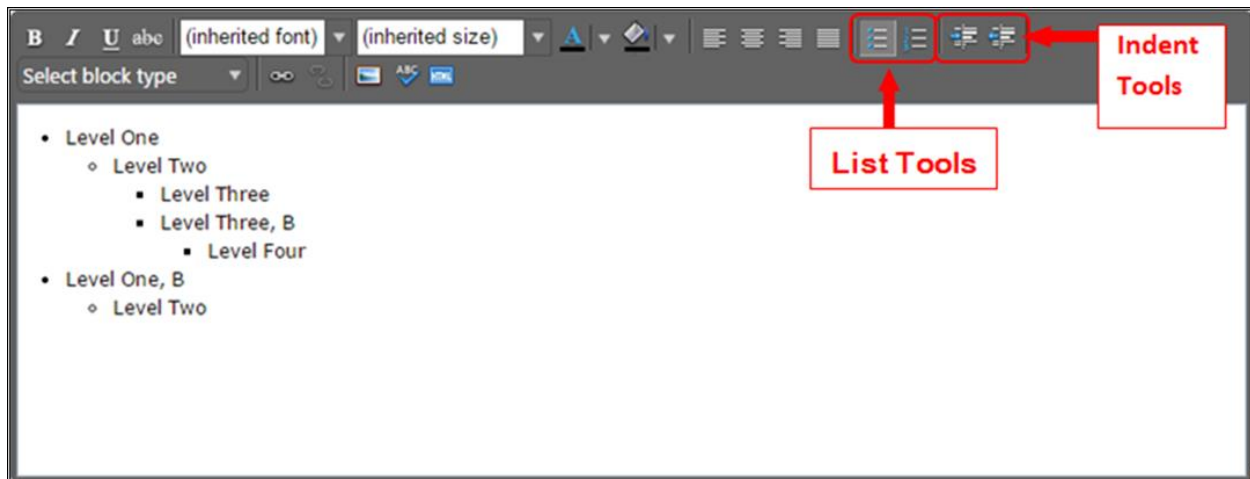
Below is an example of a bulleted list with several levels of indentation:
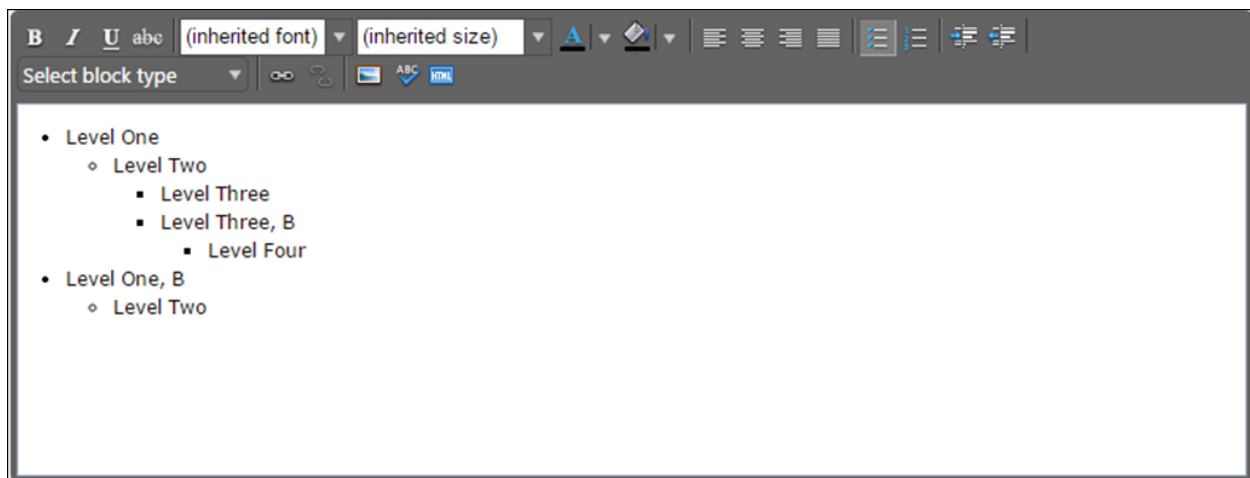
And an example of a numbered list with several levels of indentation:

```
1. Level One
     a. Level Two
            i. Level Three
           ii. Level Three, B
                  A. Level Four
2. Level One, B
     a. Level Two
```
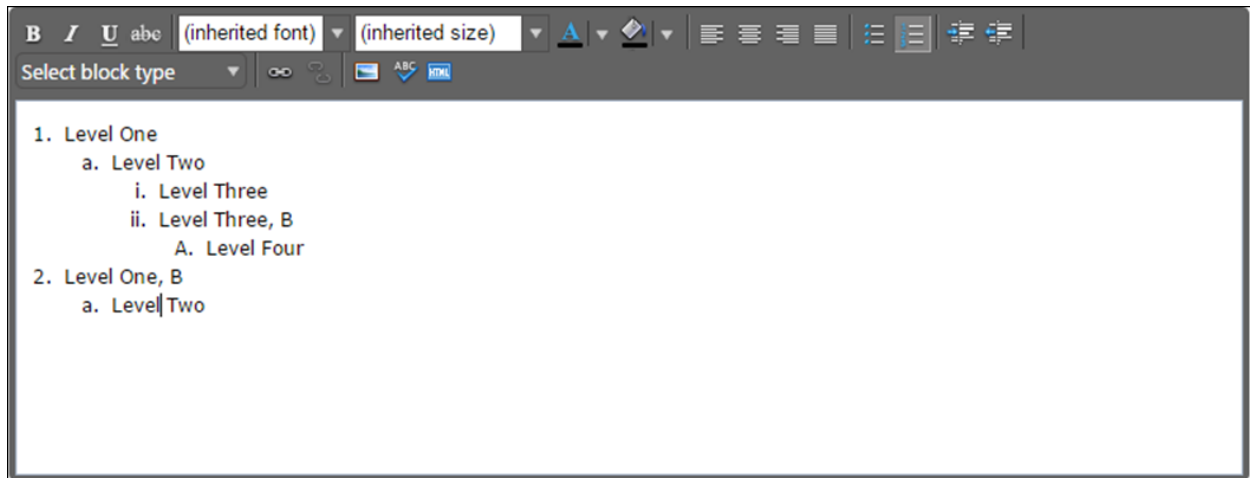
