



MiraCosta CurricUNET User Manual

Building the Worldwide Curriculum Network

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Log In

Testing Website: miracosta.sandbox.curricunet.com

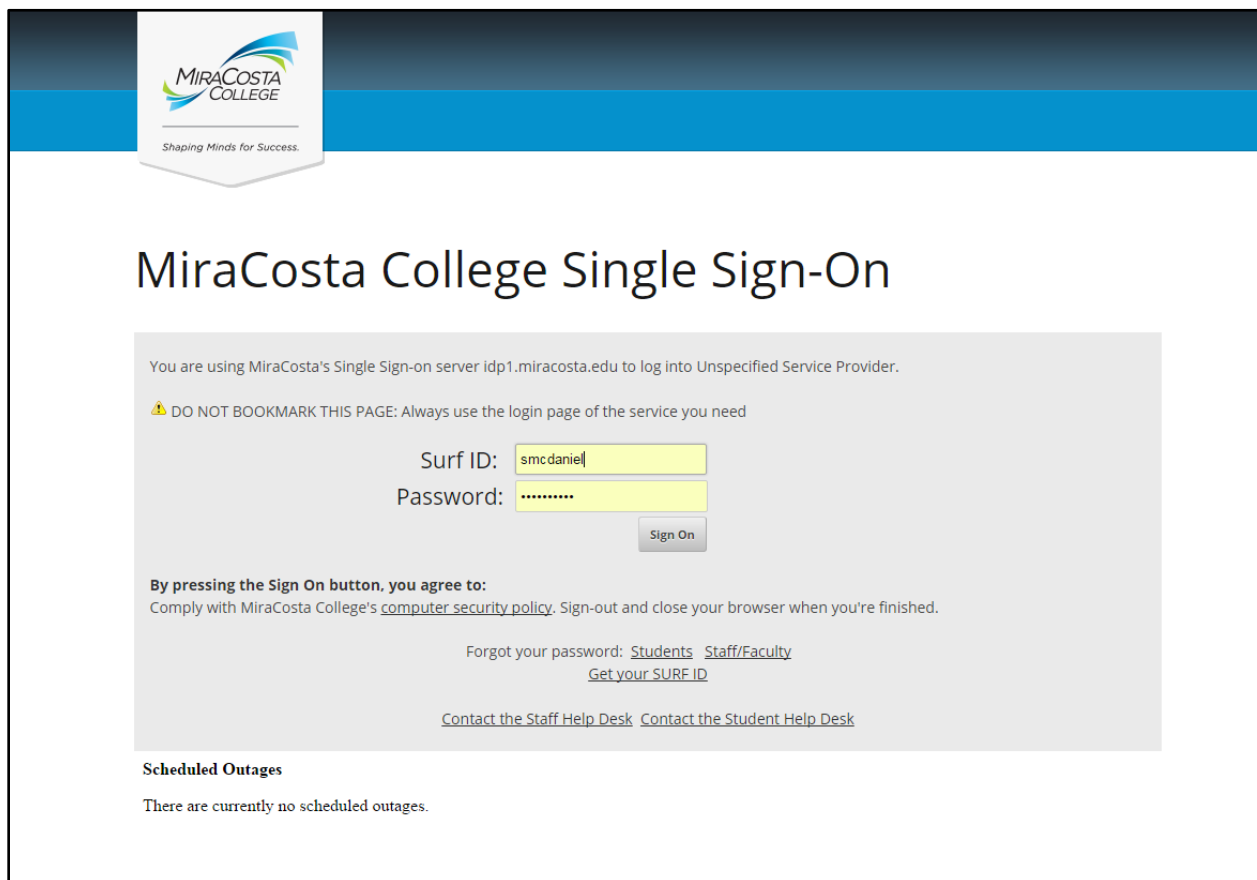
Live Website: miracosta.curricunet.com

Email: yourname

Password: your password

You will use your campus credentials, the user name (Surf ID) and password you use to sign in to other MiraCosta web services, to sign into CurricUNET.

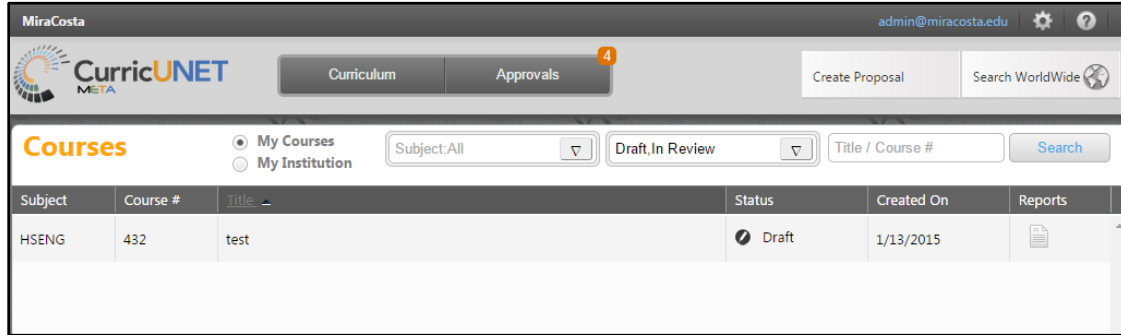
Enter your Surf ID and Password and click **Sign On**.



The screenshot shows the MiraCosta College Single Sign-On login page. At the top left is the MiraCosta College logo with the tagline "Shaping Minds for Success." The main heading is "MiraCosta College Single Sign-On". Below this is a grey box containing the following text: "You are using MiraCosta's Single Sign-on server idp1.miracosta.edu to log into Unspecified Service Provider." A warning icon and text state: "DO NOT BOOKMARK THIS PAGE: Always use the login page of the service you need". There are two input fields: "Surf ID:" with the text "smcdaniel" and "Password:" with masked characters ".....". A "Sign On" button is positioned to the right of the password field. Below the input fields, it says: "By pressing the Sign On button, you agree to: Comply with MiraCosta College's computer security policy. Sign-out and close your browser when you're finished." There are three links: "Forgot your password: [Students](#) [Staff/Faculty](#) [Get your SURF ID](#)". At the bottom of the grey box are two links: "Contact the Staff Help Desk" and "Contact the Student Help Desk". Below the grey box is a section titled "Scheduled Outages" with the text "There are currently no scheduled outages."

Courses

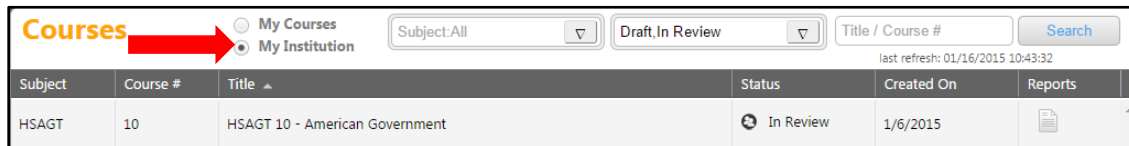
When you are successfully logged in, you will arrive at this screen. The default courses shown will be “Draft” and “In Review” courses—anything that you are currently working on, courses that you created, and courses for which you are a co-contributor.



The screenshot shows the CurricUNET interface. At the top, there is a navigation bar with "Curriculum" and "Approvals" tabs. Below this, there are search filters: "Subject: All", "Draft, In Review", and a search box. The main content area displays a table of courses. The first row shows a course with Subject "HSENG", Course # "432", Title "test", Status "Draft", and Created On "1/13/2015".

Subject	Course #	Title	Status	Created On	Reports
HSENG	432	test	Draft	1/13/2015	

To expand your course search, select **My Institution**, and you will be able to view all courses at MiraCosta College. Again, the default is “Draft” and “In Review” courses.



The screenshot shows the CurricUNET interface with the "My Institution" radio button selected. A red arrow points to this button. The search filters are "Subject: All", "Draft, In Review", and a search box. The main content area displays a table of courses. The first row shows a course with Subject "HSAGT", Course # "10", Title "HSAGT 10 - American Government", Status "In Review", and Created On "1/6/2015".

Subject	Course #	Title	Status	Created On	Reports
HSAGT	10	HSAGT 10 - American Government	In Review	1/6/2015	

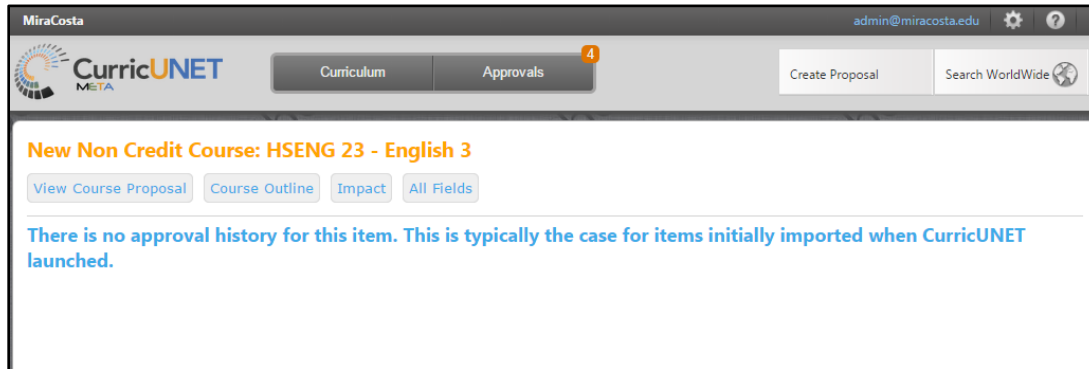
To search within courses, either on the **My Courses** or **My Institution** pages, use the dropdown menus to select the course Subject(s) and Status(es). You may also enter the course number or title keywords in the search bar. You may use any combination of search fields or none at all. After you make your selections, click **Search**. You will need to manually close the dropdown menus once your search is complete.

The screenshot shows the 'Courses' search interface. At the top, there are radio buttons for 'My Courses' and 'My Institution', with 'My Institution' selected. Below these are two dropdown menus: 'Subject: All' and 'Status: All'. Both dropdown menus are open, displaying a list of subjects and statuses respectively, each with a checkbox. A search bar on the right contains the text 'test' and a 'Search' button. Below the search bar, there is a table of search results. The table has columns for 'Subject', 'Course #', 'Title', 'Status', 'Created On', and 'Reports'. The first row is highlighted in blue and contains the course 'HSENG 432 - test'. Red arrows point to the 'Subject' and 'Status' dropdown menus and the search bar.

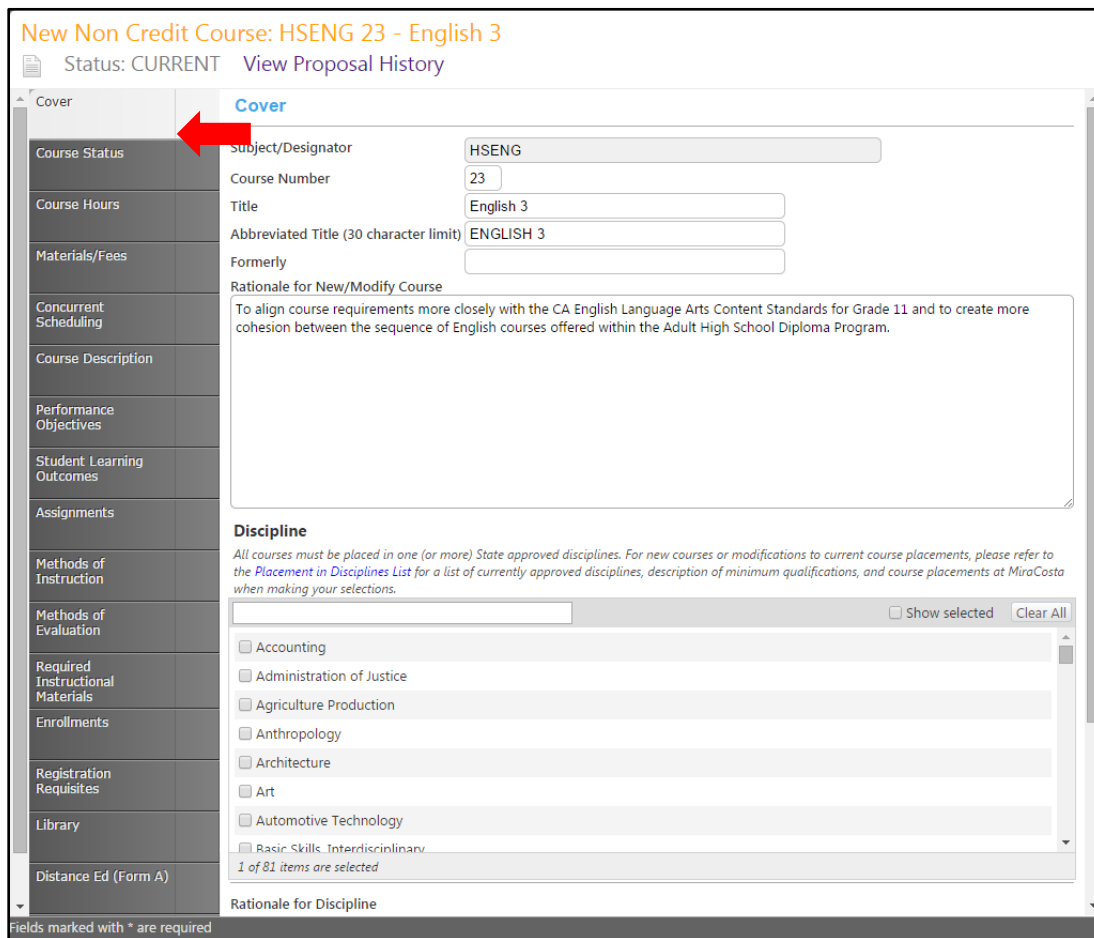
In this example, we searched for courses with “test” in their title, in any subject or status. If you wish to reorder your search results, for example, by title, click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 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. In this example, we will select **HSENG 432, test**.

The screenshot shows the 'Courses' search interface with the search results table. The table has columns for 'Subject', 'Course #', 'Title', 'Status', 'Created On', and 'Reports'. The first row is highlighted in blue and contains the course 'HSENG 432 - test'. A red arrow points to the 'Title' column of this row. The other rows in the table are: 'NCART 13 - Acrylic Painting', 'NCSPC 26 - Basic Academic Skills for Adults with Developmental Disabilities', and 'NCVOC 21 - Vocational Test Class'. The 'Status' column shows 'Draft' for the first row and 'In Review' for the others. The 'Created On' column shows dates: 1/13/2015, 1/5/2015, 1/9/2015, and 1/13/2015. The 'Reports' column shows document icons for each row.

When you select your course, the course will open in a new tab within your internet browser. To view the course proposal, click **View Course Proposal**. You can also view the course reports by selecting those buttons.

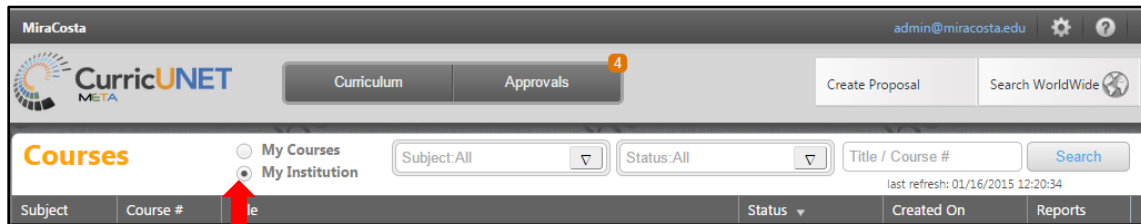


To view each section of the proposal, select the dark gray section headings on the left to move between sections. If you have Live Edit permission, you will be able to edit a current course as needed. Editing will be discussed later in the Create Proposal section. If you do *not* have Live Edit permission, you will only be able to view a current course, and will only be able to make edits for the courses you are creating.

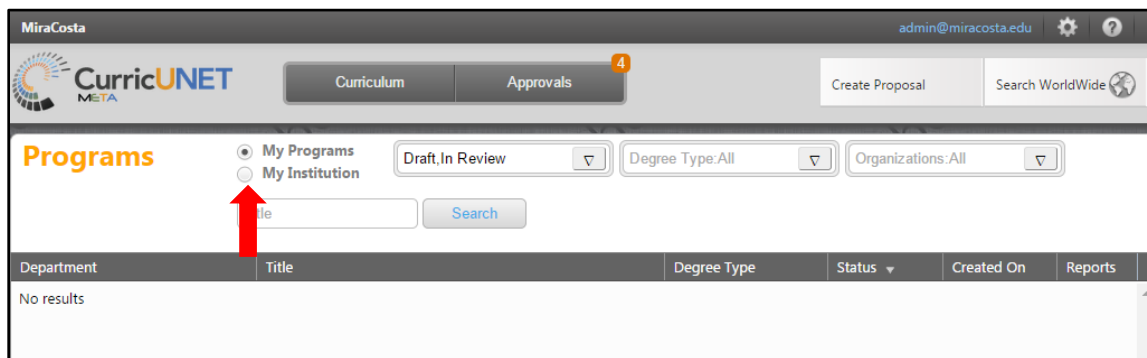


Programs

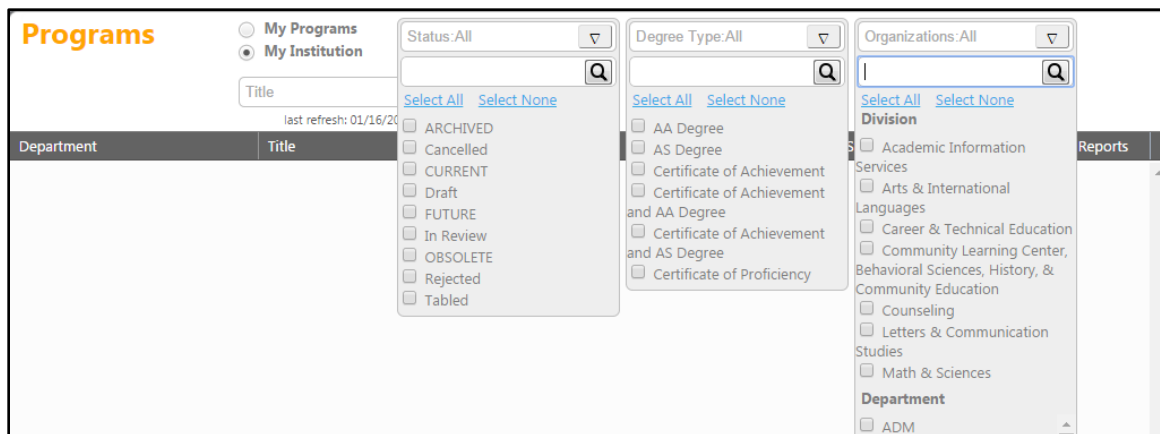
To view programs, click the **Curriculum** button at the top of your screen, and select **Program**. To return to courses, click **Curriculum** and select **Course**. These actions can be done from any screen on the site.



As in Courses, the default is your Draft and In Review programs. To expand your options, select **My Institutions**.

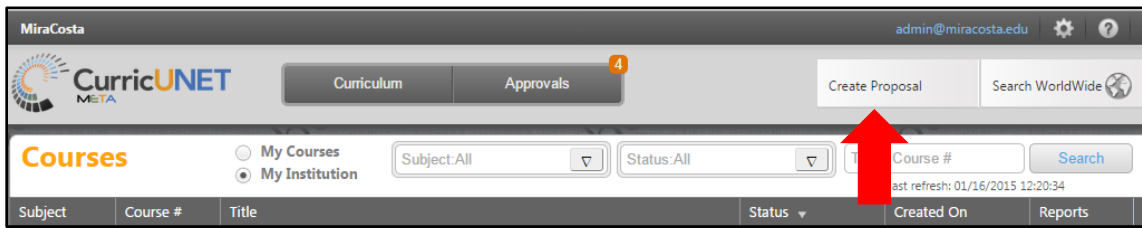


To search within your programs, or the whole institution, use the drop down menus or the search bar to enter your search information, and then click **Search**. You may need to scroll within the drop down menus to see all options, or type the word you are looking for in the drop down specific search box (next to the magnifying glass symbol). You may use any combination of search fields or none at all. You will need to manually close the dropdown menus when done by clicking the down arrows.

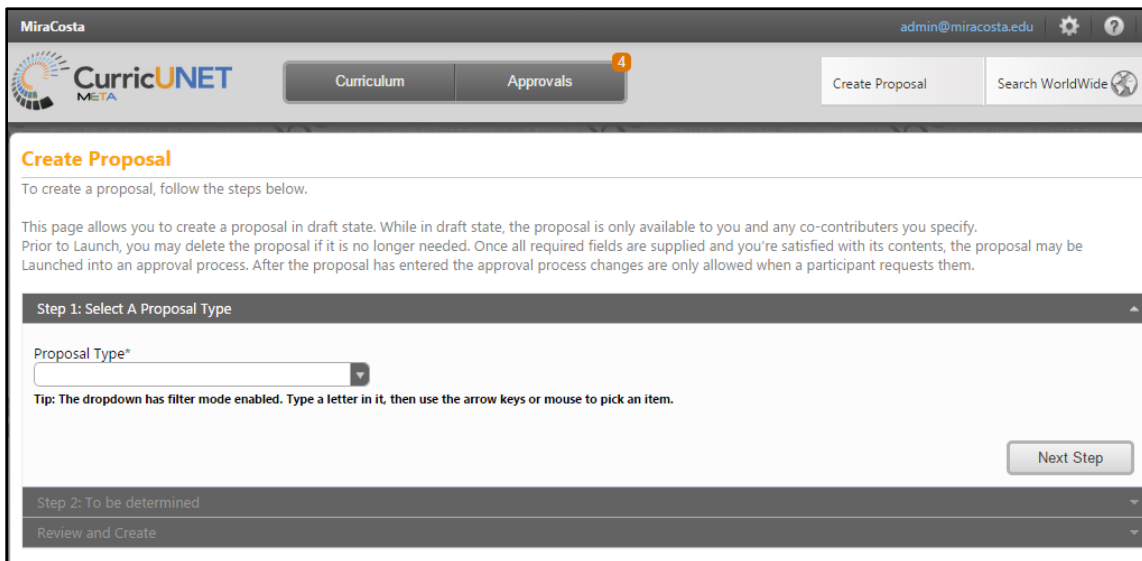


Create Proposal

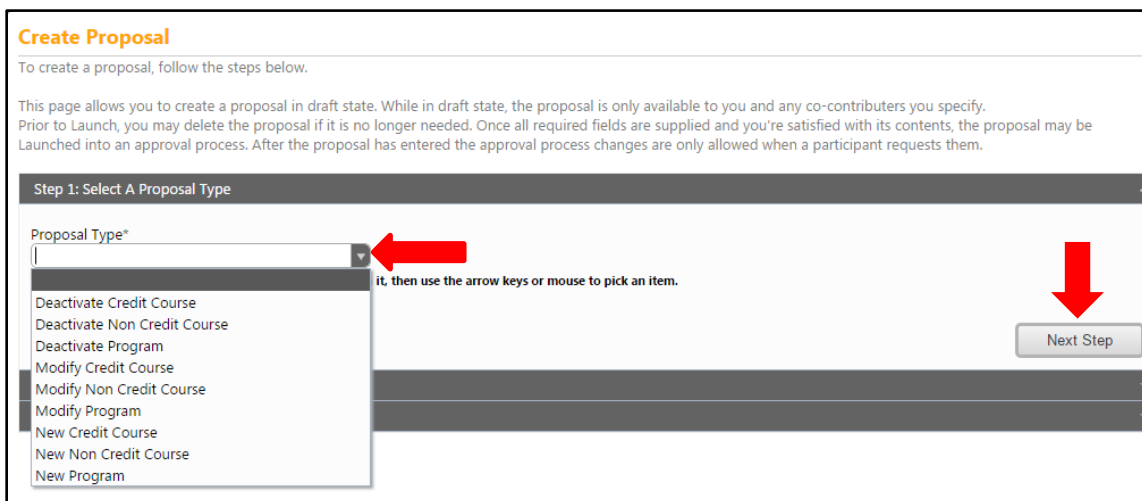
To create a new proposal, select the **Create Proposal** button.



You will arrive at this screen.



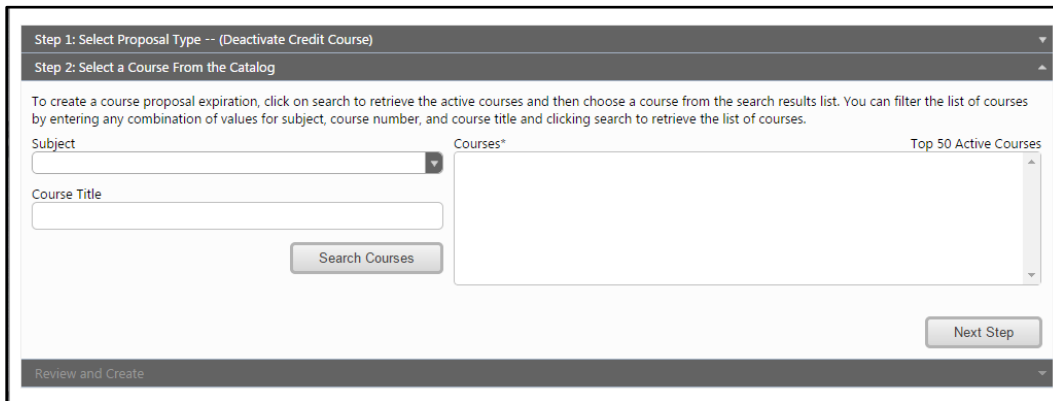
Choose your proposal type from the drop down menu, and then click **Next Step**.



Deactivate Credit Course

Deactivate Noncredit Courses

To deactivate a course, choose **Deactivate Credit Course** or **Deactivate Noncredit Course**, then search for and select a course from this screen. You can use the drop down menu on this screen to choose the subject and/or type the course title into the box. In this example, we will select **Deactivate Credit Course**, but the process is the same for noncredit courses.



Step 1: Select Proposal Type -- (Deactivate Credit Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject: (HSUSH) HSUSH

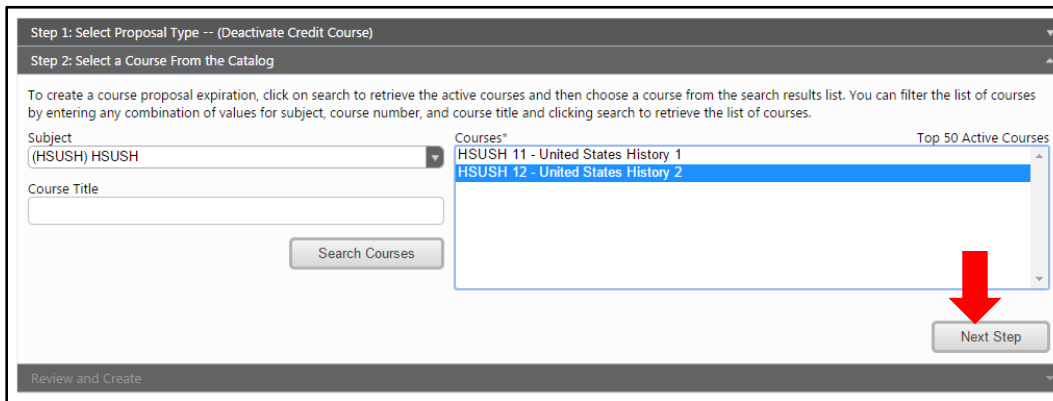
Course Title: [Empty]

Courses*: [Empty]

Search Courses

Next Step

Courses meeting your requirements will appear in the Courses box on the right. Select the course you wish to deactivate and click **Next Step**.



Step 1: Select Proposal Type -- (Deactivate Credit Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject: (HSUSH) HSUSH

Course Title: [Empty]

Courses*: HSUSH 11 - United States History 1
HSUSH 12 - United States History 2

Search Courses

Next Step

You will then be brought to a review screen. If this information is not correct, return to the previous steps to make corrections. If it is, click the "Create Proposal" button.

Step 1: Select Proposal Type -- (Deactivate Credit Course)


Step 2: Select a Course From the Catalog

Review and Create

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

Course: **HSUSH 12 - United States History 2**

If this is correct press Create Proposal to submit the new proposal to the Deactivate Credit approval process.




You will then be brought to a screen where you can review the course you are deactivating. When you are satisfied that this course should be deactivated, select **Launch**, and this deactivation proposal will be sent into the approval process. If you decide you do not wish to launch this proposal, choose **Delete Draft**, and the proposal will be deleted. You will be prompted for confirmation of either choice.

Deactivate Credit Course: HSUSH 12 - United States History 2 [View the course being deactivated](#)

Status: Draft

Cover	4/4	Cover
Course Status		Subject/Designator * <input type="text" value="HSUSH - HSUSH"/>
Duplication		Course Number * <input type="text" value="12"/>
Course Hours		Title * <input type="text" value="United States History 2"/>
Materials/Fees		Abbreviated Title (30 character limit) <input type="text" value="US HISTORY 2"/>
Concurrent Scheduling		Formerly <input type="text"/>
Course Description		Rationale for New/Modify Course *
Performance Objectives		<input type="text" value="Course aligns to the California state standards in an integrated format."/>
Student Learning Outcomes		Discipline



Are you sure? ✕

Are you sure that you want to perform this action?

