



Governet

# **Peralta Community College District CurricUNET User Manual**

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## Log in

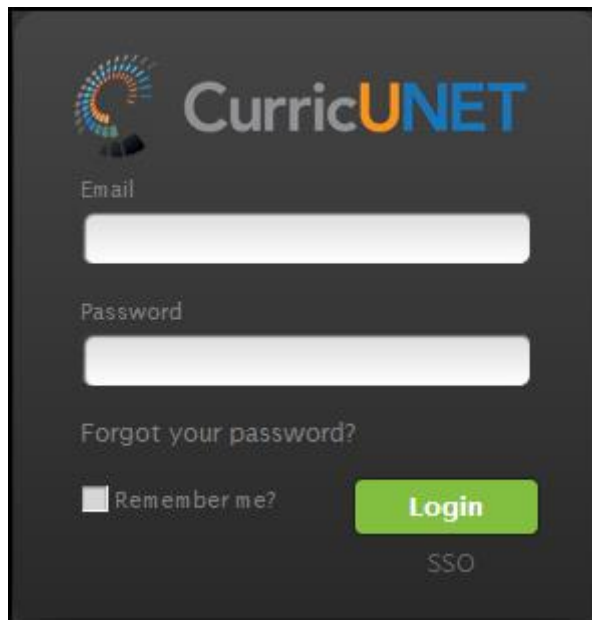
Testing website: [peralta.sandbox.curricunet.com](http://peralta.sandbox.curricunet.com)

Live website: [peralta.curricunet.com](http://peralta.curricunet.com)

Email: [yourname@peralta.edu](mailto:yourname@peralta.edu)

Password: your password

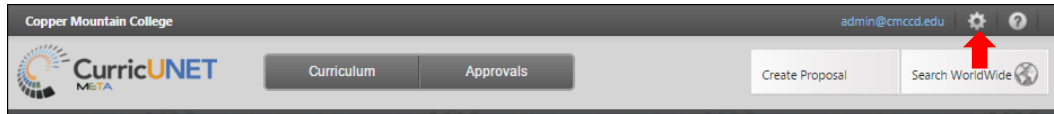
Enter your email and password credentials as shown below, and then click the green **Login** button.

The image shows a login form for CurricUNET. At the top left is a circular logo with a stylized 'C' made of dots. To its right is the text 'CurricUNET' in a sans-serif font, with 'UNET' in blue and 'Curric' in grey. Below the logo and text are two white input fields. The first is labeled 'Email' and the second is labeled 'Password'. Below the password field is a link that says 'Forgot your password?'. At the bottom left is a checkbox labeled 'Remember me?'. To the right of the checkbox is a green button with the word 'Login' in white. Below the 'Login' button is a link that says 'SSO'.



## Changing Your Password

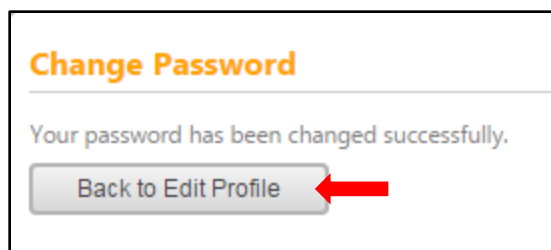
To change your password, click the **Gear Icon** at the top of any page, and select **Profile**.



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

Enter your **current password (ChangeMe1)**, then your **new password**. Please note that passwords must be a minimum of 6 characters in length, and are case-sensitive. **Confirm your new password**, and click **Change Password**.

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



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

The "Edit Profile" form is divided into three sections: "Account Info", "Basic Info", and "Phone".

- Account Info:** Email is "user1@gavilan.edu". Password field has a link "Click here to change your password".
- Basic Info:** First Name \* is "User1", Last Name \* is "Test". Preferred Name and Title fields are empty.
- Phone:** Business Phone, Ext., Fax, Mobile Phone, and Home Phone fields are empty.

At the bottom right, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

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

The screenshot shows the "Courses" screen of the CurricUNET system. The header includes "Copper Mountain College", the user "admin@cmccd.edu", and navigation buttons for "Curriculum" and "Approvals". There are also buttons for "Create Proposal" and "Search WorldWide".

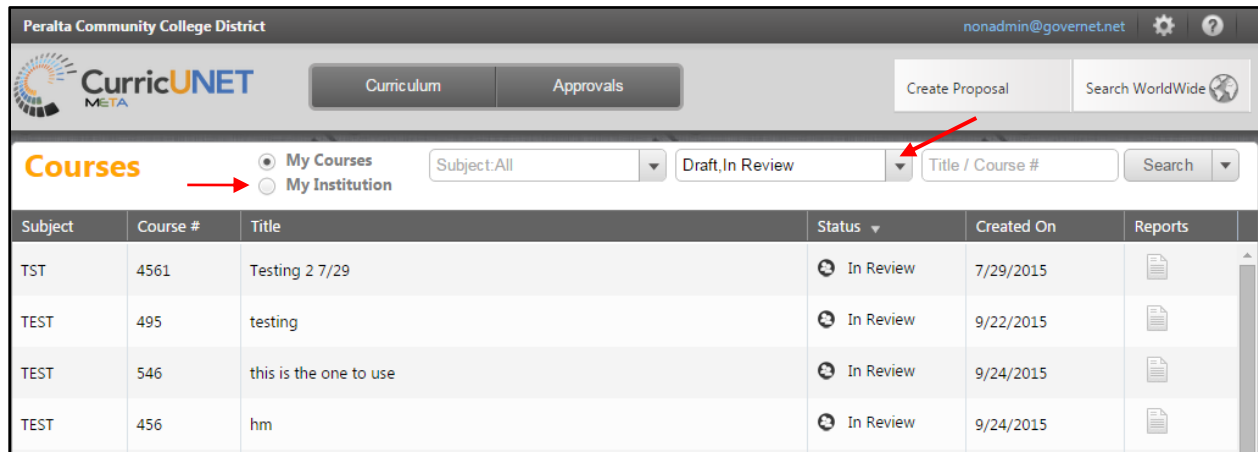
Below the header, the "Courses" section has filters for "My Courses" (selected) and "My Institution". There are dropdowns for "Subject: All" and "Draft: In Review", and a search bar for "Title / Course #".

Subject	Course #	Title	Status	Created On	Reports
ACCS	7676	yg	Draft	11/6/2015	

## Viewing Courses

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

To expand your course search, select **My Institution**, and you will be able to view all courses at your institution.



Peralta Community College District

CurricUNET

Curriculum Approvals

Create Proposal Search WorldWide

**Courses**

☒ My Courses ☐ My Institution

Subject: All

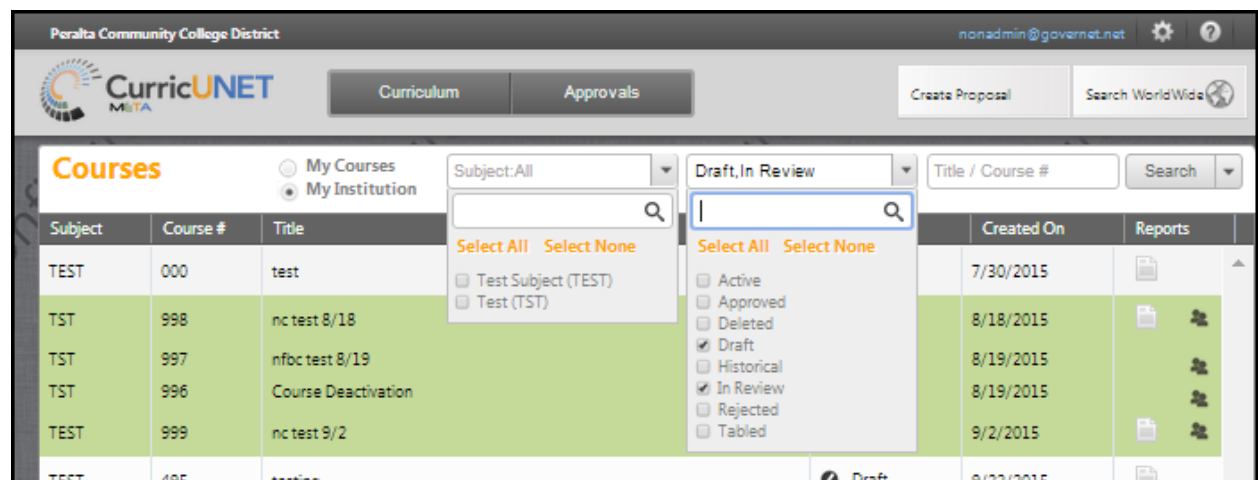
Draft, In Review

Title / Course #

Search

Subject	Course #	Title	Status	Created On	Reports
TST	4561	Testing 2 7/29	In Review	7/29/2015	
TEST	495	testing	In Review	9/22/2015	
TEST	546	this is the one to use	In Review	9/24/2015	
TEST	456	hm	In Review	9/24/2015	

To search within courses there are options. The user can search without selecting any designated filters; the user can enter information into every search filter box, or select any combination of search features. Search in either **My Courses** or the **My Institution** pages. Use the dropdown menus to select the course **Subject(s)** and **Status(es)**. You may also enter the **Course Number** or **Title** keywords in the **Search** text box. After you make your selections, click **Search**.



Peralta Community College District

CurricUNET

Curriculum Approvals

Create Proposal Search WorldWide

**Courses**

☐ My Courses ☒ My Institution

Subject: All

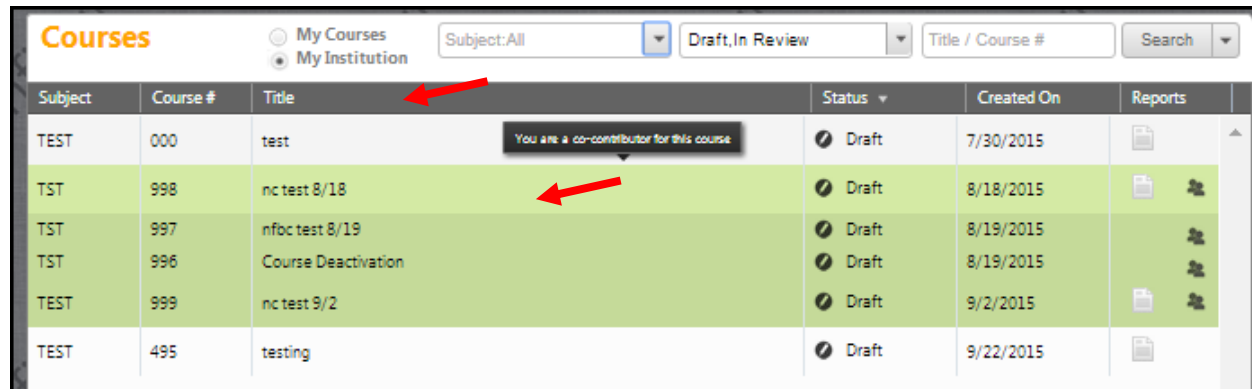
Draft, In Review

Title / Course #

Search

Subject	Course #	Title	Status	Created On	Reports
TEST	000	test		7/30/2015	
TST	998	nc test 8/18		8/18/2015	
TST	997	nfoc test 8/19		8/19/2015	
TST	996	Course Deactivation		8/19/2015	
TEST	999	nc test 9/2		9/2/2015	
TEST	495	testing	Draft	9/22/2015	

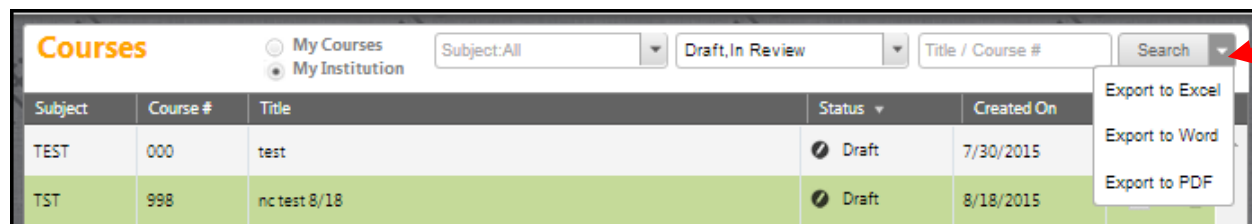
If you wish to reorder your search results, for example, by Title, click on the category heading you want to reorder. Results will sort alphabetically (a-z, 1-1000). To sort them reverse alphabetically (z-a, 1000-1), click the heading a second time. Scroll through the list until you find the course you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



**Courses** ☐ My Courses ☒ My Institution Subject: All Draft, In Review Title / Course # Search

Subject	Course #	Title	Status	Created On	Reports
TEST	000	test	Draft	7/30/2015	
TST	998	nc test 8/18	Draft	8/18/2015	
TST	997	nfoc test 8/19	Draft	8/19/2015	
TST	996	Course Deactivation	Draft	8/19/2015	
TEST	999	nc test 9/2	Draft	9/2/2015	
TEST	495	testing	Draft	9/22/2015	

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

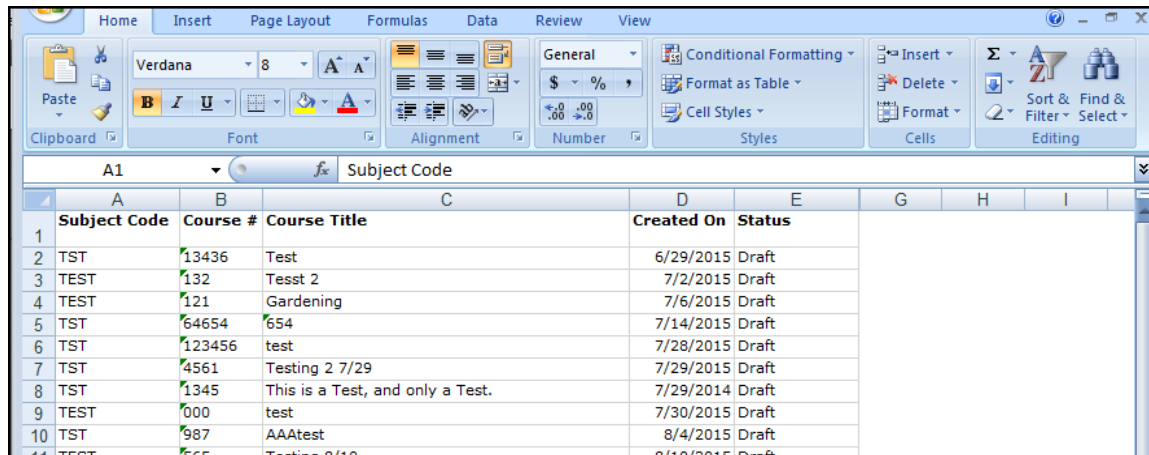


**Courses** ☐ My Courses ☒ My Institution Subject: All Draft, In Review Title / Course # Search

Subject	Course #	Title	Status	Created On
TEST	000	test	Draft	7/30/2015
TST	998	nc test 8/18	Draft	8/18/2015

- Export to Excel
- Export to Word
- Export to PDF

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



	A	B	C	D	E
	Subject Code	Course #	Course Title	Created On	Status
1	TST	13436	Test	6/29/2015	Draft
2	TEST	132	Tesst 2	7/2/2015	Draft
3	TEST	121	Gardening	7/6/2015	Draft
4	TST	64654	654	7/14/2015	Draft
5	TST	123456	test	7/28/2015	Draft
6	TST	4561	Testing 2 7/29	7/29/2015	Draft
7	TST	1345	This is a Test, and only a Test.	7/29/2014	Draft
8	TEST	000	test	7/30/2015	Draft
9	TST	987	AAAtest	8/4/2015	Draft
10	TEST	555	Testing 2/12	8/12/2015	Draft