If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so as well, using the indentation tools as needed.

```
I. Level One

     A. Level Two

            1. Level Three

            2. Level Three, B

                  a. Level Four

II. Level One, B

     A. Level Two
```
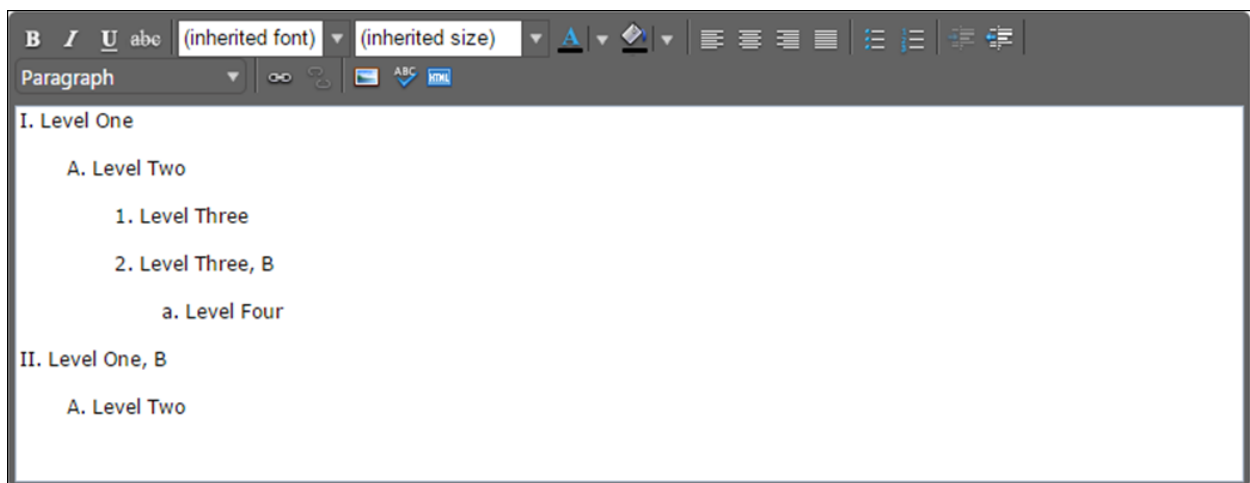
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

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**.