Deactivate Program

To deactivate a program, select **Program Deactivation** from the drop down menu of Step 1 of the **Create Proposal** process (on page 10 of this manual), then click **Next Step**.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type

Proposal Type*

- Deactivate Program
- Deactivate Credit Course
- Deactivate Non Credit Course
- Deactivate Program
- Modify Credit Course
- Modify Non Credit Course
- Modify Program
- New Credit Course
- New Non Credit Course
- New Program

it, then use the arrow keys or mouse to pick an item.

Next Step

Use the drop down menus and search bar to filter the courses to find the program you wish to modify. Select the program and click **Next Step**.

Step 1: Select Proposal Type -- (Deactivate Program)

Step 2: Select a Program From the Catalog

Department

Program Title

Search Programs

Programs*

test

Top 50 Active Programs

Next Step

Review and Create

When you are sure the information is correct, choose **Create Proposal**. ****IMPORTANT-** After you have pressed **Create Proposal** DO NOT press the back button to make changes. After **Create Proposal** is pressed this proposal is now in the system, and any changes that you may need to make need to be done in the proposal forms. If a mistake was made in the creation screens and you want to start over you have to select **Delete Draft**.

Create Proposal

To create a proposal, follow the steps below.


This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

- Step 1: Select Proposal Type -- (Deactivate Program) ▼
- Step 2: Select a Program From the Catalog ▼
- Review and Create ▲



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

Program: test

If this is correct press Create Proposal to submit the new proposal to the Deactivate Credit approval process.




Cover

You will be brought to the **Cover** section of the **Deactivate Program Proposal**. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Some fields include prompting text to help you enter the correct information. 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.

Review the program information, and enter a Rationale for the deactivation of this program. Save this information and continue to the **Codes** tab.

Deactivate Program: brown acorns

Status: Draft Launch Delete Draft

Cover  **Cover**

Codes

Last updated by Governet Support on 4/17/2015 at 10:16 AM

Program Title *

Department

Subject

Award Type *

Rationale

test

Codes

Review the codes and dates of the program.

Deactivate Program: brown acorns

Status: Draft Launch Delete Draft

Cover	2/2	Codes
Codes		

Date

Curriculum Committee Approval

Approval Date

Effective Date

Instructional Services

Effective Semester Effective Year

Top Code

Originator

Origination Date

Proposal Type

Comments

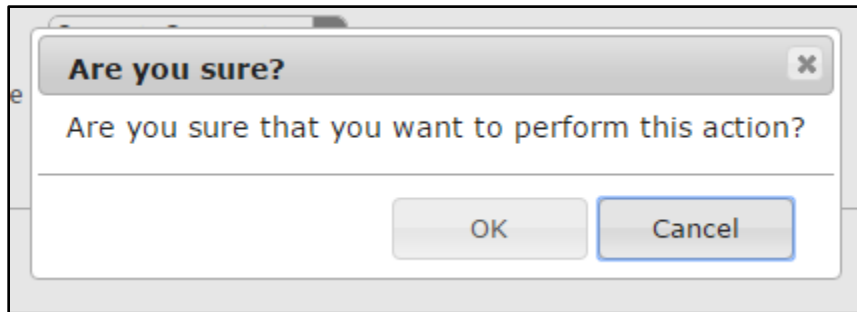
test

Academic Year

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


Proposal Launch

You may wish to review your proposal by moving through the tabs again. When you are satisfied with the information in the proposal, select the **Launch** button. This will move the proposal into the approval process. You may also choose **Delete Draft**, and the draft will be deleted. You will be prompted to confirm your decision in a popup box.



Proposal Reports

If, at any point in the proposal process, you wish to view a report, or summary of the proposal, select the icon that looks similar to a sheet of paper on the left side of the screen, under the course title.



Deactivate Program: brown acorns

Draft

Launch Delete Draft

Cover 2/2 Codes

Codes Date

From the drop down menu, choose which type of report you would like to view. Each report will open in a new tab.



Deactivate Program: brown acorns

Draft

Launch Delete Draft

Program Report 2/2 Codes

Comparison

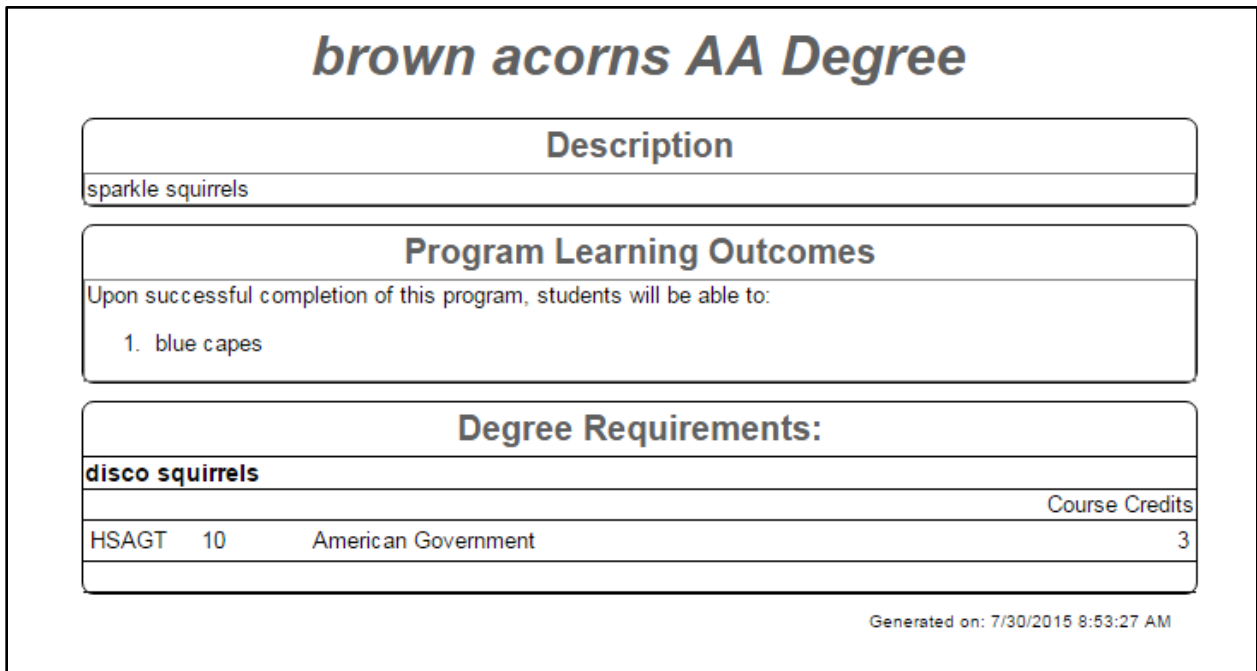
All Fields

Date

Curriculum Committee Approval 4/17/2015

Approval Date 4/17/2015

A **Program Report** shows an outline of the program, focusing on the Description, Program Learning Outcomes, and Degree Requirements.



brown acorns AA Degree

Description

sparkle squirrels

Program Learning Outcomes

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

1. blue capes

Degree Requirements:

disco squirrels		
		Course Credits
HSAGT	10	American Government
		3

Generated on: 7/30/2015 8:53:27 AM

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

MiraCosta - All Fields Program Report	
Cover	
Program Title	brown acorns
Department	ADM
Subject	HSAGT
Award Type	AA Degree
Rationale	test
Codes	
Date	
Curriculum Committee Approval	4/17/2015
Approval Date	4/17/2015
Effective Date	4/17/2015

The **Comparison** report shows all the fields and information in the proposal, with changes between this version and the previous version highlighted.

MiraCosta - All Fields Program Report	
Cover	
Program Title	brown acorns
Department	ADM
Subject	HSAGT
Award Type	AA Degree
Rationale	test
Codes	
Date	
Curriculum Committee Approval	4/17/2015
Approval Date	4/17/2015
Effective Date	4/17/2015
Instructional Services	
Effective Year	2011
Effective Semester	Fall
Top Code	0101.00 - Agriculture, General*
Originator	Govemet Support
Origination Date	4/17/2015
Proposal Type	Deactivate Program New Program

Modify Credit or Noncredit Course

To modify a course, select **Modify Credit Course** or **Modify Noncredit Course** from the drop down menu of Step 1 of the Create Proposal process. In this example, we will choose **Modify Credit Course**, but the process is the same for credit or noncredit courses.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

it, then use the arrow keys or mouse to pick an item.

Deactivate Credit Course
Deactivate Non Credit Course
Deactivate Program
Modify Credit Course
Modify Non Credit Course
Modify Program
New Credit Course
New Non Credit Course
New Program

Next Step

Use the drop down menu and search bar to filter the courses to find the course you wish to modify. Select the course and click **Next Step**.

Step 1: Select Proposal Type -- (Modify Credit Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject: Courses* Top 50 Active Courses

Course Title

Search Courses

NCHLT 15 - Arthritis Foundation Exercise Program
NCHLT 11 - Spinal Fitness
NCHLT 75 - Balance and Mobility
HSIFA 12 - Introduction to Fine Arts 2 - The History and Development of Art and Music
HSIFA 13 - Digital Storytelling
NCMUS 10 - Music Appreciation for Seniors
HSMTH 12 - Basic Skills Math 2
NCART 12 - Painting, Advanced

Next Step

Review and Create

When you are sure the information is correct, choose **Create Proposal**.

Step 1: Select Proposal Type -- (Modify Credit Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Modify Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: NCHLT 11 - Spinal Fitness

If this is correct press Create Proposal to submit the new proposal to the Modify Credit approval process.

Create Proposal

When this screen appears, make any proposed changes to the course, moving around the course proposal through the dark gray tabs on the left. For details about the tab contents, see the **New Credit Course Proposal** (on page 24) or **New Non Credit Course** (on page 62) sections of this manual. When you have made your changes, select **Launch** to send your modifications into the approval process. You may also **Delete Draft**. You will be prompted to confirm your choice.

Modify Credit Course: NCHLT 11 - Spinal Fitness

Status: Draft

Launch Delete Draft

Cover 4/4 Cover

Course Status Subject/Designator * NCHLT - NCHLT

Duplication Course Number * 11

Course Hours Title * Spinal Fitness

Materials/Fees Abbreviated Title (30 character limit) SPINAL FITNESS

Formerly

Rationale for New/Modify Course * Update course content and add SLOs and methods of assessment.

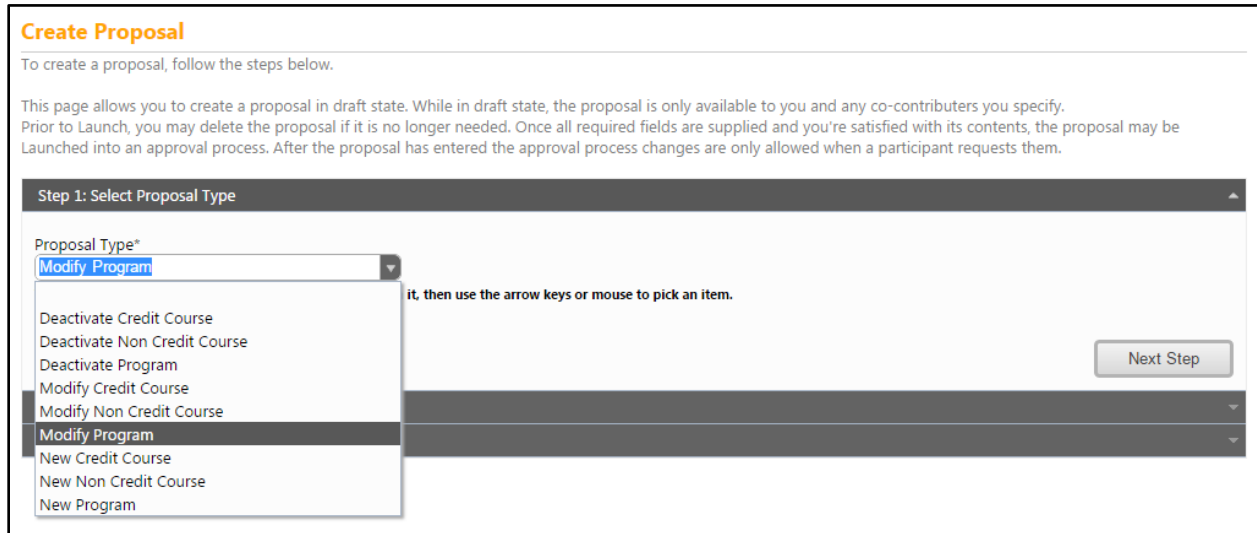
Are you sure?

Are you sure that you want to perform this action?

Yes No

Modify Program

To modify a program, select **Program Modification** from the drop down menu of Step 1 of the **Create Proposal** process (on page 10 of this manual), then click **Next Step**.



Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type

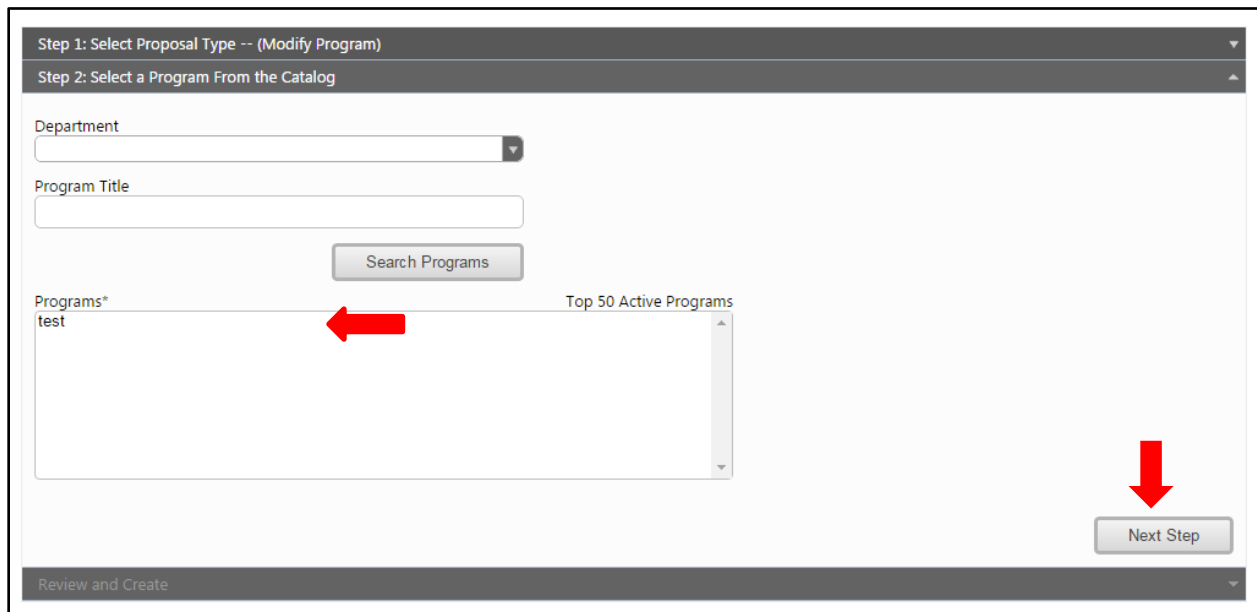
Proposals Type*

- Modify Program
- Deactivate Credit Course
- Deactivate Non Credit Course
- Deactivate Program
- Modify Credit Course
- Modify Non Credit Course
- Modify Program
- New Credit Course
- New Non Credit Course
- New Program

it, then use the arrow keys or mouse to pick an item.

Next Step

Use the drop down menus and search bar to filter the courses to find the program you wish to modify. Select the program and click **Next Step**.



Step 1: Select Proposal Type -- (Modify Program)

Step 2: Select a Program From the Catalog

Department

Program Title

Search Programs

Programs*

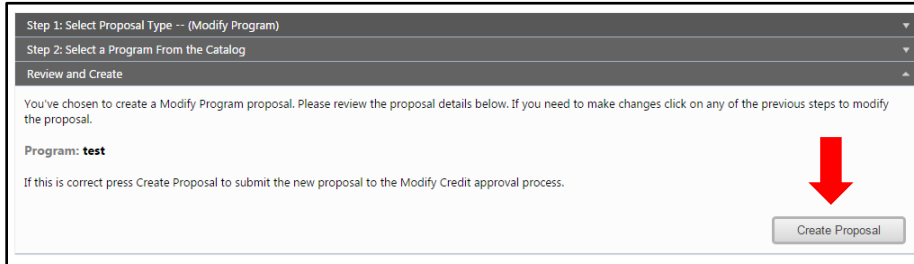
test

Top 50 Active Programs

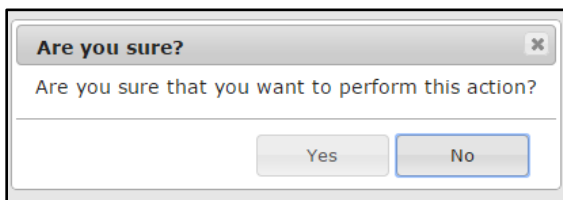
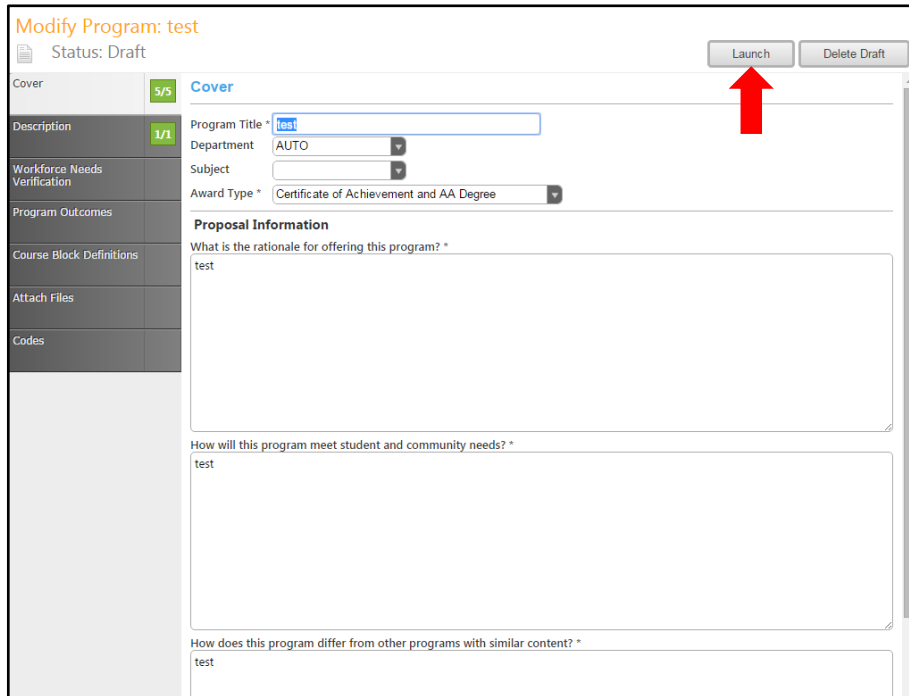
Next Step

Review and Create

When you are sure the information is correct, choose **Create Proposal**. ****IMPORTANT-** After you have pressed **Create Proposal** DO NOT press the back button to make changes. After **Create Proposal** is pressed this proposal is now in the system, and any changes that you may need to make need to be done in the proposal forms. If a mistake was made in the creation screens and you want to start over you have to select **Delete Draft**.



When this screen appears, make any proposed changes to the course, moving around the **program proposal** through the dark gray tabs on the left. Be sure to complete the **Rationale** textbox on the **Cover** page. For details about the tab contents, see the **New Program Proposal** section on page 91 of this manual. When you have made your changes, select **Launch** to send your modifications into the approval process. You may also **Delete Draft**. You will be prompted to confirm your choice.



New Credit Course

To create a new credit course, select **New Credit Course** from the dropdown menu in Step 1.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

it, then use the arrow keys or mouse to pick an item.

- Deactivate Credit Course
- Deactivate Non Credit Course
- Deactivate Program
- Modify Credit Course
- Modify Non Credit Course
- Modify Program
- New Credit Course
- New Non Credit Course
- New Program

Next Step

Choose the subject from the dropdown menu, enter the required information, then click **Next Step**. Mandatory fields are marked with an *.

Step 1: Select Proposal Type -- (New Credit Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*

- (HSMTH) HSMTH
- (HSAGT) HSAGT
- (HSECN) HSECN
- (HSENG) HSENG
- (HSIFA) HSIFA
- (HSMTH) HSMTH
- (HSSCI) HSSCI
- (HSSPN) HSSPN
- (HSUSH) HSUSH
- (HSWFP) HSWFP
- (UCMUC) UCMUC

Next Step

Review and Create

Step 1: Select Proposal Type -- (New Credit Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*
(HSMTH) HSMTH

Course Number*
TEST 999

Course Title*
Training Course Title

Catalog Description*
Catalog description.]

Next Step

Review and Create

Review the information, and click **Create Proposal** to begin creating the course.

Step 1: Select Proposal Type -- (New Credit Course)
Step 2: Create Course Proposal
Review and Create

You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Subject: **(HSMTH) HSMTH**
Course Number: **TEST 999**
Course Title: **Training Course Title**
Course Description: **Catalog description.**

If this is correct press Create Proposal to submit the new proposal to the New Credit approval process.

Create Proposal

You will be brought to the **Proposal Resources** section of the new course proposal. This page provides links to CurricUNET user manuals and contact information for on-campus support. Click the **Cover** tab to begin creating the course.

New Credit Course: Training Course Title
Status: Draft
Remaining Launch Requirements: 4
Launch Delete Draft

Proposal Resources

Cover 0/4
Course Status
Duplication
Hours/Scheduling Criteria
Materials Fee
Concurrent Scheduling
Course Description

Proposal Resources
Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

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

1. [CurricUNET User Guide](#)
2. Gwendolyn Partlow, Technical Support Specialist
Phone: 760.795.6813
Email gpartlow@miracosta.edu
3. Cindy Dudley, Technical Writer
Phone: 760.795.6853
Email cdudley@miracosta.edu
4. Joanne Benschop, Transfer and Articulation
Phone: 760.795.6881
Email jbenschop@miracosta.edu
5. [CurricUNET Admin Guide](#)

Any required fields throughout the proposal will be marked with an * and highlighted light orange. Some fields include prompting text to help you enter the correct information. 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.

Cover

Work your way through the text boxes in the cover. You may need to scroll down to access all the fields in this section. Enter the **Rationale for New/Modify Course** in the text box.

New Credit Course: Training Course Title

Status: Draft Remaining Launch Requirements: 1

Proposal Resources	<h4>Cover</h4> <p>Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM</p> <p>Course Number * <input type="text" value="test"/></p> <p>Division Career & Technical Education</p> <p>Department BUS</p> <p>Subject/Designator * <input type="text" value="ACCT - ACCT"/></p> <p>Title * <input type="text" value="Training Course Title"/></p> <p>Abbreviated Title (30 character limit) <input type="text"/></p> <p>Formerly <input type="text"/></p> <p>Rationale for New Course: *</p> <div style="border: 1px solid orange; height: 100px;"></div>
Cover	3/4
Course Status	
Duplication	
Hours/Scheduling Criteria	
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	
Library	
Honors	
Codes/Dates	
Articulation Officer	
Course Proposal: Articulation	
Distance Ed (Form A)	

Discipline

All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the [Placement in Disciplines List](#) for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.

Show selected

- Accounting
- Administration of Justice
- Agriculture Production
- Anthropology
- Architecture
- Art
- Automotive Technology
- Basic Skills, Interdisciplinary

0 of 79 items are selected

Rationale for Discipline

Please include rationale only if you are proposing a new discipline assignment not currently in use from the [State approved list](#) at MiraCosta

Within the **Discipline** section, you must place the course in at least one discipline. To search, begin to type the name of the discipline in the bar. Only options containing the letters or words you type will be shown. To be shown all options again, simply delete your search. You may need to scroll within this section to find your choice. Click the box to the left of your chosen discipline(s).

Materials/Fees	<p>Discipline</p> <p><i>All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the Placement in Disciplines List for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.</i></p> <input type="text" value="real"/> <p><input type="checkbox"/> Show selected <input type="button" value="Clear All"/></p> <ul style="list-style-type: none"><input type="checkbox"/> Basic Skills, Reading/Writing<input type="checkbox"/> Reading<input type="checkbox"/> Real Estate <p>0 of 81 items are selected</p>
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	

If you click the box next to **Show selected**, only the selected Disciplines will be shown. Uncheck the box to show all Disciplines 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 discipline(s).

<p>Discipline</p> <p><i>All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the Placement in Disciplines List for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.</i></p> <input type="text"/> <p><input checked="" type="checkbox"/> Show selected <input type="button" value="Clear All"/></p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Basic Skills, Reading/Writing

When you complete the cover sections, **Save** your work, and click on **Course Status** on the left to continue your proposal. 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.

The screenshot shows a web application interface for creating a new credit course. The title is "New Credit Course: Training Course Title" and the status is "Draft". There are "Launch" and "Delete Draft" buttons in the top right. On the left is a vertical navigation menu with tabs: Proposal Resources, Cover (4/4), Course Status (highlighted with a red arrow), Duplication, Hours/Scheduling Criteria, Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, Methods of Instruction, Methods of Evaluation, Required Instructional Materials, Enrollments, and Registration Requisites. The main content area is titled "Cover" and includes a "Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM" message. Below this are several form fields: Course Number * (text input with "test"), Division (text input with "Career & Technical Education"), Department (text input with "BUS"), Subject/Designator * (dropdown menu with "ACCT - ACCT"), Title * (text input with "Training Course Title"), Abbreviated Title (30 character limit) (text input), Formerly (text input), and Rationale for New Course: * (text area with "Discuss all things."). Below the rationale is a "Discipline" section with a note: "All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the Placement in Disciplines List for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections." This section contains a list of disciplines with checkboxes: Accounting, Administration of Justice, Agriculture Production, and Anthropology. There are "Show selected" and "Clear All" buttons. At the bottom right of the form is a "Save" button, which is highlighted with a red arrow.

The screenshot shows a small dialog box with a title bar and a close button. The text inside reads: "There are unsaved changes. Do you want to save them?". Below the text are three buttons: "Save", "Discard", and "Cancel".

Course Status

On the **Course Status** tab, use the checkboxes to classify the course. If you select **Degrees**, **List any degrees and/or certificates this course will belong to** in the text box. If the course will be part of the **MiraCosta local Gen Ed**, be sure to **contact the Articulation Officer and note the GE area in the textbox below** that checkbox. When this page is complete, save the information and click the **Duplication** tab.

New Credit Course: test

Status: Draft Remaining Launch Requirements: 1

Proposal Resources	Course Status
Cover 3/4	Last updated by Shawn McDaniel on 8/27/2015 at 8:54 AM CurricUNET Help
Course Status	Associate Degree Requirements
Duplication	<input type="checkbox"/> Degree(s) List any degrees and/or certificates this course will belong to: <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
Hours/Scheduling Criteria	<input type="checkbox"/> English Competency
Materials Fee	<input type="checkbox"/> Reading Competency
Concurrent Scheduling	<input type="checkbox"/> Math Competency
Course Description	<input type="checkbox"/> MiraCosta local Gen Ed (If requesting new local GE please contact the Articulation Officer and note the GE area in the text box below.)
Performance Objectives	GE Area <input type="text"/>
Assignments	Course Status
Methods of Instruction	<input type="checkbox"/> Basic Skills
Methods of Evaluation	<input type="checkbox"/> Stand-alone
Required Instructional Materials	<input type="checkbox"/> Topics
Enrollments	<input type="checkbox"/> Work Experience/Internship
Registration Requisites/Limitations	<input type="checkbox"/> Directed Studies
Library	<input type="checkbox"/> Honors
Student Learning Outcomes	<input type="checkbox"/> Online Approval Request
	Online Type
	Please select the combination that applies IE. "New/100% Online", "New/Hybrid", "Renewal/100% Online", or "Renewal/Hybrid"
	<input type="checkbox"/> New
	<input type="checkbox"/> Renewal
	<input type="checkbox"/> 100% Online
	<input type="checkbox"/> Hybrid

Duplication

In this section, you will describe any duplication between the proposal course's content and any other MiraCosta course's content. Verify that all fields are correct, and **save** your work. Next, select **Hours/Scheduling Criteria** to move to the next section of the proposal.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Cover	4/4	Duplication Last updated by User Administrator on 1/16/2015 at 1:48 PM
Course Status		Portions of the content of this course are duplicated in:
Duplication		<input type="checkbox"/> Your Discipline <input type="checkbox"/> Your Department <input type="checkbox"/> Another Department
Course Hours		List the course(s) and describe the degree of duplication
Materials/Fees		<div style="border: 1px solid #ccc; height: 100px;"></div>
Concurrent Scheduling		
Course Description		
Performance Objectives		
Student Learning		<input type="checkbox"/> Duplication has been discussed with faculty in your discipline, department, or the other department where the duplication occurs.