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

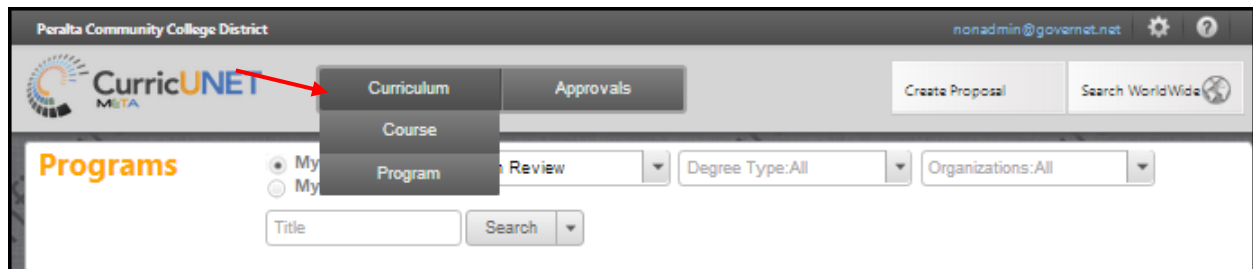
Course Summary Report		Peralta Community College District	
<b>testing</b>		<b>In Review</b>	
Subject Code:	TEST	Created On:	9/22/2015
Course Number:	495	Last Modified:	
<b>this is the one to use</b>		<b>In Review</b>	
Subject Code:	TEST	Created On:	9/24/2015
Course Number:	546	Last Modified:	
<b>pick me</b>		<b>Draft</b>	
Subject Code:	TEST	Created On:	9/24/2015

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

Course Summary Report		Peralta Community College District	
<b>Test</b>		<b>Draft</b>	
Subject Code:	TST	Created On:	6/29/2015
Course Number:	13436	Last Modified:	
<b>Tesst 2</b>		<b>Draft</b>	
Subject Code:	TEST	Created On:	7/2/2015
Course Number:	132	Last Modified:	
<b>Gardening</b>		<b>Draft</b>	
Subject Code:	TEST	Created On:	7/6/2015
Course Number:	121	Last Modified:	

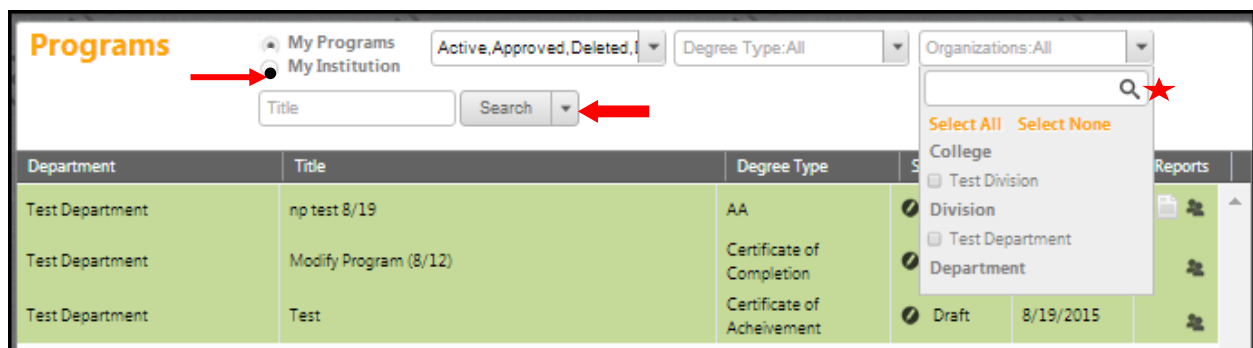
## Viewing programs

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



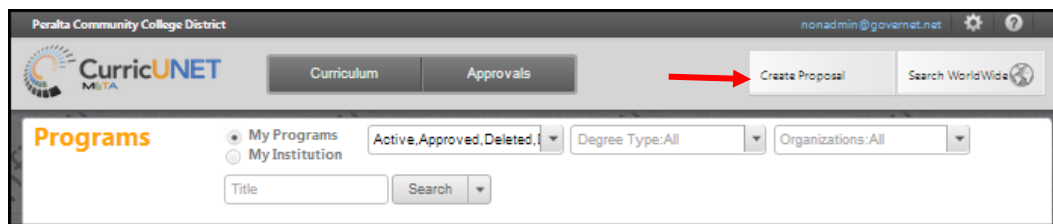
The default viewing selection is **My Program**. These are anything that you are currently working on, programs that you created, and programs for which you are a co-contributor. The default status is **Draft** and **In Review** programs.

To expand your options, select **My Institutions**. There are various search options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. To search within your programs, use the drop down menus or the search 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).



## Create Proposal

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



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

A screenshot of the 'Create Proposal' form in the CurricUNET application. The page title is 'Create Proposal'. Below the title, there is explanatory text: 'This page allows you to create a new draft proposal. 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 submitted for review. While under review, changes to a proposal are only allowed when requested by a reviewer. To create a proposal, follow the steps below.' On the left, there is a vertical list of steps: '1. Select Proposal Type' (highlighted in blue), '2. Complete Minimum Requirements', and '3. Review and Submit'. The main content area is titled 'Proposal Type' and contains a dropdown menu with the text 'Select a proposal type'. A red arrow points to the dropdown arrow. At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red star), and 'Create Proposal'.

For BCC New Course, COA New Course, Laney New Course, MC New Course w/DE Addendum, BCC New Fee Based Course, COA New Fee Based Course, Laney New BCC New Fee Based Course and MC New Fee Based Course proposals, use the dropdown menu to choose the Subject, and then fill in the Course Number, Course Title and Catalog Description. Click the Next button.

To create a proposal, follow the steps below.

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

### Minimum Requirements


Fill out all of the fields below.

Subject\*

Course Number\*

Course Title\*

Catalog Description\*

Previous  Next Create Proposal

For the **BCC Course – Reactivation**, **BCC Course Changes In Catalog Info**, **BCC Course Changes Only In Non-Catalog Info**, **COA Course Changes In Catalog Info**, **COA Course Changes Only In Non-Catalog Info**, **Laney Course Reactivation**, **Laney Course Updating**, **Laney: N/A Non-Catalog Course Changes**, **MC Add DE Addendum Only**, **MC Add DE Addendum W/Catalog Changes**, **MC Add DE Addendum W/Non-Catalog Changes**, **MC Course Changes In Catalog Info**, **MC Course Changes Only In Non-Catalog Info**, **MC Course Reactivation**, **BCC Deactivate Course**, **COA Deactivate Course**, **Laney Deactivate Course** and **MC Deactivate Course** proposals use the dropdown menu or type in the first few letters of the search criteria. Enter any search terms related to the **Course Title**. When you select the **Search Courses** button you will to see a list of the courses matching the **Course Title** that you have entered. It may be necessary to use the scroll bar to view all of your options. Mandatory fields are marked with an \*. Click **Next** button.

To create a proposal, follow the steps below.

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

### Minimum Requirements


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

Subject

Course Title\*

Search

Course Search Results

Previous  Next Create Proposal



For the **BCC New Program**, **COA New Program**, **Laney New Program**, **Laney: N/A New Voc Program**, and **MC New Program** use the dropdown menu or key in the first few letters of your search to choose the **College**, **Division**, **Department**, **Program Title** and the **Award Type**. Enter the **Program Title**. Mandatory fields are marked with an \*. Click **Next**.

To create a proposal, follow the steps below.

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

### Minimum Requirements

Fill out all of the fields below.

College\*

Division\*

Department\*

Award Type\*

Program Title\*

[Previous](#) [Next](#) [Create Proposal](#)

For the **BCC Modified Program**, **COA Modified Program**, **Laney Program Modification**, **MC Program Modification**, **BCC Deactivate Program**, **COA Deactivate Program**, **Laney Program Deletion**, **MC Program Deactivation** use the dropdown menu or key in the first few letters of your search to choose the **College**, **Division**, and **Department**. Enter any search terms related to the **Program Title**. When you select the **Search** button you will see a list of the Programs matching the **Program Title** that you have entered. It may be necessary to use the scroll bar to view all of your options. Mandatory fields are marked with an \*. Click **Next**.

To create a proposal, follow the steps below.

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

### Minimum Requirements

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

College\*

Division\*

Department\*

Program Title\*

Program Search Results

[Previous](#) [Next](#) [Create Proposal](#)

Review the information on this screen. If this information is not correct, return to the previous steps to make corrections. Click the **Create Proposal** button.

### Create Proposal

This page allows you to create a new draft proposal. 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 submitted for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

#### Proposal Summary

You have chosen to create a 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.

If this is correct press Create Proposal to submit the new proposal to the MC Add DE Addendum w/Catalog Changes approval process.

Previous



Next

Create Proposal

## New Course Proposal

Refer to the **Create Proposal** section on page 15 to create a **BCC New Course**, **COA New Course**, **Laney New Course**, **MC New Course w/DE Addendum**, **BCC New Fee Based Course**, **COA New Fee Based Course**, **Laney New BCC New Fee Based Course** and **MC New Fee Based Course** Proposal.

### Cover

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

Select the **College** to confirm which campus this course is for. This selection needs to match the campus selected in the create proposal process to ensure that the proposal goes to the correct people during the approval process. The **Subject**, **Course Number**, **Title**, and **Description** will pull from the **Create Proposal** process. You may make changes to these fields if needed. Provide a **Justification** for this course, and indicate if **This is a modular course**.

### BCC New Course: New Course for user manual

Status: Draft

Remaining Launch Requirements: 23

LaunchDelete Draft

Cover

4/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours

0/6

Degree/Transfer

0/6

General Education

Lecture/Lab Content

0/2

Student Performance Objectives

0/1

Student Learning Outcomes

Methods of Instruction

Distance Education

0/2

#### Cover

Last updated by Admin User on 10/5/2015 at 1:09 PM

##### Overview

College \*

Subject \*

A/ET - A/ET

Course Number \*

951623

Title \*

New Course for user manual

Description \*

test

Justification \*

##### Modular Course

☐ This a modular course

##### Additional Information

☐ Open Entry

☐ Credit By Exam

If this course is a modular course, an additional field will appear to indicate the **Number of Modules**. Select the **Additional Information** that applies to this course. Several of these categories may apply. Select the **CB Funding Agency Category** from the dropdown menu. Explain why **Assignments** and **Readings are not at a college level**, or indicate that they are.

**Save** this information and continue to the **Co-Contributor** tab. Throughout the proposal, you will only be prompted to save as changes are made.

General Education		<b>Modular Course</b> <input checked="" type="checkbox"/> This is a modular course Number of Modules * <input type="text"/>
Lecture/Lab Content	0/2	<b>Additional Information</b> <input type="checkbox"/> Open Entry <input type="checkbox"/> Credit By Exam <input type="checkbox"/> Assignments at College Level <input type="checkbox"/> Readings at College Level <input type="checkbox"/> This is a stand alone course or a non-program GE requirement CB23 Funding Agency Category <input type="text"/>
Student Performance Objectives	0/1	
Student Learning Outcomes		
Methods of Instruction		
Distance Education	0/2	
Instructor-Student Contact		Please explain why assignments are not at a college level. * <div style="border: 1px solid #ccc; height: 100px;"></div>
Assignments	0/1	Please explain why readings are not at a college level. * <div style="border: 1px solid #ccc; height: 100px;"></div>
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	0/1	
Library		
Attached Files		
Codes/Dates		

## Co-contributor

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

Click **Save** and continue to the **Cross-Listed Courses** tab.

The screenshot shows a web form titled "New Course: title test" with a status of "Draft". On the right, it indicates "Remaining Launch Requirements: 23" and has "Launch" and "Delete Draft" buttons. A left sidebar contains tabs: "Cover" (4/8), "Co-Contributor", "Cross-Listed Courses", "List of Changes", "Units/Hours" (0/6), "Degree/Transfer" (0/6), and "General Education". The "Co-Contributor" tab is active, showing a search box with a red star icon and a list of two entries: "nonadmin, nonadmin (nonadmin@governet.net)" and "User, Admin (admin@peralta.edu)". Each entry has a checkbox. To the right of the list are "Show selected" and "Clear All" buttons, which are highlighted with a red rectangle.

## Cross-Listed Courses

To add **Cross Listed Courses**, select any **Related** courses from the list. You may need to scroll within this section to find your choice.

You may also narrow your options by entering search terms related to the desired course in the search bar. Only options containing the letter and/or number sequence you type will show. To view all options again, simply delete your search. Click the checkbox to the left of the cross-listed courses.

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

Click **Save** when you are finished and continue to the **List of Changes** tab.

**New Course: title test**  
Status: Draft  
Remaining Launch Requirements: 23  
Launch Delete Draft

**Cross-Listed Courses**

**Related**

☐ Show selected

- ☒ TEST 000 - test
- ☐ TEST 0123 - title test
- ☐ TEST 121 - Gardening
- ☐ TEST 132 - Tesst 2
- ☐ TEST 495 - testing
- ☐ TEST 565 - Testing 8/10
- ☐ TEST 999 - nc test 9/2
- ☐ TST 123456 - test

## List of Changes

Check the boxes that apply in the **Reasons for Update** section. Use the rich text editor to **List the Changes**. This textbox contains formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You can **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. **Save** this page, and continue to the **Units/Hours** tab.

New Course: title test

Status: Draft

Remaining Launch Requirements: 23

Launch

Delete Draft

Cover	4/8	<h3>List of Changes</h3> <p>Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM</p> <p><b>Reason for Update (Check All That Apply)</b></p> <p><input type="checkbox"/> 1) Articulation/Title 5</p> <p><input type="checkbox"/> 2) Due to assessment results</p> <p><input type="checkbox"/> 3) Changes in Industry</p> <p><input type="checkbox"/> 4) Other</p>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	0/6	<h3>Course List of Changes</h3> <div><div>B I U abc (inherited font) (inherited size)</div><div>Select block type</div></div>
Degree/Transfer	0/6	
General Education		
Lecture/Lab Content	0/2	
Student Performance Objectives	0/1	
Student Learning Outcomes		
Methods of Instruction		
Distance Education	0/2	
Instructor-Student Contact		
Assignments	0/1	
Student Assessment		

## Units/Hours

In the **Units /Hours** section of the proposal, select the check box if the hours are variable. If they are, you will see additional textboxes in the **Units (Max)** section that will need to be completed. Indicate the **Units (Min)**, **Lecture Hours (Min)**, **Lab/Studio/Activity Hours (Min)**, **TBA Hours (Min)**, and any corresponding maximums. Use the dropdown menu to select the **Grading Policy** and **Minimum Duration**. Add justification if selection is not full semester in the textbox. Enter the **Enrollment Maximum** and Add justification if selection is not 40. Indicate if this course is repeatable and if the course was **Previously offered as a selected topic**.

New Course: title test

Status: Draft

Remaining Launch Requirements: 21

Launch

Delete Draft

Cover4/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours0/4

Degree/Transfer0/6

General Education

Lecture/Lab Content0/2

Student Performance Objectives0/1

Student Learning Outcomes

Methods of Instruction

Distance Education0/2

Instructor-Student Contact

Assignments0/1

Student Assessment

Requisites

Content Validation

Units/Hours

Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

Hours

☒ Variable

Units (Min)

Lecture Hours (Min)

Lab/Studio/Activity Hours (Min)

TBA Hours (Min)

Units (Max)

Lecture Hours (Max)

Lab/Studio/Activity Hours (Max)

TBA Hours (Max)

Grading Policy and Duration

Grading Policy \*

Minimum Duration \*

Add justification if selection is not full semester.

Enrollment

Enrollment Maximum \*

Add justification if selection is not 40.

Repeatability

Is this course repeatable? \*

Selected Topic

☐ Previously Offered as a Selected Topic



If this course **is repeatable** and/or was **previously offered as a selected topic**, additional fields will appear. If the course is repeatable, complete the **Justification of repeatability** and **Number of times repeatable**. If the course was previously offered as a selected topic course, indicate the **Enrollment (Average)** and **Number of Times Offered** for the previous course.

**Save** this page and continue to the **Degree/Transfer** tab.

List of Changes		
Units/Hours	1/6	
Degree/Transfer	0/6	
General Education		
Lecture/Lab Content	0/2	
Student Performance Objectives	0/1	
Student Learning Outcomes		
Methods of Instruction		
Distance Education	0/2	
Instructor-Student Contact		
Assignments	0/1	

Add justification if selection is not 40.

---

**Repeatability**

Is this course repeatable? \* Yes ▾

---

Justification of Repeatability \*

---

Number of times repeatable \*

---

**Selected Topic**

☒ Previously Offered as a Selected Topic

---

Enrollment (Average)

Number of Times Offered

---

## Degree/Transfer

Indicate if this course is **Program Applicable**. Use the dropdown menus to select the **CB Levels** for this course.