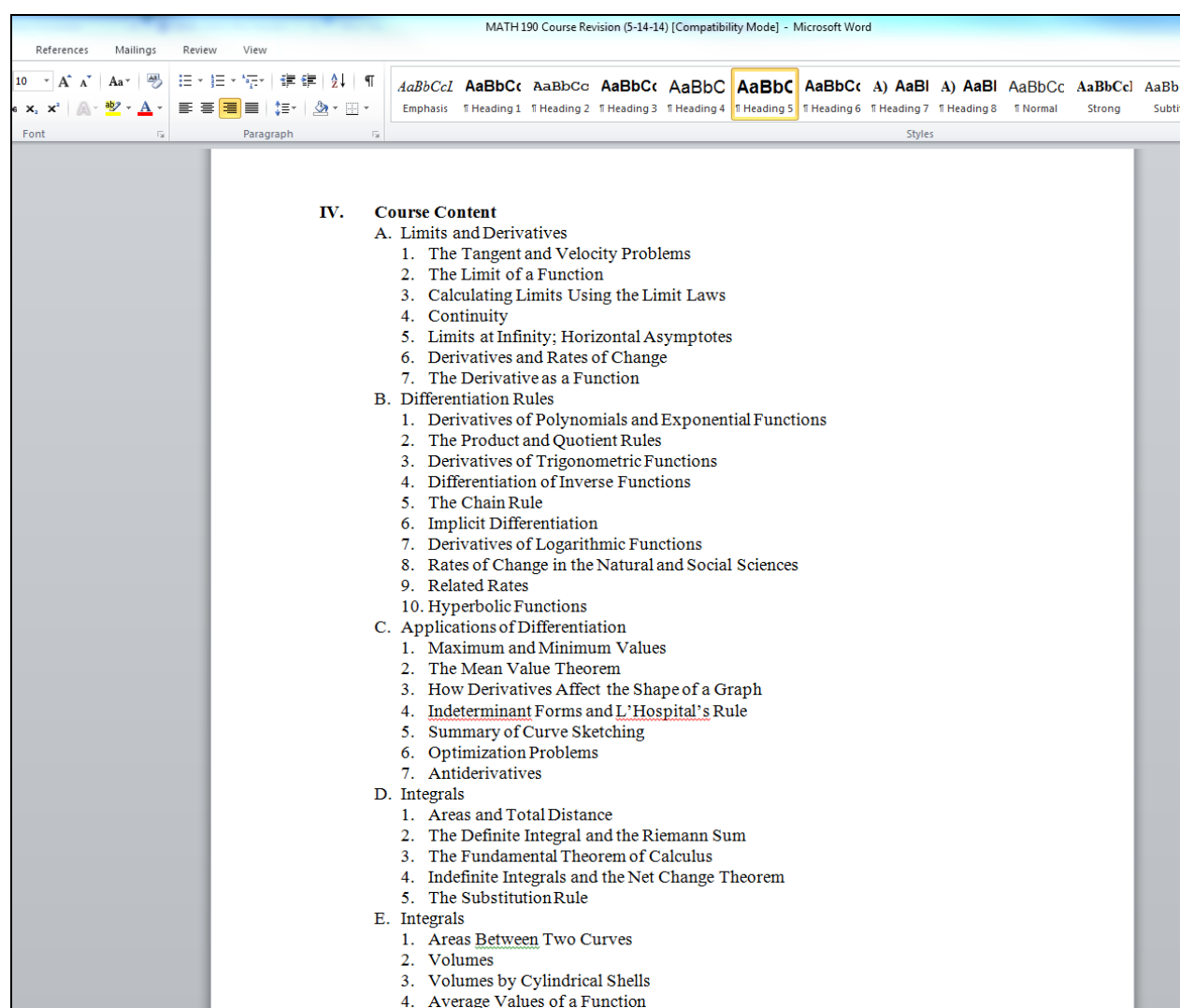
Copy to Notepad

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

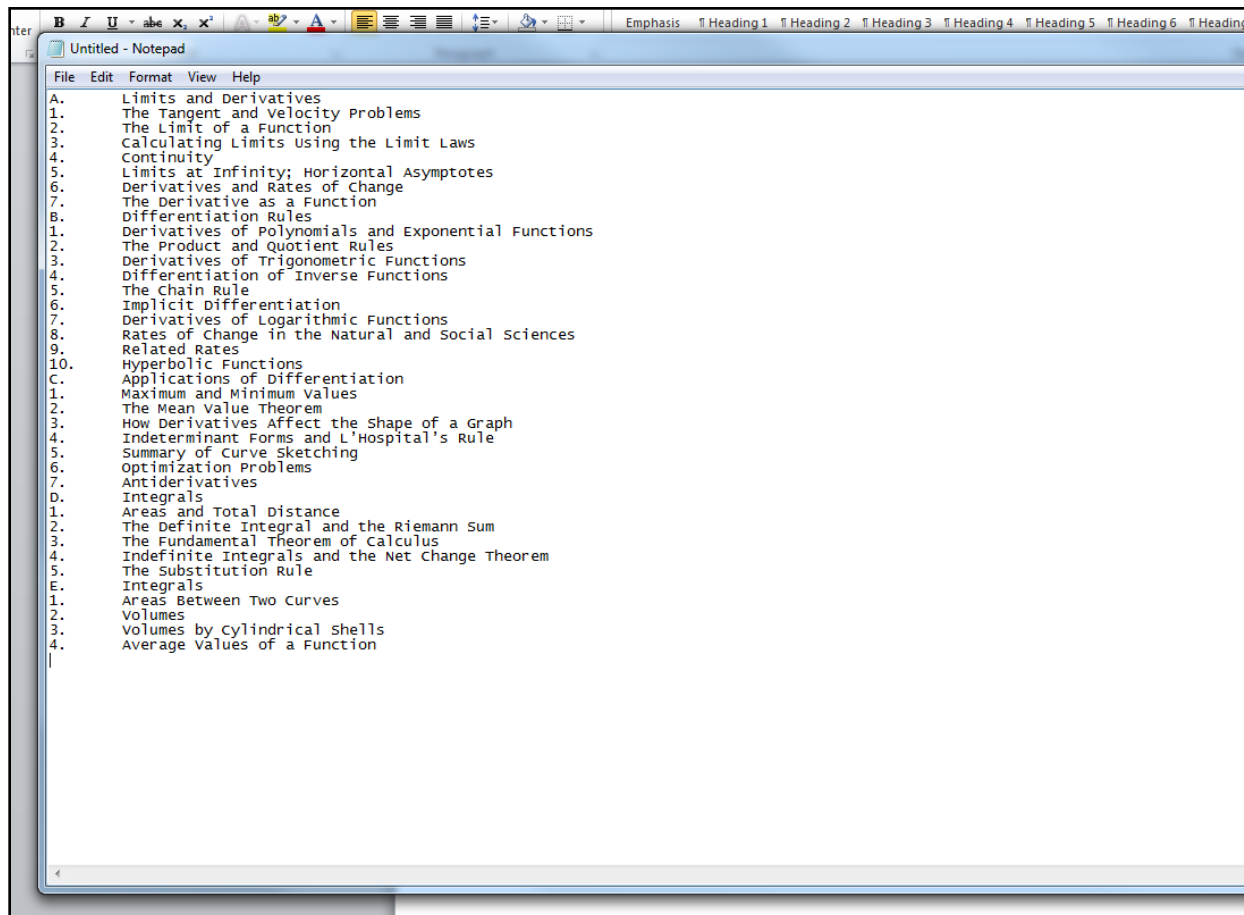Please note that with this method, using a **Sans Serif Font** (such as **Helvetica** or **Arial**) tends to provide the best results. Using a **Serif Font** such as **Times New Roman** or **Georgia** is possible, but may require some additional proofreading to make sure that all spaces and letters copied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

You can save your **Word** files as a **PDF**. On **Microsoft 2010** and newer, do this by clicking **File** and **Save As**.