Hours/Scheduling Criteria

Next, select **Hours/Scheduling Criteria** to move to the next section of the proposal. Enter the maximum number of **Lecture** and **Lab Units** a student will earn for this course. The weekly hours and total semester hours will be calculated by CurricUNET.

New Credit Course: Training Course Title
Status: Draft

Launch Delete Draft

Proposal Resources

Cover 4/4

Course Status

Duplication

Hours/Scheduling Criteria

Materials Fee

Concurrent Scheduling

Course Description

Hours/Scheduling Criteria

Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

Units

Lecture Units Lecture Weekly Contact Hours

Lab Units Lab Weekly Contact Hours

Total Units Total Weekly Contact Hours

Total Semester Hours -

Course can be offered in increments of fewer units?

Course Typically Offered

Grading Method

Class Size Maxima
Refer to [Policy](#) when completing this field.

If this course has variable units, select the box next to “Course can be offered in increments of fewer units”. This will open an area for you to enter the **Minimum Units** a student may earn. Select the semesters the course is typically offered and the grading method from the drop down menu, and enter the class size maximum. Save your work, and select the **Materials Fees** tab.

New Credit Course: Training Course Title
Status: Draft

Launch Delete Draft

Proposal Resources

Cover 4/4

Course Status

Duplication

Hours/Scheduling Criteria

Materials Fee

Concurrent Scheduling

Course Description

Performance Objectives

Student Learning Outcomes

Hours/Scheduling Criteria

Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

Units

Lecture Units Lecture Weekly Contact Hours

Lab Units Lab Weekly Contact Hours

Total Units Total Weekly Contact Hours

Total Semester Hours -

Course can be offered in increments of fewer units?

Minimum Units

Total Units Total Weekly Contact Hours

Total Semester Hours -

Course Typically Offered

Grading Method


Class Size Maxima
Refer to [Policy](#) when completing this field.

Materials Fee

If a course has a **Required Materials Fee** (for example, for lab supplies), check the box indicating the requirement. If not, move to the **Concurrent Scheduling** tab.

New Credit Course: Training Course Title
Status: Draft Launch Delete Draft

Proposal Resources **Materials Fee**
Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

Cover 4/4 Required Materials Fee 
[Materials Fee List](#)

Course Status

Duplication

Hours/Scheduling Criteria

Materials Fee

Concurrent Scheduling

Selecting the Required Materials Fee option will open further fields, where you will describe the fee and its purpose. Do not include a dollar sign in the amount field. Use the checkboxes to justify the fee. To add items to the list of supplies the fee will pay for, select **Add new record**.

New Credit Course: Training Course Title
Status: Draft Launch Delete Draft

Proposal Resources **Materials Fee**
Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

Cover 4/4 Required Materials Fee
[Materials Fee List](#)


If you check all of the below statements: Consult with your dean and department chair to ensure an account is set up for the materials fee and a process is in place to return unused fees to the student. In addition, please create an itemized list of the required materials that indicates the cost of each item and the total cost, email this information to your dean, and enter the information in the text box below. If you don't check any of the statements below: Consider collaborating with the bookstore to develop a kit that students purchase through the bookstore.

Amount

Materials are a condition of enrollment in this class.
 Materials are necessary to performance objectives for the class.
 Materials are owned by the student and of value outside the classroom.
 College securing materials due to a health and safety issue or because cost of procuring the materials independently is prohibitive for the student.

Itemized Fee

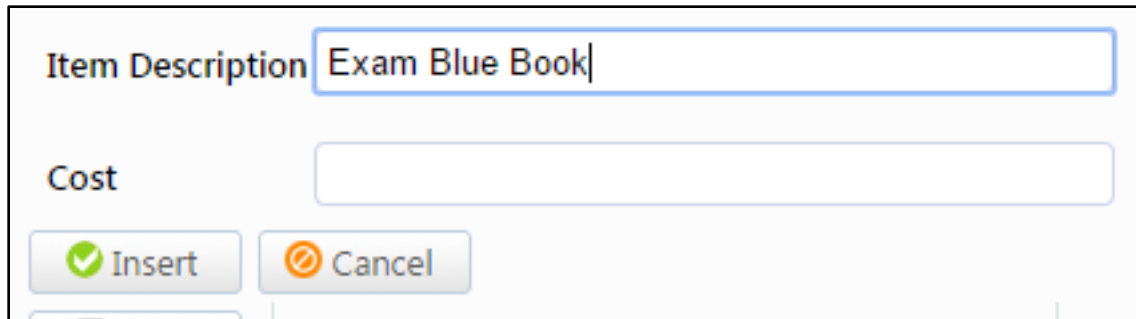
Item Description	Cost
No records to display.	

+ Add new record 

↺ ⏪ ⏩ ↻

Displaying items 0 - 0 of 0

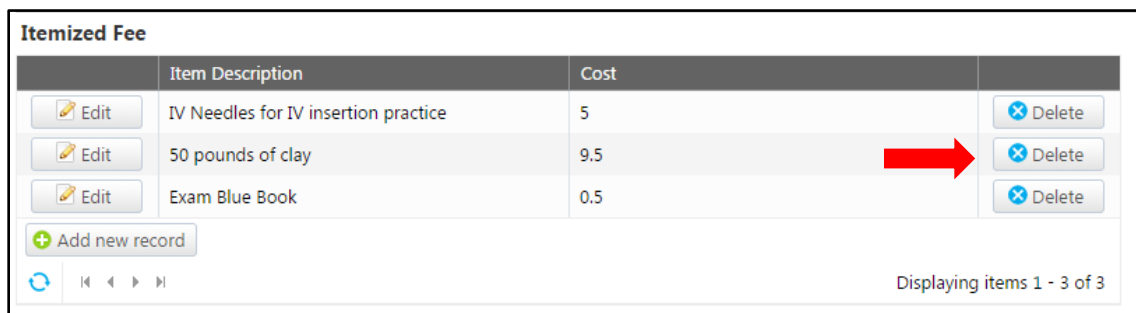
Enter the Item Description and Cost (again, do not use a dollar sign), and select “Insert” to add the item to the list.



Item Description

Cost

To remove an item from the list, click the “Delete” button with a blue “x”.

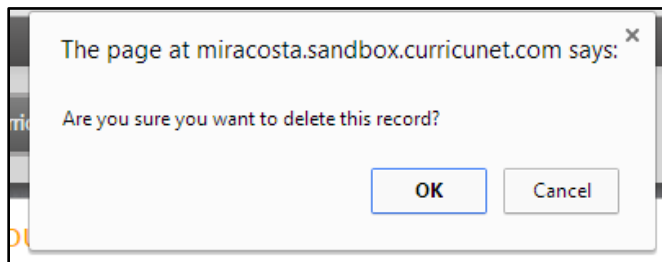


	Item Description	Cost	
<input type="button" value="Edit"/>	IV Needles for IV insertion practice	5	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	50 pounds of clay	9.5	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	Exam Blue Book	0.5	<input type="button" value="Delete"/>

+ Add new record

Displaying items 1 - 3 of 3

A popup will appear asking you to confirm this action.



The page at miracosta.sandbox.curricunet.com says: ×

Are you sure you want to delete this record?

When your list is complete, click save and move to the **Concurrent Scheduling** tab.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Materials Fee

Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

Required Materials Fee

[Materials Fee List](#)

If you check all of the below statements: Consult with your dean and department chair to ensure an account is set up for the materials fee and a process is in place to return unused fees to the student. In addition, please create an itemized list of the required materials that indicates the cost of each item and the total cost, email this information to your dean, and enter the information in the text box below. If you don't check any of the statements below: Consider collaborating with the bookstore to develop a kit that students purchase through the bookstore.

Amount

Materials are a condition of enrollment in this class.

Materials are necessary to performance objectives for the class.

Materials are owned by the student and of value outside the classroom.


College securing materials due to a health and safety issue or because cost of procuring the materials independently is prohibitive for the student.


Itemized Fee

	Item Description	Cost	
Edit	Asbestos Ceiling Tiles	25	Delete

Add new record

Displaying items 1 - 1 of 1

Concurrent Scheduling 

Save 

Concurrent Scheduling

In the **Concurrent Scheduling** tab, you will indicate if this course is scheduled concurrently or if it shares identical content with any other course, and identify the other courses in the set. **Select the parent course, save** this information and continue to the **Course Description** tab.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Proposal Resources	
Cover	4/4
Course Status	
Duplication	
Hours/Scheduling Criteria	
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	

Concurrent Scheduling

Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM

Will this course be scheduled concurrently (i.e., it will meet at the same time and in the same room with any other course or group of courses)?

Do these concurrently scheduled courses share an identical course outline (Note: Both new and modified course proposals must be submitted simultaneously to the curriculum committee.)?

Identify all courses in this set:

Show selected Clear All

- ACCT 00001 - Test New Non Credit Course (Draft)
- ACCT 001 - accounting squirrels (Draft)
- ACCT 909 - How to Navigate Meta COR (Draft)
- ACCT test - Training Course Title (Draft)
- HSAGT 00001 - test (CURRENT)
- HSAGT 00001 - test (In Review)
- HSAGT 00002 - test2 (In Review)
- HSAGT 00003 - test3 (Draft)

0 of 114 items are selected

Select the parent course in the set defined above:

Course Description

Enter the **Catalog and Schedule Descriptions** in their appropriate fields. Add the **Lecture and Lab Outlines**. The outline textboxes contain formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** page 114 of this manual.

Save this page, and continue to the **Performance Objectives** tab.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Proposal Resources	Course Description Last updated by Shawn McDaniel on 7/30/2015 at 10:37 AM
Cover	4/4
Course Status	
Duplication	
Hours/Scheduling Criteria	
Materials Fee	
Concurrent Scheduling	
Course Description	Catalog Description test
Performance Objectives	Schedule Description
Student Learning Outcomes	
Assignments	
Methods of Instruction	Lecture Outline B I U abc (inherited font) (inherited size) [color] [background] [list] [link] [unlink] [undo] [redo] [select block type]
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	Lab Outline B I U abc (inherited font) (inherited size) [color] [background] [list] [link] [unlink] [undo] [redo] [select block type]
Library	
Honors	
Codes/Dates	
Articulation Officer	
Course Proposal: Articulation	

Performance Objectives

On the **Performance Objectives** tab, list the tasks students will be able to perform after completing this course. The textbox contains formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using this editor, see the **Rich Text Editor Detailed Instructions** on page 114 of this manual.

Save your work and move to the **Assignments** tab.

The screenshot displays a web interface for creating a new credit course. The title is "New Credit Course: test" and the status is "Draft". There are buttons for "Launch" and "Delete Draft". A sidebar on the left lists various course components: Proposal Resources, Cover (3/4), Course Status, Duplication, Hours/Scheduling Criteria, Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives (selected), Assignments, and Methods of Instruction. The main content area is titled "Performance Objectives" and shows a rich text editor with a toolbar containing options for bold, italic, underline, font color, background color, text color, text background color, bulleted list, numbered list, and indent. The editor contains the text: "Upon successful completion of this course, students will be able to do the following:"

Assignments

In the **Assignments** tab, you will provide information on the assignments students will be assigned, dividing them into the appropriate categories. The Assignments textboxes contain formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** see page 114 of this manual.

Save your work, and move to the **Methods of Instruction** tab.

The screenshot shows the 'New Credit Course' form for 'Training Course Title'. The status is 'Draft'. The 'Assignments' tab is active, showing three text areas for 'Reading', 'Writing', and 'Outside-of-class (reading/writing/other)' assignments. Each text area includes a rich text editor toolbar with options for bold, italic, underline, font color, background color, text color, text background color, bulleted list, numbered list, and indent. The 'Cover' field shows '4/4' and the 'Course Status' field is empty. The 'Methods of Instruction' tab is highlighted in the left sidebar.

New Credit Course: Training Course Title
Status: Draft Launch Delete Draft

Assignments
Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM
[CurricUNET Help](#)

Reading
Reading assignments will be consistent with, but not limited by, the following types and examples:

Writing
Writing assignments will be consistent with, but not limited by, the following types and examples:

Outside-of-class (reading/writing/other)
Outside-of-class assignments will be consistent with, but not limited by, the following types and examples:

Left sidebar menu items: Proposal Resources, Cover (4/4), Course Status, Duplication, Hours/Scheduling Criteria, Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, Methods of Instruction, Methods of Evaluation, Required Instructional Materials, Enrollments, Registration Requisites, Library, Honors.

Methods of Instruction

In the Methods of Instruction section, enter any methodologies that may be used to teach the course. The textbox contains formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** see page 114 of this manual.

Save your work and move to **Methods of Evaluation**.

The screenshot displays a web-based interface for editing a course. At the top, the title is "New Credit Course: Training Course Title" and the status is "Draft". There are "Launch" and "Delete Draft" buttons. A sidebar on the left contains a list of course sections: Proposal Resources, Cover (4/4), Course Status, Duplication, Hours/Scheduling Criteria, Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, Methods of Instruction, and Methods of Evaluation. The "Methods of Instruction" section is currently selected and active. The main content area shows the title "Methods of Instruction" and a note: "Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM" with a link to "Curricunet Help". Below this, a text box contains the instruction: "Instructional methodologies will be consistent with, but not limited by, the following types or examples:". A rich text editor toolbar is visible above the text box, featuring icons for bold, italic, underline, font color, background color, text color, bulleted list, numbered list, link, unlink, and a "Select block type" dropdown menu. The text box itself is currently empty.

Methods of Evaluation

In the Methods of Evaluation section, enter any methodologies that may be used to evaluate the course. The textbox contains formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** see page 114 of this manual.

Save your work and move to **Required Instructional Materials**.

The screenshot displays a web-based form for creating a new credit course. The title is "New Credit Course: Training Course Title" and the status is "Draft". On the right, there are "Launch" and "Delete Draft" buttons. A left-hand navigation menu lists various sections: Proposal Resources, Cover (4/4), Course Status, Duplication, Hours/Scheduling Criteria, Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, Methods of Instruction, Methods of Evaluation, and Required Instructional Materials. The "Methods of Evaluation" section is currently active. The main content area shows the heading "Methods of Evaluation" in blue, followed by a timestamp "Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM" and a link to "Curricunet Help". Below this is a text entry field with the placeholder text "Evaluation methodologies will be consistent with, but not limited by, the following types or examples:". A rich text editor toolbar is positioned above the text field, featuring icons for bold, italic, underline, text color, background color, font face, font size, bulleted list, numbered list, link, and unlink, along with a "Select block type" dropdown menu.

Required Instructional Materials

In the **Required Instructional Materials** section, enter materials individually with books under **Textbooks** and any other materials under **Other Required Materials**. Click **Add new record** to add items to the lists.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Proposal Resources	
Cover	4/4
Course Status	
Duplication	
Hours/Scheduling Criteria	
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	


Required Instructional Materials

Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM
[CurricUNET Help](#)

Textbooks

Examples of typical textbooks for this course include the following:

Author	Title	Edition	Publisher	Year	ISBN
No records to display.					


+ Add new record 

Displaying items 0 - 0 of 0

Other Required Materials

Examples of typical print and non-print materials other than textbooks for this course include the following:

Other
No records to display.

+ Add new record 

Displaying items 0 - 0 of 0


WebCMS Legacy Textbooks

WebCMS Legacy Other Materials

Enter as much information as possible about the needed materials, then click **Insert**.


Textbooks
Examples of typical textbooks for this course include the following:

Author	Title	Edition	Publisher	Year	ISBN
Author	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Publisher	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ISBN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Other Required Materials
Examples of typical print and non-print materials other than textbooks for this course include the following:



Other
<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>






You can sort materials within their categories by clicking on the heading by which you wish to sort them. 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. If you have lots of materials, you can move between pages with the arrows at the bottom of each category. When your materials list is complete, move to the **Enrollments** tab.

Required Instructional Materials



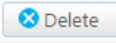

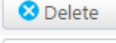
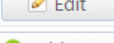

Textbooks

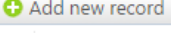
	Author	Title	Edition	Publisher	Year	ISBN	
 Edit	Famous Author	Very Important Book	1	Publishing Experts, Inc.	2011		 Delete



 Add new record

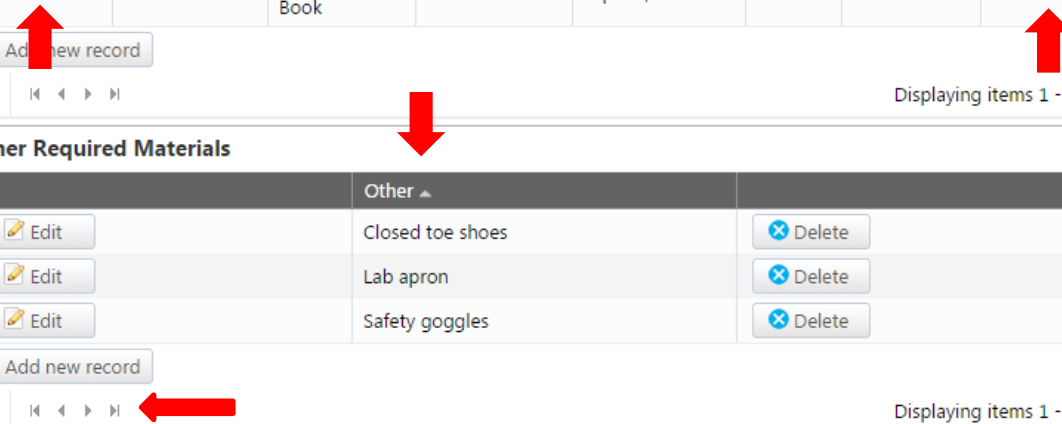
  Displaying items 1 - 1 of 1

Other Required Materials

	Other 	
 Edit	Closed toe shoes	 Delete
 Edit	Lab apron	 Delete
 Edit	Safety goggles	 Delete

 Add new record

  Displaying items 1 - 3 of 3



Enrollments

In the **Enrollments** section, you will specify how many times a student may repeat the course, and the rationale for this decision. Add information about **Courses Related in Content**. When you have entered any repeatability information, save your work and move to the **Registration Requisites** tab.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Proposal Resources	Enrollments
Cover 4/4	Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM CurricUNET Help
Course Status	Repeatability
Duplication	Courses are not allowed to be designated as repeatable unless they meet one of the following exceptions:
Hours/Scheduling Criteria	<ul style="list-style-type: none">• Courses in visual or performing arts or physical education may be repeated to meet a UC or CSU major preparation unit requirement.• Courses that are linked to a sanctioned intercollegiate academic or vocational competition in which all enrolled students participate may be repeated up to three times.• Intercollegiate athletics courses may be repeated up to three times.• Cooperative work experience and internship studies courses may be repeated in any combination for a maximum of 16 units.
Materials Fee	Total enrollments allowed: <input type="text"/>
Concurrent Scheduling	Maximum units allowed: <input type="text"/>
Course Description	Rationale for multiple enrollments <i>Identify which of the exceptions above allows repetition, citing the UC/CSU campus and its requirement or the intercollegiate competition, if applicable.</i>
Performance Objectives	<div style="border: 1px solid gray; height: 100px;"></div>
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	Courses Related in Content (CRC) in Physical Education, Visual Arts, and Performing Arts
Registration Requisites	Active participatory courses that share a similar primary educational objective are grouped together. Students are allowed four enrollments within each CRC group, but each course may be taken only once unless it satisfies one of the criteria above for repeatability. Enrollments include any combination of course completions, withdrawals, and repetition.
Library	If this course shares a similar primary educational objective with one or more other courses, please name the CRC group and list all of the courses that belong within it:
Honors	<div style="border: 1px solid gray; height: 100px;"></div>
Codes/Dates	
Articulation Officer	

Registration Requisites/Limitations

In the **Registration Requisites/Limitations** section, you will list the prerequisites and other requisites for enrollment in the course. To add an item, select **Add New Item**.

The screenshot shows the 'New Credit Course' interface for a course titled 'test title'. The status is 'Draft'. The 'Registration Requisites/Limitations' section is active, displaying a list of requisites. A red arrow points to the '+ Add New Item' button in the top right corner of the requisites list.

Registration Requisites/Limitations

Last updated by Governet Support on 8/26/2015 at 4:19 PM
For optimal functionality of this page, please select Requisite/Limitation Type before entering any other data.

Curricunet Help

Requisites/Limitations Show Details [+ Add New Item](#)

Prerequisite

Subject: ANTH - ANTH
Requisite Course: ANTH 102 - Cultural Anthropology (CURRENT)
Reason for Requisite: Co/prerequisite course is necessary to protect the health or safety of the student or others.
Validation Method used:: Departmental Validation
Has department followed the Departmental Validation process?: Yes

Choose the **Requisite/Limitation Type** from the dropdown menu.

The screenshot shows the 'ATHL 103 - Intercollegiate Sand Volleyball, Women' page. The status is 'CURRENT'. The 'Registration Requisites/Limitations' section is active, and the 'Requisite/Limitation Type' dropdown menu is open, showing a list of options. A red arrow points to the dropdown menu.

ATHL 103 - Intercollegiate Sand Volleyball, Women

Status: CURRENT [View Proposal History](#)

Curricunet Help

Requisites/Limitations

Requisite/Limitation Type *

- Prerequisite
- Corequisite
- Advisory
- Instructor permission
- Special admission
- Not open to students with prior credit in
- Tryout or audition
- Condition

Prerequisite, Corequisite, or Advisory

If the Requisite/Limitation Type is **Prerequisite**, **Corequisite**, or **Advisory**, select the **Subject** and **Requisite Course** from the dropdown menus, *or* enter a **Non-Course Requirement** in the textbox. Do not enter a course and a non-course requirement at the same time. 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. 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. If a course is offered at variable units, you can also specify the range that will meet this requirement.

ATHL 103 - Intercollegiate Sand Volleyball, Women
Status: CURRENT View Proposal History

Materials Fee
Concurrent Scheduling
Course Description
Performance Objectives
Student Learning Outcomes
Assignments
Methods of Instruction
Methods of Evaluation
Required Instructional Materials
Enrollments
Registration Requisites/Limitations
Library
Honors
Codes/Dates
Articulation Officer
Course Proposal: Articulation
Distance Ed (Form A)

Registration Requisites/Limitations
For optimal functionality of this page, please select Requisite/Limitation Type before entering any other data.

CurricUNET Help

Requisites/Limitations

Requisite/Limitation Type *
Prerequisite

Subject

Requisite Course

Non-Course Requirement

Condition

Reason for Requisite

Save Cancel

Select the **Reason for Requisite** from the dropdown menu.

ATHL 103 - Intercollegiate Sand Volleyball, Women
Status: CURRENT View Proposal History

Materials Fee
Concurrent Scheduling
Course Description
Performance Objectives
Student Learning Outcomes
Assignments
Methods of Instruction
Methods of Evaluation
Required Instructional Materials
Enrollments
Registration Requisites/Limitations
Library
Honors
Codes/Dates
Articulation Officer
Course Proposal: Articulation
Distance Ed (Form A)

Registration Requisites/Limitations
For optimal functionality of this page, please select Requisite/Limitation Type before entering any other data.

CurricUNET Help

Requisites/Limitations

Requisite/Limitation Type *
Prerequisite

Subject

Requisite Course

Non-Course Requirement

Condition

Reason for Requisite

Course ensures students have the knowledge and skills that are necessary for success
Course is required by a four-year public institution
Co/prerequisite course is part of a closely related lecture/lab pairing within a discipline
Co/prerequisite course is required by the following statute or regulation
Co/prerequisite course is necessary to protect the health or safety of the student or others.

If the Reason for Requisite is **Course ensures students have the knowledge and skills that are necessary for success**, enter the **Content Review**, following the instructions above the text box. This text box contains formatting tools to help you create a list, among other things. For more details, see the **Detailed Rich Text Editor Instructions** on page 114 of this manual. Select the **Validation Method used** from the dropdown menu, read the **Validation** text, and select the appropriate response from the dropdown menu, and click **Save** to add the requisite to the course.

ATHL 103 - Intercollegiate Sand Volleyball, Women
 Status: CURRENT View Proposal History

Materials Fee
 Concurrent Scheduling
 Course Description
 Performance Objectives
 Student Learning Outcomes
 Assignments
 Methods of Instruction
 Methods of Evaluation
 Required Instructional Materials
 Enrollments
 Registration Requisites/Limitations
 Library
 Honors

Reason for Requisite
 Course ensures students have the knowledge and skills that are necessary for success

Content Review
 List the **exit skills** of the prerequisite (or advisory) course that represent the **entry skills** necessary (or strongly recommended) for success in this course, or list the skills students need to acquire through simultaneous enrollment in the prerequisite course. This information should be obtained from the performance objectives section of the prerequisite or advisory COR.
 Upon entering this course, the student should be able to do the following:

Validation Method used: *

Save Cancel

If the Reason for Requisite is **Course is required by a four-year institution**, enter the **UC/CSU Campus**, **Comparable Course Title, Prefix, and Number**, **Requisite Course Title, Prefix, and Number**, and **Catalog Year**, and click **Save** to add the requisite to the course.

New Credit Course: test title
 Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

Materials Fee
 Concurrent Scheduling
 Course Description
 Performance Objectives
 Student Learning Outcomes
 Assignments
 Methods of Instruction
 Methods of Evaluation
 Required Instructional Materials
 Enrollments
 Registration Requisites/Limitations
 Library
 Honors
 Codes/Dates
 Articulation Officer
 Course Proposal: Articulation

Reason for Requisite
 Course is required by a four-year public institution

Course at four-year public institution
 UC/CSU Campus
 Comparable Course Title, Prefix, and Number
 Requisite Course Title, Prefix, and Number
 Catalog Year

Save Cancel

If the Reason for Requisite is **Co/prerequisite course is required by the following statute or regulation**, describe those statutes or regulation in the **Required Statute** textbox, and click **Save** to add the requisite to the course.

The screenshot shows the 'New Credit Course' form with the following details:

- Title: test title
- Status: Draft
- Remaining Launch Requirements: 4
- Buttons: Launch, Delete Draft
- Left sidebar menu: Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, Methods of Instruction, Methods of Evaluation, Required Instructional Materials, Enrollments, Registration Requisites/Limitations, Library, Honors, Codes/Dates, Articulation Officer, Course Proposal: Articulation.
- Form fields:
 - Condition: [Dropdown]
 - Reason for Requisite: Co/prerequisite course is required by the following statute or regulation (indicated by a red arrow)
 - Required Statute: [Text area] (indicated by a red arrow)
- Bottom buttons: Save, Cancel

If the Reason for Requisite is **Co/Prerequisite is necessary to protect the health or safety of the student or others**, Describe how the co/prerequisite provides this protection in the textbox, then, enter the **Content Review**, following the instructions above the text box. This text box contains formatting tools to help you create a list, among other things. For more details, see the **Detailed Rich Text Editor Instructions** on page 114 of this manual. Select the **Validation Method used** from the dropdown menu, read the **Validation** text, and select the appropriate response from the dropdown menu, and click **Save** to add the requisite to the course.

The screenshot shows the 'New Credit Course' form with the following details:

- Title: test title
- Status: Draft
- Remaining Launch Requirements: 4
- Buttons: Launch, Delete Draft
- Left sidebar menu: Proposal Resources, Cover, Course Status, Duplication, Hours/Scheduling Criteria, Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, Methods of Instruction, Methods of Evaluation, Required Instructional Materials, Enrollments, Registration Requisites/Limitations, Library, Honors, Codes/Dates, Articulation Officer, Course Proposal: Articulation.
- Form fields:
 - Condition: [Dropdown]
 - Reason for Requisite: Co/prerequisite course is necessary to protect the health or safety of the student or others (indicated by a red arrow)
 - Describe how the co/prerequisite provides this protection: [Text area] (indicated by a red arrow)
 - Content Review: [Text area with rich text editor toolbar] (indicated by a red arrow)
 - Validation Method used: Departmental Validation (indicated by a red arrow)
 - Departmental Validation: [Text area with instructions and a list of documents to review]
 - Has department followed the Departmental Validation process?: [Dropdown]
- Bottom buttons: Save, Cancel

Instructor permission, Special admission, or Tryout or Audition

If the Requisite/Limitation Type is **Instructor permission, Special admission, or Tryout or Audition**, describe the **Non-Course Requirement** and the **Limitation Rationale**. 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. 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. If a course is offered at variable units, you can also specify the range that will meet this requirement. Click **Save** to add the requisite to the proposal.

ATHL 103 - Intercollegiate Sand Volleyball, Women
Status: CURRENT View Proposal History

Registration Requisites/Limitations
For optimal functionality of this page, please select Requisite/Limitation Type before entering any other data.

CurricUNET Help

Requisites/Limitations

Requisite/Limitation Type *
Instructor permission

Non-Course Requirement

Limitation Rationale

- If Limitation type is "Instructor Permission," "Special Admission," or "Tryout or Audition," then please enter the rationale below.
- If Limitation type is "Not open to students with prior credit in," then please identify the course(s) and enter the rationale below.

Condition

Save Cancel

Not Open to students with prior credit in

If the Requisite/Limitation Type is **Not open to students with prior credit in**, select the **Subject** and **Requisite Course** from the dropdown menus, *or* enter a **Non-Course Requirement** in the textbox. Do not enter a course and a non-course requirement at the same time. Describe the **Limitation Rationale**. 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. 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. If a course is offered at variable units, you can also specify the range that will meet this requirement.