BCC New Course: New Course for user manual

Status: Draft Remaining Launch Requirements: 18 Launch Delete Draft

Cover 9/9 Degree/Transfer

Last updated by Admin User on 10/5/2015 at 1:09 PM

☐ Program Applicable

**CB Codes**

CB03 Top Code \*

CB04 Course Credit Status \*

CB08 Basic Skill Status (PBS Status) \*

CB09 SAM Code \*

CB21 Levels Below Transfer \*

CB24-Program Course Status \*

If this course is **Program Applicable**, an additional section will appear asking you to specify which program(s) this course applies to in the **Required for degree/certificate** field. Use the scroll bar to view all programs. You may also narrow your options by entering search terms related to the desired course in the search bar. Only options containing the letter and/or number sequence you type will show. To view all options again, delete your search. Click the checkbox to the left of the cross-listed courses. If you click **Show Selected**, only the selected courses will show. Click once more to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course. Click **Save** and continue to the **General Education** tab.

Cover 4/8 Degree/Transfer

Last updated by nonadmin nonadmin on 9/25/2015 at 4:29 PM

☒ Program Applicable

**Required for Degree/Certificate (specify):**

☐ Test

☐ AAAtest

☐ Test

☐ Test

☐ Test

☐ New Program Testing

☐ Modify Course Test (8/12)

☐ Modify Program (8/12)

**CB Codes**

CB03 Top Code \*

CB04 Course Credit Status \*

CB08 Basic Skill Status (PBS Status) \*

CB09 SAM Code \*

CB21 Levels Below Transfer \*

CB24-Program Course Status \*

## General Education

Enter the **C-ID Information** in the textboxes, using the calendar icon to choose the **Expiration Date**. Use the checkboxes to indicate the transferability of this course to **CSU/UC**.

Indicate which, if any, of the **General Education Patterns** this course applies to and which specific area you propose this course to be incorporated into. You will need to scroll down to access all general education areas. **Save** this information and continue to the **Lecture/Lab Content** tab.

BCC New Course: New Course for user manual

Status: Draft

Remaining Launch Requirements: 7

Launch

Delete Draft

Cover	9/9	<b>General Education</b>
Co-Contributor		<b>C-ID Information</b>
Cross-Listed Courses		C-ID Number
List of Changes		C-ID Status
Units/Hours	4/4	Expiration Date
Degree/Transfer	6/6	
General Education		<b>General Education</b>
Lecture/Lab Content	0/2	<b>CSU/UC Transfer Course</b>
Student Performance Objectives	0/1	<input type="checkbox"/> A. Transfers to CSU/UC
Student Learning Outcomes		<input type="checkbox"/> B. Transfers to CSU
Methods of Instruction		<input type="checkbox"/> C. Non-transferable
Distance Education	0/2	<input type="checkbox"/> D. Transfers to CSU/UC, with limits
Instructor-Student Contact		<input type="checkbox"/> E. Transfers to CSU; UC, with conditions
Assignments	0/1	<input type="checkbox"/> F. Transfers to CSU; UC, pending review
Student Assessment		<b>IGETC Area 1: English Communication</b>
Requisites		<input type="checkbox"/> A: English Composition
Content Validation		<input type="checkbox"/> B: Critical Thinking-English Composition
Texts, Readings, and Materials	0/1	<input type="checkbox"/> C: Oral Communication
Library		<b>IGETC Area 2: Mathematical Concepts and Quantitative Reasoning</b>
Attached Files		<input type="checkbox"/> A: Mathematic
Codes/Dates		<b>IGETC Area 3: Arts and Humanities</b>
		<input type="checkbox"/> A: Arts
		<input type="checkbox"/> B: Humanities
		<b>IGETC Area 4: Social and Behavioral Sciences</b>
		<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
		<b>IGETC Area 5: Physical and Biological Sciences (mark all that apply)</b>
		<input type="checkbox"/> A: Physical Science with Lab
		<input type="checkbox"/> B: Biological Science with a Lab
		<input type="checkbox"/> B: Biological Science without a Lab
		<input type="checkbox"/> B: Biological Science, Lab only
		<input type="checkbox"/> A: Physical Science without Lab
		<input type="checkbox"/> A: Physical Science, Lab only
		<b>IGETC Area 6: Language other than English (101 Level only)</b>
		<input type="checkbox"/> A: Languages other than English (UC Requirement Only)
		<b>CSU GE Area A: Communication in the English Language and Critical Thinking</b>
		<input type="checkbox"/> A1 - Oral Communication
		<input type="checkbox"/> A2 - Written Communication

## Lecture/Lab Content

Create the outline for **Lectures** and **Labs** in these textboxes. Use the **Rich Text Editor** to make the list of changes. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You can **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. **Save** this page, and continue to the **Student Performance Objectives** tab.

BCC New Course: New Course for user manual

Status: Draft

Remaining Launch Requirements: 7

Launch

Delete Draft

Cover9/9

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours4/4

Degree/Transfer6/6

General Education

Lecture/Lab Content0/2

Student Performance Objectives0/1

Student Learning Outcomes

Methods of Instruction

Distance Education0/2

Instructor-Student Contact

Assignments0/1

Student Assessment

Requisites

Content Validation

Texts, Readings, and Materials0/1

Library

Attached Files

Codes/Dates

Lecture/Lab Content

Last updated by Admin User on 10/5/2015 at 1:09 PM

Lecture Outline \*

B I U abc (inherited font) (inherited size) [color] [background color] [bulleted list] [numbered list] [link] [unlink] [undo] [redo]

Select block type [icon] [icon] [icon] [icon] [icon]

Lab Outline \*

B I U abc (inherited font) (inherited size) [color] [background color] [bulleted list] [numbered list] [link] [unlink] [undo] [redo]

Select block type [icon] [icon] [icon] [icon] [icon]

## Student Performance Objectives

Click the **Add New Item** button to add each **Objective** individually.

BCC New Course: New Course for user manual

Status: Draft

Remaining Launch Requirements: 4

Launch Delete Draft

Units/Hours 4/4

Degree/Transfer 6/6

General Education

Lecture/Lab Content 2/2

Student Performance Objectives

Student Learning Outcomes

**Student Performance Objectives**

Last updated by Admin User on 10/5/2015 at 1:09 PM

If an Objective cannot be deleted, make sure a Content-Review found in the Content Validation Page is not using that objective.

Objectives

Show Details Add New Item

There are no objectives to display

In this section, you will create a list of **Student Performance Objectives**. List them in the **Objective** textbox. **Save**.

BCC New Course: New Course for user manual

Status: Draft

Remaining Launch Requirements: 4

Launch Delete Draft

Units/Hours 4/4

Degree/Transfer 6/6

General Education

Lecture/Lab Content 2/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education 0/2

Instructor-Student Contact

Assignments 0/1

Student Assessment

Requisites

Content Validation

Texts, Readings, and Materials 0/1

Library

Attached Files

Codes/Dates

**Student Performance Objectives**

Last updated by Admin User on 10/5/2015 at 1:09 PM

If an Objective cannot be deleted, make sure a Content-Review found in the Content Validation Page is not using that objective.

Objectives

Create Grouping (Optional)

Objective \*

Save Cancel

To edit an objective, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all objectives are entered in the correct order, continue to the **student learning outcomes** tab.

Cover8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours4/4

Degree/Transfer6/6

General Education

Lecture/Lab Content0/2

Student Performance Objectives

### Student Performance Objectives

Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

If an Objective cannot be deleted, make sure a Content-Review found in the Content Validation Page is not using that objective.

ObjectivesShow DetailsAdd New Item

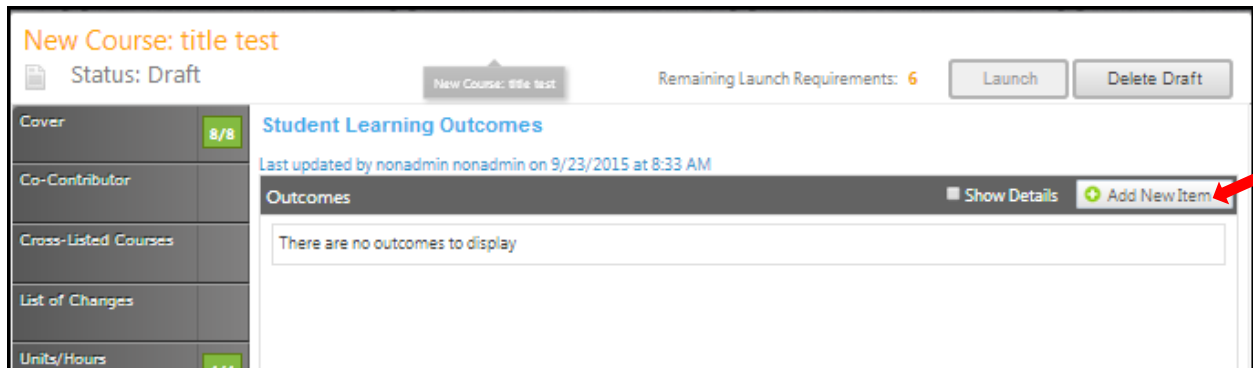
TEST

Create Grouping (Optional): true

OBJECTIVE

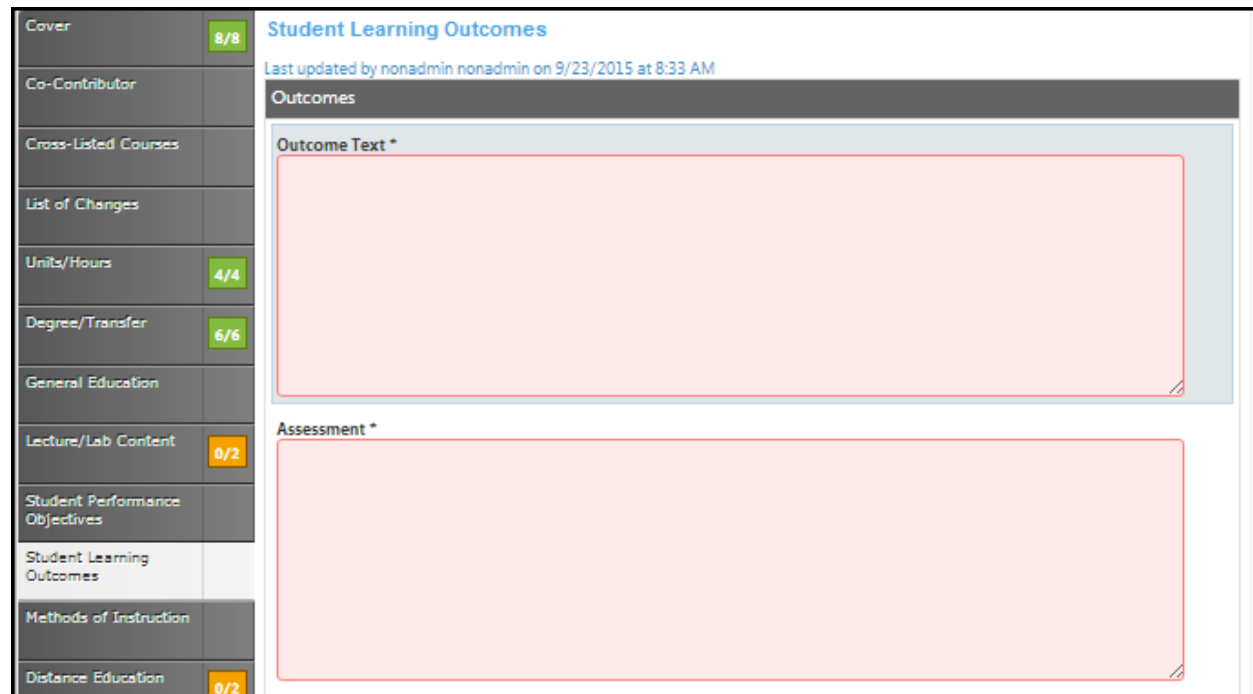
## Student learning outcomes

Click the **Add New Item** button to add outcomes.



The screenshot shows a web interface for a new course titled 'title test'. The status is 'Draft'. On the left is a sidebar with various course components, including 'Cover' (8/8), 'Co-Contributor', 'Cross-Listed Courses', 'List of Changes', and 'Units/Hours' (4/4). The main area is titled 'Student Learning Outcomes' and shows 'Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM'. Below this, there is a section for 'Outcomes' with a 'Show Details' button and an 'Add New Item' button, which is pointed to by a red arrow. The outcomes list currently displays 'There are no outcomes to display'.

Enter information in the **Outcome Text** and the **Assessment** textboxes.



This screenshot shows the 'Student Learning Outcomes' form with two large text input areas. The first is labeled 'Outcome Text \*' and the second is labeled 'Assessment \*'. Both areas are currently empty. The sidebar on the left shows the progress of various course components, including 'Units/Hours' (4/4), 'Degree/Transfer' (6/6), 'Lecture/Lab Content' (0/2), 'Student Performance Objectives', 'Student Learning Outcomes', 'Methods of Instruction', and 'Distance Education' (0/2).

Click **Save** and continue this process until all outcomes are entered.



This screenshot shows a dark grey bar containing two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button, which has a green circular icon with a white checkmark.

To edit an outcome, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all objectives have been entered in the correct order, continue to the **Methods of Instruction** tab.

Cover	8/8	<h3>Student Learning Outcomes</h3> <p>Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM</p> <div> <span>Show Details</span> <span>Add New Item</span> </div> <div> <div> <div>TEXTING</div> <div> Assessment: TESTING  Institutional Learning Outcomes  <i>This section does not contain any data.</i> </div> </div> <div> <div>TESTING 2</div> <div> Assessment: TESTING 2  Institutional Learning Outcomes  <i>This section does not contain any data.</i> </div> </div> </div>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	
Degree/Transfer	6/6	
General Education		
Lecture/Lab Content	0/2	



## Methods of instruction

Select the **Instruction Types** from the checkboxes provided. If there are additional methods that are not listed, enter those into the textbox for **Other Methods**.

Cover	8/8	<b>Methods of Instruction</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM <i>List all that apply</i>
Cross-Listed Courses		<b>Instruction Type</b>
List of Changes		<input type="checkbox"/> Activity
Units/Hours	4/4	<input type="checkbox"/> Critique
Degree/Transfer	6/6	<input type="checkbox"/> Directed Study
General Education		<input type="checkbox"/> Discussion
Lecture/Lab Content	0/2	<input type="checkbox"/> Distance Education
Student Performance Objectives		<input type="checkbox"/> Experiments
Student Learning Outcomes		<input type="checkbox"/> Field Experience
Methods of Instruction		<input type="checkbox"/> Field Trips
Distance Education	0/2	<input type="checkbox"/> Individualized Instruction
Instructor-Student Contact		<input type="checkbox"/> Lab
Assignments	0/1	<input type="checkbox"/> Lecture
Student Assessment		<input type="checkbox"/> Mediated Learning
		<input type="checkbox"/> Multimedia Content
		<input type="checkbox"/> Observation and Demonstration
		<input type="checkbox"/> Projects
		<input type="checkbox"/> Service Learning
		<input type="checkbox"/> Threaded Discussions
		<input type="checkbox"/> Visiting Lecturers
		<input type="checkbox"/> Work Experience
		<b>Other Methods</b>
		<div></div>


Click **Save** when done.

Save

## Distance education

When you select the checkbox that is asking “**Will this course be available for distance education**”, (shown below) it will trigger additional forms fields to appear.

The textboxes and checkboxes below will appear. Fill in the textboxes completely and use the dropdown menus when provided.