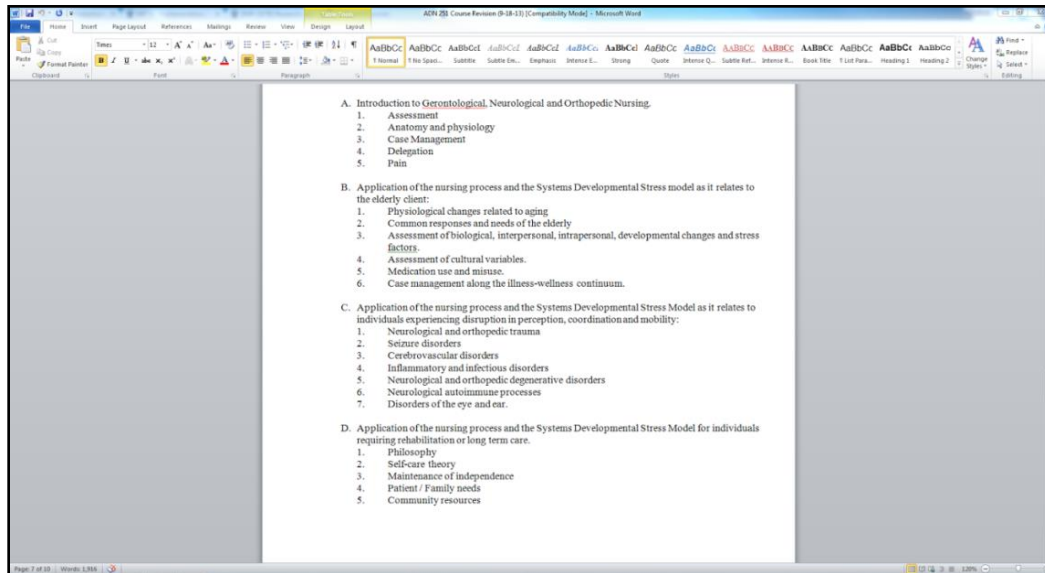
Enter/Edit the **File** name, then use the **Save As Type** dropdown menu to select **PDF**, and click **Save.**
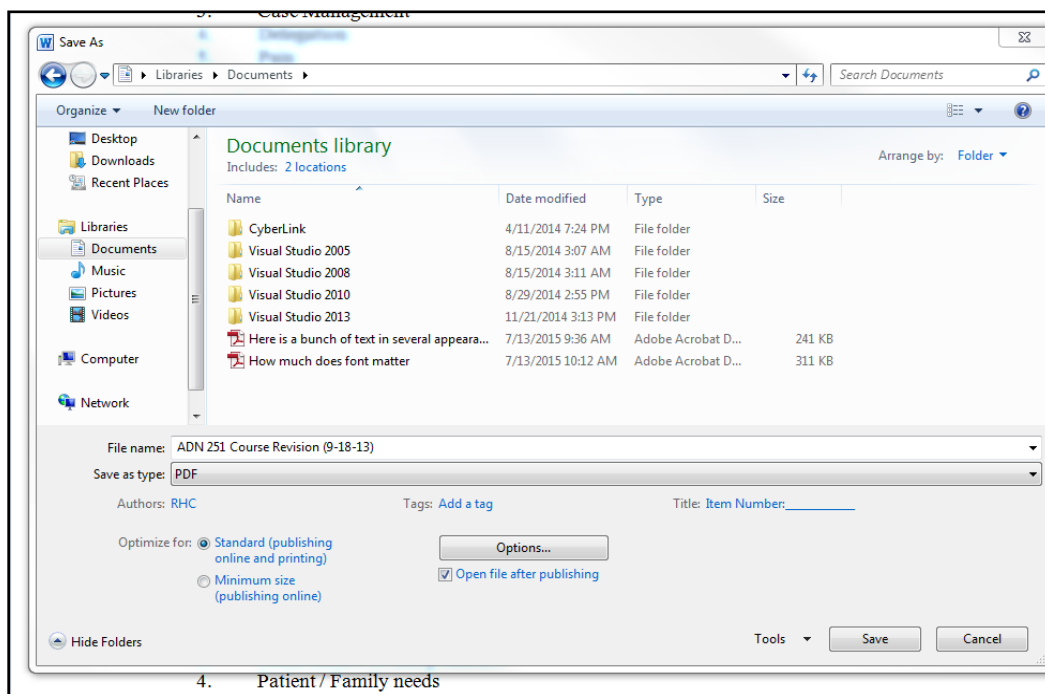
You will now be able to open this file in your **PDF** reader (such as **Adobe Acrobat** or **Adobe Reader**).