The screenshot shows a web form titled "New Credit Course: test title" with a status of "Draft". The "Registration Requisites/Limitations" section is active, showing a "Requisite/Limitation Type" dropdown menu with the selected option "Not open to students with prior credit in". Below this are fields for "Subject" and "Requisite Course", both dropdown menus. A "Non-Course Requirement" text area is also present. The "Limitation Rationale" section includes a text area and a "Condition" dropdown menu. Red arrows point to each of these fields: the "Requisite/Limitation Type" dropdown, the "Subject" dropdown, the "Requisite Course" dropdown, the "Non-Course Requirement" text area, the "Limitation Rationale" text area, and the "Condition" dropdown menu. The form also includes a "Save" button and a "Cancel" button at the bottom.

Add each requisite individually. To edit a **Requisite**, click the blue bar containing the outcome. 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 **Library** tab.

New Credit Course: test title

Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

Materials Fee	Registration Requisites/Limitations
Concurrent Scheduling	Last updated by Governet Support on 8/26/2015 at 4:19 PM For optimal functionality of this page, please select Requisite/Limitation Type before entering any other data.
Course Description	Curricunet Help
Performance Objectives	Requisites/Limitations <input checked="" type="checkbox"/> Show Details + Add New Item
Student Learning Outcomes	Prerequisite ⬆ ⬇ ✖
Assignments	Subject: ANTH - ANTH Requisite Course: ANTH 102 - Cultural Anthropology (CURRENT) Reason for Requisite: Co/prerequisite course is necessary to protect the health or safety of the student or others. Validation Method used:: Departmental Validation Has department followed the Departmental Validation process?: Yes
Methods of Instruction	Corequisite ➡ ⬆ ⬇ ✖
Methods of Evaluation	Non-Course Requirement: TB Test
Required Instructional Materials	Advisory ⬆ ⬇ ✖
Enrollments	Subject: ART - ART Requisite Course: ART 100 - Drawing and Composition (CURRENT) Condition: or
Registration Requisites/Limitations	
Library	

Library

In the **Library** tab, you will specify the **Library Impact** from the dropdown menu.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Hours/Scheduling Criteria	Library Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM CurricUNET Help
Materials Fee	Library Resources
Concurrent Scheduling	Library Impact <input type="text"/>
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	
Library	

Library Last updated by User Administrator on 1/16/2015 at 1:48 PM

Library Resources

Library Impact

- This is a new course
- This is a course revision that will impact the library, and a Library Resource Support Form is being submitted
- This is a course revision whose impact on the library is unknown, and library personnel will be contacted
- This is a course revision that will not impact the library, and no Library Resource Support Form is being submitted.

If you select **This is a new course** or **This is a course revision that will impact the library, and a Library Resource Support Form is being submitted**, you will be required to provide additional documentation. Click **Library Resource Support Form** to download and complete the documentation form. Provide the **Library Resource Support Form submission date**, verify that it has been **Confirmed by Technical Review**, then click **Select...** to attach the Support Form.

Save this information and continue to the **Student Learning Outcomes** tab.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Hours/Scheduling Criteria	<p>Library</p> <p>Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM CurricUNET Help</p>
Materials Fee	
Concurrent Scheduling	<p>Library Resources</p> <p>Library Impact</p> <p>This is a new course. ▼</p>
Course Description	<p>Complete the following form at the following link. The Library Support Form must be submitted prior to advancing the course out of stage one.</p> <p>Library Resource Support Form</p>
Performance Objectives	<p>Provide the Library Resource Support Form submission date <input type="text"/> <input type="button" value="Calendar"/></p>
Student Learning Outcomes	<p><input type="checkbox"/> Confirmed by Technical Review</p> <p><i>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</i></p> <p><input type="button" value="Select..."/></p>
Assignments	
Methods of Instruction	
Methods of Evaluation	

Attachments

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

Student Learning Outcomes

In the **Student Learning Outcomes** tab, you will list the new knowledge a student will gain by completing this course. To add an outcome, click **Add new item**.

New Credit Course: Training Course Title
Status: Draft
Launch Delete Draft
Student Learning Outcomes
Last updated by User Administrator on 1/16/2015 at 1:48 PM
Outcomes Show Details Add New Item
There are no outcomes to display

Enter the **Outcome Name**, **Outcome**, and **Assessment**. You will need to add each outcome individually. Required fields are highlighted and marked with an *. Click **Save** to add the outcome to the proposal.

New Credit Course: Training Course Title
Status: Draft
Launch Delete Draft
Student Learning Outcomes
Curriculum Help
Outcomes
Outcome Name
Outcome *
Assessment
Save Cancel

After saving, outcomes will look like the below example. To reorder outcomes, use the up and down arrows on the right of the blue bars. To delete, press the red "x". You will be prompted to confirm deletion. To edit an outcome, select the outcome by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. When all Student Learning Outcomes have been entered correctly, move to the **Distance Ed (Form A)** tab.

The screenshot displays the course management interface for HSSCI 11 - Physical Science 1 - Chemistry. The page title is "HSSCI 11 - Physical Science 1 - Chemistry" and the status is "CURRENT". There are links for "View Proposal History" and "Add New Item". A sidebar on the left contains navigation options: Cover, Course Status, Course Hours, Materials/Fees, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, and Assignments. The main content area is titled "Student Learning Outcomes" and features a "Show Details" checkbox and an "Add New Item" button. Three outcomes are listed, each with a blue bar containing a document icon, the SLO number, and up/down arrows for reordering, and a red 'x' for deletion. A red arrow points to the up/down arrows of the first SLO.

Course Information	Student Learning Outcomes
Course Status: CURRENT	SLO #1 Outcome: Chemistry is the study of the properties of matter and how matter undergoes changes. Students will be able to define matter, discuss the various types of matter, and show an understanding of the Law of Conservation of Mass. Assessment: Exam multiple choice, true ans false, completion, short answer, and essay questions.
Course Hours	SLO #2 Outcome: Students will be able to read, interpret, analyze and evaluate a chart, graph, or data table and answer questions based upon their understanding of chemistry and the information provided in the table, graph, and/or chart. Assessment: Exam multiple choice, true ans false, completion, short answer, and essay questions.
Materials/Fees	SLO #3 Outcome: Students will be able to solve basic chemistry problems using metric measurements. Assessment: Examination problems

Distance Ed (Form A)

The **Distance Ed (Form A)** tab provides information on distance education. If your course is a distance education course, add Comments, then use the dropdown menu to select the Course Approval Status and Type of Approval. Indicate any components which should never be conducted online, then use the checkboxes to complete the Distance Education information.

New Credit Course: test

Remaining Launch Requirements: 1
Launch
Delete Draft

Proposal Resources
Cover 3/4
Course Status
Duplication
Hours/Scheduling Criteria
Materials Fee
Concurrent Scheduling
Course Description
Performance Objectives
Assignments
Methods of Instruction
Methods of Evaluation
Required Instructional Materials
Enrollments
Registration Requisites/Limitations
Library
Student Learning Outcomes
Distance Ed (Form A)
Honors
Articulation Officer
Course Proposal: Articulation

Distance Ed (Form A)

Last updated by Shawn McDaniel on 8/27/2015 at 8:54 AM
[Curricunet Help](#)

Form A: Distance Education Course Curriculum Approval Addendum

Course Approval Status:

Definitions Any courses in which the instructor and student are separated by distance and interact in lieu of face-to-face instruction through the assistance of communication technology must be approved by the Courses & Programs Committee, in accordance with California Title 5(Section 55200 et seq.) [MiraCosta Administrative Procedure 4105](#) is the key document governing the requirements for distance education courses are MiraCosta, based on state and federal regulations.

100% Online. When a course is offered 100% Online, the entirety of instruction occurs online, including all lectures, all activities, all labs, all exams, etc. The student and instructor are not in the same place and synchronous and/or asynchronous modes of communication are used for all course activity. A 100% Online course cannot require students to take exams through a testing center.

Hybrid. A course that is offered as Hybrid uses a combination of online and in-person activity for instruction and/or assessment. A course is offered as a Hybrid when at least one component of the course is offered via distance education, and at least one component of the course requires in-person contact. For example, students may be required to take at least one exam through a testing center, at least one lecture may be conducted in-person, at least one activity or lab may be offered in-person, etc.

Type of Approval

You may indicate here which component(s) of the course should never be conducted online (e.g. proctored exams, labs, in-person orientation, etc.)

Course Suitability for Distance Education

Check the following to indicate that all instructors assigned to teach this course as 100% Online or Hybrid (in accordance with the approval type) will be able to:

- Ensure that the same standards of course quality shall be applied to distance education as are applied to traditional classroom courses.
- Meet all expectations as outlined in [AP 4105](#)
 - Ensure regular effective contact between instructor and students, including frequent, quality, instructor-initiated interaction.
 - Create an environment of academic integrity, monitor progress, and track attendance
 - Establish expectations on the frequency and timelines of instructor-initiated contact and feedback, and manage unexpected instructor absences
 - Uphold institutional procedures to authenticate students.
- Meet the accessibility requirements in state and federal regulations (Americans with Disabilities Act of 1990 (ADA), Sec (Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, California Government Code Section 11135 and Title 5, Section 55205). The MiraCosta Online Course Accessibility Checklist provides specific guidelines, and the MiraCosta Access Specialist is available for consultation and assistance at 760.795.6684.

Honors

On the **Honors** tab, select the date the **HSP coordinator consulted**, then complete each textbox describing the Honors component of this course, following the prompt for each. You will need to scroll down to complete each field. **Save** your work and continue to the **Articulation Officer** tab.

New Credit Course: test

Status: Draft Remaining Launch Requirements: 1

Proposal Resources	Honors
Cover	Last updated by Shawn McDaniel on 8/27/2015 at 8:54 AM Courselet Help
Course Status	HSP coordinator consulted on: <input type="text"/>
Duplication	This course expects a greater degree of student participation, engagement, and interaction Evidence in Honors COR <input type="text"/>
Hours/Scheduling Criteria	
Materials Fee	
Concurrent Scheduling	
Course Description	Please identify, with respect to each criterion, how the honors course differs from the non-honors (parent) course. (A brief narrative directing the review committee to supporting evidence within the respective COR).
Performance Objectives	<input type="text"/>
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	Student work is evaluated with higher standards of performance expectation Evidence in Honors COR <input type="text"/>
Enrollments	
Registration Requisites/Limitations	
Library	
Student Learning Outcomes	
Distance Ed (Form A)	Please identify, with respect to each criterion, how the honors course differs from the non-honors (parent) course. (A brief narrative directing the review committee to supporting evidence within the respective COR).
Honors	<input type="text"/>
Articulation Officer	
Course Proposal: Articulation	
Codes/Dates	
Contributor	Assignments and instructional methods require more critical thinking in terms of analysis, synthesis, and evaluation Evidence in Honors COR <input type="text"/>
	Please identify, with respect to each criterion, how the honors course differs from the non-honors (parent) course. (A brief narrative directing the review committee to supporting evidence within the respective COR).
	<input type="text"/>
	The subject matter is presented in greater depth and/or breadth Evidence in Honors COR <input type="text"/>

Articulation Officer

On the **Articulation Officer** page, use the dropdown menus to select the **Transfer Statuses**, then use the checkboxes to indicate any areas in the General Education patterns that this course fits into. You will need to scroll down to access all General Education areas. **Save** this information and continue to the **Course Proposal: Articulation** tab.

New Credit Course: test	
Status: Draft	Remaining Launch Requirements: 1 Launch Delete Draft
Proposal Resources	Articulation Officer
Cover	Last updated by Shawn McDaniel on 8/27/2015 at 8:54 AM Curriculum Help
Course Status	Transfer Status (CBOS) <input type="text" value="Acceptable for Credit: CSU -"/> ▼
Duplication	Transfer Status and GE Codes (TRGE) <input type="text"/> ▼
Hours/Scheduling Criteria	Course Identification Numbering System (CID) <input type="text"/>
Materials Fee	MiraCosta General Education
Concurrent Scheduling	<input type="checkbox"/> Area A1 - English Composition
Course Description	<input type="checkbox"/> Area A2 - Communication & Analytical Thinking
Performance Objectives	<input type="checkbox"/> Area B - Natural Sciences
Assignments	<input type="checkbox"/> Area C - Humanities
Methods of Instruction	<input type="checkbox"/> Area D - Social and Behavioral Sciences
Methods of Evaluation	<input type="checkbox"/> Area E1 - Technology & Information Fluency
Required Instructional Materials	<input type="checkbox"/> Area E2 - Self-Development
Enrollments	<input type="checkbox"/> Area E3 - Cultural Diversity
Registration Requisites/Limitations	<input type="checkbox"/> Area E4 - American Institutions & History
Library	IGETC Area 1: English Communication
Student Learning Outcomes	<input type="checkbox"/> A: English Composition
Distance Ed (Form A)	<input type="checkbox"/> B: Critical Thinking - English Composition
Honors	<input type="checkbox"/> C: Oral Communication
Articulation Officer	IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
Course Proposal: Articulation	<input type="checkbox"/> A: Mathematic
Codes/Dates	IGETC Area 3: Arts and Humanities
Contributor	<input type="checkbox"/> A: Arts
	<input type="checkbox"/> B: Humanities
	IGETC Area 4: Social and Behavioral Sciences
	<input type="checkbox"/> A: Anthropology And Archaeology
	<input type="checkbox"/> B: Economics
	<input type="checkbox"/> C: Ethnic Studies
	<input type="checkbox"/> D: Gender Studies
	<input type="checkbox"/> E: Geography
	<input type="checkbox"/> F: History
	<input type="checkbox"/> G: Interdisciplinary, Social & Behavioral Sciences
	<input type="checkbox"/> H: Political Science, Government & Legal Institutions
	<input type="checkbox"/> I: Psychology
	<input type="checkbox"/> J: Sociology & Criminology
	IGETC Area 5: Physical and Biological Sciences (mark all that apply)
	<input type="checkbox"/> A: Physical Science With Lab
	<input type="checkbox"/> B: Biological Science With A Lab
	<input type="checkbox"/> C: Biological Science Without A Lab
	<input type="checkbox"/> D: Biological Science, Lab Only
	<input type="checkbox"/> E: Physical Science Without Lab
	<input type="checkbox"/> F: Physical Science, Lab Only
	IGETC Area 6: Language other than English (101 Level only)
	<input type="checkbox"/> A: Languages Other Than English (Lc Requirement Only)
	CSU GE Area A: Communication in the English Language and Critical Thinking
	<input type="checkbox"/> A1 - Oral Communication
	<input type="checkbox"/> A2 - Written Communication
	<input type="checkbox"/> A3 - Critical Thinking
	CSU GE Area B: Physical and its Life Forms (mark all that apply)
	<input type="checkbox"/> B1 - Physical Science
	<input type="checkbox"/> B2 - Life Science
	<input type="checkbox"/> B3 - Laboratory Sciences
	<input type="checkbox"/> B4 - Mathematics/Quantitative Thinking
	CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages
	<input type="checkbox"/> C1 - Arts, Dance, Music, Theater
	<input type="checkbox"/> C2 - Humanities
	CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical
	<input type="checkbox"/> D1 - Anthropology And Archaeology
	<input type="checkbox"/> D2 - Economics
	<input type="checkbox"/> D3 - Ethnic Studies
	<input type="checkbox"/> D4 - Gender Studies
	<input type="checkbox"/> D5 - Geography
	<input type="checkbox"/> D6 - History
	<input type="checkbox"/> D7 - Interdisciplinary Social And Behavioral Science
	<input type="checkbox"/> D8 - Political Science, Government, And Legal Institutions
	<input type="checkbox"/> D9 - Psychology
	<input type="checkbox"/> D10 - Sociology And Criminology
	CSU GE Area E: Lifelong Understanding and Self-Development
	<input type="checkbox"/> E - Lifelong Understanding And Self-Development

Course Proposal: Articulation

On this page, click **Add new record** to add each course that this course will articulate to at a university.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

- Concurrent Scheduling
- Course Description
- Performance Objectives
- Student Learning Outcomes
- Assignments
- Methods of Instruction
- Methods of Evaluation
- Required Instructional Materials
- Enrollments
- Registration Requisites
- Library
- Honors
- Codes/Dates
- Articulation Officer
- Course Proposal: Articulation
- Distance Ed (Form A)

Course Proposal: Articulation

Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM
[CurricUNET Help](#)

Transfer Info

University System	University	Course Prefix	Course Number	Title	Units
No records to display					
+ Add new record					

WebCMS Legacy CSU Comparable Course and Units

WebCMS Legacy UC Comparable Course and Units

Displaying items 0 - 0 of 0

Use the dropdown menu to select the University System, then complete each textbox, following the prompts. Click **Insert** to add the course to the proposal.

Transfer Info

University System	University	Course Prefix	Course Number	Title	Units
University System					
University					
Course Prefix					
Course Number					
Title					
Units					

✓ Insert ✗ Cancel

+ Add new record

Click **Edit** to make changes to the articulating course, or **Delete** to remove it. Continue to the **Codes/Dates**.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Course Proposal: Articulation

Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM
[CurricUNET Help](#)

Transfer Info

	University System	University	Course Prefix	Course Number	Title	Units	
Edit	UC	UCLA	MATH	1234	Introduction to Higher Mathematics	2	Delete

Add new record

Displaying items 1 - 1 of 1

Codes/Dates

On the **Codes/Dates** page, provide as much information about the course as possible, following the prompts for each dropdown menu and textbox. Save this information and continue to the **Contributor** tab.

New Credit Course: test

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Hours/Scheduling Criteria	Codes/Dates Last updated by Shawn McDaniel on 8/27/2015 at 8:54 AM CurricUNET Help
Materials Fee	
Concurrent Scheduling	Program/TOP Code (CB03) 0101.00 - Agriculture, General*
Course Description	Credit Status (CB04)
Performance Objectives	Basic Skills Status (CB08)
Assignments	SAM Code (CB09)
Methods of Instruction	Cooperative Work Experience Education Program Status (CB10)
Methods of Evaluation	Special Class Status (CB13)
Required Instructional Materials	Prior to College Level (CB21)
Enrollments	Funding Agency Category (CB23)
Registration Requisites/Limitations	Program Status (CB24)
Library	PROG Program Review
Student Learning Outcomes	Provide specific rationale for any changes to CB coding.
Distance Ed (Form A)	Admin Use Only
Honors	PeopleSoft Course ID
Articulation Officer	<input type="checkbox"/> Non Carnegie Standard Compliant
Course Proposal: Articulation	Originator * McDaniel, Shawn
Codes/Dates	Date
Contributor	Approval Date
	Effective Date
	Board Approval Date
	Effective Date
	Semester Year

Contributor

To select a **Contributor**, you may scroll down to find the name of any faculty member who has 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. You may click Show Selected to only see the names you have selected. Click Clear All to start over with your selections.

New Credit Course: test

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Hours/Scheduling Criteria	<h3>Contributor</h3> <p><input type="text"/> Show selected Clear All</p> <ul style="list-style-type: none"><input type="checkbox"/> Ali, Shafin (sali@miracosta.edu)<input type="checkbox"/> Alvarez, Francisco (falvarez@miracosta.edu)<input type="checkbox"/> Apalatea, janeen (japalatea@miracosta.edu)<input type="checkbox"/> Arceo, Rosa (rarceo@miracosta.edu)<input type="checkbox"/> Archer, Rob (rarcher@miracosta.edu)<input type="checkbox"/> Arenivar, Samuel (sarenivar@miracosta.edu)<input type="checkbox"/> Artukovic, Erika (epeters@miracosta.edu)<input type="checkbox"/> Askerneese, Adrean (aaskerneese@miracosta.edu) <p><i>0 of 229 items are selected</i></p>
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites/Limitations	
Library	
Student Learning Outcomes	
Distance Ed (Form A)	
Honors	
Articulation Officer	
Course Proposal: Articulation	
Codes/Dates	
Contributor	

Proposal Launch

You may wish to review your proposal by moving through the tabs again. When you are satisfied with the information in the proposal, select the **Launch** button. This will move the proposal into the approval process. You may also choose **Delete Draft**, and the draft will be deleted. You will be prompted to confirm your decision in a popup box.

New Credit Course: Training Course Title

Status: Draft

Launch Delete Draft

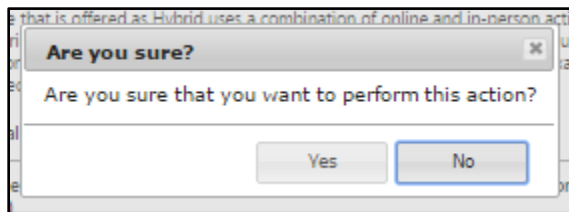
Course Proposal: Articulation Last updated by User Administrator on 1/16/2015 at 1:48 PM

Transfer Info

	University System	University	Course Prefix	Course Number	Title	Units	
<input type="button" value="Edit"/>	UC	UCLA	MATH	143	Training Math	3	<input type="button" value="Delete"/>

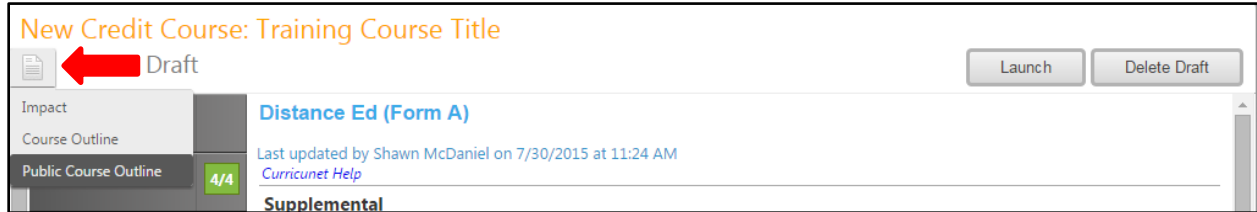
+ Add new record

Displaying items 1 - 1 of 1



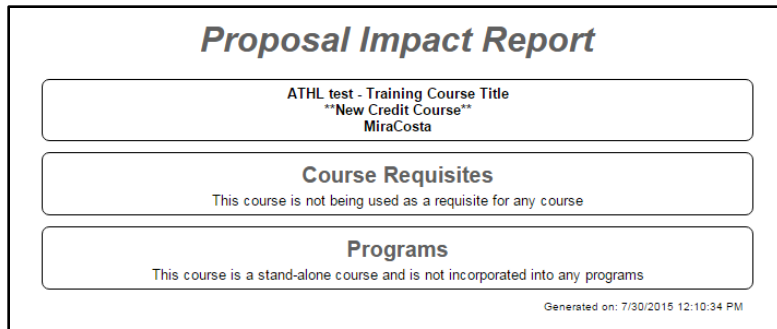
Proposal Reports

If, at any point in the proposal process, you wish to view a report, or summary of the proposal, select the icon that looks similar to a sheet of paper on the left side of the screen, under the course title. A drop down menu will open, and you can choose which type of report you would like to view. Each report will open in a new tab.



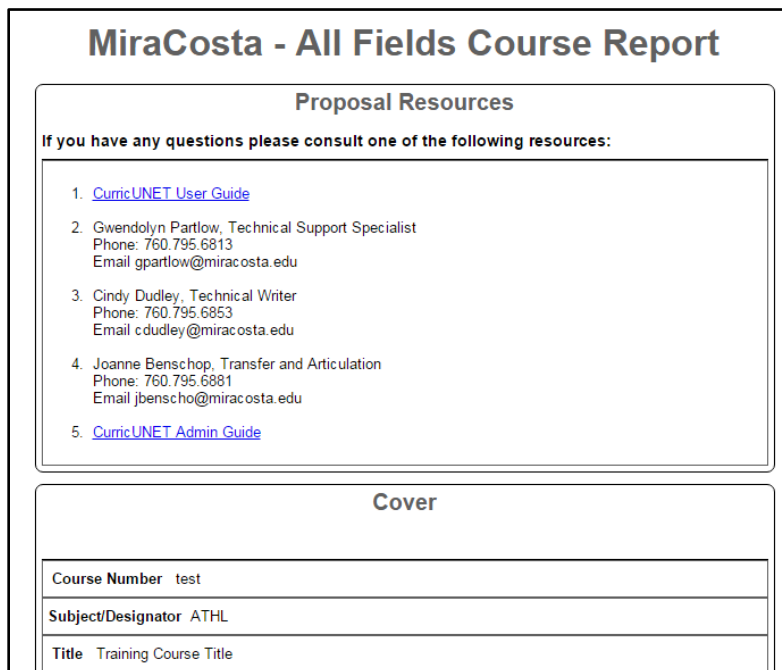
The screenshot shows a web interface for a course titled "New Credit Course: Training Course Title". The status is "Draft", indicated by a red arrow pointing to a document icon. On the right, there are "Launch" and "Delete Draft" buttons. A sidebar on the left lists options: "Impact", "Course Outline", and "Public Course Outline", with "Public Course Outline" selected. The main content area shows "Distance Ed (Form A)", "Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM", and a "Supplemental" section.

An **Impact Report** will summarize Courses Requisites (courses for which this course is a requisite) and Programs that incorporate this course.



The screenshot shows a "Proposal Impact Report" for the course "ATHL test - Training Course Title". It contains three sections: "Course Requisites" (stating the course is not used as a requisite for any other course) and "Programs" (stating the course is a stand-alone course and not incorporated into any programs). The report was generated on 7/30/2015 at 12:10:34 PM.


The **All Fields** Report presents all fields in the proposal.



The screenshot shows a "MiraCosta - All Fields Course Report" for the course "ATHL test". It includes a "Proposal Resources" section with five items: a link to the CurricUNET User Guide, contact information for Gwendolyn Partlow, Cindy Dudley, and Joanne Benschop, and a link to the CurricUNET Admin Guide. Below this is a "Cover" section with a table containing the following information:

Course Number	test
Subject/Designator	ATHL
Title	Training Course Title

Choose **Public Course Outline** to view the outline drawn from the proposal.

COURSE OUTLINE					
Last Revised and Approved:					
					
HSMTH TEST 999 - TRAINING COURSE TITLE					
Units Lecture	1.00 -	Units Lab	1.00	Units Total	1.00 -
	2.00				8.00
Total Hrs Lecture	1.00 -	Total Hrs Lab	1.00 -	Total Course Hrs	1.00 -
	3.00		5.00		3.00
COURSE DESCRIPTION					
Catalog description.					
ENROLLMENT RESTRICTIONS					
<i>Prerequisite</i>					
HSAGT 10					
OUTLINE OF COURSE CONTENT					
Training in general course proposal information.					
PERFORMANCE OBJECTIVES					
Complete complicated forms.					
READING ASSIGNMENTS					
Weekly reading assignments from journals, texts, and the internet.					
WRITING ASSIGNMENTS					
End of term reflection paper on progress made in the course (2-3 pages).					
OUTSIDE-OF-CLASS ASSIGNMENTS					
Nightly homework with problems from text.					
STUDENT LEARNING OUTCOMES					
	Learning Outcome			Mode of Assessment	
1.	Complete accurate and informative course proposals.			1.	

New Non Credit Course Proposal

To create a new noncredit course, select “New Non Credit Course” from the dropdown menu in Step 1.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

- Deactivate Credit Course
- Deactivate Non Credit Course
- Deactivate Program
- Modify Credit Course
- Modify Non Credit Course
- Modify Program
- New Credit Course
- New Non Credit Course
- New Program

it, then use the arrow keys or mouse to pick an item.

Next Step

Choose the subject from the dropdown menu, enter the required information, then click “Next Step”. Mandatory fields are marked with an *.

Step 1: Select Proposal Type -- (New Non Credit Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*

- (NCCON) NCCON
- (NCESL) NCESL
- (NCHAS) NCHAS
- (NCHLT) NCHLT
- (NCMUS) NCMUS
- (NCPAR) NCPAR
- (NCPSY) NCPSY
- (NCSPC) NCSPC
- (NCVOC) NCVOC
- (NCWFP) NCWFP
- (NCWRT) NCWRT

Next Step

Review and Create

Step 1: Select Proposal Type -- (New Non Credit Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*
(NCMUS) NCMUS

Course Number*
22

Course Title*
Training Course Non Credit

Catalog Description*
Non Credit Course description.

Next Step

Review and Create

Review the information, and click “Create Proposal” to begin creating the course.

Step 1: Select Proposal Type -- (New Non Credit Course) ▾


Step 2: Create Course Proposal ▾



Review and Create ▲

You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Subject: (NCMUS) NCMUS
Course Number: 2222
Course Title: Training Course Non Credit
Course Description: Non Credit Course description.

If this is correct press Create Proposal to submit the new proposal to the New Non Credit approval process.



You will be brought to the **Cover** section of the new course proposal. Move between sections using the dark gray tabs on the left of the screen. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Some fields include prompting text to help you enter the correct information. Sections with required fields also have an orange box showing your progress  , which will turn green  when you have completed all required fields.

Cover

Complete the **Cover** section by completing as much information as possible.