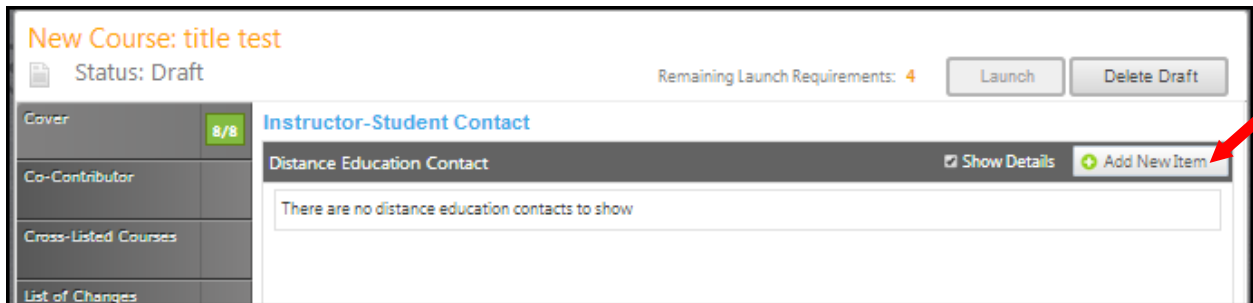
Cover	8/8	<b>Distance Education</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM
Cross-Listed Courses		<input checked="" type="checkbox"/> Will this course be available for Distance Education?
List of Changes		The Board of Governors (BOG) and the Peralta Community College District have defined a distance education course. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. Furthermore, distance education courses may then be considered a virtual equivalent to a class-room-based course (California Community Colleges Distance Education Regulations and Guidelines).
Units/Hours	4/4	<b>Distance Education Delivery Method</b>
Degree/Transfer	6/6	<input type="checkbox"/> 100% Internet-based <input type="checkbox"/> 51% or more online <input type="checkbox"/> less than 51% online
General Education		<b>Recommended Maximum Student Enrollment</b> Recommended maximum student enrollment for this Distance Education Course <input type="text"/>
Lecture/Lab Content	0/2	<b>Need/Justification</b> What is the purpose of offering the course by distance education? <input type="text"/>
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		<b>Do the following sections of the Course Outline of Record differ by offering this course via distance education?</b> <input type="checkbox"/> Student Performance Objectives <input type="checkbox"/> Assignments <input type="checkbox"/> Assessment
Distance Education	0/2	If you check any of the categories above, please explain. <input type="text"/>
Instruction-Student Contact		
Assignments	0/1	
Student Assessment		<b>Technical Issues</b> What equipment and staff are necessary to support the course for students and instructors? What are the contingency plans if access to the delivery system is interrupted? <input type="text"/>
Requisites		
Content Validation		
Texts, Readings, and Materials	0/1	
Library		<b>Accommodations for Students with Disabilities</b> Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.
Attached Files		Will this course, as designed, accommodate students with disabilities? * <input type="text"/>
Codes/Dates		<b>Additional Resources</b> Are additional resources or clerical support needed or anticipated? * <input type="text"/>
		 Save

If you select **Yes** from the dropdown asking if there are additional resources or clerical support needed or anticipated, you will see an additional textbox asking you to explain. Click **Save** and continue to the **Instructor-Student Contact** tab.

The screenshot shows a web form interface. On the left is a sidebar with a tab labeled "Codes/Dates". The main content area has a header question: "Are additional resources or clerical support needed or anticipated? \*". Below this is a dropdown menu with "Yes" selected. A red arrow points to the dropdown arrow. Below the dropdown is a text area with the prompt "If YES, please explain." and a large empty box for text entry. At the bottom right of the form is a "Save" button, with a red arrow pointing to it.

## Instructor-Student Contact

Select the **Add New Item** button to add a type of contact.



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

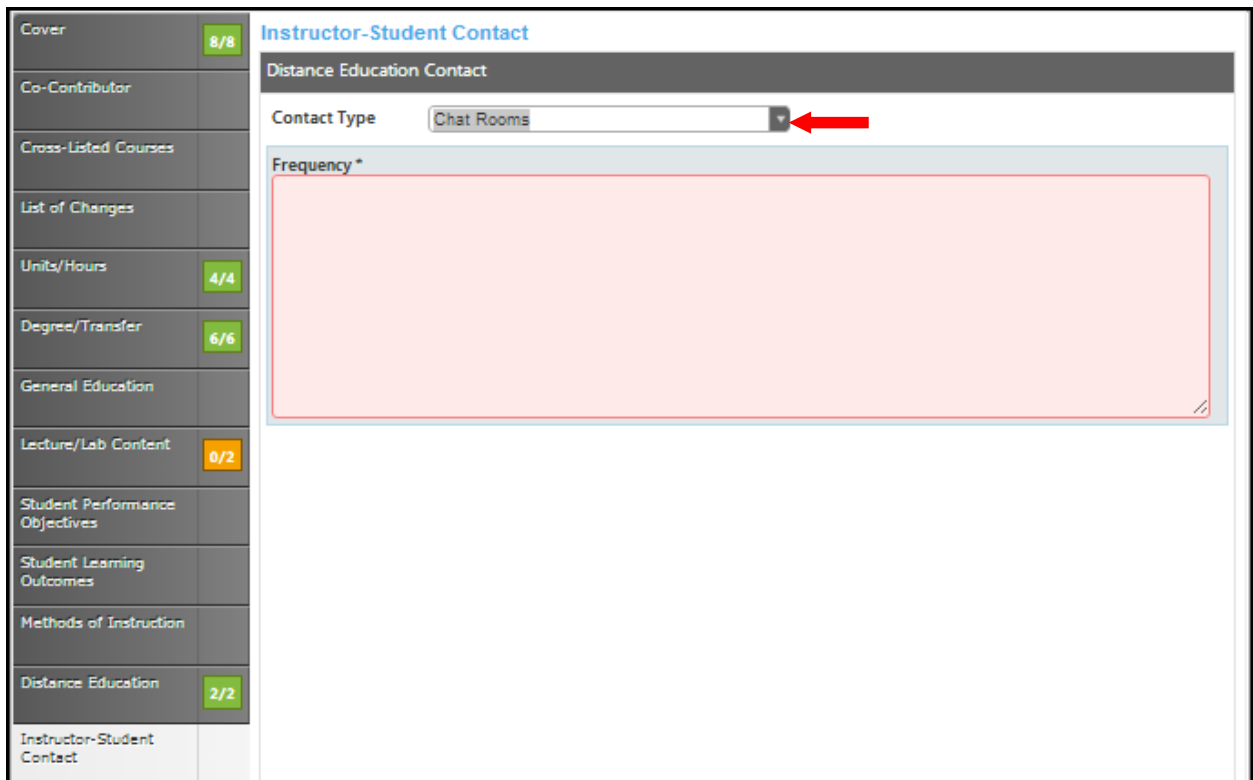
Cover 8/8  
Co-Contributor  
Cross-Listed Courses  
List of Changes

**Instructor-Student Contact**

Distance Education Contact ☒ Show Details **Add New Item**

There are no distance education contacts to show

Use the dropdown menu to choose your options for **Contact Type** and then fill in the textbox provided for the **Frequency** of this type of contact.



Cover 8/8  
Co-Contributor  
Cross-Listed Courses  
List of Changes  
Units/Hours 4/4  
Degree/Transfer 6/6  
General Education  
Lecture/Lab Content 0/2  
Student Performance Objectives  
Student Learning Outcomes  
Methods of Instruction  
Distance Education 2/2  
Instructor-Student Contact

**Instructor-Student Contact**

Distance Education Contact

Contact Type Chat Rooms

Frequency \*

Click **Save** and continue this process until all types of been entered.



**Save** **Cancel**

To edit a contact type, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all types of contact are entered, continue to the **Assignments** tab.

Cover	8/8	<b>Instructor-Student Contact</b>
Co-Contributor		Distance Education Contact <input checked="" type="checkbox"/> Show Details <a href="#">Add New Item</a>
Cross-Listed Courses		<div><div>Chat Rooms</div><div>Frequency: not often</div></div>
List of Changes		<div><div>Discussion Boards</div><div>Frequency: more or less</div></div>
Units/Hours	4/4	

## Assignments

If you check the box to **Override Outside Class Hours**, the **Outside Class Hours** will become a required textbox. List all out of class assignments, including library assignments, in the **Out Of Class Assignment** textbox provided.

Cover	8/8	<h3>Assignments</h3> <p>Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM</p> <p><b>Out-of-class Assignments</b> (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.)</p> <p><input checked="" type="checkbox"/> Override Outside Class Hours:</p> <p>Outside Class Hours * <input type="text"/></p> <p><b>Out of class Assignment</b></p> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	
Degree/Transfer	6/6	
General Education		
Lecture/Lab Content	0/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education	2/2	
Instructor-Student Contact		
Assignments	0/1	

Click **Save** and continue to the **Student Assessment** tab.



## Student assessment

In this section, check as many boxes as are applicable. Note: for degree credit, **at least one** of the first three boxes must be checked. If **Essay** is not checked, please explain why in the textbox. If you select the **Other** checkbox, describe what that “other” is in the textbox following the checkboxes.

New Course: title test

Status: Draft

Remaining Launch Requirements: 3

Launch

Delete Draft

Cover8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours4/4

Degree/Transfer6/6

General Education

Lecture/Lab Content0/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education2/2

Instructor-Student Contact

Assignments1/1

Student Assessment

Student Assessment

Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

STUDENT ASSESSMENT (Grades are based on): (Check as many boxes as are applicable. Note: For degree credit, AT LEAST ONE of the first three boxes must be checked. If "ESSAY" is not checked, please explain why here.)

Evaluation Method

☒ ESSAY (Includes "blue book" exams and any written assignment of sufficient length and complexity to require students to select and organize ideas, to explain and support the ideas, and to demonstrate critical thinking skills.)

☒ COMPUTATION SKILLS

☒ NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.)

☒ SKILL DEMONSTRATION

☒ MULTIPLE CHOICE

☒ OTHER (Describe)

Other

Click **Save** when finished and continue to the **Requisites** tab.

Save

## Requisites

Select the checkbox if this course has requisites.

The screenshot shows the 'New Course' form with the title 'title test' and status 'Draft'. On the left is a sidebar with a table of sections: Cover (8/8), Co-Contributor, Cross-Listed Courses, and List of Changes. The main area is titled 'Requisites' and shows 'Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM'. It contains a checkbox 'This course has requisites.' which is unchecked. Below it is a note: 'Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.' At the top right are buttons for 'Launch' and 'Delete Draft'. At the bottom right is a button labeled 'Add New Item' with a red arrow pointing to it.

The following screen will appear. If the course has requisites, select the **Add New Item** button. Enter each requisite individually.

This screenshot shows the 'Requisites' form after the checkbox 'This course has requisites.' has been checked. The 'Add New Item' button is now highlighted with a red arrow. The form also shows a 'Show Details' button and a text area for 'There are no requisites to display'.

This will allow you to specify the type of requisite and the course or non-course requirement. Choose the **Requisite Type** from the dropdown menu. If the requisite is a course, select the **Subject** and **Requisite Course** from the subsequent dropdown menus. If it is a non-course requirement, enter that information in the **Requisite Comment** field along with any other additional information such as grade requirements of the requisite, reasoning for the requisite, etc. Use the **Condition** menu to indicate this requisite's relationship to the next. When you do not select a specific condition the "and" is already implied. When you select "or", you are indicating that a student may use this course "or" the next course, to qualify for the course. Following this "or" selection with an "and" is only used when nesting needs to be present. For example; art 101 or art 102 and 101 A.

This screenshot shows the 'Requisites' form with the 'Add New Item' button clicked. The form is now populated with input fields for a new requisite. It includes a 'Requisite Type' dropdown menu, 'Subject' and 'Requisite Course' dropdown menus, a 'Non Course Requirement' text area, and a 'Condition' dropdown menu. There are also checkboxes for 'Sequential' and 'Adjunctive' conditions. The sidebar on the left shows the same table of sections as the previous screenshot, with 'Units/Hours' (4/4), 'Degree/Transfer' (6/6), and 'Lecture/Lab Content' (0/2) also visible.



Click **Save** to add the requisite.

To edit a requisite, click on the blue bar. Use the up and down arrows on the right of the blue bars to reorder. To delete, press the red "X".

**Requisites**

Last updated by nonadmin nonadmin on 9/23/2015 at 9:57 AM

☒ This course has requisites.  
Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

Requisites ☒ Show Details

<b>Other (e.g. Health and Safety)</b>			
<b>Subject:</b> TST - Test <b>Requisite Course:</b> TST 1345 - This is a Test, and only a Test. (Draft) <b>Condition:</b> and <b>Sequential:</b> true			
<b>Corequisite</b>			
<b>Subject:</b> TEST - Test Subject <b>Requisite Course:</b> TEST 999 - nc test 9/2 (Draft) <b>Condition:</b> and <b>Sequential:</b> true			

## Content validation

To review the content, click the **Add New Item** button. If you have added requisites in the **Requisites** page this checkbox will be selected (refer to the requisites page to change this value).

Cover	8/8	<h3>Content Validation</h3> <p>Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM</p> <p><b>Requisites Status</b></p> <p><input checked="" type="checkbox"/> This course has requisites (see the Requisites page to change this value).</p> <p><b>Content Review</b> <a href="#">Show Details</a> <a href="#">Add New Item</a></p> <div>There are no content review to display</div>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	

Use the dropdown menu to choose the course requisite to review. The contents of the page will be determined by what option you choose. Follow the prompts attached to each field. Click **Save** when all fields are finished.

Cover	8/8	<h3>Content Validation</h3> <p>Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM</p> <p><b>Requisites Status</b></p> <p><input checked="" type="checkbox"/> This course has requisites (see the Requisites page to change this value).</p> <p><b>Content Review</b></p> <p>Course Requisite * <input type="text"/></p> <p>Content Review Type <input type="text"/></p>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	

### Content to Content

Enter the **Current Content** and the **Requisite Content** in the textboxes. Fill in the textboxes labeled **Current Content** and **Requisite Content**.

Cover	8/8	<b>Content Validation</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM
Cross-Listed Courses		<b>Requisites Status</b>
List of Changes		<input checked="" type="checkbox"/> This course has requisites (see the Requisites page to change this value).
Units/Hours	4/4	<b>Content Review</b>
Degree/Transfer	6/6	Course Requisite * TEST 999 - no test 9/2 (Draft) ▼
General Education		Content Review Type Content to Content ▼
Lecture/Lab Content	0/2	<b>Course Content</b>
Student Performance Objectives		Course Content
Student Learning Outcomes		
Methods of Instruction		<b>Requisite Course Content</b>
Distance Education	2/2	Requisite Course Content
Instructor-Student Contact		
Assignments	1/1	
Student Assessment		
Requisites		
Content Validation		

### *Objective to Objective*

Check the boxes that apply in the **Course Objective** and **Requisite Course Objective(s)** sections.

**Content Validation**  
Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).

**Content Review**

Course Requisite \* TST 1345 - This is a Test, and only a Test. (▼)

Content Review Type Objective to Objective (▼)

**Course Objective**  
☐ TEST  
☐ OBJECTIVE

**Requisite Course Objective(s)**  
☐ Objective Test 1.  
☐ Objective 2  
☐ c3

### *Content to Objective*

Enter the **Current Content** and select the **Requisite Course Objectives** by checking the box. Click **Save** and continue to the **Texts, Readings, And Materials** tab.

**Content Validation**  
Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).

**Content Review**

Course Requisite \* TEST 999 - no test 9/2 (Draft) (▼)

Content Review Type Content to Objective (▼)

**Course Content**  
Course Content

**Requisite Course Objective(s)**  
☐ test e1  
☐ test e2  
☐ test e3

To edit a requisite, click on the blue bar. Use the up and down arrows on the right of the blue bars to reorder. To delete, press the red “X”.

**Content Validation**  
Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).

**Content Review** ☒ Show Details

<b>TEST 999 - nc test 9/2 (Draft)</b>			
<b>Content Review Type:</b> Content to Content <b>Course Objective</b> <i>This section does not contain any data.</i> <b>Requisite Course Objective(s)</b> <i>This section does not contain any data.</i>			
<b>TEST 999 - nc test 9/2 (Draft)</b>			
<b>Content Review Type:</b> Content to Objective <b>Course Objective</b> <i>This section does not contain any data.</i> <b>Requisite Course Objective(s)</b> <ul style="list-style-type: none"><li>◦ test e1</li><li>◦ test e2</li><li>◦ test e3</li></ul>			

Once you have completed all sections, **Save** and continue to the **Texts, Readings, And Materials** tab.

## Texts, readings, and materials

In the **Texts, Readings And Materials** section use the dropdown menu to select the **Citation Style**. Enter materials individually with books under **Textbooks** and any other materials under the appropriate heading. Click **Add New Record** to add items to the lists.

New Course: title test

Status: Draft

Remaining Launch Requirements: 3

Launch

Delete Draft

Cover8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours4/4

Degree/Transfer6/6

General Education

Lecture/Lab Content0/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education2/2

Instructor-Student Contact

Assignments1/1

Student Assessment

Requisites

Content Validation

Texts, Readings, and Materials0/1

Texts, Readings, and Materials

Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

Citation Formatting

Select Citation Style. \*

APA

MLA

before launching.