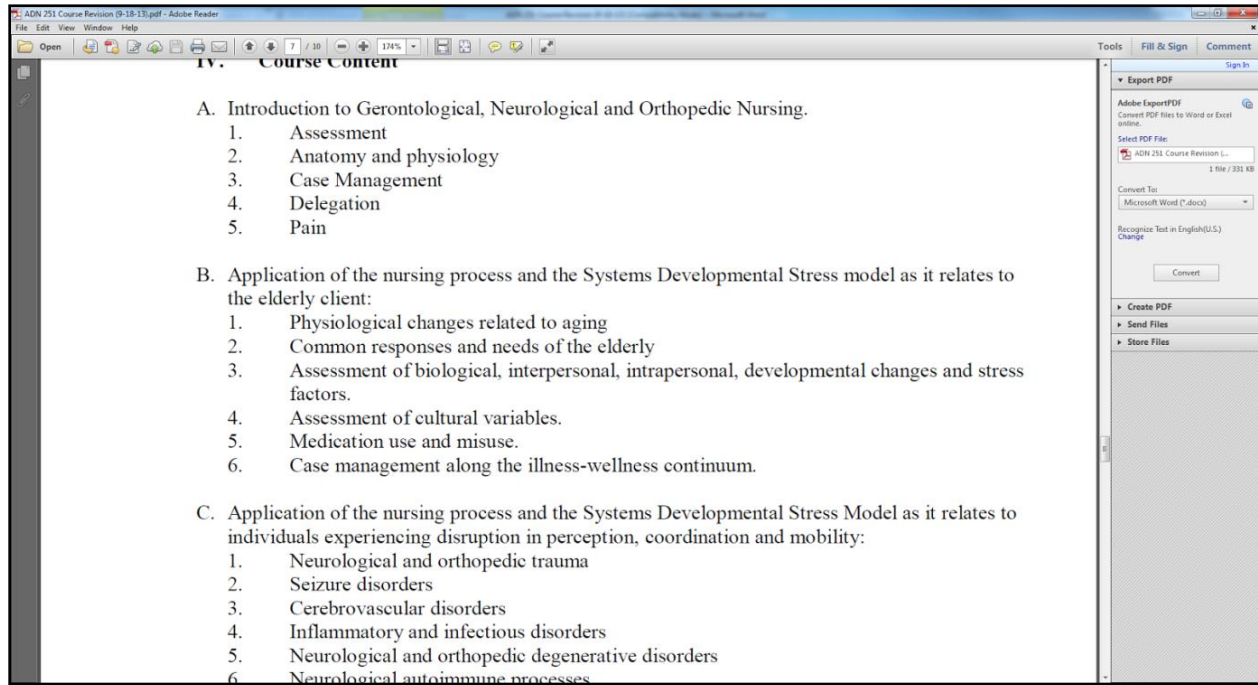
You can also scan a hard copy of a document to get to this point, but be sure to save it as a text **PDF** file, not an image.

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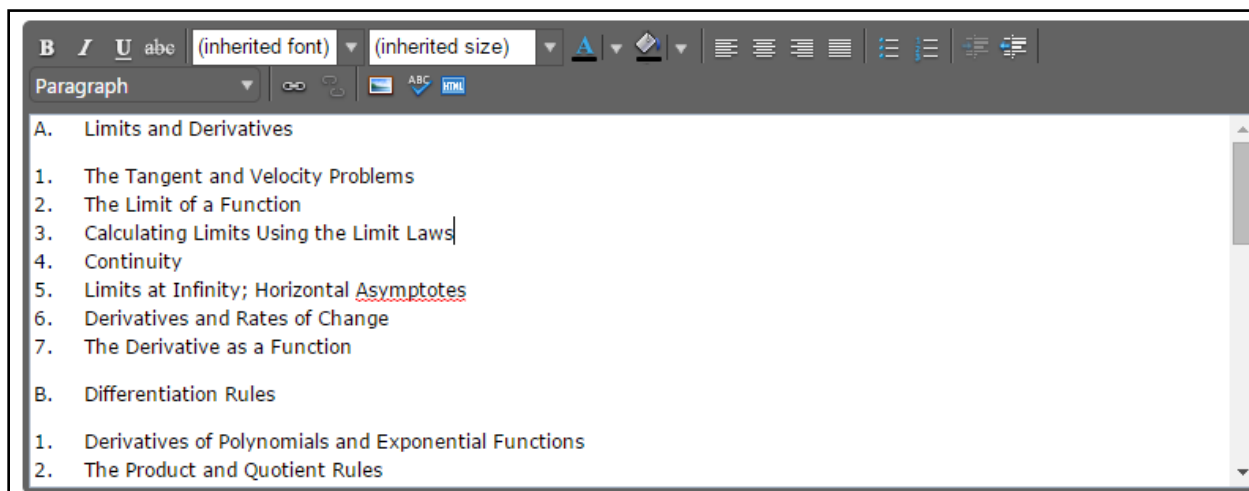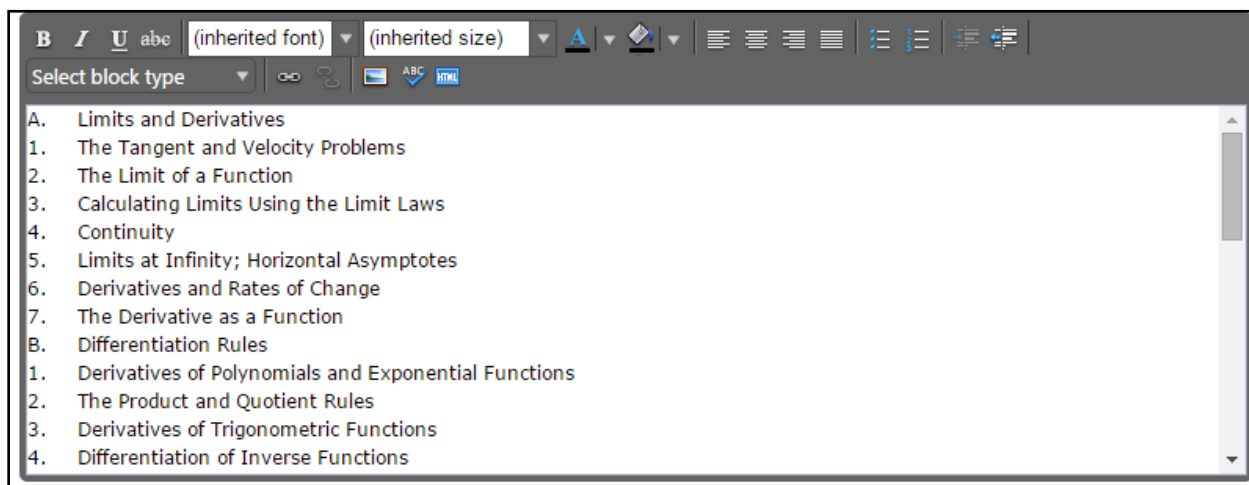