New Non Credit Course: test
Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Cover	Cover Last updated by Shawn McDaniel on 8/27/2015 at 10:54 AM CurricUNET Help
Course Status	
Course Hours	0.1
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	
Library	
Codes/Dates	
Distance Ed (Form A)	
Contributor	

Subject/Designator NCART - NCART
Course Number test
Title test
Abbreviated Title (30 character limit)
Formerly
Rationale for New Course:

Discipline
All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the [Placement in Disciplines List](#) for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.

Show selected Clear All

- Accounting
- Administration of Justice
- Agriculture Production
- Anthropology
- Architecture
- Art
- Automotive Technology
- Basic Skills, Interdisciplinary

0 of 79 items are selected

Rationale for Discipline
Please include rationale only if you are proposing a new discipline assignment not currently in use from the [State approved List](#) at MiraCosta

Within the Discipline area, you must place the course in at least one discipline. To search, begin to type the name of the discipline in the bar. Only options containing the letters or words you type will be shown. To be shown all options again, simply delete your search. You may need to scroll within this section to find your choice. Click the box to the left of your chosen discipline(s).

Materials/Fees	Discipline All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the Placement in Disciplines List for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.
Concurrent Scheduling	real <input type="checkbox"/> Show selected Clear All
Course Description	<input type="checkbox"/> Basic Skills, Reading/Writing
Performance Objectives	<input type="checkbox"/> Reading
Student Learning Outcomes	<input type="checkbox"/> Real Estate
Assignments	
Methods of Instruction	0 of 81 items are selected

If you click the box next to **Show selected**, only the selected Disciplines will be shown. Uncheck the box to show all Disciplines 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 discipline(s).

Discipline

All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the [Placement in Disciplines List](#) for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.

Show selected
 Clear All

Basic Skills, Reading/Writing

When you complete the cover sections, **Save** your work, and click on **Course Status** on the left to continue your proposal. 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 section, as shown below.

New Non Credit Course: test

Status: Draft Launch Delete Draft

Cover	Title <input type="text" value="Test Course"/> Abbreviated Title (30 character limit) <input type="text" value="Test"/> Rationale for New/Modify Course <input type="text"/>	
Course Status	Rationale for New/Modify Course Example for training. <div style="border: 1px solid #ccc; padding: 5px;"> <p>Discipline</p> <p><i>All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the Placement in Disciplines List for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.</i></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 80%; border: none;" type="text"/> <div style="text-align: right;"> <input type="checkbox"/> Show selected Clear All </div> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Administration of Justice <input type="checkbox"/> Agriculture Production <input type="checkbox"/> Anthropology <input type="checkbox"/> Architecture <input type="checkbox"/> Art <input type="checkbox"/> Automotive Technology <input type="checkbox"/> Basic Skills, Interdisciplinary <p style="font-size: small;">1 of 81 items are selected</p> </div>	
Course Hours		
Materials/Fees		
Concurrent Scheduling		
Course Description		
Performance Objectives	Discipline <p><i>All courses must be placed in one (or more) State approved disciplines. For new courses or modifications to current course placements, please refer to the Placement in Disciplines List for a list of currently approved disciplines, description of minimum qualifications, and course placements at MiraCosta when making your selections.</i></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 80%; border: none;" type="text"/> <div style="text-align: right;"> <input type="checkbox"/> Show selected Clear All </div> </div>	
Student Learning Outcomes	Rationale for Discipline Please include rationale only if you are proposing a new discipline assignment not currently in use from the State approved list at MiraCosta.	
Assignments	Save	
Methods of Instruction		
Methods of Evaluation		
Required Instructional Materials		
Enrollments		
Registration Requisites		
Library		
Codes/Dates		

There are unsaved changes. Do you want to save them?

Save
Discard
Cancel

Course Status

The **Course Status** section allows you to indicate whether or not a course is a Distance Education course, and the Online Type. Again, if you make any changes, you will be prompted to save your changes.

New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Cover	Course Status
Course Status	<input type="checkbox"/> Is Distance Ed
Course Hours	Online Type
Materials/Fees	<input type="checkbox"/> New
Concurrent Scheduling	<input type="checkbox"/> Renewal
Course Description	<input type="checkbox"/> 100% Online
	<input type="checkbox"/> Hybrid

Course Hours

Next, select **Course Hours** to move to the next section of the proposal. Enter number of contact and lab hours that the student is expected to attend. Select the grading method from the drop down menu, and enter the class size maximum. Save your work, and select the **Materials Fee** tab.

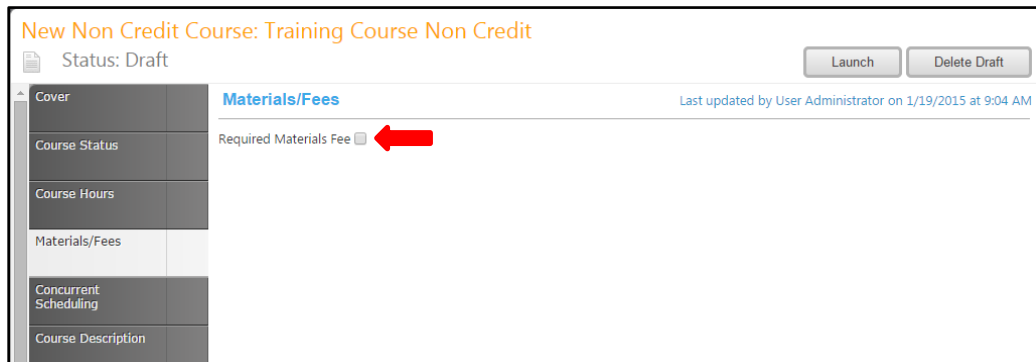
New Non Credit Course: Training Course Non Credit

Status: Draft Remaining Launch Requirements: 1

Cover	Course Hours
Course Status	Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM Curricunet Help
Course Hours	Lecture Hours
Materials Fee	Weekly Contact Hours * <input type="text"/>
Concurrent Scheduling	Weekly Out of Class Hours <input type="text"/>
Course Description	Instructor Conference hours <input type="text"/>
Performance Objectives	Lab Hours
Student Learning Outcomes	Weekly Contact hours <input type="text"/>
Assignments	Weekly Out of Class Hours <input type="text"/>
Methods of Instruction	Instructor Conference Hours <input type="text"/>
Methods of Evaluation	Total Hours
	Total Weekly Contact Hours <input type="text" value="0"/>
	Total Weekly Out of Class Hours <input type="text" value="0"/>
	Total Instructor Conference Hours <input type="text" value="0"/>
	High School Credits <input type="text"/>
	Grading Method <input type="text"/>
	Class Size Maximum <input type="text"/> (Refer to Policy when completing this field)

Materials Fees


If a course has a **Required Materials Fee** (for example, for art supplies), check the box indicating the requirement. If not, move to the **Concurrent Scheduling** tab.



New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Materials/Fees Last updated by User Administrator on 1/19/2015 at 9:04 AM

Required Materials Fee 

Course Status

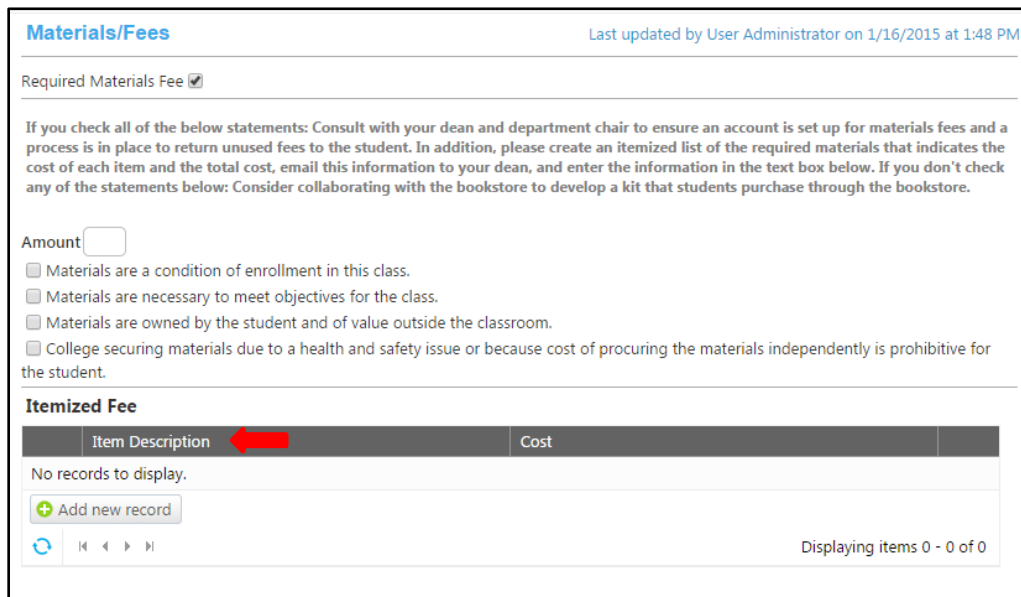
Course Hours

Materials/Fees

Concurrent Scheduling

Course Description

Selecting the Required Materials Fee option will open further fields, where you will describe the fee and its purpose. Do not include a dollar sign in the amount field. To add items to the list of supplies the fee will pay for, select “Add new record.”



Materials/Fees Last updated by User Administrator on 1/16/2015 at 1:48 PM

Required Materials Fee

If you check all of the below statements: Consult with your dean and department chair to ensure an account is set up for materials fees and a process is in place to return unused fees to the student. In addition, please create an itemized list of the required materials that indicates the cost of each item and the total cost, email this information to your dean, and enter the information in the text box below. If you don't check any of the statements below: Consider collaborating with the bookstore to develop a kit that students purchase through the bookstore.

Amount

Materials are a condition of enrollment in this class.

Materials are necessary to meet objectives for the class.

Materials are owned by the student and of value outside the classroom.

College securing materials due to a health and safety issue or because cost of procuring the materials independently is prohibitive for the student.

Itemized Fee

Item Description	Cost
No records to display.	

+ Add new record

Displaying items 0 - 0 of 0

Enter the Item Description and Cost (again, do not use a dollar sign), and select **Insert** to add the item to the list.










Item Description

Cost (\$)

✓ Insert ✗ Cancel

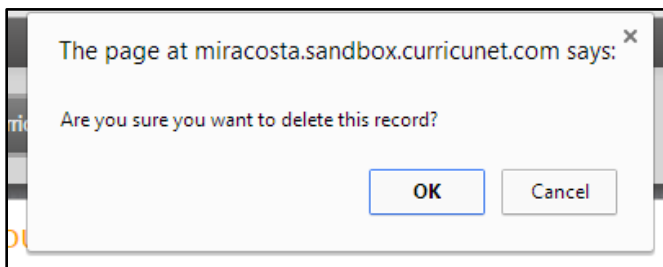
To remove an item from the list, click the **Delete** button with a blue “x”.

Itemized Fee			
	Item Description	Cost	
 Edit	IV Needles for IV insertion practice	5	 Delete
 Edit	50 pounds of clay	9.5	 Delete
 Edit	Exam Blue Book	0.5	 Delete

 Add new record

Displaying items 1 - 3 of 3

A popup will appear asking you to confirm this action.



When your list is complete, click save and move to the **Concurrent Scheduling** tab.

New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Materials/Fees Last updated by User Administrator on 1/19/2015 at 9:04 AM

Required Materials Fee

Materials/Fees

Concurrent Scheduling

Course Description

Concurrent Scheduling

In the **Concurrent Scheduling** tab, you will indicate if this course is scheduled concurrently or if it shares identical content with any other course, and identify the other courses in the set. Select a concurrently scheduled course by scrolling down within the course list to find each course. You may also type the name or course number 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.

Select the parent course in the set from the dropdown menu. After you save your work, select the **Course Description** tab.

Concurrent Scheduling

Last updated by User Administrator on 1/16/2015 at 1:48 PM

Will this course be scheduled concurrently (i.e., it will meet at the same time and in the same room with any other course or group of courses)?

Does this share an identical course outline (Note: Both new and modified course proposals must be submitted simultaneously to the curriculum committee.)

Identify all courses in this set:

Show selected

- HSAGT 10 - American Government (CURRENT)
- HSAGT 10 - American Government (In Review)
- HSECN 10 - Economics (CURRENT)
- HSECN 10 - Economics (In Review)
- HSENG 17 - Basic Skills: Reading and Study Strategies (CURRENT)
- HSENG 21 - English 1 (CURRENT)
- HSENG 22 - English 2 (CURRENT)
- HSENG 23 - English 3 (CURRENT)

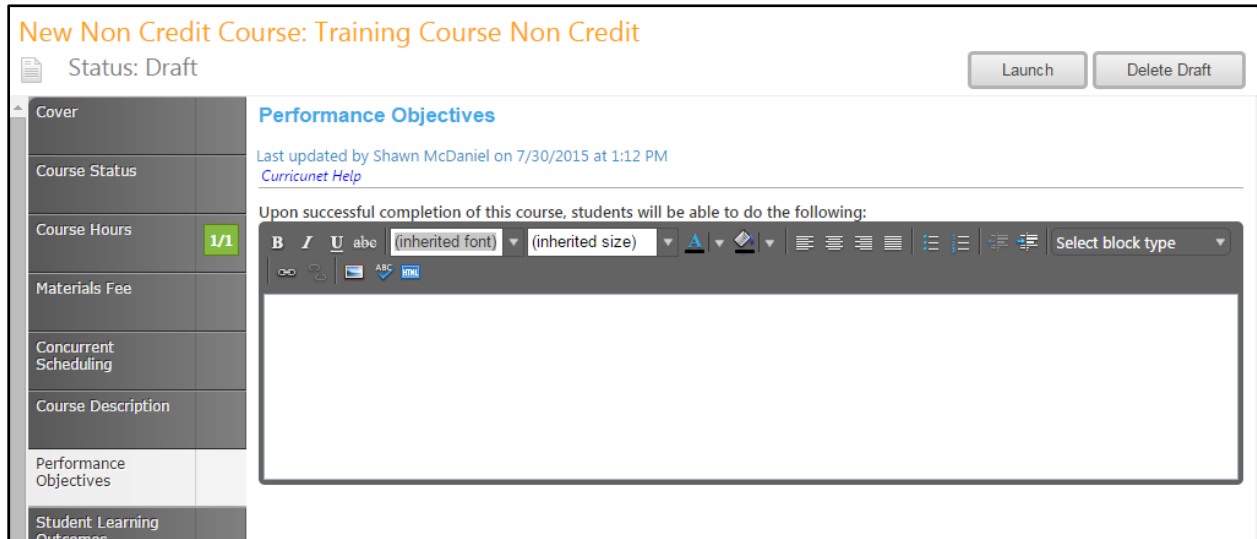
0 of 94 items are selected

Select the parent course in the set defined above:

Performance Objectives

On the **Performance Objectives** tab, list the tasks students will be able to perform after completing this course. The textbox contains formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** see page 114 of this manual.

Save your work and move to the **Student Learning Outcomes** tab.



The screenshot shows a web interface for editing a course. At the top, the course title is "New Non Credit Course: Training Course Non Credit" and the status is "Draft". There are "Launch" and "Delete Draft" buttons. A sidebar on the left contains a table of tabs: Cover, Course Status, Course Hours (with a green "1/1" indicator), Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives (which is the active tab), and Student Learning Outcomes. The main content area is titled "Performance Objectives" and shows the last update information: "Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM" with a link to "Curricunet Help". Below this is a heading: "Upon successful completion of this course, students will be able to do the following:". A rich text editor is open, displaying a toolbar with icons for bold, italic, underline, font color, background color, text color, text background color, bulleted list, numbered list, indent, outdent, link, unlink, and a "Select block type" dropdown. The editor's text area is currently empty.

Student Learning Outcomes

In the **Student Learning Outcomes** tab, you will list the new knowledge a student will gain by completing this course. To add an outcome, click **Add new item**.

New Non Credit Course: Training Course Non Credit

Status: Draft

Launch Delete Draft

Cover

Course Status

Course Hours 1/1

Materials Fee

Concurrent Scheduling

Course Description

Performance Objectives

Student Learning Outcomes

Student Learning Outcomes

[Curricunet Help](#)

Outcomes Show Details [+ Add New Item](#)

There are no outcomes to display

Enter the **Outcome Name**, **Outcome**, and **Assessment**. You will need to add each outcome individually. Required fields are highlighted and marked with an *. Click **Save** to add the outcome to the proposal.

Student Learning Outcomes

[Curricunet Help](#)

Outcomes

Outcome Name

Outcome *

Assessment

[+ Save](#) [Cancel](#)

After saving, outcomes will look like the below example. To reorder outcomes, use the up and down arrows on the right of the blue bars. To delete, press the red "x". You will be prompted to confirm deletion. To edit an outcome, select the outcome by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. When all Student Learning Outcomes have been entered correctly, move to the **Assignments** tab.

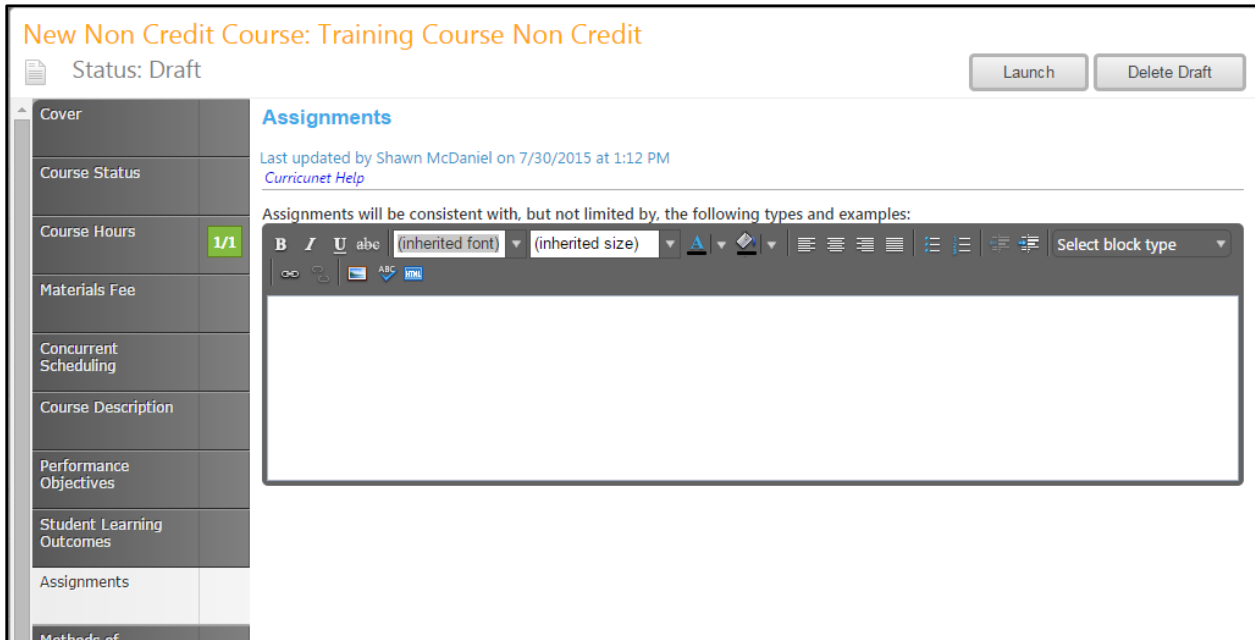
The screenshot displays the course management interface for HSSCI 11 - Physical Science 1 - Chemistry. The page is titled "HSSCI 11 - Physical Science 1 - Chemistry" and shows the status as "CURRENT" with a link to "View Proposal History". A sidebar on the left contains navigation tabs: Cover, Course Status, Course Hours, Materials/Fees, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes (selected), and Assignments. The main content area is titled "Student Learning Outcomes" and features a "Show Details" checkbox and an "Add New Item" button. Three outcomes are listed, each with a blue bar containing a document icon, the SLO number, and up/down arrows and a delete icon. A red arrow points to the up/down arrows of the first SLO.

Course Information	Student Learning Outcomes
HSSCI 11 - Physical Science 1 - Chemistry Status: CURRENT View Proposal History	Student Learning Outcomes Outcomes <input checked="" type="checkbox"/> Show Details + Add New Item
Cover	SLO #1 Outcome: Chemistry is the study of the properties of matter and how matter undergoes changes. Students will be able to define matter, discuss the various types of matter, and show an understanding of the Law of Conservation of Mass. Assessment: Exam multiple choice, true ans false, completion, short answer, and essay questions.
Course Status	SLO #2 Outcome: Students will be able to read, interpret, analyze and evaluate a chart, graph, or data table and answer questions based upon their understanding of chemistry and the information provided in the table, graph, and/or chart. Assessment: Exam multiple choice, true ans false, completion, short answer, and essay questions.
Course Hours	SLO #3 Outcome: Students will be able to solve basic chemistry problems using metric measurements. Assessment: Examination problems
Materials/Fees	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	

Assignments

In the Assignments tab, you will provide information on the assignments students will be given. The Assignments textbox contains formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** see page 114 of this manual.

Save your work, and move to the **Method of Instruction** tab.



The screenshot displays a web-based interface for creating a new non-credit course. The title is "New Non Credit Course: Training Course Non Credit". The status is "Draft". There are "Launch" and "Delete Draft" buttons. A sidebar on the left lists various course components: Cover, Course Status, Course Hours (1/1), Materials Fee, Concurrent Scheduling, Course Description, Performance Objectives, Student Learning Outcomes, Assignments, and Method of Instruction. The "Assignments" tab is active, showing a rich text editor with a toolbar containing options for bold, italic, underline, font color, background color, text color, text size, text alignment, list creation, and link insertion. The editor area is currently empty.

Required Instructional Materials

In the **Required Instructional Materials** section, enter materials individually with books under **Textbooks** and any other materials under **Other Required Materials**. Click **Add new record** to add items to the lists.

New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Course Status	
Course Hours	1/1
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	
Library	
Codes/Dates	


Required Instructional Materials

Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM
[Curricunet Help](#)

Textbooks

Examples of typical textbooks for this course include the following:

Author	Title	Edition	Publisher	Year	ISBN
No records to display.					


+ Add new record 

Displaying items 0 - 0 of 0

Other Required Materials

Examples of typical print and non-print materials other than textbooks for this course include the following:

Other
No records to display.

+ Add new record 

Displaying items 0 - 0 of 0


Legacy Textbooks

WebCMS Textbooks

Enter as much information as possible about the needed materials, then click **Insert**.


Textbooks
Examples of typical textbooks for this course include the following:

Author	Title	Edition	Publisher	Year	ISBN
Author	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Publisher	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ISBN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Other Required Materials
Examples of typical print and non-print materials other than textbooks for this course include the following:



Other
<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>








You can sort materials within their categories by clicking on the heading by which you wish to sort them. 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. If you have lots of materials, you can move between pages with the arrows at the bottom of each category. When your materials list is complete, move to the **Enrollments** tab.

Required Instructional Materials

Textbooks



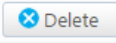

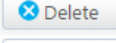
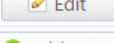

	Author	Title	Edition	Publisher	Year	ISBN	
 Edit	Famous Author	Very Important Book	1	Publishing Experts, Inc.	2011		 Delete

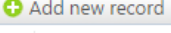
 Add new record





   

Displaying items 1 - 1 of 1

Other Required Materials

	Other 	
 Edit	Closed toe shoes	 Delete
 Edit	Lab apron	 Delete
 Edit	Safety goggles	 Delete

 Add new record

Displaying items 1 - 3 of 3

Enrollments

In the **Enrollments** tab, you will enter information on repeatability, including the number of times this course may be completed, and the Repeatability Rule justifying this number. When this section is complete, select the **Registration Requisites** tab.

New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Cover	Enrollments Last updated by User Administrator on 1/19/2015 at 9:04 AM
Course Status	Repeatability
Course Hours	Courses are not allowed to be designated as repeatable unless they meet one of the following exceptions:
Materials/Fees	<ul style="list-style-type: none">• Courses in visual or performing arts or physical education may be repeated to meet a UC or CSU major preparation unit requirement.• Courses that are linked to a sanctioned intercollegiate academic or vocational competition in which all enrolled students participate may be repeated up to three times.• Intercollegiate athletics courses may be repeated up to three times.• Cooperative work experience and internship studies courses may be repeated in any combination for a maximum of 16 units.• The course is noncredit.
Concurrent Scheduling	Total Completions Allowed: <input type="text"/>
Course Description	Repeatability Rule
Performance Objectives	<div style="border: 1px solid #ccc; height: 100px;"></div>
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	

Registration Requisites

In the **Registration Requisites** section, you will list the prerequisites and other requisites for enrollment in the course. Save your work, then move to the **Library** tab.

New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Course Status		Registration Requisites
Course Hours	1/1	Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM CurricUNET Help
Materials Fee		Requisites
Concurrent Scheduling		
Course Description		
Performance Objectives		
Student Learning Outcomes		
Assignments		Legacy Requisites
Methods of Instruction		WebCMS Prerequisites
Methods of Evaluation		
Required Instructional Materials		
Enrollments		WebCMS Corequisites
Registration Requisites		
Library		
Codes/Dates		
Distance Ed (Form A)		

Library

In the **Library** tab, you will specify the impact on the library from the dropdown menu.

New Credit Course: Training Course Title

Status: Draft Launch Delete Draft

Hours/Scheduling Criteria	Library Last updated by Shawn McDaniel on 7/30/2015 at 11:24 AM CurricUNET Help
Materials Fee	Library Resources
Concurrent Scheduling	Library Impact <input type="text"/>
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	
Library	

Library Last updated by User Administrator on 1/16/2015 at 1:48 PM

Library Resources

Library Impact

- This is a new course
- This is a course revision that will impact the library, and a Library Resource Support Form is being submitted
- This is a course revision whose impact on the library is unknown, and library personnel will be contacted
- This is a course revision that will not impact the library, and no Library Resource Support Form is being submitted.

If you select **This is a new course** or **This is a course revision that will impact the library, and a Library Resource Support Form is being submitted**, you will be required to provide additional documentation. Click **Library Resource Support Form** to download and complete the documentation form. Provide the **Library Resource Support Form submission date**, verify that it has been **Confirmed by Technical Review**, then click **Select...** to attach the Support Form.

Save this information and continue to the **Codes/Dates** tab.

New Non Credit Course: Training Course Non Credit

Status: Draft Launch Delete Draft

Course Status	Library
Course Hours	Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM Curricunet Help
Materials Fee	Library Resources
Concurrent Scheduling	Library Impact This is a new course.
Course Description	Complete the following form at the following link. The Library Support Form must be submitted prior to advancing the course out of stage one. Library Resource Support Form
Performance Objectives	Provide the Library Resource Support Form submission date <input type="text"/> <input type="calendar"/>
Student Learning Outcomes	<input type="checkbox"/> Confirmed by Technical Review
Assignments	<i>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</i> <input type="button" value="Select..."/>
Methods of Instruction	Attachments
Methods of Evaluation	There are no attachments to display. Press Select to browse for files to attach to this record.

Codes/Dates

On the **Codes/Dates** page, provide as much information about the course as possible, following the prompts for each dropdown menu and textbox. Save this information and continue to the **Distance Ed (Form A)** tab.

New Non Credit Course: Training Course Non Credit

Status: Draft

Launch
Delete Draft

Cover	Codes/Dates
Course Status	Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM CurricUNET Help
Course Hours	Program/TOP Code (CB03) <input type="text" value="0101.00 - Agriculture, General*"/>
Materials Fee	Credit Status (CB04) <input type="text"/>
Concurrent Scheduling	Transfer Status (CB05) <input type="text"/>
Course Description	Basic Skills Status (CB08) <input type="text"/>
Performance Objectives	SAM Code (CB09) <input type="text"/>
Student Learning Outcomes	Cooperative Work Experience Education Program Status (CB10) <input type="text"/>
Assignments	Course Classification (CB11) <input type="text"/>
Methods of Instruction	Special Class Status (CB13) <input type="text"/>
Methods of Evaluation	Prior to College Level (CB21) <input type="text"/>
Required Instructional Materials	Noncredit Category (CB22) <input type="text"/>
Enrollments	Funding Agency Category (CB23) <input type="text"/>
Registration Requisites	Program Status (CB24) <input type="text"/>
Library	Admin Use Only PeopleSoft Course ID <input type="text"/> <input type="checkbox"/> Non Carnegie Standard Compliant
Codes/Dates	Date Approval Date <input type="text"/> Effective Date <input type="text"/> Board Approval Date <input type="text"/>
Distance Ed (Form A)	Effective Date Semester <input type="text"/> <input type="text"/> Year <input type="text"/>

Distance Ed Form A

The **Distance Ed (Form A)** tab provides information on distance education. If your course is a distance education course, add Comments, then use the dropdown menu to select the Course Approval Status and Type of Approval. Indicate any components which should never be conducted online, then use the checkboxes to complete the Distance Education information. **Save** this information and continue to the **Contributor** tab.