Textbook

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

Manual

	Author	Title	Pub Date	Publisher
No records to display.				
<div>Add new record</div>				
Displaying items 0 - 0 of 0				

Periodical

	Title	Author	Publication Name	Publication Date	Publisher
No records to display.					
<div>Add new record</div>					
Displaying items 0 - 0 of 0					

Software

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

Add all books in the **Textbook** section. Add the **Author, Title, Edition, ISBN, City, Publisher** and the **Year Published** in the textboxes, and then click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

The screenshot shows a web form titled "Textbook". At the top, there is a table header with the following columns: Author, Title, Edition, ISBN, City, Publisher, Year of Publication, and Rationale for Textbook. Below the header, the form contains several input fields, each with a red border and a red asterisk indicating it is required: "Author \*", "Title \*", "Edition \*", "ISBN \*", "City \*", "Publisher \*", and "Year of Publication \*". Below these fields are three buttons: a green "Insert" button with a checkmark icon, an orange "Cancel" button with an 'X' icon, and a green "Add new record" button with a plus icon. At the bottom left, there are navigation icons (back, forward, etc.), and at the bottom right, it says "Displaying items 0 - 0 of 0".

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

The screenshot shows a web form titled "Manual". At the top, there is a table header with the following columns: Author, Title, Pub Date, and Publisher. Below the header, the form contains four input fields: "Author", "Title", "Pub Date", and "Publisher". The "Pub Date" field has a small calendar icon to its right. Below these fields are three buttons: a green "Insert" button with a checkmark icon, an orange "Cancel" button with an 'X' icon, and a green "Add new record" button with a plus icon. At the bottom left, there are navigation icons (back, forward, etc.), and at the bottom right, it says "Displaying items 0 - 0 of 0".

Add **Periodicals** in this section. Add the **Title**, **Author**, **Publication Name**, **Publication Date** and **Publisher** in the textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.



The screenshot shows a web form titled "Periodical". At the top, there is a table header with five columns: "Title", "Author", "Publication Name", "Publication Date", and "Publisher". Below the header, there are five text input fields, each preceded by its respective label: "Title", "Author", "Publication Name", "Publication Date", and "Publisher". The "Publication Date" field includes a small calendar icon to its right. Below the input fields, there are three buttons: a green "Insert" button with a checkmark icon, an orange "Cancel" button with an 'X' icon, and a green "Add new record" button with a plus icon. At the bottom left, there are navigation icons (back, forward, etc.). At the bottom right, it says "Displaying items 0 - 0 of 0".


Add software in the **Software** area. Add the **Title**, **Edition**, **Publisher** and **Description** in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

The screenshot shows a web form titled "Software". At the top, there is a table header with four columns: "Title", "Edition", "Publisher", and "Description". Below the header, there are four text input fields, each preceded by its respective label: "Title", "Edition", "Publisher", and "Description". Below the input fields, there are three buttons: a green "Insert" button with a checkmark icon, an orange "Cancel" button with an 'X' icon, and a green "Add new record" button with a plus icon. At the bottom left, there are navigation icons (back, forward, etc.). At the bottom right, it says "Displaying items 0 - 0 of 0".



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

Textbook								
	Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for
 Edit	TLG/EL	KLU	JLKI	LKUO	CILKI	LKI	2015	DAD
Add new record								
 <span>Displaying items 1 - 1 of 1</span>								

Textbook					
ISBN	City	Publisher	Year of Publication	Rationale for Textbooks Older than 5 Years	
LKUO	CILKI	LKI	2015	DAD	 Delete
Displaying items 1 - 1 of 1					

## Library

In the **Library** section, indicate how the library will be impacted by this course by clicking the appropriate checkbox. If you have comments put them in the **Comment** textbox provided.


Cover	8/8	<b>Library</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM
Cross-Listed Courses		<input checked="" type="checkbox"/> Print Materials
List of Changes		<input checked="" type="checkbox"/> Non-Print Materials
Units/Hours	4/4	<input checked="" type="checkbox"/> Online Materials
Degree/Transfer	6/6	<input checked="" type="checkbox"/> Services
General Education		Comments
Lecture/Lab Content	0/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education	2/2	
Instructor-Student Contact		
Assignments	1/1	
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	1/1	
Library		

Click **Save** and continue to the **Attached Files** tab.

	 <b>Save</b>
--	---

## Attached files

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

Cover	8/8	<b>Attached Files</b> <small>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</small> <b>Select...</b> 
Co-Contributor		
Cross-Listed Courses		<b>Attachments</b>
List of Changes		There are no attachments to display. Press Select to browse for files to attach to this record.
Units/Hours	4/4	
Degree/Transfer	6/6	
General Education		
Lecture/Lab Content	0/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education	2/2	
Instructor-Student Contact		
Assignments	1/1	
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	1/1	
Library		
Attached Files		
Codes/Dates		

## Codes/Dates

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

New Course: title test

Status: Draft

Remaining Launch Requirements: 2

Launch

Delete Draft

Cover8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours4/4

Degree/Transfer6/6

General Education

Lecture/Lab Content0/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education2/2

Instructor-Student Contact

Assignments1/1

Student Assessment

Requisites

Content Validation

Codes/Dates

Last updated by nonadmin nonadmin on 9/23/2015 at 8:33 AM

Date

CC Approval

Board of Trustees

Requisite Validation

Content Review

Current State Approval

UC Approval Term

CSU Approval Term

IGETC Approval Term

CSU GE Approval Term

Current Effective Date

Originator \*

Origination Date

CB00 State ID

Original State Approval

CB05 Course Transfer Status

CB10 Course COOP Work Exp-ED

CB11 California Classification Codes

CB13-Special Class Status

CB22 Non Credit Course Category

UC Approval Year

CSU Approval Year

IGETC Approval Year

CSU GE Approval Year

Comment

History

Page 52

This is a screen shot when the calendar icon is clicked.

**Codes/Dates**

Last updated by Admin User on 10/1/2015 at 11:32 AM

**Date**

CC Approval

Board of Trustees

Requisite Validation

Content Review

Current State Approval

UC Approval Term

CSU Approval Term

IGETC Approval Term

October 2015

Su Mo Tu We Th Fr Sa

27 28 29 30 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

UC Approval Year

CSU Approval Year

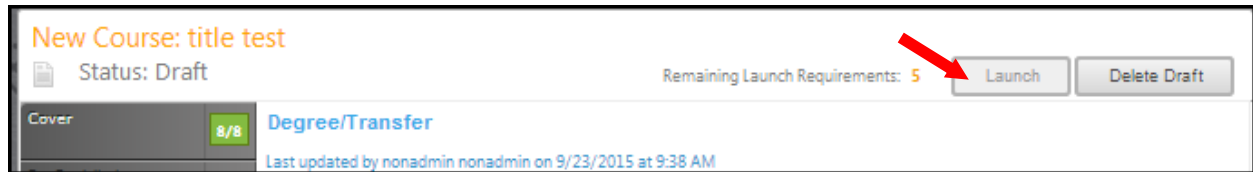
IGETC Approval Year

Click **Save**. This is the last section of the proposal. Reviewing this proposal can be done by moving through the dark gray tabs or by viewing the reports on page 168 .

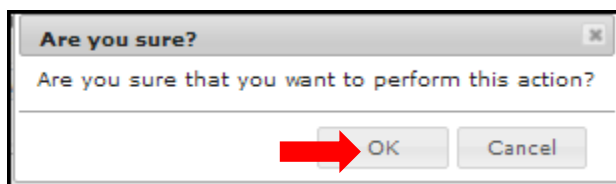
Save

## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. 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.



## BCC New Fee Based Course



## COA New Fee Based Course

## Laney New Fee Based Course

## MC New Fee Based Course

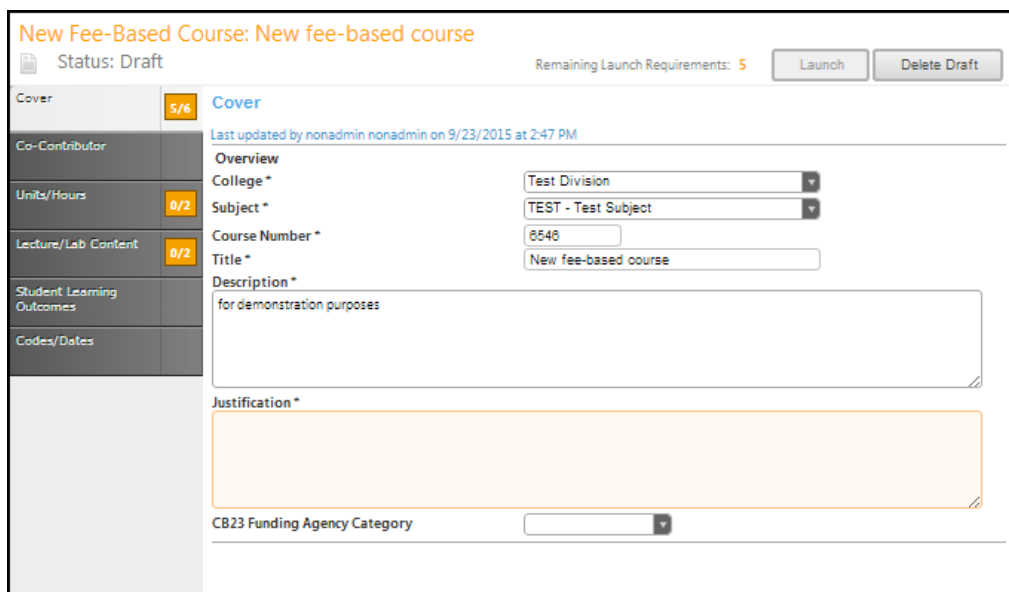
Refer to the **Create Proposal** section on page 15 to begin creating a proposal.

### Cover

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

The **Subject**, **Course Number**, **Title**, and **Description** boxes have been pre-populated from the course creation screen.

Enter information by following the prompts attached to the textboxes. Use the dropdowns menus if provided.



Click **Save** once you have entered all necessary information in the forms.



## Co-Contributor

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

The screenshot shows a web interface for creating a new fee-based course. The title is "New Fee-Based Course: New fee-based course". Below the title, it says "Status: Draft" and "Remaining Launch Requirements: 5". There are two buttons: "Launch" and "Delete Draft". On the left, there is a sidebar with tabs: "Cover" (5/6), "Co-Contributor", "Units/Hours" (0/2), "Lecture/Lab Content" (0/2), "Student Learning Outcomes", and "Codes/Dates". The "Co-Contributor" tab is active. The main area is titled "Co-Contributor" and "Contributor". It features a search box with a red star icon next to it. Below the search box, there is a list of contributors with checkboxes: "nonadmin, nonadmin (nonadmin@governet.net)" and "User, Admin (admin@peralta.edu)". At the bottom right of the list, there are two buttons: "Show selected" and "Clear All", which are highlighted with a red box.

Click **Save** and continue to the **Units/Hours** tab.

The screenshot shows a single button labeled "Save" with a red arrow pointing to it.



## Units/hours

Fill in the **Units (Min)**, **Lecture Hours (Min)**, **Lab/Studio/Activity Hours (Min)** and **TBA Hours (Min)**. In the **Hours/Units** section of the proposal, select the check box if the hours are variable.

**New Fee-Based Course: New fee-based course**

Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

Cover	5/6	<b>Units/Hours</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/23/2015 at 2:47 PM
Units/Hours	0/1	<b>Hours</b> <input type="checkbox"/> Variable
Lecture/Lab Content	0/2	Units (Min) * <input type="text"/>
Student Learning Outcomes		Lecture Hours (Min) <input type="text"/>
Codes/Dates		Lab/Studio/Activity Hours (Min) <input type="text"/>
		TBA Hours (Min) <input type="text"/>

If you select the checkbox you will see additional textboxes that will need to be filled in.

Cover	5/6	<b>Units/Hours</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/23/2015 at 2:47 PM
Units/Hours	0/2	<b>Hours</b> <input checked="" type="checkbox"/> Variable
Lecture/Lab Content	0/2	Units (Min) * <input type="text"/>
Student Learning Outcomes		Lecture Hours (Min) <input type="text"/>
Codes/Dates		Lab/Studio/Activity Hours (Min) <input type="text"/>
		TBA Hours (Min) <input type="text"/>
		Units (Max) * <input type="text"/>
		Lecture Hours (Max) <input type="text"/>
		Lab/Studio/Activity Hours (Max) <input type="text"/>
		TBA Hours (Max) <input type="text"/>

Click **Save** and continue to the **Lecture/Lab Content** tab.

Save

## Lecture/lab content

Create the outline for **Lectures** and **Labs** in these textboxes. Use the **Rich Text Editor** to make the list of changes. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You should **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. **Save** this page, and continue to the **Student Learning Outcomes** tab.

Cover	5/6
Co-Contributor	
Units/Hours	0/2
Lecture/Lab Content	0/2
Student Learning Outcomes	
Codes/Dates	

## Lecture/Lab Content

Last updated by nonadmin nonadmin on 9/23/2015 at 2:47 PM

### Lecture Outline \*

B
I
U
abc
(inherited font)
(inherited size)
A
[Color Picker]
[Image Icon]
[Table Icon]
[List Icon]
[Link Icon]
[Unlink Icon]

Select block type
[Block Type Icon]
[Block Type Icon]
[Block Type Icon]

### Lab Outline \*

B
I
U
abc
(inherited font)
(inherited size)
A
[Color Picker]
[Image Icon]
[Table Icon]
[List Icon]
[Link Icon]
[Unlink Icon]

Select block type
[Block Type Icon]
[Block Type Icon]
[Block Type Icon]

## Student learning outcomes

Click the **Add New Item** button to add outcomes.

New Fee-Based Course: New fee-based course  
Status: Draft  
Remaining Launch Requirements: 5  
Launch Delete Draft

Cover 5/6  
Co-Contributor  
Units/Hours 0/2  
Lecture/Lab Content 0/2  
Student Learning Outcomes  
Codes/Dates

**Student Learning Outcomes**  
Last updated by nonadmin nonadmin on 9/23/2015 at 2:47 PM

Outcomes Show Details Add New Item

There are no outcomes to display

Enter information in the **Outcome Text** and the **Assessment** textboxes. Click **Save** and continue this process until all outcomes are entered.