Click within the block to be indented, and click the "**Right Indent**" formatting influence on the **Rich Text Editor**. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.
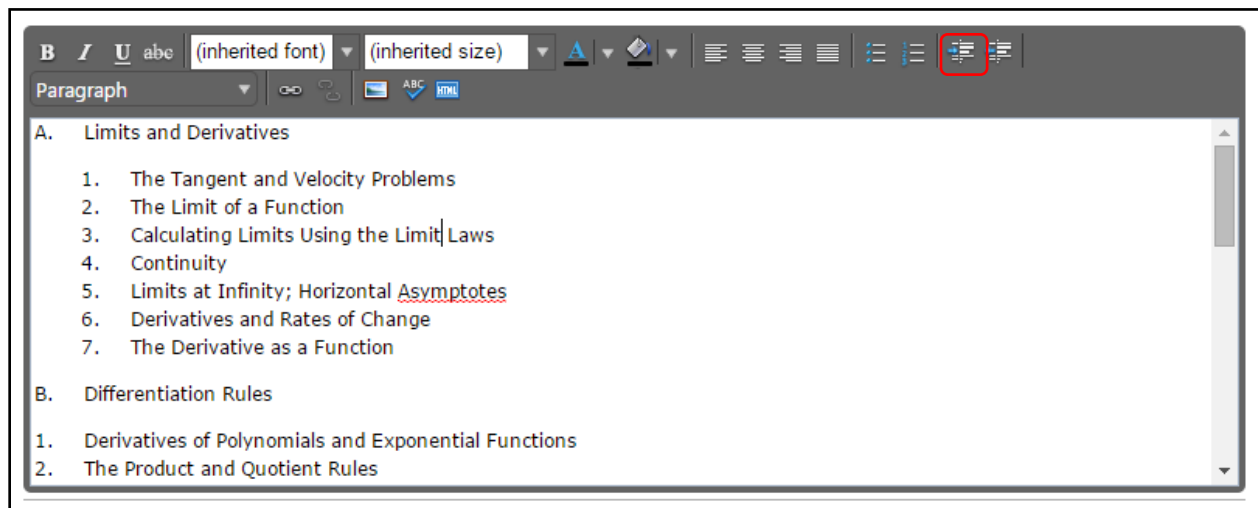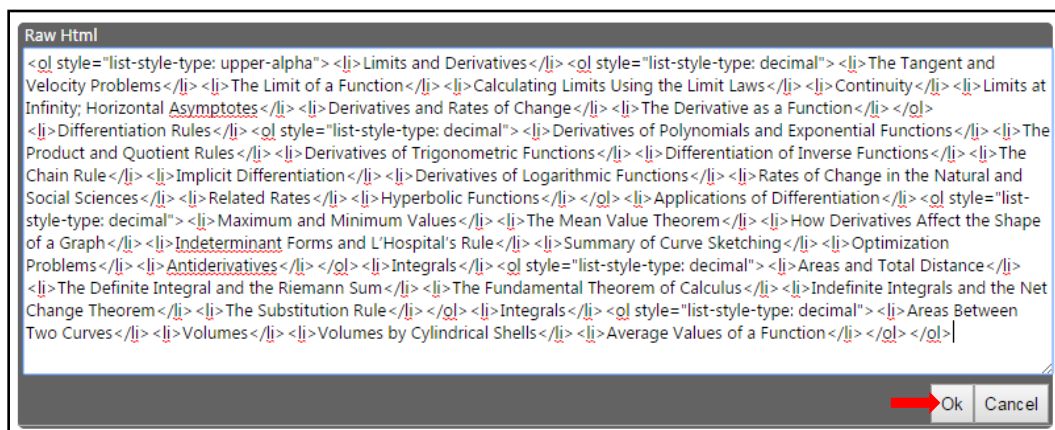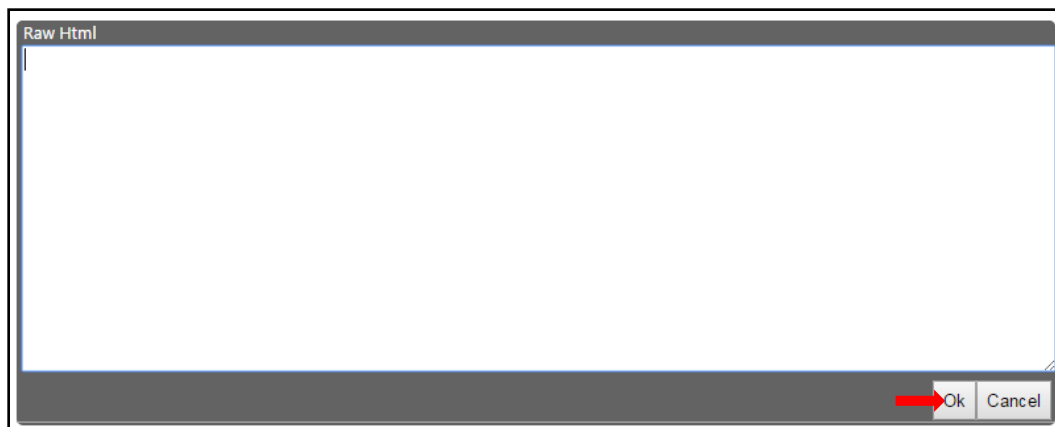