New Non Credit Course: test

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Cover	Distance Ed (Form A)
Course Status	Last updated by Shawn McDaniel on 8/27/2015 at 10:54 AM CurricUNET Help
Course Hours	Form A: Distance Education Course Curriculum Approval Addendum Course Approval Status: <input type="text"/>
Materials Fee	Definitions Any courses in which the instructor and student are separated by distance and interact in lieu of face-to-face instruction through the assistance of communication technology must be approved by the Courses & Programs Committee, in accordance with California Title 5(Section 55200 et seq.) MiraCosta Administrative Procedure 4105 is the key document governing the requirements for distance education courses are MiraCosta, based on state and federal regulations.
Concurrent Scheduling	
Course Description	100% Online. When a course is offered 100% Online, the entirety of instruction occurs online, including all lectures, all activities, all labs, all exams, etc. The student and instructor are not in the same place and synchronous and/or asynchronous modes of communication are used for all course activity. A 100% Online course cannot require students to take exams through a testing center.
Performance Objectives	Hybrid. A course that is offered as Hybrid uses a combination of online and in-person activity for instruction and/or assessment. A course is offered as a Hybrid when at least one component of the course is offered via distance education, and at least one component of the course requires in-person contact. For example, students may be required to take at least one exam through a testing center, at least one lecture may be conducted in-person, at least one activity or lab may be offered in-person, etc.
Student Learning Outcomes	Type of Approval <input type="text"/>
Assignments	You may indicate here which component(s) of the course should never be conducted online (e.g. proctored exams, labs, in-person orientation, etc.) <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	Course Suitability for Distance Education
Registration Requisites	Check the following to indicate that all instructors assigned to teach this course as 100% Online or Hybrid (in accordance with the approval type) will be able to:
Library	<input type="checkbox"/> Ensure that the same standards of course quality shall be applied to distance education as are applied to traditional classroom courses.
Codes/Dates	<input type="checkbox"/> Meet all expectations as outlined in AP 4105
Distance Ed (Form A)	<input type="checkbox"/> Ensure regular effective contact between instructor and students, including frequent, quality, instructor-initiated interaction.
Contributor	<input type="checkbox"/> Create an environment of academic integrity, monitor progress, and track attendance
	<input type="checkbox"/> Establish expectations on the frequency and timelines of instructor-initiated contact and feedback, and manage unexpected instructor absences
	<input type="checkbox"/> Uphold institutional procedures to authenticate students.
	<input type="checkbox"/> Meet the accessibility requirements in state and federal regulations (Americans with Disabilities Act of 1990 (ADA), Sec (Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, California Government Code Section 11135 and Title 5, Section 55205). The MiraCosta Online Course Accessibility Checklist provides specific guidelines, and the MiraCosta Access Specialist is available for consultation and assistance at 760.795.6684.

Contributor

To select a **Contributor**, you may scroll down to find the name of any faculty member who has 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. You may click Show Selected to only see the names you have selected. Click Clear All to start over with your selections. **Save** this information.

This is the last page of the proposal.

New Non Credit Course: test

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Course Status	
Course Hours	0/1
Materials Fee	
Concurrent Scheduling	
Course Description	
Performance Objectives	
Student Learning Outcomes	
Assignments	
Methods of Instruction	
Methods of Evaluation	
Required Instructional Materials	
Enrollments	
Registration Requisites	
Library	
Codes/Dates	
Distance Ed (Form A)	
Contributor	

Contributor

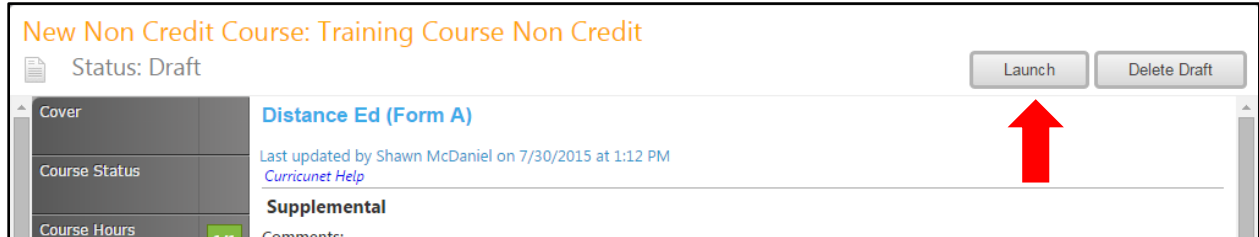
Show selected Clear All

- Ali, Shafin (sali@miracosta.edu)
- Alvarez, Francisco (falvarez@miracosta.edu)
- Apalatea, janeen (japalatea@miracosta.edu)
- Arceo, Rosa (rarceo@miracosta.edu)
- Archer, Rob (rarcher@miracosta.edu)
- Arenivar, Samuel (sarenivar@miracosta.edu)
- Artukovic, Erika (epeters@miracosta.edu)
- Ackermeese, Adrean (aackermeese@miracosta.edu)

0 of 229 items are selected

Course Launch

You may wish to review your proposal by moving through the tabs again. When you are satisfied with the information in the proposal, select the **Launch** button. This will move the proposal into the approval process. You may also choose **Delete Draft**, and the draft will be deleted. You will be prompted to confirm your decision in a popup box.



New Non Credit Course: Training Course Non Credit

Status: Draft

Launch Delete Draft

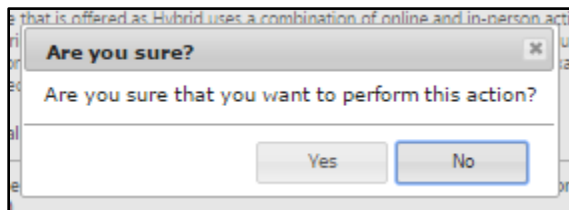
Cover Distance Ed (Form A)

Course Status Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM
[CurricUNET Help](#)

Supplemental

Course Hours

Comments



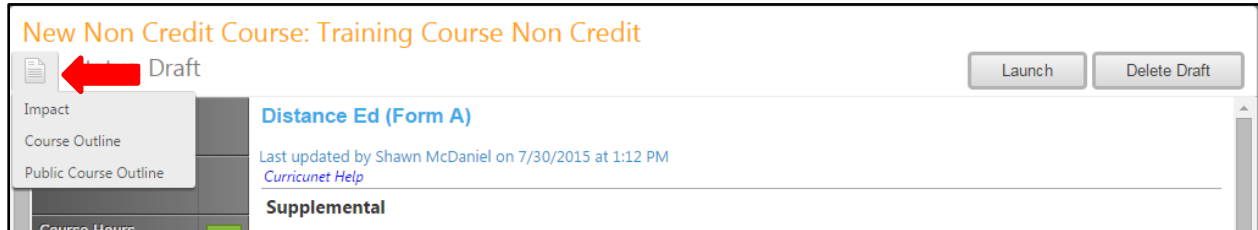
Are you sure?

Are you sure that you want to perform this action?

Yes No

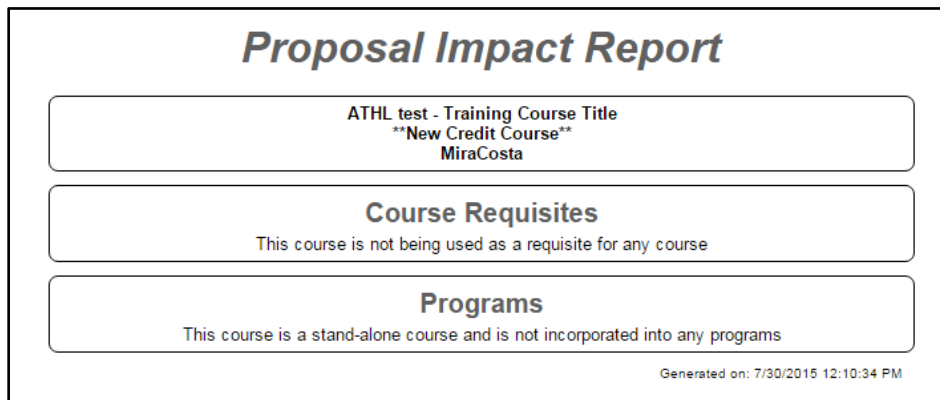
Proposal Reports

If, at any point in the proposal process, you wish to view a report, or summary of the proposal, select the page icon on the left side of the screen, under the course title. A drop down menu will open, and you can choose which type of report you would like to view. Each report will open in a new tab.



The screenshot shows a web interface for a course titled "New Non Credit Course: Training Course Non Credit". On the left, there is a document icon with a red arrow pointing to it, and a "Draft" label. Below this is a dropdown menu with options: "Impact", "Course Outline", and "Public Course Outline". To the right of the menu, the text "Distance Ed (Form A)" is displayed. Further right, it says "Last updated by Shawn McDaniel on 7/30/2015 at 1:12 PM" and includes a link for "Curricunet Help". At the bottom of this section, the word "Supplemental" is visible. On the far right, there are two buttons: "Launch" and "Delete Draft".

An **Impact Report** will summarize Courses Requisites (courses for which this course is a requisite) and Programs that incorporate this course.

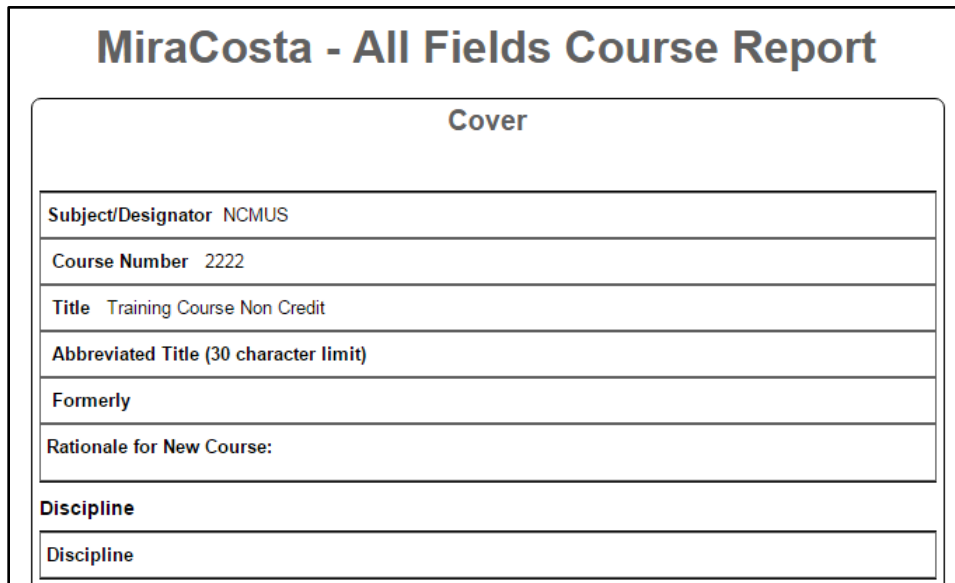


The screenshot shows a report titled "Proposal Impact Report". It contains three main sections, each in a rounded rectangular box:

- ATHL test - Training Course Title**
New Credit Course
MiraCosta
- Course Requisites**
This course is not being used as a requisite for any course
- Programs**
This course is a stand-alone course and is not incorporated into any programs

At the bottom right, it says "Generated on: 7/30/2015 12:10:34 PM".


The **All Fields** Report presents all fields in the proposal.



The screenshot shows a report titled "MiraCosta - All Fields Course Report". It features a table with the following fields:

Cover	
Subject/Designator	NCMUS
Course Number	2222
Title	Training Course Non Credit
Abbreviated Title (30 character limit)	
Formerly	
Rationale for New Course:	
Discipline	
Discipline	

Choose **Public Course Outline** to view the outline drawn from the proposal.



COURSE OUTLINE
Last Revised and Approved:

HSMTH TEST 999 - TRAINING COURSE TITLE

Units Lecture	1.00 -	Units Lab	1.00	Units Total	1.00 -
	2.00				8.00
Total Hrs Lecture	1.00 -	Total Hrs Lab	1.00 -	Total Course Hrs	1.00 -
	3.00		5.00		3.00

COURSE DESCRIPTION
Catalog description.

ENROLLMENT RESTRICTIONS
Prerequisite
HSAGT 10

OUTLINE OF COURSE CONTENT
Training in general course proposal information.

PERFORMANCE OBJECTIVES
Complete complicated forms.

READING ASSIGNMENTS
Weekly reading assignments from journals, texts, and the internet.

WRITING ASSIGNMENTS
End of term reflection paper on progress made in the course (2-3 pages).

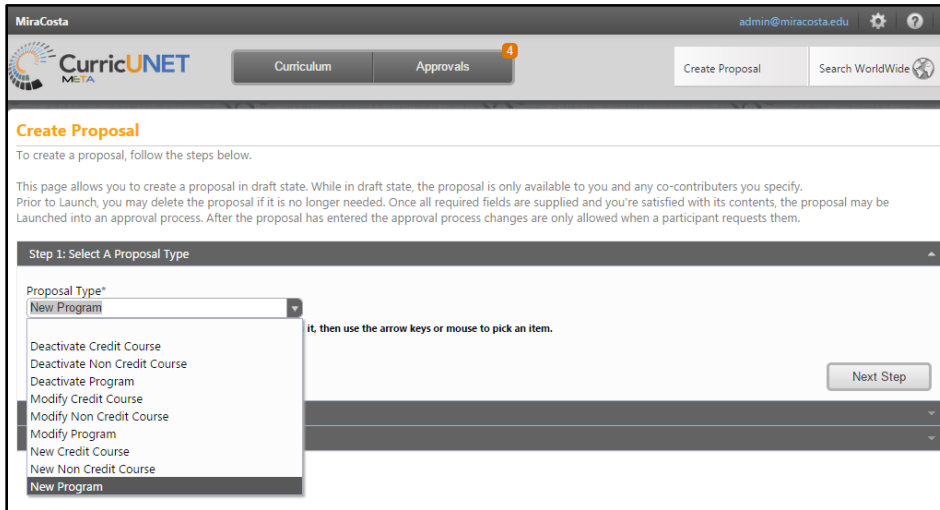
OUTSIDE-OF-CLASS ASSIGNMENTS
Nightly homework with problems from text.

STUDENT LEARNING OUTCOMES

	Learning Outcome	Mode of Assessment
1.	Complete accurate and informative course proposals.	1.

New Program Proposal

To create a New Program proposal, select **New Program** from the dropdown menu in Step 1, then click **Next Step**.



MiraCosta admin@miracosta.edu

Curriculum Approvals 4

Create Proposal Search WorldWide

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

New Program

Deactivate Credit Course

Deactivate Non Credit Course

Deactivate Program

Modify Credit Course

Modify Non Credit Course

Modify Program

New Credit Course

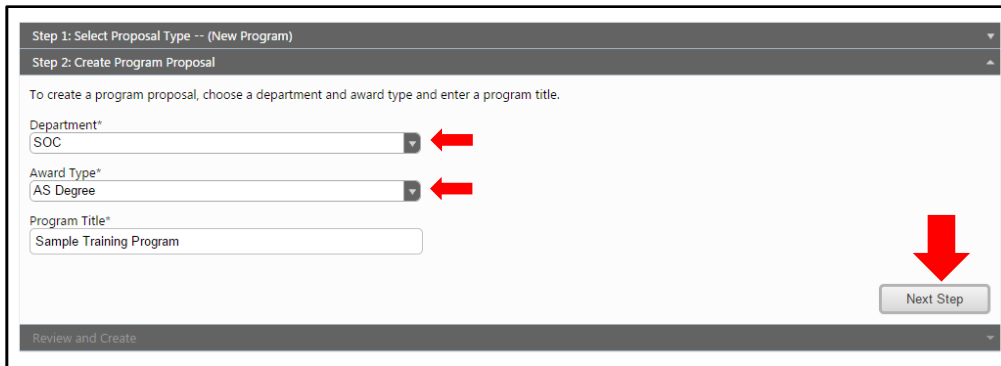
New Non Credit Course

New Program

it, then use the arrow keys or mouse to pick an item.

Next Step

Use the dropdown menus to select the **Department** and **Award Type**, then enter the **Program Title** and select **Next Step**. Mandatory fields are marked with an *. In this example, we will use the AS Degree type, but the process is the same for each program.



Step 1: Select Proposal Type -- (New Program)

Step 2: Create Program Proposal

To create a program proposal, choose a department and award type and enter a program title.

Department*

SOC

Award Type*

AS Degree

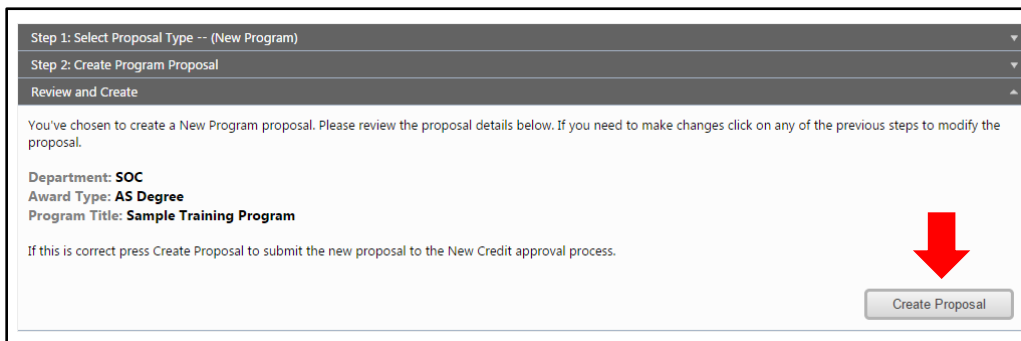
Program Title*

Sample Training Program

Next Step

Review and Create

In Step 3, review the information, and if correct, click "Create Proposal". If the information is inaccurate, click on any of the previous steps to correct the information.



Step 1: Select Proposal Type -- (New Program)

Step 2: Create Program Proposal

Review and Create

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

Department: **SOC**



Award Type: **AS Degree**

Program Title: **Sample Training Program**

If this is correct press Create Proposal to submit the new proposal to the New Credit approval process.

Create Proposal



Cover

Complete as much information as possible, scrolling down as needed to view all fields. Move between sections of the proposal using the dark gray tabs on the left of the page. Mandatory fields are marked with an *. Sections of the program proposal with mandatory fields have orange progress boxes  on the section tab. When the section is complete, and saved, the box will turn green .

In the **Cover** section, you will need to scroll down to view all areas. Complete the Proposal Information, following the prompts attached to each textbox. Use the checkboxes to identify the types of program, and select the Date the program was vetted. Required fields are marked with an *. When all fields are completed, **Save** your work and move to the **Description** tab.

New Program: Sample Training Program

Status: Draft Remaining Launch Requirements: 4

Cover		Cover
Description		
Workforce Needs Verification		
Program Outcomes		
Course Block Definitions		
Attach Files		
Codes		

Last updated by Shawn McDaniel on 7/30/2015 at 1:37 PM
[CurricUNET Help](#)

Program Title *

Department

Subject

Award Type *

Proposal Information

What is the rationale for offering this program? *

How will this program meet student and community needs? *

How does this program differ from other programs with similar content? *

Baccalaureate preparation/AA
 CTE (workforce training)
 Program has been vetted through the program review process
Date program was vetted through Program Review process

Department and college have adequate resources (faculty, facilities, equipment, learning resources) to support this new program

Description

In the **Description** section, enter the program description into the text box. This textbox contains formatting tools, allowing 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. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For details on using the **Rich Text Editor Detailed Instructions** see page 114 of this manual.

Save this page, and continue to the **Workforce Needs Verification** tab.

The screenshot displays a web interface for creating a new program. The title is "New Program: Sample Training Program" and the status is "Draft". There are two buttons: "Launch" and "Delete Draft". The interface is divided into a left sidebar and a main content area. The sidebar contains several tabs: "Cover" (5/5), "Description" (0/1), "Workforce Needs Verification", "Program Outcomes", "Course Block Definitions", "Attach Files", and "Codes". The "Description" tab is active, showing a "Program Description" section. The main content area contains a rich text editor with a toolbar and a large text input field. The toolbar includes options for bold (B), italic (I), underline (U), font color (A), background color, text color, text alignment (left, center, right, justified), list creation (bulleted, numbered), and link creation. The text input field is currently empty.

Workplace Needs Verification

The **Workforce Needs Verification** section has several check boxes acknowledging consultation with the department chair and deans. If supporting documentation relating to the workforce needs are required, they will be attached later in the proposal. Move next to the **Program Outcomes** tab.

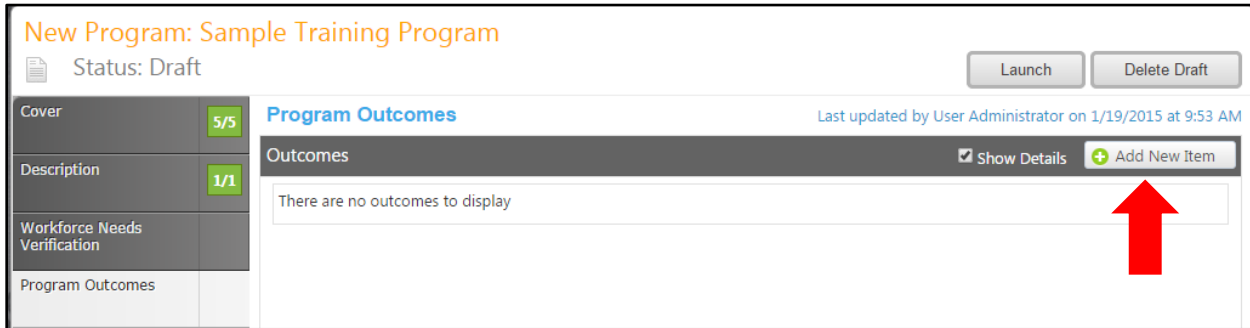
New Program: Sample Training Program

Status: Draft Launch Delete Draft

Cover 5/5	Workforce Needs Verification Last updated by User Administrator on 1/19/2015 at 9:53 AM
Description 1/1	<input type="checkbox"/> Department Chair <input type="checkbox"/> Dean
Workforce Needs Verification	CTE Programs <input type="checkbox"/> Dean Taccone has been consulted and the application for new credit proposals has been completed for submission to the Region X Occupational Deans and the Chancellor's Office.
Program Outcomes	For CTE programs, please attach current labor market data, current job market analysis, and/or employer survey information that supports need for this new program in the Attach File section.]
Course Block Definitions	
Attach Files	
Codes	

Program Outcomes

To add a **Program Outcome** (such as knowledge or skills), click **Add New Item**.

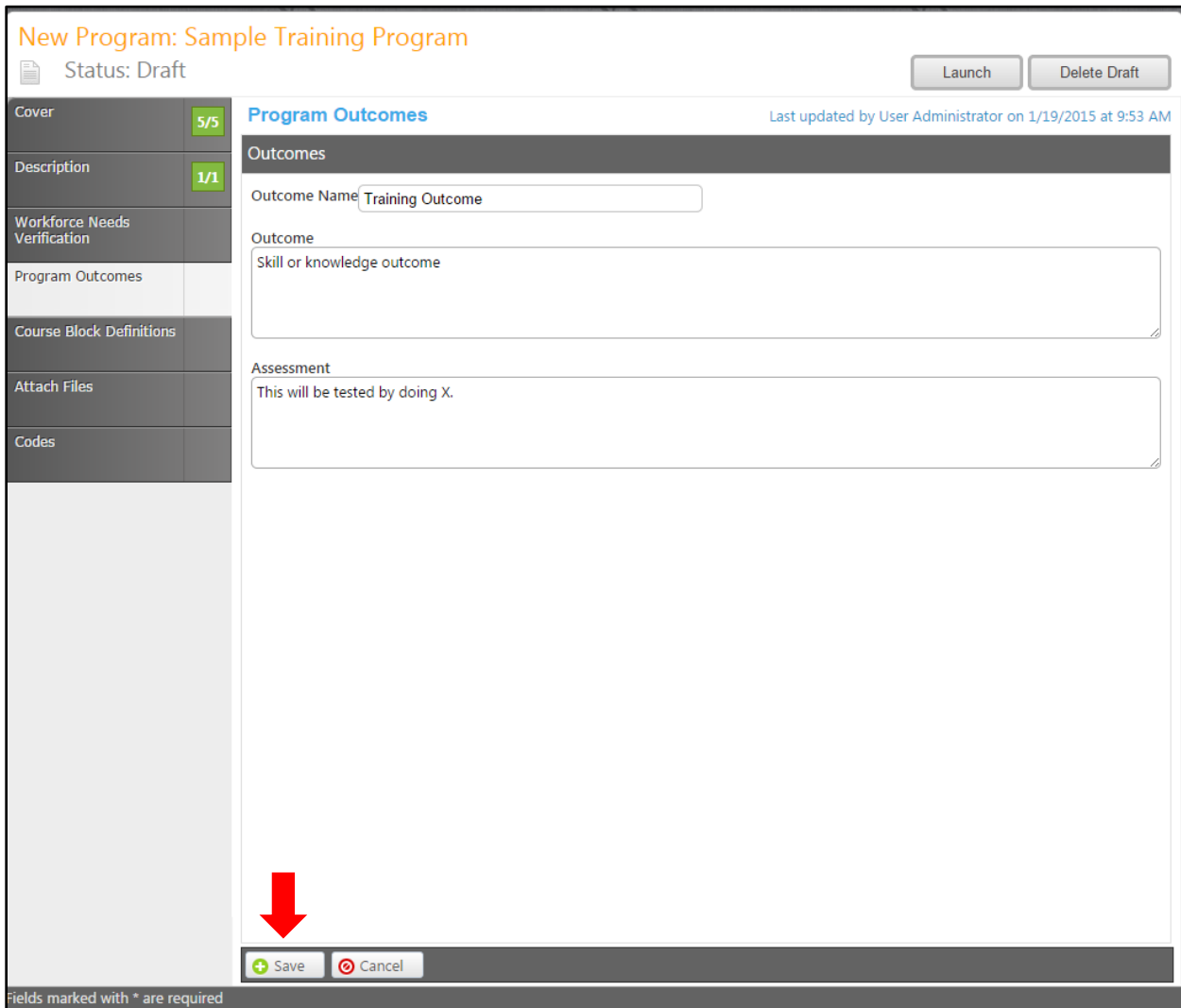


The screenshot shows the 'New Program: Sample Training Program' interface. The status is 'Draft'. The left sidebar contains a table with the following items:

Cover	5/5
Description	1/1
Workforce Needs Verification	
Program Outcomes	

The main content area is titled 'Program Outcomes' and shows 'There are no outcomes to display'. A red arrow points to the '+ Add New Item' button in the top right corner of the outcomes section.

You will now enter specific program outcome information by completing each text box. Click **Save** to add the outcome to the proposal.



The screenshot shows the 'New Program: Sample Training Program' interface with a new outcome being added. The 'Add New Item' button from the previous screenshot is now active, and the form fields are populated:

- Outcome Name:** Training Outcome
- Outcome:** Skill or knowledge outcome
- Assessment:** This will be tested by doing X.

A red arrow points to the '+ Save' button at the bottom of the form. Below the form, there is a note: 'Fields marked with * are required'.

Each outcome should be entered individually. You can enter as many outcomes as you would like. To edit an outcome, click on the blue bar. To reorder outcomes, use the up and down arrows on the right side of the blue bar. To delete an outcome, click the red “x” on the far right of the blue bar. When you have entered all program outcomes, click on the **Course Block Definition** tab.

New Program: Sample Training Program

Status: Draft

Launch Delete Draft

Cover 5/5

Description 1/1

Workforce Needs Verification

Program Outcomes

Program Outcomes

Last updated by User Administrator on 1/19/2015 at 9:53 AM

Outcomes Show Details + Add New Item

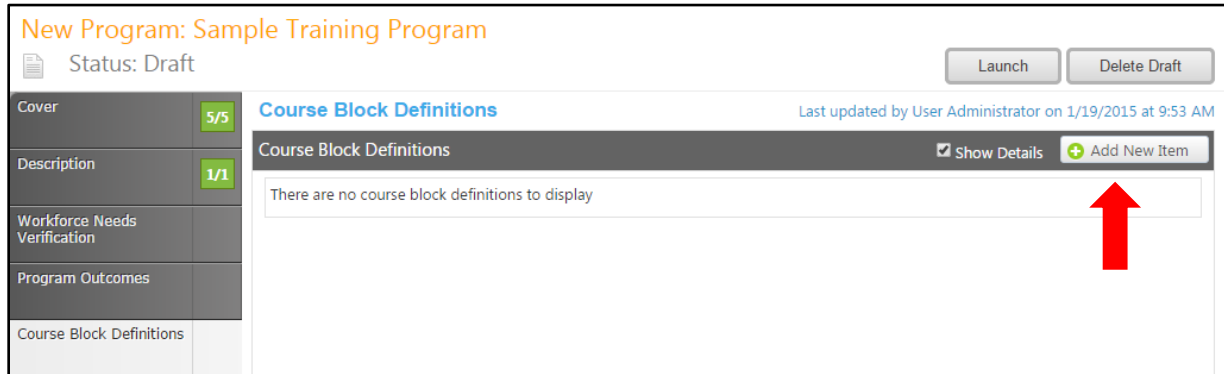
Training Outcome

Outcome: Skill or knowledge outcome

Assessment: This will be tested by doing X.