Cover 5/6  
Co-Contributor  
Units/Hours 0/2  
Lecture/Lab Content 0/2  
Student Learning Outcomes  
Codes/Dates

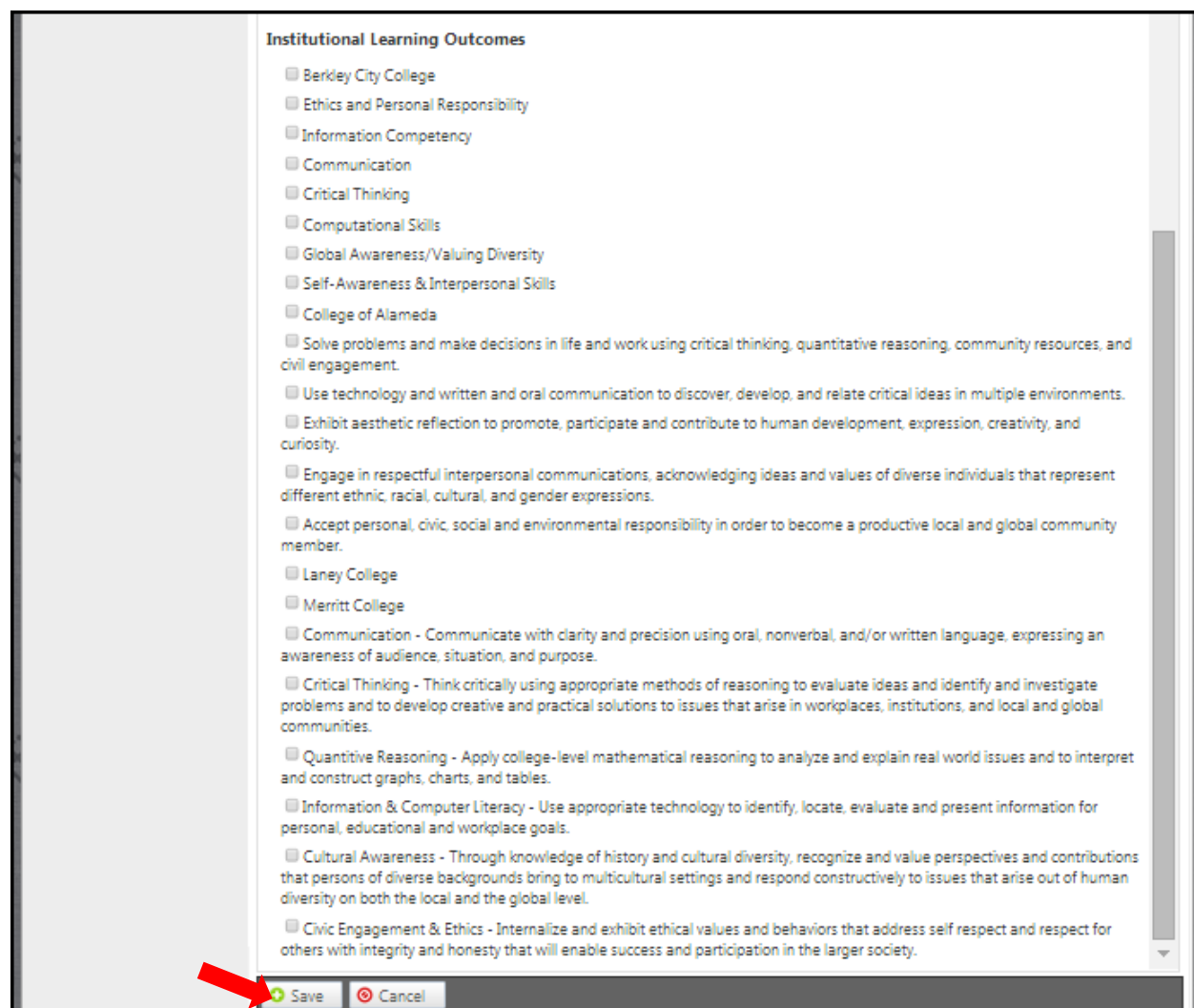
**Student Learning Outcomes**  
Last updated by nonadmin nonadmin on 9/23/2015 at 2:47 PM

Outcomes

Outcome Text \*



Assessment \*

Select the checkboxes to choose the **Institutional Learning Outcomes**. Click **Save** and continue to the **Codes/Dates** tab.



**Institutional Learning Outcomes**

- ☐ Berkeley City College
- ☐ Ethics and Personal Responsibility
- ☐ Information Competency
- ☐ Communication
- ☐ Critical Thinking
- ☐ Computational Skills
- ☐ Global Awareness/Valuing Diversity
- ☐ Self-Awareness & Interpersonal Skills
- ☐ College of Alameda
- ☐ Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.
- ☐ Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.
- ☐ Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.
- ☐ Engage in respectful interpersonal communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.
- ☐ Accept personal, civic, social and environmental responsibility in order to become a productive local and global community member.
- ☐ Laney College
- ☐ Merritt College
- ☐ Communication - Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.
- ☐ Critical Thinking - Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.
- ☐ Quantitative Reasoning - Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.
- ☐ Information & Computer Literacy - Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.
- ☐ Cultural Awareness - Through knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.
- ☐ Civic Engagement & Ethics - Internalize and exhibit ethical values and behaviors that address self respect and respect for others with integrity and honesty that will enable success and participation in the larger society.

 Save  Cancel

## Codes/Dates

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

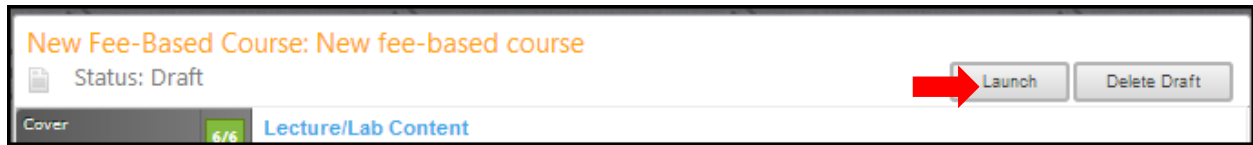
The screenshot shows the 'New Fee-Based Course' form, specifically the 'Codes/Dates' section. The form is titled 'New Fee-Based Course: New fee-based course' and has a status of 'Draft'. It includes a 'Launch' button and a 'Delete Draft' button. The 'Codes/Dates' section is highlighted in blue. It contains a sidebar with tabs for 'Cover', 'Co-Contributor', 'Units/Hours', 'Lecture/Lab Content', 'Student Learning Outcomes', and 'Codes/Dates'. The 'Codes/Dates' tab is selected. The main content area shows a list of fields for approval and dates, including 'CC Approval', 'Board of Trustees', 'Requisite Validation', 'Content Review', 'Current State Approval', 'UC Approval Term', 'CSU Approval Term', 'IGETC Approval Term', 'CSU GE Approval Term', 'Current Effective Date', 'Originator \*', 'Origination Date', 'CB00 State ID', 'Original State Approval', 'CB05 Course Transfer Status', 'CB10 Course COOP Work Exp-ED', 'CB11 California Classification Codes', 'CB13-Special Class Status', 'CB22 Non Credit Course Category', and 'CB24-Program Course Status'. A calendar icon is visible next to the 'Current Effective Date' field, and a red arrow points to it. The calendar pop-up shows the month of September 2015, with the date 23 selected. The form also includes a 'Comment' field and a 'History' section.

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

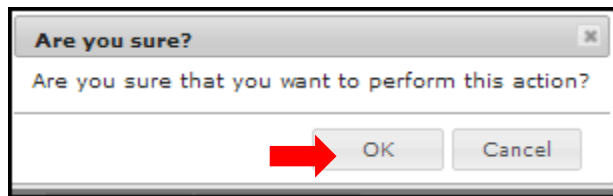
A close-up of the 'Save' button, which is a gray rectangular button with the word 'Save' in black text. A red arrow points to the button.

## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. 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.



BCC Course – Reactivation  
BCC Course Changes In Catalog Info  
BCC Course Changes Only In Non-Catalog Info  
COA Course Changes In Catalog Info  
COA Course Changes Only In Non-Catalog Info  
Laney Course Reactivation  
Laney Course Updating  
Laney: N/A Non-Catalog Course Changes  
MC Add De Addendum Only  
MC Add De Addendum W/Catalog Changes  
MC Add De Addendum W/Non-Catalog Changes  
MC Course Changes In Catalog Info  
MC Course Changes Only In Non-Catalog Info  
MC Course Reactivation

Refer to the **Create Proposal** section on page 15 to begin creating a proposal.

## Cover

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

Four boxes have been pre-populated from the course creation screen.

Enter information into the field textboxes. Use the dropdowns menus if they are an option.

Click Save and continue to the Co-Contributor tab.

Modify Course: For testing purposes

Status: Draft

Launch

Delete Draft

Cover

8/8

Cover

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours

4/4

General Education

Degree/Transfer

6/6

Lecture/Lab Content

2/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education

Instructor-Student Contact

Assignments

Student Assessment

Requisites

Content Validation

Texts, Readings, and Materials

1/1

Library

Attached Files

Codes/Dates

Overview

College \*

Test Division

Subject \*

TEST - Test Subject

Course Number \*

777

Title \*

For testing purposes

Description \*

this is for testing purposes only

Justification \*

testing only 3

Modular Course

☐ This is a modular course

Additional Information

☐ Open Entry

☐ Credit By Exam

☐ Assignments at College Level

☐ Readings at College Level

☐ This is a stand alone course or a non-program GE requirement

CB23 Funding Agency Category

Please explain why assignments are not at a college level. \*

Explain

Please explain why readings are not at a college level. \*


Explain

Save



## Co-Contributor

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

Cover	8/8	<b>Co-Contributor</b>	
Co-Contributor		<b>Contributor</b>	
Cross-Listed Courses		<input type="text"/> 	
List of Changes		<input type="checkbox"/> nonadmin, nonadmin (nonadmin@governet.net)	
Units/Hours	4/4	<input type="checkbox"/> User, Admin (admin@peralta.edu)	
General Education			
Degree/Transfer	6/6		

Click **Save** and continue to the **Cross-Listed Course** tab.

## Cross-listed courses

To add **Cross Listed Courses**, select any **Related** courses from the list. You may need to scroll within this section to find your choice.

You may also narrow your options by entering search terms related to the desired course in the search bar. Only options containing the letter and/or number sequence you type will show. To view all options again, simply delete your search. Click the checkbox to the left of the cross-listed courses.

If you click the box to the left of **Show Selected**, only the selected courses will show. Click once more to show all courses again. If you click the **Clear All** button, any selections within this section will be removed and you will have to find and select a new related course.

















Cover	8/8	<b>Cross-Listed Courses</b>
Co-Contributor		<b>Related</b>
Cross-Listed Courses		<input type="text"/> <input type="checkbox"/> Show selected <input type="button" value="Clear All"/>
List of Changes		<input type="checkbox"/> TEST 000 - test
Units/Hours	4/4	<input type="checkbox"/> TEST 0012 - Test new Course for modification
General Education		<input type="checkbox"/> TEST 0012 - Test new Course for modification
Degree/Transfer	6/6	<input type="checkbox"/> TEST 121 - Gardening
		<input type="checkbox"/> TEST 121 - Gardening
		<input type="checkbox"/> TEST 132 - Tesst 2
		<input type="checkbox"/> TEST 45 - asdf
		<input type="checkbox"/> TEST 456 - hm

Click **Save** when you are finished and continue to the **List Of Changes** tab.

<input type="button" value="Save"/>
-------------------------------------

## List Of Changes

Check the boxes that apply in the Reason For Update section. Use the Rich Text Editor to make the list of changes. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You cannot copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the Rich Text Editor Detailed Instructions see page 182 of this manual. Save this page, and continue to the Units/Hours tab.

Cover	8/8	<h3>List of Changes</h3> <p><b>Reason for Update (Check All That Apply)</b></p> <p><input type="checkbox"/> 1) Articulation/Title 5</p> <p><input type="checkbox"/> 2) Due to assessment results</p> <p><input type="checkbox"/> 3) Changes in Industry</p> <p><input type="checkbox"/> 4) Other</p> <hr/> <p><b>Course List of Changes</b></p> <div><p><b>B</b> <i>I</i> <u>U</u> <b>abc</b> (inherited font) (inherited size)           </p><p>Select block type     </p><div></div></div>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	
General Education		
Degree/Transfer	6/6	
Lecture/Lab Content	2/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education		
Instructor-Student Contact		
Assignments		

## Units/hours

Fill in the **Units (Min)**, **Lecture Hours (Min)**, **Lab/Studio/Activity Hours (Min)** and **TBA Hours (Min)**. Use the dropdown menu in the **Grading Policy And Duration** section to select the Grading Policy and Minimum Duration. If the duration of the course is less than a full semester add the justification in the textbox.

In the enrollment section, Put In the **Enrollment Maximum** and **Add Justification If Selection Is Not 40**. Under the **Selected Topic** heading, check the box if it was **Previously Offered As A Selected Topic**.

Modify Course: Test new Course for modification

Status: Draft

Remaining Launch Requirements: 17

Launch

Delete Draft

Cover4/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours0/4

General Education

Degree/Transfer0/6

Lecture/Lab Content0/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education

Instructor-Student Contact

Assignments

Student Assessment

**Units/Hours**

**Hours**

☐ Variable

Units (Min)

Lecture Hours (Min)

Lab/Studio/Activity Hours (Min)

TBA Hours (Min)

**Grading Policy and Duration**

Grading Policy \*

Minimum Duration \*

Add justification if selection is not full semester.

**Enrollment**

Enrollment Maximum \*

Add justification if selection is not 40.

**Repeatability**

Is this course repeatable? \*

**Selected Topic**

☐ Previously Offered as a Selected Topic

In the **Hours/Units** section of the proposal, select the check box if the hours are variable. If they are, you will see additional textboxes that will need to be filled in.

Cover	8/8	<b>Units/Hours</b>
Co-Contributor		<b>Hours</b> <input type="checkbox"/> Variable
Cross-Listed Courses		Units (Min) <input type="text"/> Lecture Hours (Min) <input type="text"/> Lab/Studio/Activity Hours (Min) <input type="text"/> TBA Hours (Min) <input type="text"/>
List of Changes		
Units/Hours	4/4	<b>Grading Policy and Duration</b> Grading Policy * <input type="text" value="Both Letter Grade or Pass/No Pass"/> Minimum Duration * <input type="text" value="Full Semester"/>
General Education		
Degree/Transfer	6/6	<b>Enrollment</b> Enrollment Maximum * <input type="text" value="29"/>
Lecture/Lab Content	2/2	Add justification if selection is not 40. <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		<b>Repeatability</b> Is this course repeatable? * <input type="text" value="No"/>
Distance Education		<b>Selected Topic</b> <input checked="" type="checkbox"/> Previously Offered as a Selected Topic
Instructor-Student Contact		Enrollment (Average) <input type="text"/> Number of Times Offered <input type="text"/>

**Units/Hours**

**Hours**  
☒ Variable  
Units (Min)   
Lecture Hours (Min)   
Lab/Studio/Activity Hours (Min)   
TBA Hours (Min)   

Units (Max) \*   
Lecture Hours (Max)   
Lab/Studio/Activity Hours (Max)   
TBA Hours (Max)

These are the additional textboxes that appear when you check the **VARIABLE** box.

**Grading Policy and Duration**  
Grading Policy \*   
Minimum Duration \*

**Enrollment**  
Enrollment Maximum \*   
Add justification if selection is not 40.

**Repeatability**  
Is this course repeatable? \*

**Selected Topic**  
☐ Previously Offered as a Selected Topic

Click **Save** and continue to the **General Education** tab.


Save

## General Education

Enter the **C-ID Information** in the textboxes, using the calendar icon to choose the **Expiration Date**. Use the checkboxes to indicate the transferability of this course to **CSU/UC**.

Indicate which if any of the general education patterns this course applies to and which specific area you propose this course to be incorporated into.

Click **Save** and continue to the **Degree/Transfer** tab.