Creating an Outline using HTML

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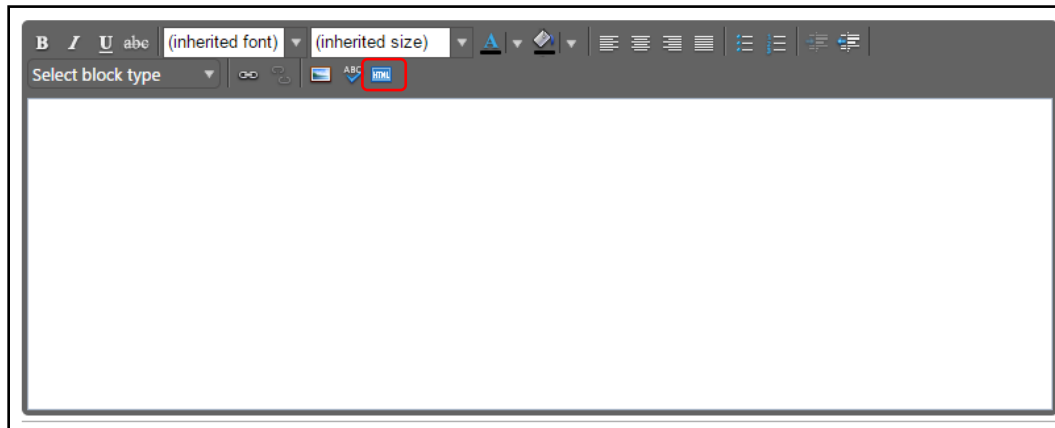
This will change the view of the **Rich Text Editor**. Enter the **HTML** in this field, and then click **Ok**.

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