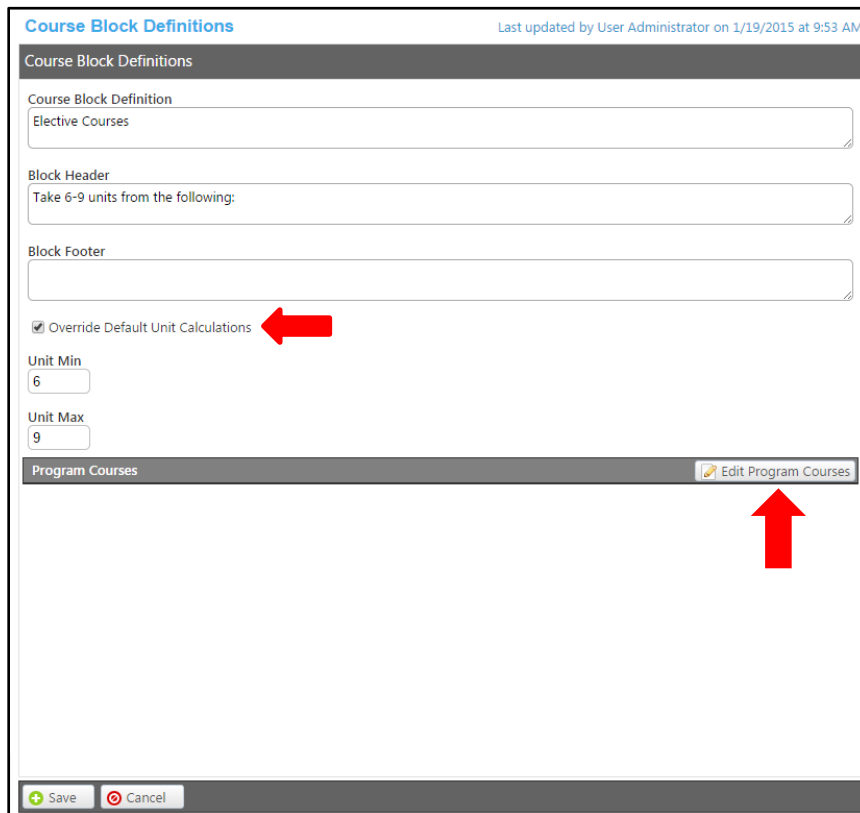
Course Block Definition

To add a Course Block Definition, click **Add New Item**.



The screenshot shows the 'New Program: Sample Training Program' interface. The status is 'Draft'. The 'Course Block Definitions' section is active, showing '5/5' items. The 'Add New Item' button is highlighted with a red arrow.

Enter the course block definitions (for example, required courses, electives, community involvement prerequisites, etc.). Block headers and footers allow you to provide additional information (grade requirements, number of units to be taken, etc). The headers and footers only appear on reports. The program will automatically calculate the number of units in the block from the courses added. If you wish to specify that the block has fewer units or a range of units, select the **Override Default Unit Calculations** box, and enter the unit minimum and maximum in the following fields. The Unit Max must always be equal to or greater than the Unit Min. To add courses to the course block, select **Edit Program Courses**.



The screenshot shows the 'Course Block Definitions' form. The 'Override Default Unit Calculations' checkbox is checked and highlighted with a red arrow. The 'Unit Min' field is set to 6 and the 'Unit Max' field is set to 9. The 'Edit Program Courses' button is highlighted with a red arrow.

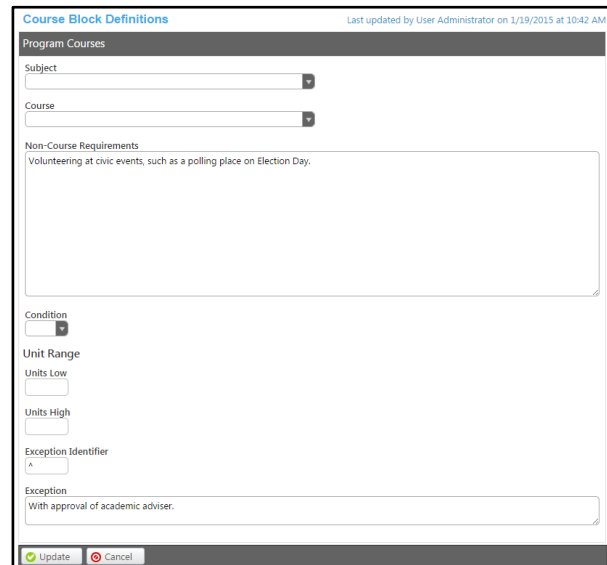
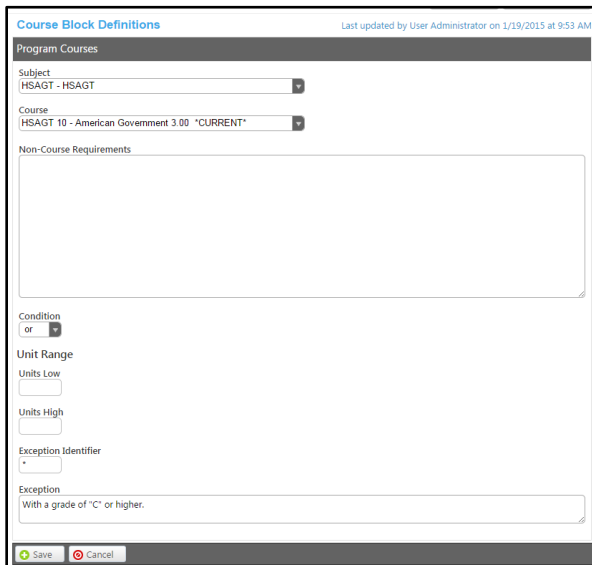
To add an item to the course block, select **Add New Item**.



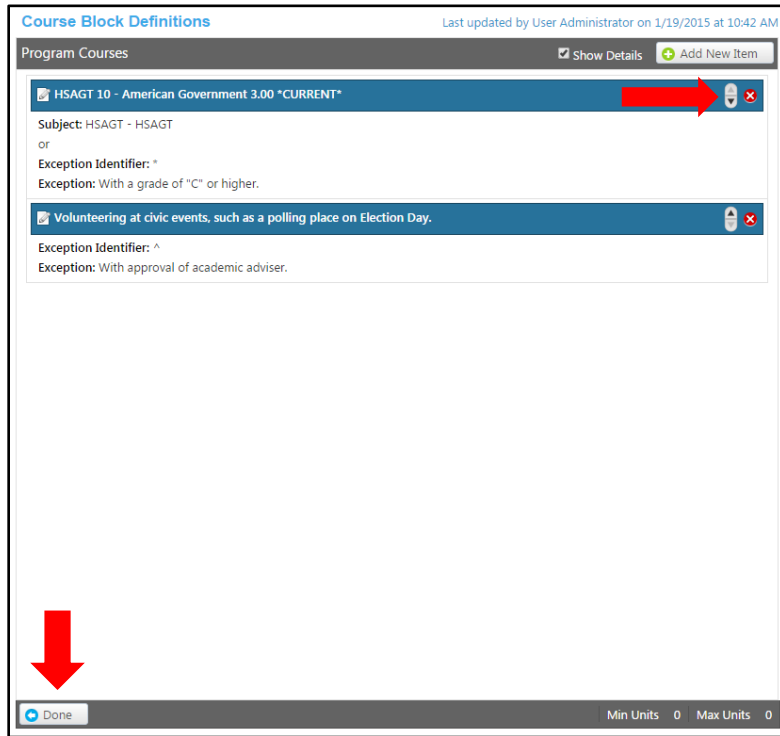
Enter each course or non-course requirement individually. For a course, use the dropdown menus to select the Subject and Course. For a non-course requirement, use the **Non-Course Requirements** field. The “Condition” drop down menu allows you to specify if the course must be taken as well as (using “and”) or instead of (using “or”) the next requirement. 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. 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. If a course is offered at variable units, you can also specify the range that will meet this requirement.

If a course is offered at variable units, you can also specify the range that will meet this requirement. The **Exception Identifier** and **Exception** fields allow you to specify special conditions for this course, such as grade requirements, reasons for the requirement (required by the CSU system for transfer, etc), etc. Use an identifying symbol in the **Exception Identifier** field (such as * or ^), and enter the exception in the **Exception** field. Use a different symbol for each type of exception within the block.

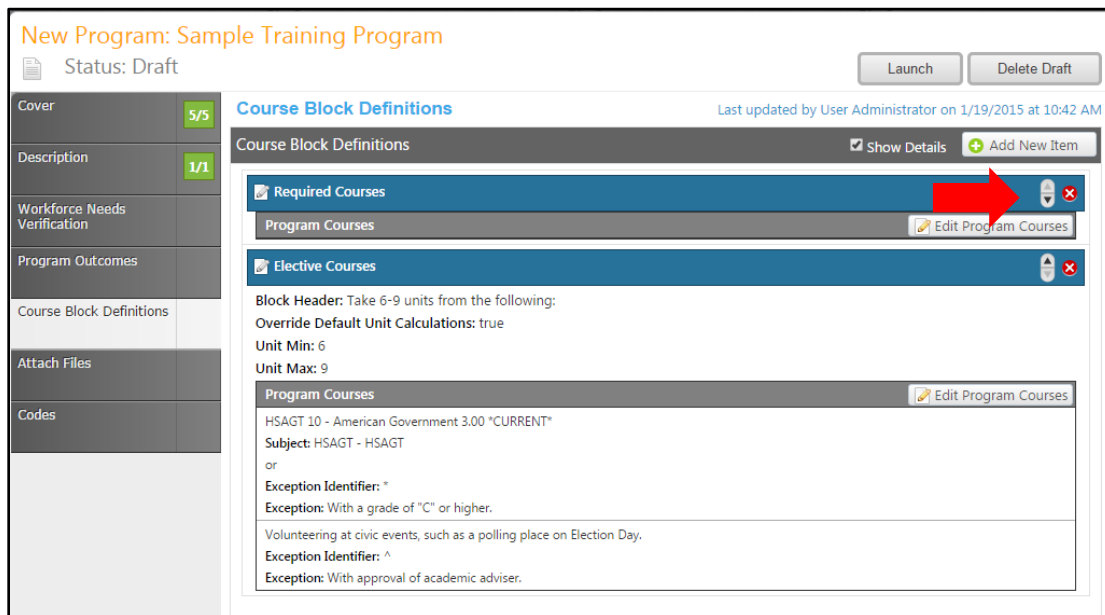
When all information for the requirement is entered, select **Save** to add the requirement to the course block.



To reorder requirements within the course block, use the up and down arrows on the right of the blue bar. To delete a requirement, select the red “x”. When you are satisfied with the courses/non-course requirements, and their order, click **Done**.



Enter all course blocks, and their courses. To reorder course blocks, use the up and down arrows on the right of the blue bar. To delete, click the red “x”. When all course blocks/course have been entered correctly, click on the **Attach Files** tab.



Attach 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. After any files are attached, *move* to the **Codes** section.

The screenshot shows a web interface for a 'New Program: Sample Training Program'. At the top, it says 'Status: Draft' and has 'Launch' and 'Delete Draft' buttons. On the left is a sidebar with sections: Cover (5/5), Description (1/1), Workforce Needs Verification, Program Outcomes, Course Block Definitions, Attach Files, and Codes. The main content area is titled 'Attach Files' and contains the instruction: 'Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.' Below this is a 'Select...' button, which is highlighted with a red arrow. Underneath is an 'Attachments' section with the text: 'There are no attachments to display. Press Select to browse for files to attach to this record.'

Codes

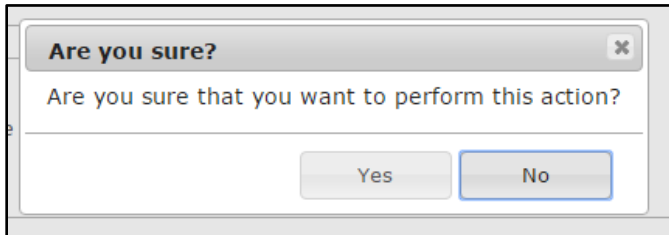
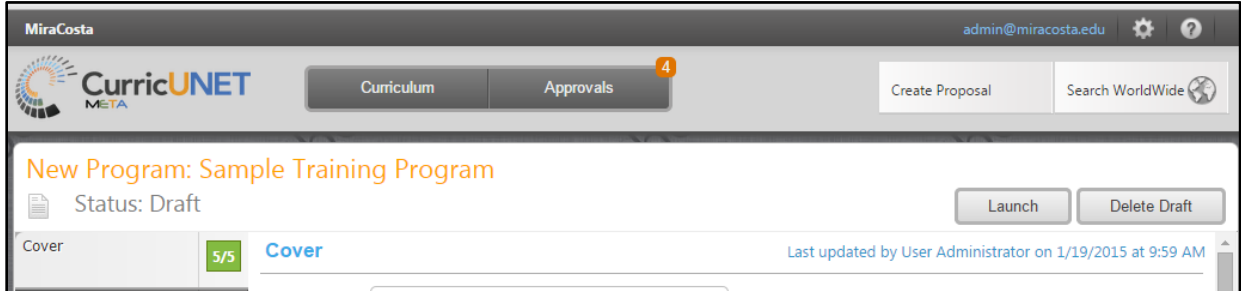
The **Codes** section allows you to enter comments throughout the proposal process. Use the dropdown menus to enter the necessary information, and remember to save your work. This is the last section of the program proposal. You may want to review your proposal by going back through the tabs.

New Program: test Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

Cover	2/5	Codes
Description	0/1	Last updated by Shawn McDaniel on 8/27/2015 at 11:18 AM Curricunet Help
Workforce Needs Verification		Date
Program Outcomes		Curriculum Committee Approval <input type="text"/>
Course Block Definitions		Board Approval Date <input type="text"/>
Attach Files		Effective Date <input type="text"/>
Codes	1/1	Instructional Services
		Effective Semester <input type="text"/> Effective Year <input type="text"/>
		Top Code <input type="text"/>
		Originator <input type="text" value="McDaniel, Shawn"/>
		Origination Date <input type="text"/>
		Proposal Type <input type="text" value="New Program"/>
		Comments <input type="text"/>
		Program Control Number * <input type="text" value="0"/>

Proposal Launch


After reviewing the program proposal, from any page within the proposal, you may launch the proposal into the approval process by clicking the **Launch** button. You may also click **Delete Draft** and your proposal will be permanently deleted. You will be asked to confirm either decision.



Program Reports

At any time during the program proposal, you can view reports of the information already entered. Click the page icon under the program title to view reports.

New Program: Sample Training Program


 Draft Launch Delete Draft

Cover 5/5 Codes

Description 1/1 Last updated by Shawn McDaniel on 7/30/2015 at 1:37 PM
[Curricunet Help](#)

A dropdown menu will open. Click the desired report to view. The report will open in a new tab.

New Program: Sample Training Program

 Draft Launch Delete Draft

Program Report 5/5 Codes

All Fields 1/1 Last updated by Shawn McDaniel on 7/30/2015 at 1:37 PM
[Curricunet Help](#)

Description

The **All Fields** report shows all information in the proposal.

All Fields Report - Program

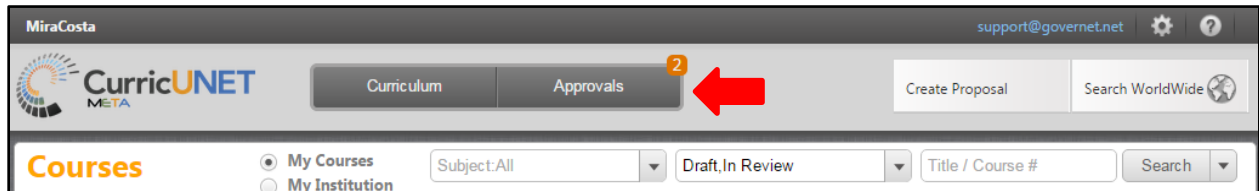
Cover	
Program Title	Sample Training Program
Department	SOC
Subject	
Award Type	AS Degree
Proposal Information	
What is the rationale for offering this program?	Training Sample for training purposes.
How will this program meet student and community needs?	Training faculty will allow them to complete tasks more efficiently, benefiting the entire college community.
How does this program	

The **Program Report** shows a summary of the program, focusing on learning outcomes and requirements.

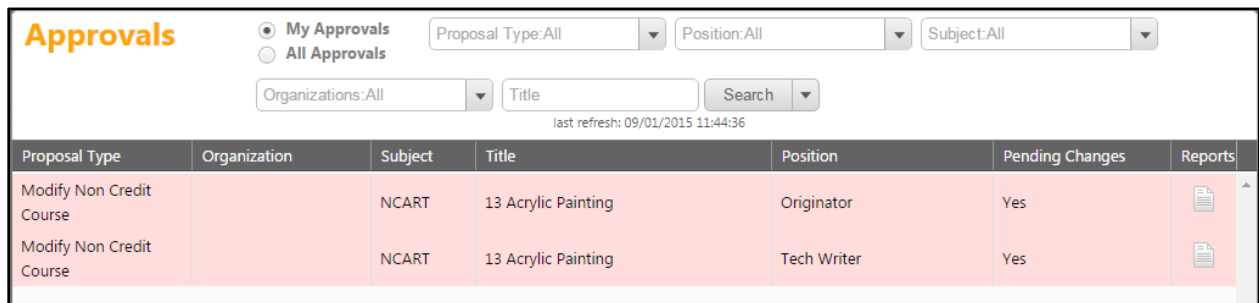
Sample Training Program AS Degree			
Description			
Program descriptions are very important.			
Program Learning Outcomes			
Upon successful completion of this program, students will be able to:			
1. Skill or knowledge outcome			
Degree Requirements:			
Required Courses			
			Course Credits
Elective Courses			
			Course Credits
Take 6-9 units from the following: (Req CH:6 - 9)			
HSAGT	10 *	American Government	3
or			
Volunteering at civic events, such as a polling place on Election Day.			
* With a grade of "C" or higher.			
^ With approval of academic adviser.			
Generated on: 1/19/2015 11:21:38 AM			



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. We will look at a Course Proposal, but the process is the same for any type of proposal. 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.

A screenshot of the 'Approvals' page in the CurricUNET interface. The page has a header with the 'Approvals' title and two radio buttons: 'My Approvals' (selected) and 'All Approvals'. Below the radio buttons are three dropdown menus: 'Proposal Type:All', 'Position:All', and 'Subject:All'. There is also a search box with 'Organizations:All' and a 'Search' button. Below the search filters, it says 'last refresh: 09/01/2015 11:44:36'. The main content is a table with the following data:

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
Modify Non Credit Course		NCART	13 Acrylic Painting	Originator	Yes	
Modify Non Credit Course		NCART	13 Acrylic Painting	Tech Writer	Yes	

Depending on which type of actions your position has you will see one of two screens.

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 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 request changes, it will send the proposal back to the originator. If you reject the proposal, it will remove the proposal from the system.

Approval Update for Originator
Modify Non Credit Course: NCART 13 - Acrylic Painting

View Course Proposal Public Course Outline Comparison Impact Course Outline

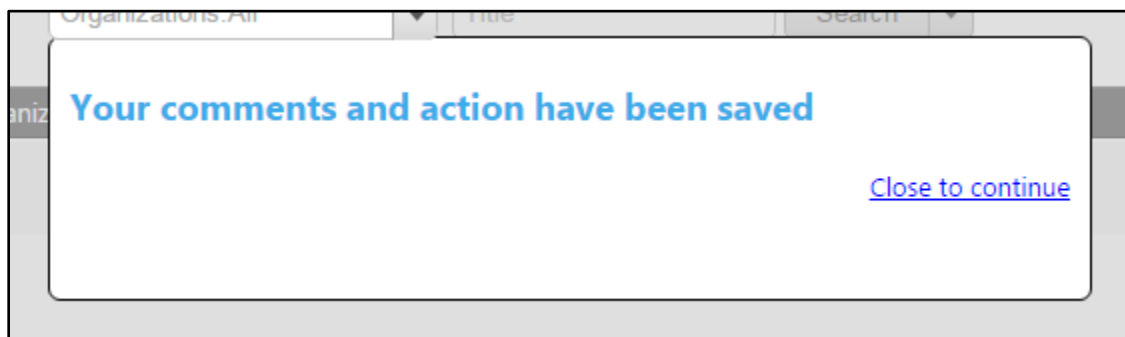
Action: Select One

Comments

Commit

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Originator	Required	Governet Support	Pending	
	Tech Writer	Required	Cindy Dudley	Waiting On Changes	
09/01/2015 11:43 AM	Tech Writer	Required	Governet Support	Request Changes	
09/01/2015 11:42 AM	Originator	Required	Governet Support	Launch	Launch

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.*



If you are an admin user with full promotion rights, 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. You may take action on the current step using the **Take action as an administrator** dropdown menu which will allow you to take action just as the next person in the workflow would as previously described, or press **Click here to administratively move proposal to new level**, and you will be able to move the proposal forward as many positions as you wish, skipping any positions.

Modify Credit Course: CS 112 - Introduction to Computer Science II: Java

[View Course Proposal](#)
[Public Course Outline](#)
[Comparison](#)
[Impact](#)
[Course Outline](#)

Take action as an administrator

Select One ▼
OK

[Click here to administratively move proposal to new level](#)

By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Department Chair	Required	Donna Davis	Pending	
	Department Chair	Required	Eric Carstensen	Pending	
	Department Chair	Required	June Porto	Pending	
	Department Chair	Required	Patricia Hanada-Rogers	Pending	
	Department Chair	Required	Patrick Connolly	Pending	
	Department Chair	Required	Rita Barden	Pending	
08/07/2015 03:02 PM	Articulation Officer	Required	Joanne Benschop	Approve	
08/05/2015 11:20 AM	Tech Writer	Required	Cindy Dudley	Approve	
08/04/2015 12:14 PM	Originator	Required	June Porto	Launch	Launch

Click the level you wish to move the proposal to (you may need to scroll down to view all approval levels).

Modify Credit Course: CS 112 - Introduction to Computer Science II: Java

Administratively move proposal to new level

Select a level to move the proposal to. Any pending users will automatically be skipped. The action will be recorded.

Articulation Officer

Level 4 (current level)

Department Chair

Level 5

Dean

Level 6

Tech Review Admin Technical Review Member

OK Cancel

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Department Chair	Required	Donna Davis	Pending	
	Department Chair	Required	Eric Carstensen	Pending	
	Department Chair	Required	June Porto	Pending	
	Department Chair	Required	Patricia Hanada-Rogers	Pending	
	Department Chair	Required	Patrick Connolly	Pending	
	Department Chair	Required	Rita Barden	Pending	
08/07/2015 03:02 PM	Articulation Officer	Required	Joanne Benschop	Approve	
08/05/2015 11:20 AM	Tech Writer	Required	Cindy Dudley	Approve	
08/04/2015 12:14 PM	Originator	Required	June Porto	Launch	Launch

You will need to confirm the move to any higher level 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.*

CPCC Members Team A CPCC Members

Confirm Move Proposal ✕

Are you sure you want to move this proposal to **Level 7?**

Activate Cancel

required Donna Davis Per

The admin screen will now show a red confirmation that the proposal has been moved.

Modify Credit Course: CS 112 - Introduction to Computer Science II: Java

View Course Proposal Public Course Outline Comparison Impact Course Outline

Take action as an administrator
Select One OK

Click here to administratively move proposal to new level ←

By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

The proposal has been moved.

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	CPC Review Admin/Chair	Required	Gail Baughman	Pending	
	CPC Review	Required	Gwen Partlow	Pending	

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 **Implement** in the Action menu and select the Publish date (the date the course will publish to the catalog). Add any **Comments**, and click **Commit**.

Approval Update for Implementer

Modify Credit Course: CS 112 - Introduction to Computer Science II: Java

View Course Proposal Public Course Outline Comparison Impact Course Outline

Position Implementer
Action Select One
Publish date 9/1/2015
Comments

Commit

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Implementer	Required	Gwen Partlow	Pending	

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.*

Confirm Publish

Are you sure you want to publish this proposal on **9/1/2015** ?

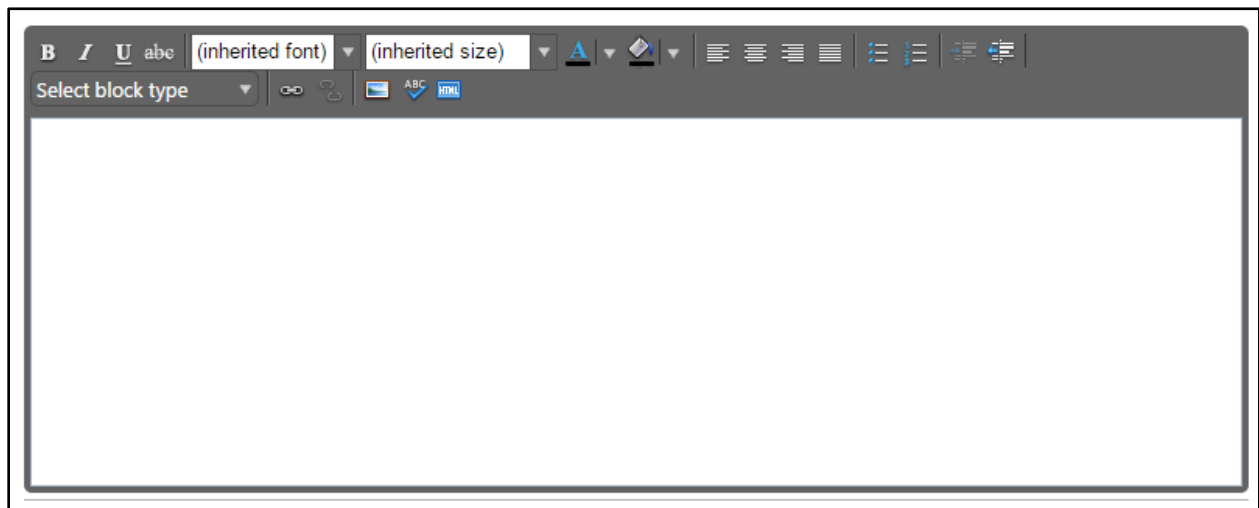
Activate Cancel

Rich Text Editor Detailed Instructions

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

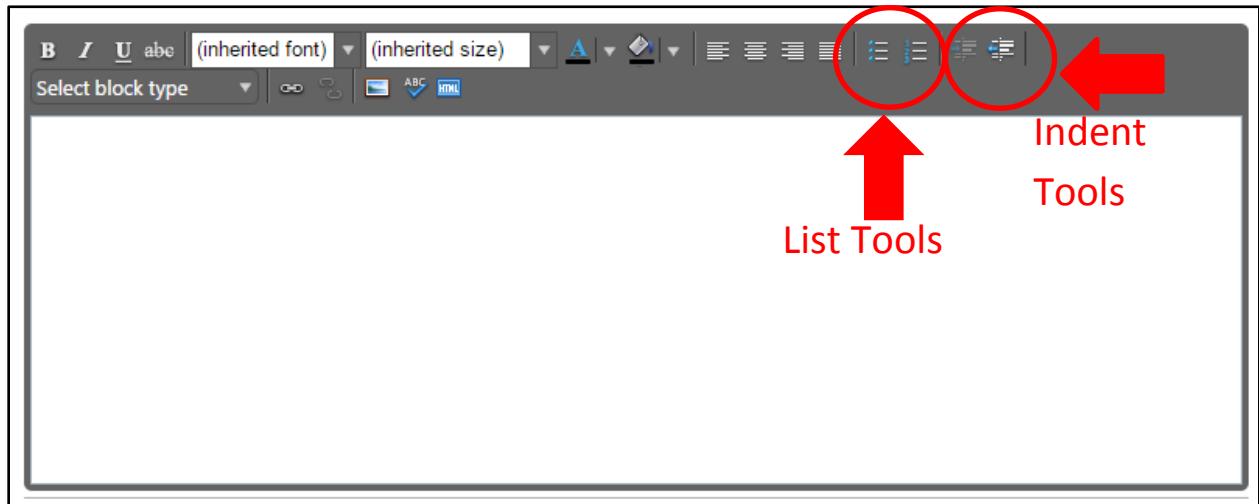
If pasting a paragraph of text (as you might for a Course Description) into the Rich Text Editor, you must paste it as plain text. On a Windows based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select "Paste as Plain Text". If you do not do this, hidden formatting tags will interfere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

An outline or list requires additional changes.