Cover	8/8	<b>General Education</b>
Co-Contributor		<b>C-ID Information</b>
Cross-Listed Courses		C-ID Number <input type="text"/>
List of Changes		C-ID Status <input type="text"/>
Units/Hours	4/4	Expiration Date <input type="text"/> 
General Education		<b>General Education</b>
Degree/Transfer	6/6	<b>CSU/UC Transfer Course</b>
Lecture/Lab Content	2/2	<input type="checkbox"/> A. Transfers to CSU/UC
Student Performance Objectives		<input type="checkbox"/> B. Transfers to CSU
Student Learning Outcomes		<input type="checkbox"/> C. Non-transferable
Methods of Instruction		<input type="checkbox"/> D. Transfers to CSU/UC, with limits (list paired lab course below)
Distance Education		<input type="checkbox"/> E. Transfers to CSU/UC, with conditions (list paired lecture course below)
Instructor-Student Contact		<input type="checkbox"/> F. Transfers to CSU/UC, pending review
Assignments		<b>IGETC Area 1: English Communication</b>
Student Assessment		<input type="checkbox"/> 1A: English Composition
Requisites		<input type="checkbox"/> 1B: Critical Thinking-English Composition
Content Validation		<input type="checkbox"/> 1C: Oral Communication
Texts, Readings, and Materials	1/1	<b>IGETC Area 2: Mathematical Concepts and Quantitative Reasoning</b>
Library		<input type="checkbox"/> 2A: Mathematical Concepts and Quantitative Reasoning
		<b>IGETC Area 3: Arts and Humanities</b>
		<input type="checkbox"/> 3A: Arts
		<input type="checkbox"/> 3B: Humanities
		<b>IGETC Area 4: Social and Behavioral Sciences</b>
		<input type="checkbox"/> 4A: Anthropology and Archaeology
		<input type="checkbox"/> 4B: Economics
		<input type="checkbox"/> 4C: Ethnic Studies
		<input type="checkbox"/> 4D: Gender Studies
		<input type="checkbox"/> 4E: Geography
		<input type="checkbox"/> 4F: History
		<input type="checkbox"/> 4G: Interdisciplinary, Social or Behavioral Science
		<input type="checkbox"/> 4H: Political Science, Government and Legal Institutions
		<input type="checkbox"/> 4I: Psychology
		<input type="checkbox"/> 4J: Sociology and Criminology
		<b>IGETC Area 5: Physical and Biological Sciences (mark all that apply)</b>
		<input type="checkbox"/> 5A: Physical Science
		<input type="checkbox"/> 5B: Biological Science
		<input type="checkbox"/> 5C: Laboratory Activity
		<b>IGETC Area 6: Language other than English (101 level only)</b>
		<input type="checkbox"/> 6A: Language other than English

		<b>CSU GE Area A: Communication in the English Language and Critical Thinking</b> <input checked="" type="checkbox"/> A1 - Oral Communication <input type="checkbox"/> A2 - Written Communication <input type="checkbox"/> A3 - Critical Thinking
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	<b>CSU GE Area B: Physical and its Life Forms(mark all that apply)</b> <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
General Education		
Degree/Transfer	6/6	<b>CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages</b> <input type="checkbox"/> C1 - Arts, Dance, Music, Theater <input type="checkbox"/> C2 - Humanities
Lecture/Lab Content	2/2	<b>CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical</b> <input type="checkbox"/> D1 - Anthropology and Archeology <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
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education		
Instructor-Student Contact		<b>CSU GE Area E: Lifelong Understanding and Self-Development</b> <input type="checkbox"/> E - Lifelong Understanding and Self-Development
Assignments		<b>CSU GE Area US1, US2, US3:</b> <input type="checkbox"/> US1 <input type="checkbox"/> US2 <input type="checkbox"/> US3
Student Assessment		
Requisites		<b>IGETC Area US1, US2, US3:</b> <input type="checkbox"/> US1 <input type="checkbox"/> US2 <input type="checkbox"/> US3
Content Validation		
Texts, Readings, and Materials	1/1	<b>Peralta GE Areas</b> <input type="checkbox"/> AREA FIVE: ETHNIC STUDIES <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY: English Composition <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY: Oral and Written Communications, or Literature <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY:Mathematics <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY:Computer Literacy <input type="checkbox"/> AREA ONE: NATURAL SCIENCES <input type="checkbox"/> AREA THREE: HUMANITIES <input type="checkbox"/> AREA TWO: SOCIAL AND BEHAVIORAL SCIENCES
Library		
Attached Files		
Codes/Dates		
		 <input type="button" value="Save"/>



## Degree/Transfer

Use the dropdown menus to view your options for each item.

Cover	4/8	<b>Degree/Transfer</b>	
Co-Contributor		<input type="checkbox"/> Program Applicable	
Cross-Listed Courses		<b>CB Codes</b>	
List of Changes		CB03 Top Code *	<input type="text"/>
Units/Hours	0/5	CB04 Course Credit Status *	<input type="text"/>
General Education		CB08 Basic Skill Status (PBS Status) *	<input type="text"/>
Degree/Transfer	0/6	CB09 SAM Code *	<input type="text"/>
		CB21 Levels Below Transfer *	<input type="text"/>
		CB24-Program Course Status *	<input type="text"/>

If you check the **Program Applicable** box, an additional section will appear asking you to specify if this course is **Required for Degree/Certificate**. Use the scroll bar to view all programs. You may also narrow your options by entering search terms related to the desired course in the search bar. Only options containing the letter and/or number sequence you type will show. To view all options again, delete your search. Click the checkbox to the left of the cross-listed courses.

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

Cover	8/8	<b>Degree/Transfer</b>	
Co-Contributor		<input checked="" type="checkbox"/> Program Applicable	
Cross-Listed Courses		<b>Required for Degree/Certificate (specify):</b>	
List of Changes		<input type="text"/>	<input type="checkbox"/> Show selected <input type="button" value="Clear All"/>
Units/Hours	4/4	<input type="checkbox"/> Test	
General Education		<input type="checkbox"/> AAAtest	
Degree/Transfer	6/6	<input type="checkbox"/> Test	
		<input type="checkbox"/> Test	
		<input type="checkbox"/> Test	
		<input type="checkbox"/> New Program Testing	
		<input type="checkbox"/> Modify Course Test (8/12)	
		<input type="checkbox"/> Modify Program (8/12)	
Lecture/Lab Content	2/2	<b>CB Codes</b>	
Student Performance Objectives		CB03 Top Code *	TEST 2 - Test 2 Description
Student Learning Outcomes		CB04 Course Credit Status *	TEST 100 - TEST 100
Methods of Instruction		CB08 Basic Skill Status (PBS Status) *	TEST 4 - Test 4 Description
		CB09 SAM Code *	Test 7 Description
		CB21 Levels Below Transfer *	TEST 11 - Test 11 Description
		CB24-Program Course Status *	2 - Stand-alone

Click **Save**.

<input type="button" value="Save"/>
-------------------------------------

## Lecture/Lab Content

Create the outline for **Lectures** and **Labs** in these textboxes. Use the **Rich Text Editor** to make the list of changes. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You should **Not** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. **Save** this page, and continue to the **Student Learning Outcomes** tab.

Cover	8/8	<b>Lecture/Lab Content</b>
Co-Contributor		<b>Lecture Outline *</b>
Cross-Listed Courses		<div><div>B / I U abc (inherited font) (inherited size) [color] [background color] [bulleted list] [numbered list] [link] [unlink] [undo] [redo]</div><div>Select block type [dropdown] [link icon] [unlink icon] [ABC icon]</div><div>Last updated</div></div>
List of Changes		
Units/Hours	4/4	
General Education		
Degree/Transfer	6/6	
Lecture/Lab Content	2/2	
Student Performance Objectives		<b>Lab Outline *</b>
Student Learning Outcomes		<div><div>B / I U abc (inherited font) (inherited size) [color] [background color] [bulleted list] [numbered list] [link] [unlink] [undo] [redo]</div><div>Select block type [dropdown] [link icon] [unlink icon] [ABC icon]</div><div>Last updated</div></div>
Methods of Instruction		
Distance Education		
Instructor-Student Contact		
Assignments		
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	1/1	
Library		
Attached Files		
Codes/Dates		

## Student Performance Objectives

In this section, you will enter the **Student Performance Objectives**. Click the **Add New Item** button to add each objective individually.

Cover	8/8	<b>Student Performance Objectives</b>
Co-Contributor		Objectives <span>Show Details</span> <span>+ Add New Item</span>
Cross-Listed		There are no objectives to display

**Student Performance Objectives**

Objectives

☐ Create Grouping (Optional) ★

**Objective \***

When you click the **Create Grouping (Optional)** button you will see an additional box to insert the **Grouping Label**. Type the **Objective** into the textbox provided. Click **Save** and continue this process until all objectives have been entered. Required fields are marked with an \*.

Cover	8/8	<b>Student Performance Objectives</b>
Co-Contributor		Objectives
Cross-Listed Courses		<input checked="" type="checkbox"/> Create Grouping (Optional)
List of Changes		Grouping Label <input type="text"/>
Units/Hours	4/4	<b>Objective *</b>
General Education		objective
Degree/Transfer	6/6	
Lecture/Lab Content	2/2	
Student Performance Objectives		

To edit an objective, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all objectives have been entered in the correct order, continue to the **Student Learning Outcomes** tab.

### Student Performance Objectives

Objectives

Show Details

+ Add New Item

objective

another objective

## Student Learning Outcomes

Click the **Add New Item** button to add outcomes.

Cover	8/8	<b>Student Learning Outcomes</b>
Co-Contributor		Outcome <input checked="" type="checkbox"/> Show Details <a href="#">+ Add New Item</a>
Cross-Listed Courses		There are no outcome to display

Enter information in the **Outcome Text** and the **Assessment Text** textboxes. Click **Save** and continue this process until all outcomes are entered.

Cover	8/8	<b>Student Learning Outcomes</b>
Co-Contributor		Outcome
Cross-Listed Courses		Outcome Text *
List of Changes		
Units/Hours	4/4	
General Education		
Degree/Transfer	6/6	Assessment Text *
Lecture/Lab Content	2/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		

To edit an outcome, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all outcomes have been entered in the correct order, continue to the **Methods of Instruction** tab.

Cover	8/8
Co-Contributor	
Cross-Listed Courses	
List of Changes	
Units/Hours	4/4
General Education	
Degree/Transfer	6/6
Lecture/Lab Content	2/2
Student Performance Objectives	
Student Learning Outcomes	

### Student Learning Outcomes

Outcome
☒ Show Details
Add New Item

outcome

Assessment Text: assessment  
Institution Outcome Map  
This section does not contain any data.

text

Assessment Text: text  
Institution Outcome Map  
This section does not contain any data.

## Methods Of Instruction

Select the **Instruction Types** from the checkboxes provided. If there are additional methods that are not listed, enter those into the textbox for **Other Methods**.

Cover	8/8	<h3>Methods of Instruction</h3> <p><i>List all that apply</i></p> <hr/> <b>Instruction Type</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Activity</li><li><input type="checkbox"/> Critique</li><li><input type="checkbox"/> Directed Study</li><li><input type="checkbox"/> Discussion</li><li><input type="checkbox"/> Distance Education</li><li><input type="checkbox"/> Experiments</li><li><input type="checkbox"/> Field Experience</li><li><input type="checkbox"/> Field Trips</li><li><input type="checkbox"/> Individualized Instruction</li><li><input type="checkbox"/> Lab</li><li><input type="checkbox"/> Lecture</li><li><input type="checkbox"/> Mediated Learning</li><li><input type="checkbox"/> Multimedia Content</li><li><input type="checkbox"/> Observation and Demonstration</li><li><input type="checkbox"/> Projects</li><li><input type="checkbox"/> Service Learning</li><li><input type="checkbox"/> Threaded Discussions</li><li><input type="checkbox"/> Visiting Lecturers</li><li><input type="checkbox"/> Work Experience</li></ul> <hr/> <b>Other Methods</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	
General Education		
Degree/Transfer	6/6	
Lecture/Lab Content	2/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education		
Instructor-Student Contact		
Assignments		

Click **Save** and continue to the **Distance Education** tab.



## Distance Education

The first page will give you the option to check the box asking you if this course will be available for **Distance Education**.

**Modify Course: For testing purposes**  
Status: Draft  
Remaining Launch Requirements: 1  
Launch Delete Draft

Cover 8/8

Co-Contributor

**Distance Education**  
☐ Will this course be available for Distance Education?

When you select the box, you will see the following screen.

Cover 8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours 4/4

General Education

Degree/Transfer 6/6

Lecture/Lab Content 2/2

Student Performance Objectives

Student Learning Outcomes

Methods of Instruction

Distance Education 0/2

Instructor-Student Contact

**Distance Education**  
☒ Will this course be available for Distance Education?  

The Board of Governors (BOG) and the Peralta Community College District have defined a distance education course. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. Furthermore, distance education courses may then be considered a virtual equivalent to a class-room-based course (California Community Colleges Distance Education Regulations and Guidelines).

**Distance Education Delivery Method**  
☐ 100% Internet-based  
☐ 51% or more online  
☐ less than 51% online  
**Recommended Maximum Student Enrollment**  
Recommended maximum student enrollment for this Distance Education Course:   
**Need/Justification**  
What is the purpose of offering the course by distance education?  
  
**Do the following sections of the Course Outline of Record differ by offering this course via distance education?**  
☐ Student Performance Objectives  
☐ Assignments  
☐ Assessment  
If you check any of the categories above, please explain.

Assignments

Student Assessment

Requisites

Content Validation


Texts, Readings, and Materials 1/1

Library

Attached Files

Codes/Dates

**Technical Issues**  
What equipment and staff are necessary to support the course for students and instructors? What are the contingency plans if access to the delivery system is interrupted?  
  
**Accommodations for Students with Disabilities**  
Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.  
**Will this course, as designed, accommodate students with disabilities? \***  
  
**Additional Resources**  
Are additional resources or clerical support needed or anticipated? \*

 **Save**



If you select **No** in the dropdown menu, an additional textbox will be shown asking you to explain.

**Accommodations for Students with Disabilities**

Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.

Will this course, as designed, accommodate students with disabilities? \*

No

If NO, please explain.

**Additional Resources**

Are additional resources or clerical support needed or anticipated? \*

Yes

Save

If you select **Yes** in the dropdown menu in the **Additional Recourses** section, you will be shown an additional textbox asking you to explain. Click **Save** when completed.

**Content Validation**

Texts, Readings, and Materials 1/1

Library

Attached Files

Codes/Dates

**Additional Resources**

Are additional resources or clerical support needed or anticipated? \*

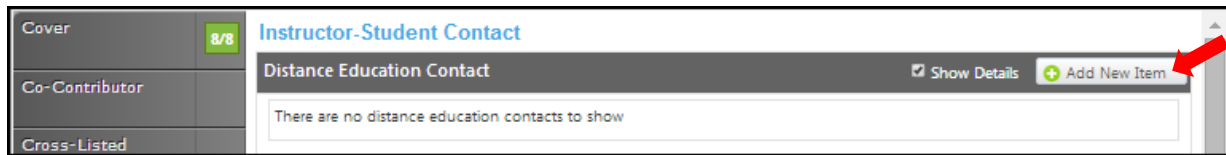
Yes

If YES, please explain.

Save

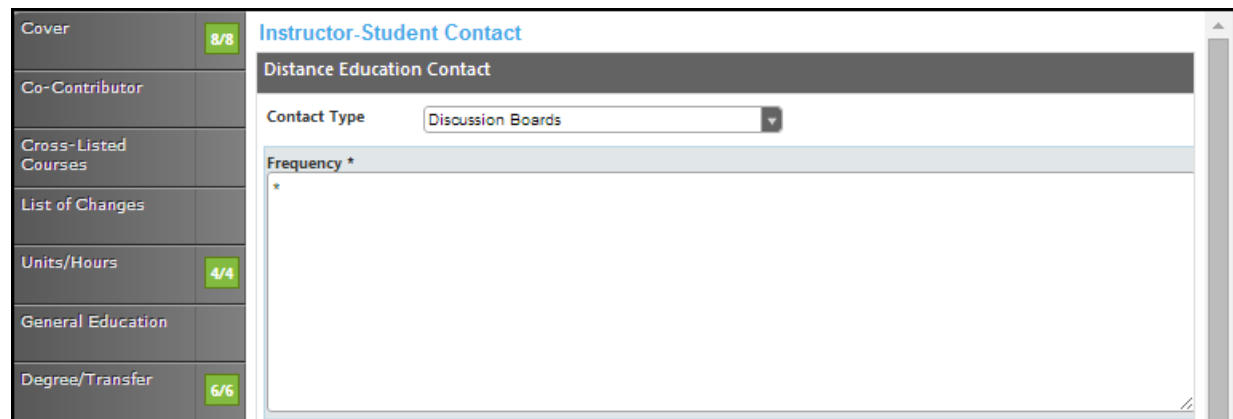
## Instructor-student contact

Select the **Add New Item** button to add a type of contact.



The screenshot shows the 'Instructor-Student Contact' form. On the left is a sidebar with tabs: Cover (8/8), Co-Contributor, Cross-Listed Courses, List of Changes, Units/Hours (4/4), General Education, and Degree/Transfer (6/6). The main content area is titled 'Instructor-Student Contact' and 'Distance Education Contact'. It includes a 'Show Details' checkbox and an 'Add New Item' button, which is highlighted with a red arrow. Below this, a message states 'There are no distance education contacts to show'.

Use the dropdown menu to choose your options for **Contact Type** and then fill in the textbox provided for the **Frequency** of this type of contact.



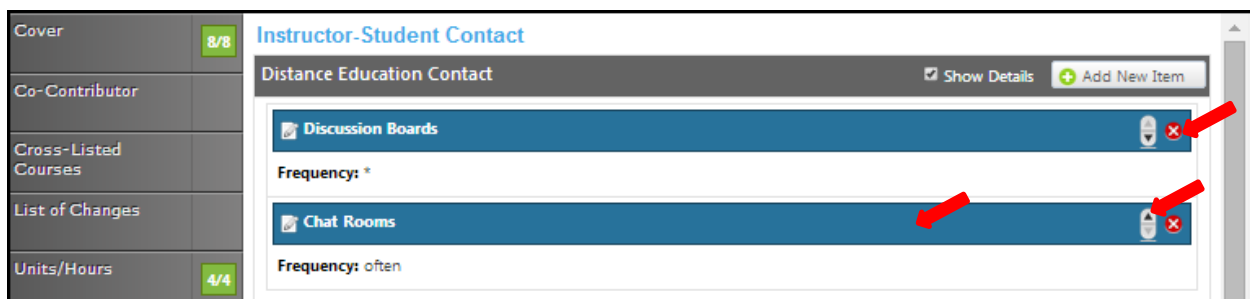
The screenshot shows the 'Instructor-Student Contact' form with the 'Contact Type' dropdown menu set to 'Discussion Boards'. The 'Frequency' text box is empty and has a red asterisk next to it, indicating it is required. The sidebar on the left is the same as in the previous screenshot.