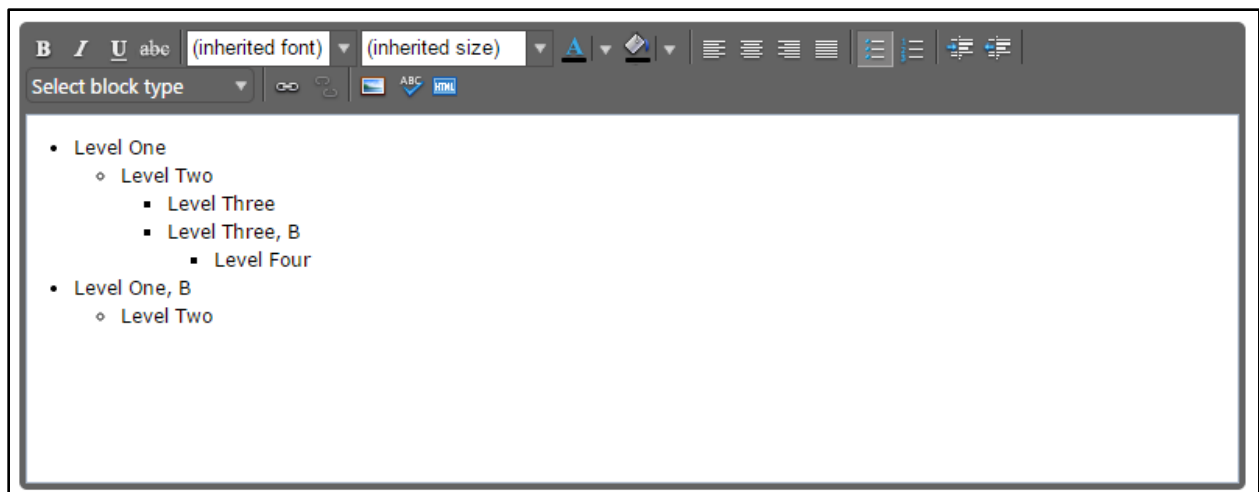


Creating an Outline within the Rich Text Editor

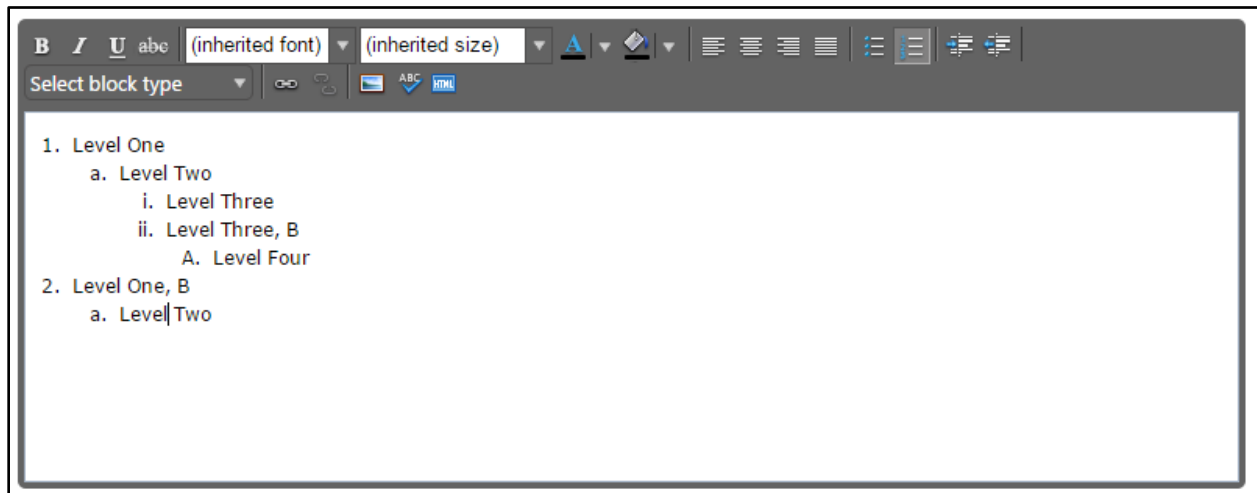
The best way to produce a properly formatted outline is directly in the Rich Text Editor. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within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



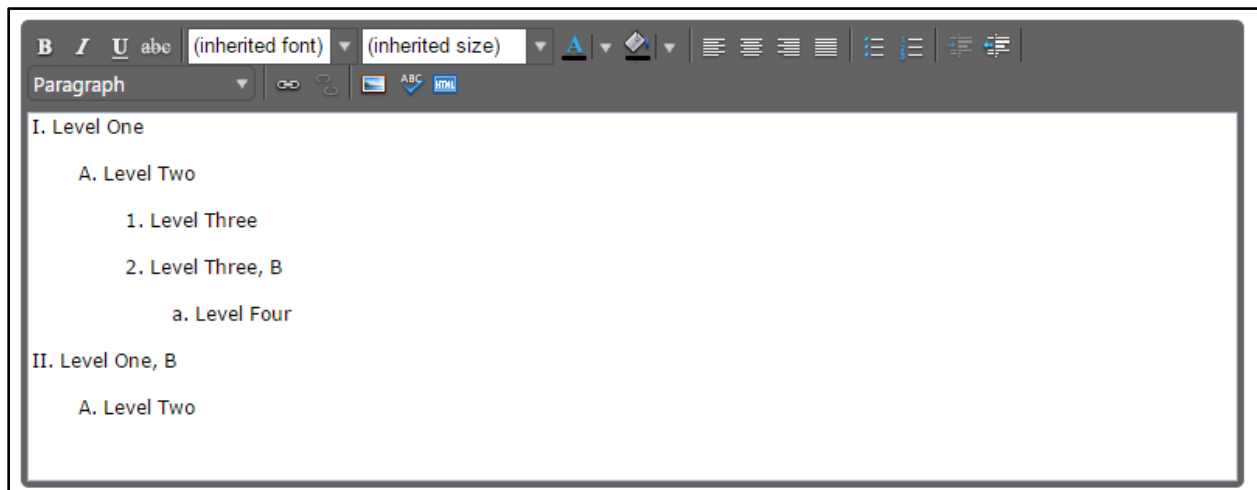
Below is an example of a bulleted list with several levels of indentation:



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



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



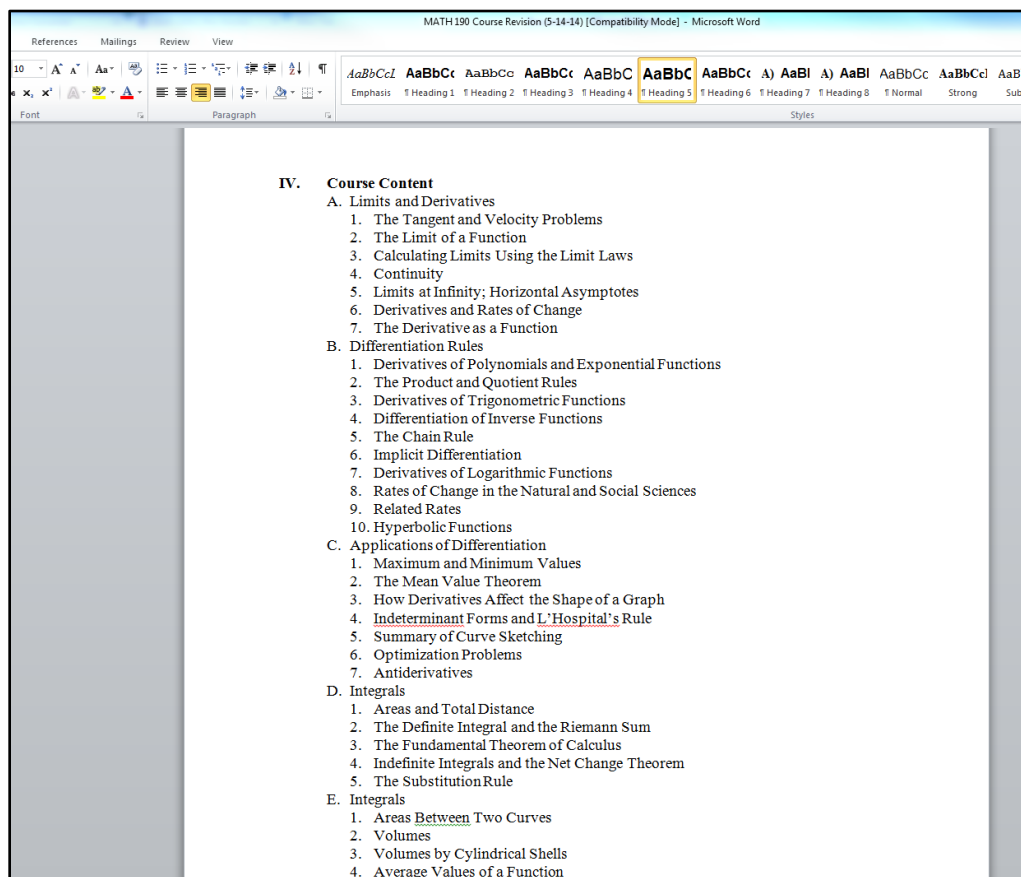
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

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

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

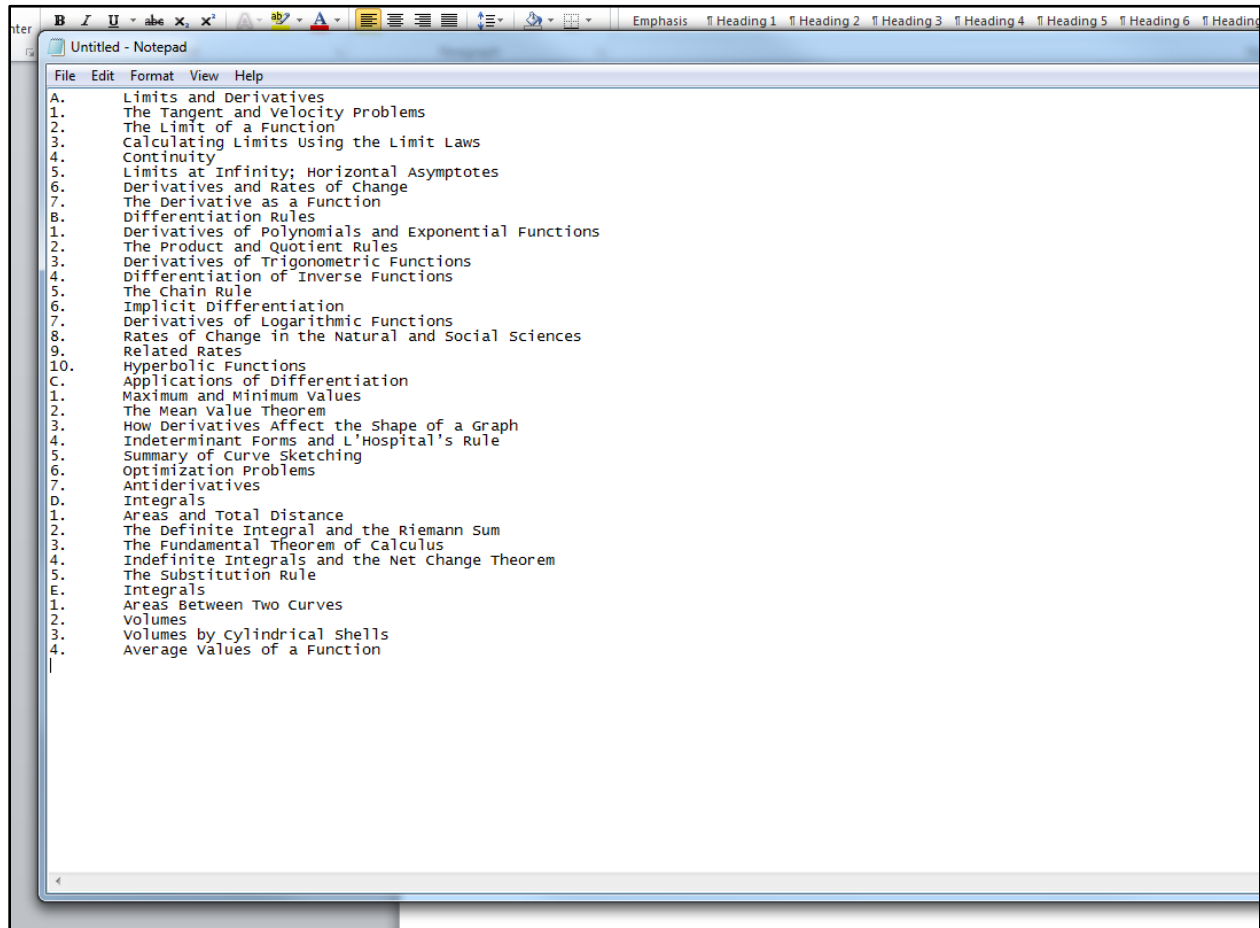
Create your outline

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



Copy to Notepad

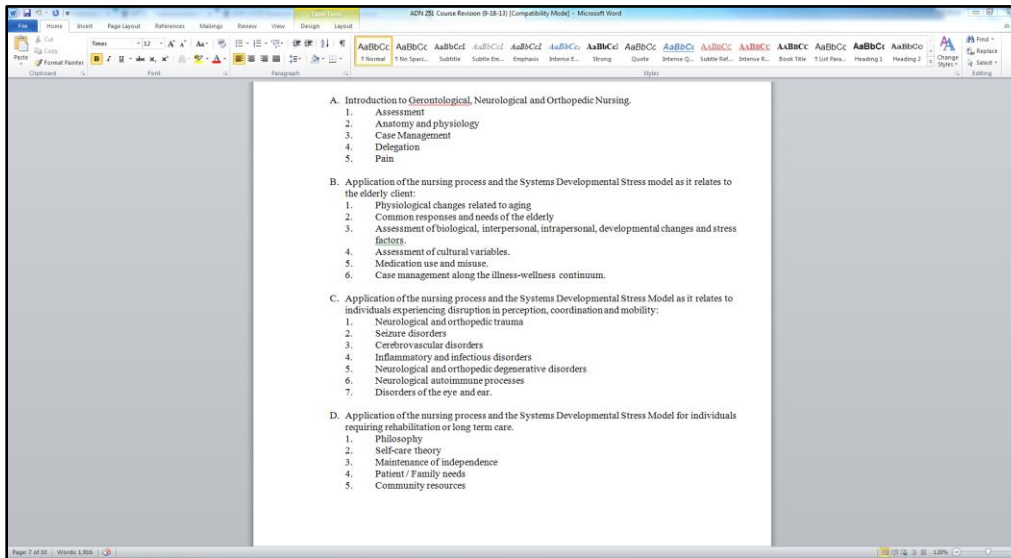
Copy the outline into Notepad (or a similar plain text writing program), which will strip out formatting. (You could also begin in Notepad and compose your outline within that program.)



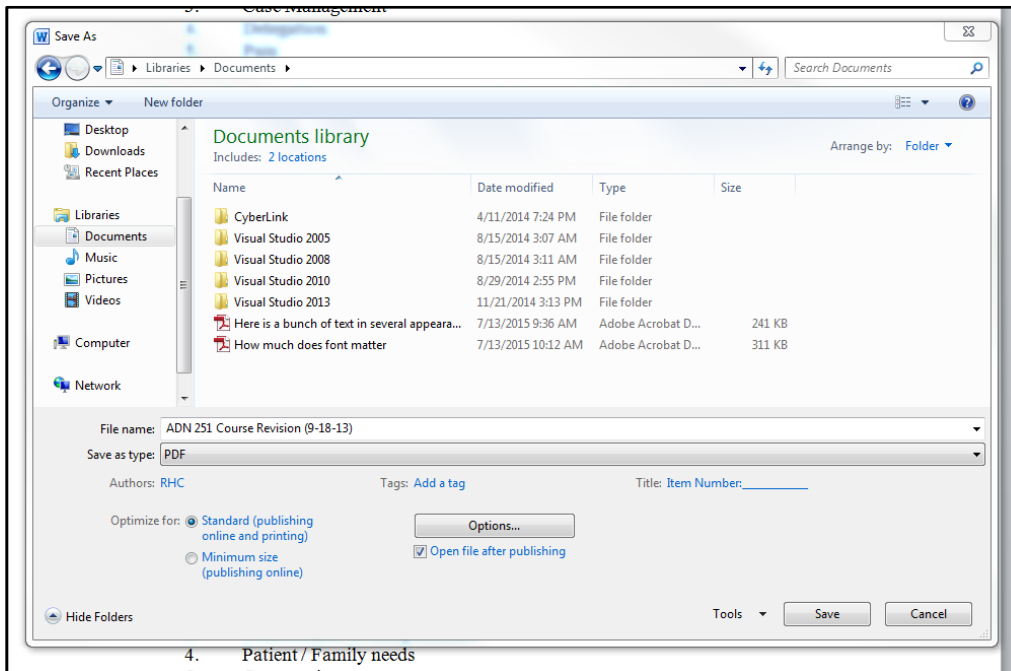
Save as a PDF

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

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



Enter/Edit the **File** name, then use the **Save as type** dropdown menu to select "PDF", and click **Save**.



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

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

ADN 251 Course Revision (9-18-13).pdf - Adobe Reader

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IV. Course Content

A. Introduction to Gerontological, Neurological and Orthopedic Nursing.

1. Assessment
2. Anatomy and physiology
3. Case Management
4. Delegation
5. Pain

B. Application of the nursing process and the Systems Developmental Stress model as it relates to the elderly client:

1. Physiological changes related to aging
2. Common responses and needs of the elderly
3. Assessment of biological, interpersonal, intrapersonal, developmental changes and stress factors.
4. Assessment of cultural variables.
5. Medication use and misuse.
6. Case management along the illness-wellness continuum.

C. Application of the nursing process and the Systems Developmental Stress Model as it relates to individuals experiencing disruption in perception, coordination and mobility:

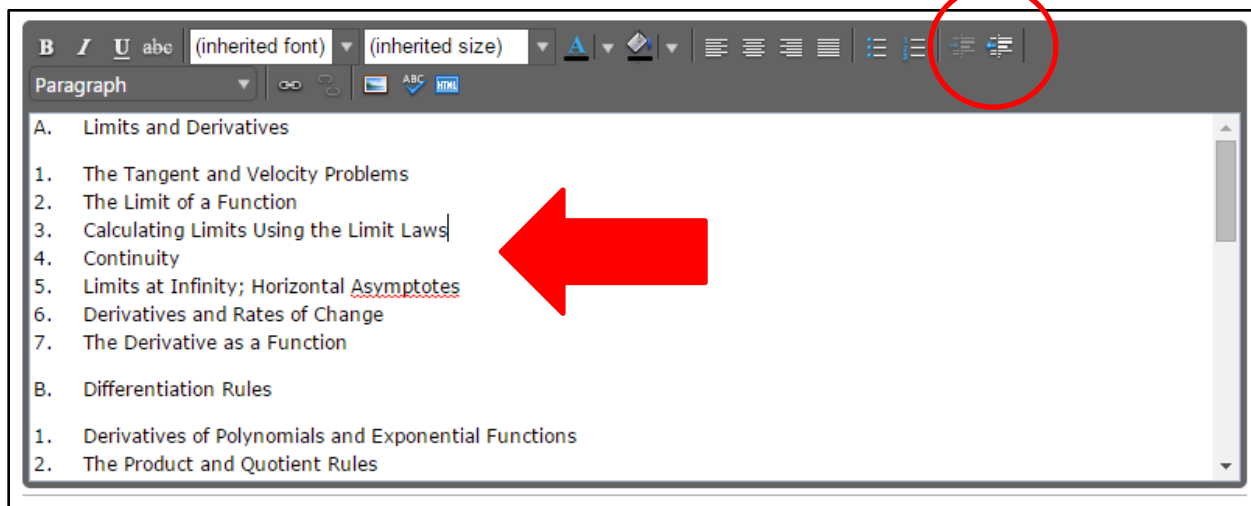
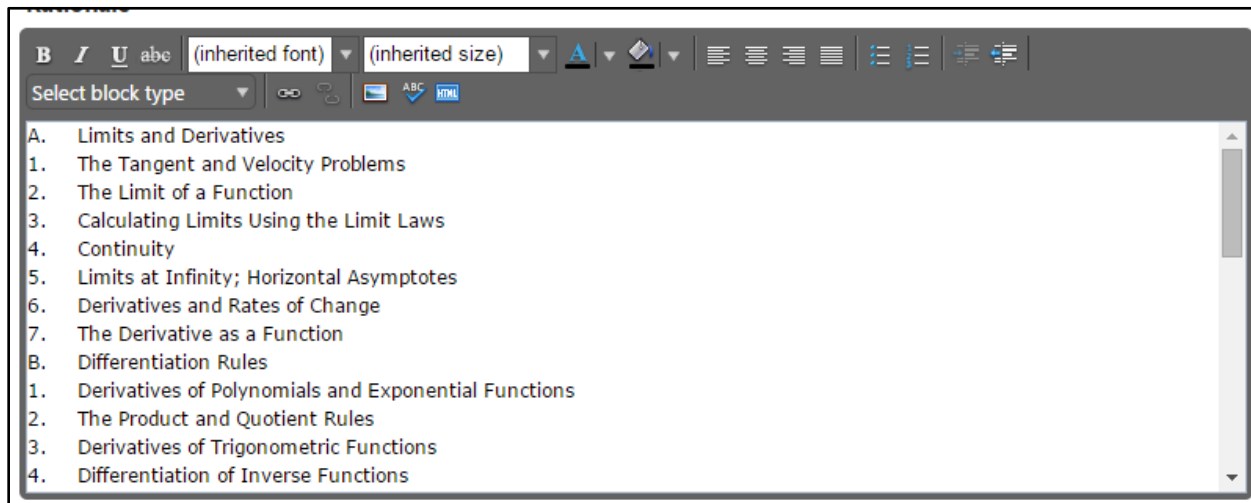
1. Neurological and orthopedic trauma
2. Seizure disorders
3. Cerebrovascular disorders
4. Inflammatory and infectious disorders
5. Neurological and orthopedic degenerative disorders
6. Neurological autoimmune processes

Using the RTE Tools

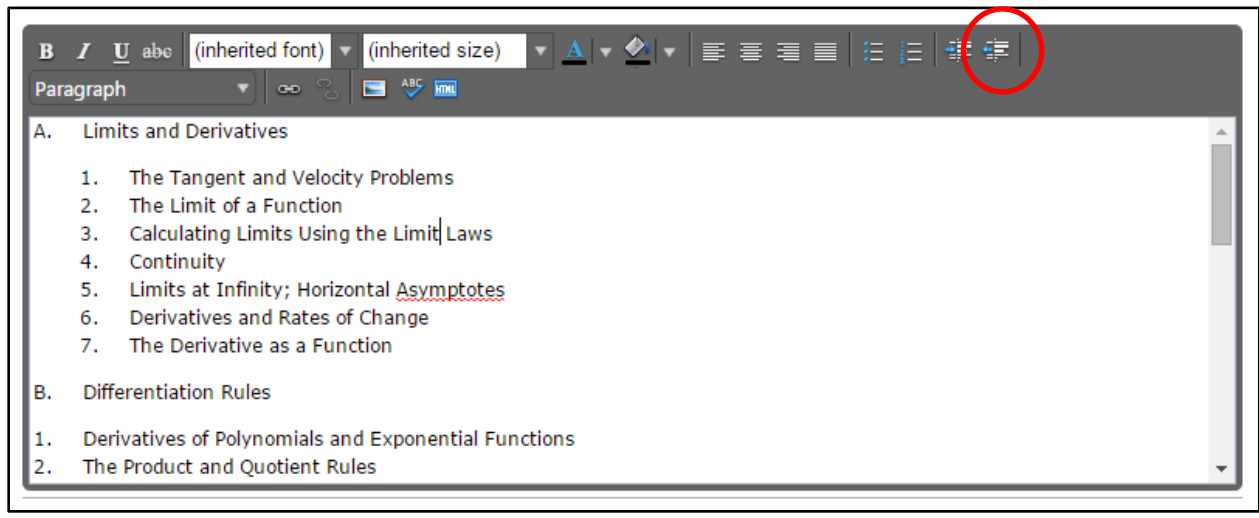
Copy the text from Notepad or a PDF reader and past it into the Rich Text Editor.

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.

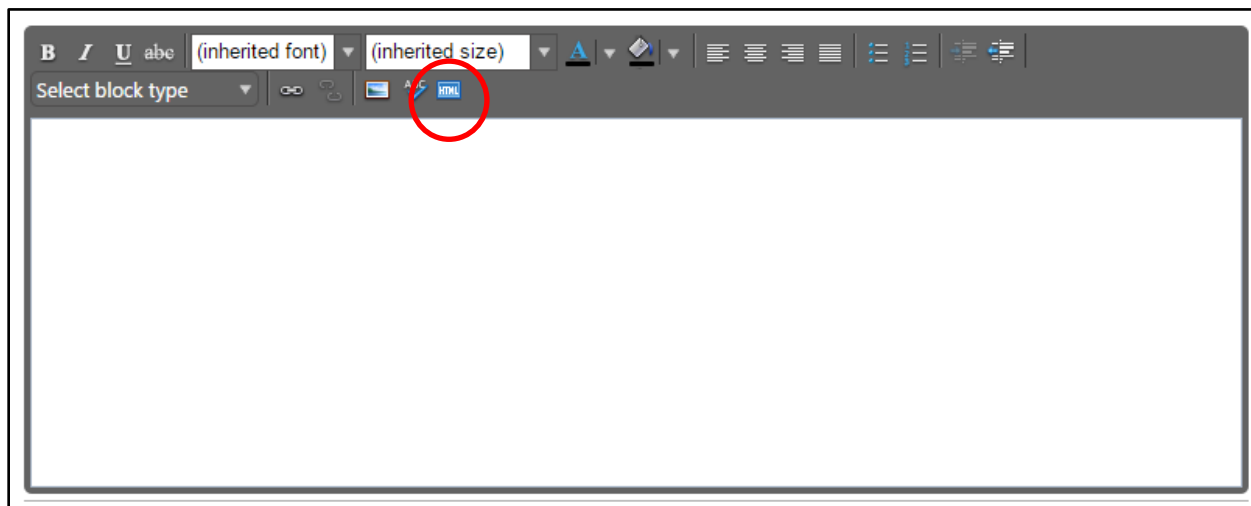


Click within the block to be indented, and click the “Right Indent” formatting influence on the Rich Text Editor. This is the button to the far right of the top line of the Editor. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.

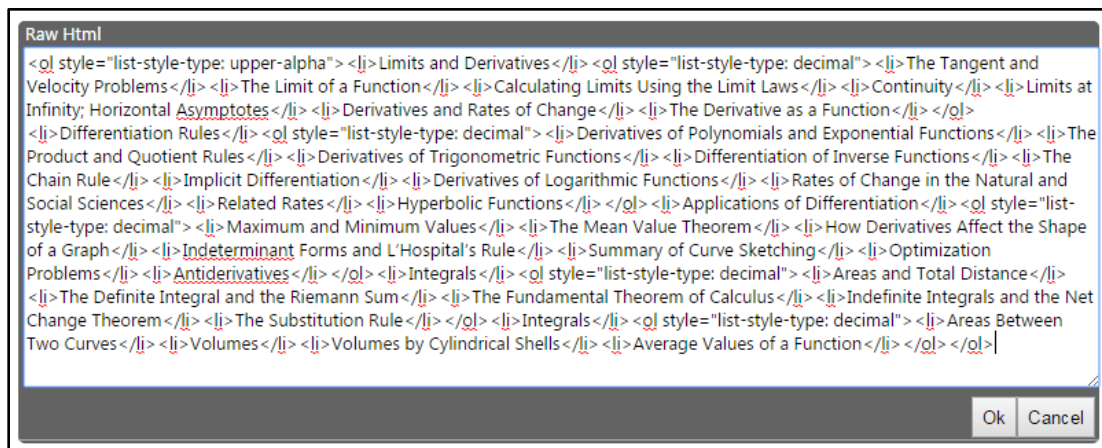
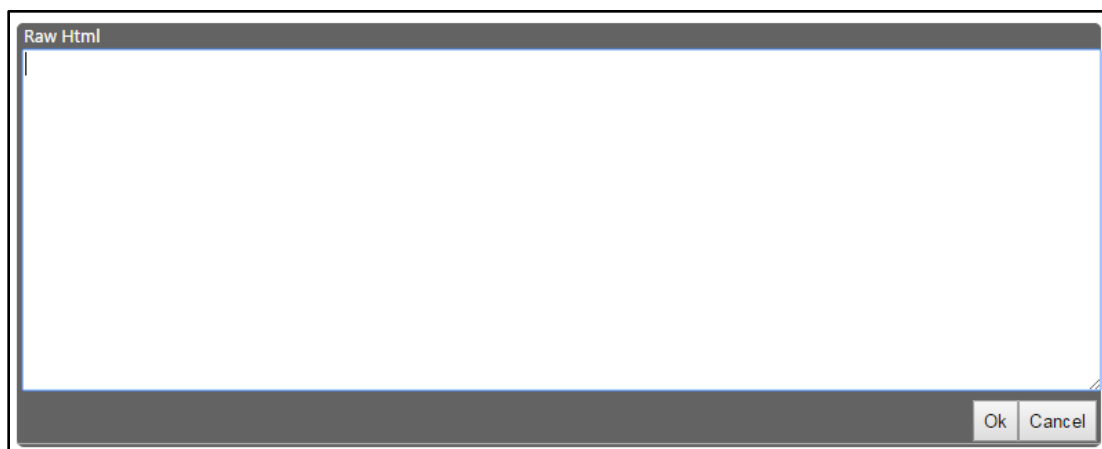


Creating an Outline using HTML

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, then click “Ok”.



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