Click **Save** and continue this process until all types of been entered.



The screenshot shows the 'Save' and 'Cancel' buttons at the bottom of the form. The 'Save' button is highlighted with a green plus sign, and the 'Cancel' button is highlighted with a red minus sign.

To edit a contact type, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red "X". When all types of contact are entered, continue to the **Assignments** tab.



The screenshot shows the 'Instructor-Student Contact' form with a list of contact types. The first item is 'Discussion Boards' with a frequency of '\*'. The second item is 'Chat Rooms' with a frequency of 'often'. Red arrows point to the blue bars, the up/down arrows, and the red 'X' delete buttons for each item. The sidebar on the left is the same as in the previous screenshots.

## Assignments

If you check the box to **Override Outside Class Hours**, the **Outside Class Hours** will become a required textbox. List all out of class assignments, including library assignments, in the **Out Of Class Assignment** textbox provided.

Cover	8/8	<b>Assignments</b>
Co-Contributor		<b>Out-of-class Assignments</b> (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.) <input type="checkbox"/> Override Outside Class Hours:
Cross-Listed Courses		Outside Class Hours * <input type="text" value="0"/>
List of Changes		<b>Out of class Assignment</b> <div></div>
Units/Hours	4/4	
General Education		
Degree/Transfer	6/6	
Lecture/Lab Content	2/2	

Click **Save** and continue to the **Student Assessment** tab.

## Student Assessment

In this section, check as many boxes as are applicable. Note: for degree credit, **At Least One** of the first three boxes must be checked. If **Essay** is not checked, please explain why in the textbox. If you select the **Other** checkbox, describe what that “other” is in the textbox following the checkboxes.

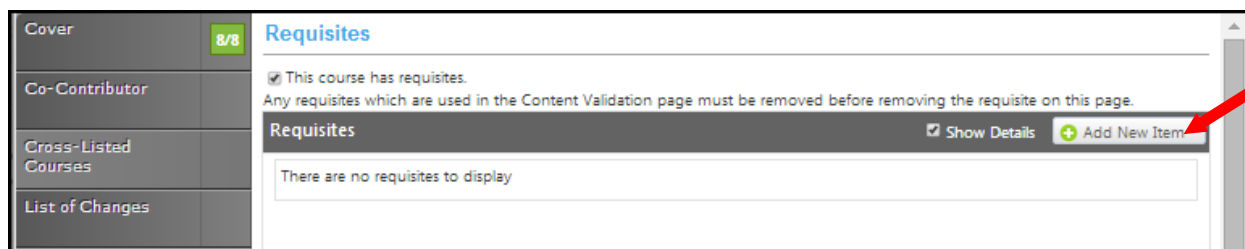
Cover	8/8	<b>Student Assessment</b>
Co-Contributor		<b>STUDENT ASSESSMENT (Grades are based on):</b> (Check as many boxes as are applicable. Note: For degree credit, AT LEAST ONE of the first three boxes must be checked. If "ESSAY" is not checked, please explain why here.) <div></div>
Cross-Listed Courses		
List of Changes		
Units/Hours	4/4	
General Education		<b>Evaluation Method</b> <input type="checkbox"/> ESSAY (Includes "blue book" exams and any written assignment of sufficient length and complexity to require students to select and organize ideas, to explain and support the ideas, and to demonstrate critical thinking skills.) <input type="checkbox"/> COMPUTATION SKILLS <input type="checkbox"/> NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.) <input type="checkbox"/> SKILL DEMONSTRATION <input type="checkbox"/> MULTIPLE CHOICE <input type="checkbox"/> OTHER (Describe)
Degree/Transfer	6/6	<b>Other</b> <div></div>
Lecture/Lab Content	2/2	
Student Performance Objectives		
Student Learning Outcomes		

Click **Save** when finished and continue to the **Requisites** tab.

Save

## Requisites

Select the checkbox if This Course Has Requisites.



Cover 8/8

Co-Contributor

Cross-Listed Courses

List of Changes

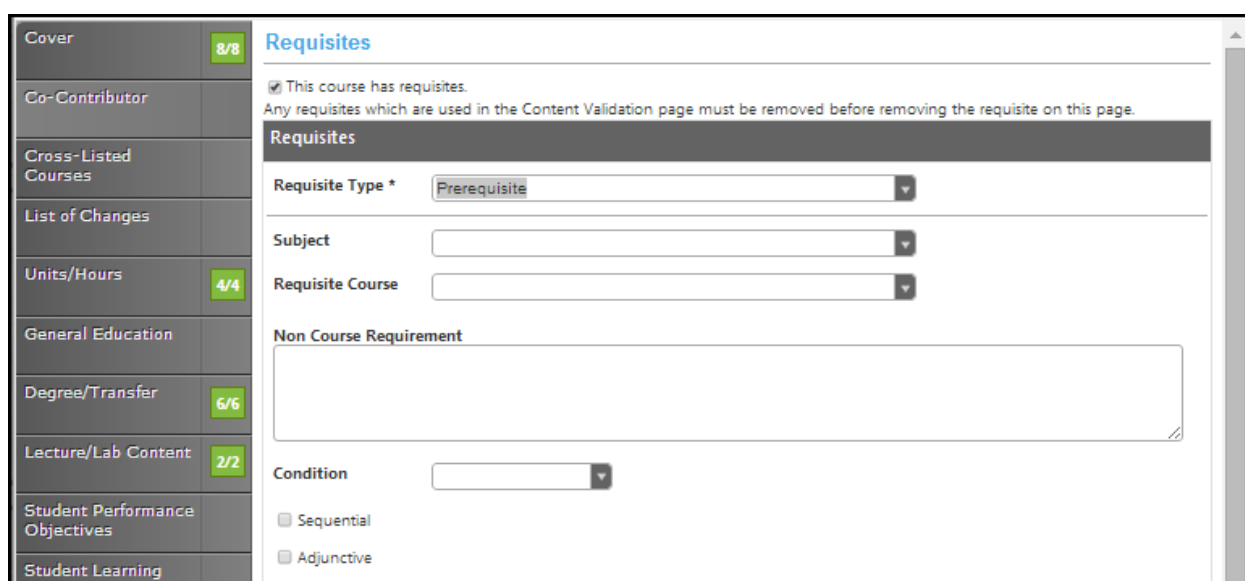
**Requisites**

☒ This course has requisites.  
Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

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

There are no requisites to display

The following screen will appear. If the course has requisites, select the **Add New Item** button. Enter each requisite individually.



Cover 8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours 4/4

General Education

Degree/Transfer 6/6

Lecture/Lab Content 2/2

Student Performance Objectives

Student Learning

**Requisites**

☒ This course has requisites.  
Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

Requisites

Requisite Type \* Prerequisite

Subject

Requisite Course

Non Course Requirement

Condition

☐ Sequential

☐ Adjunctive

This will allow you to specify the type of requisite and the course or non-course requirement. Choose the **Requisite Type** from the dropdown menu. If the requisite is a course, select the **Subject** and **Requisite Course** from the subsequent dropdown menus. If it is a non-course requirement, enter that information in the **Requisite Comment** field along with any other additional information such as grade requirements of the requisite, reasoning for the requisite, etc. Use the **Condition** menu to indicate this requisite's relationship to the next. When you do not select a specific condition the "and" is already implied. When you select "or" you are indicating that a student may use this course "or" the next course, to qualify for the course. Following this "or" selection with an "and" is only used when nesting needs to be present. For example; art 101 or art 102 and 101 A.



Save

To edit a requisite, click on the blue bar. Use the up and down arrows on the right of the blue bars to reorder. To delete, press the red "X".

### Requisites

Last updated by nonadmin nonadmin on 9/25/2015 at 2:15 PM

☒ This course has requisites.  
Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

Requisites

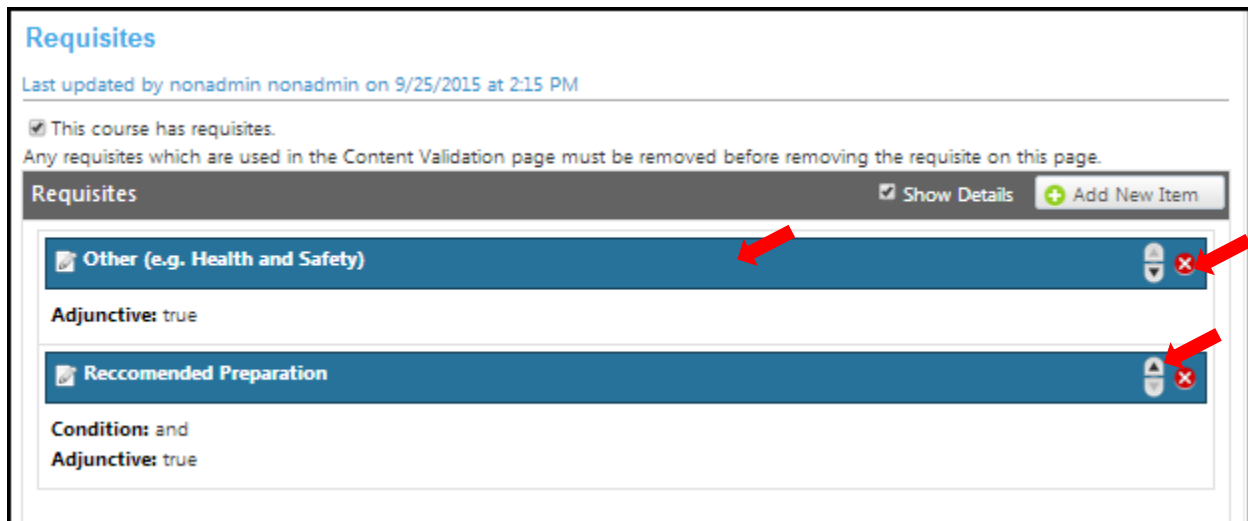
Show DetailsAdd New Item

Other (e.g. Health and Safety)

Adjunctive: true

Recommened Preparation

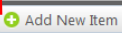
Condition: and  
Adjunctive: true



The screenshot displays a web interface for managing course requisites. At the top, there's a header 'Requisites' and a timestamp 'Last updated by nonadmin nonadmin on 9/25/2015 at 2:15 PM'. Below this, a checkbox 'This course has requisites.' is checked. A warning message states: 'Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.' A table-like structure contains two requisites. The first is 'Other (e.g. Health and Safety)' with 'Adjunctive: true'. The second is 'Recommened Preparation' with 'Condition: and' and 'Adjunctive: true'. Each requisite is represented by a blue bar. On the right side of each blue bar, there are up and down arrows for reordering and a red 'X' for deletion. Red arrows in the image point to these elements: one points to the blue bar for 'Other (e.g. Health and Safety)', another points to the red 'X' for the same requisite, and a third points to the red 'X' for 'Recommened Preparation'.

## Content validation

To add content review select add new item button.

General Education		<b>Content Validation</b>
Degree/Transfer	0/6	<b>Requisites Status</b> <input type="checkbox"/> This course has requisites (see the Requisites page to change this value). <b>If a Course Requisite is selected, you must provide a value for Content Validation.</b>
Lecture/Lab Content	0/2	<b>Content Review</b> <input checked="" type="checkbox"/> Show Details 
Student Performance Objectives		There are no content review to display
Student Learning Outcomes		

To review the content, use the dropdown menu to make your selection. If you have added requisites in the requisites page, this checkbox will be selected (refer to the requisites page to change this value).

General Education		<b>Content Validation</b>
Degree/Transfer	0/6	<b>Requisites Status</b> <input type="checkbox"/> This course has requisites (see the Requisites page to change this value). <b>If a Course Requisite is selected, you must provide a value for Content Validation.</b>
Lecture/Lab Content	0/2	<b>Content Review</b>
Student Performance Objectives		Content Validation <input type="text"/>

If you choose **Content Review** from the dropdown menu, you will see the following screen.

<b>Content Validation</b>	
<b>Requisites Status</b> <input type="checkbox"/> This course has requisites (see the Requisites page to change this value). <b>If a Course Requisite is selected, you must provide a value for Content Validation.</b>	
<b>Content Review</b>	
Content Validation	<input type="text" value="Content Review"/>
Content Review Type *	<input type="text"/>

You will then select the Content Review Type from the dropdown menu.

Cover	4/8	<h3>Content Validation</h3> <p>There are multiple ways of validating a requisite. If you choose Content Review, fill in the boxes that appear. If you are choosing Statistical Validation as your Validation type, please include any statistical evidence or other supportive information on the Attached Files page. For all other options, please provide information in the textbox.</p> <h4>Requisites Status</h4> <p><input type="checkbox"/> This course has requisites (see the Requisites page to change this value).</p> <p><b>If a Course Requisite is selected, you must provide a value for Content Validation.</b></p> <h4>Content Review</h4> <p>Content Validation <span>Content Review</span></p> <p>Content Review Type *</p> <ul style="list-style-type: none"> <li>Objective to Objective</li> <li>Objective to Content</li> <li>Content to Content</li> <li>Content to Objective</li> </ul>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	1/4	
Degree/Transfer	4/6	
General Education		
Lecture/Lab Content	0/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education		
Instructor-Student Contact		
Assignments		
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	0/1	
Library		
Attached Files		
Codes/Dates	1/1	



If you choose one of the other options from the dropdown menu you will see the screen below asking you to **Explain Why Content Review Is Not Selected**. Once you have finished filling in the explanation click **Save**.



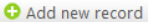





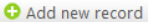





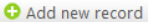





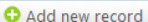





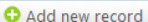





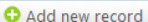





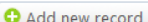





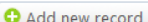





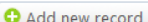





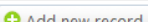





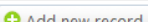





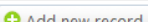





General Education		<b>Content Validation</b>
Degree/Transfer	0/6	<b>Requisites Status</b> <input type="checkbox"/> This course has requisites (see the Requisites page to change this value).
Lecture/Lab Content	0/2	<b>If a Course Requisite is selected, you must provide a value for Content Validation.</b>
Student Performance Objectives		<b>Content Review</b>
Student Learning Outcomes		Content Validation <span>Required by Statute or Regulation</span>
Methods of Instruction		<b>Explanation for Content Validation Selection</b>
Distance Education		Explain why Content Review is not selected. *
Instructor-Student Contact		

Click **Save** when all fields are finished.

 Save	 Cancel
--	--

## Texts, Readings, And Materials

In the **Texts, Readings And Materials** section use the dropdown menu to select the **Citation Style**. Enter materials individually with books under **Textbooks** and any other materials under the appropriate heading. Click **Add New Record** to add items to the lists.

General Education		<b>Texts, Readings, and Materials</b>																																		
Degree/Transfer	0/6	<b>Citation Formatting</b> Select Citation Style. *  																																		
Lecture/Lab Content	0/2	<b>Textbook</b> <table border="1"> <thead> <tr> <th>Author</th> <th>APA</th> <th>MLA</th> <th>Publisher</th> <th>Year of Publication</th> <th>Rationale for Textbooks</th> </tr> </thead> <tbody> <tr> <td colspan="6">No records to display.</td> </tr> <tr> <td colspan="6">  </td> </tr> <tr> <td colspan="6">      </td> </tr> <tr> <td colspan="6">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>					Author	APA	MLA	Publisher	Year of Publication	Rationale for Textbooks	No records to display.												    						Displaying items 0 - 0 of 0					
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Student Performance Objectives																																				
Student Learning Outcomes																																				
Methods of Instruction																																				
Distance Education		<b>Manual</b> <table border="1"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Pub Date</th> <th>Publisher</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records to display.</td> </tr> <tr> <td colspan="4">  </td> </tr> <tr> <td colspan="4">      </td> </tr> <tr> <td colspan="4">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>					Author	Title	Pub Date	Publisher	No records to display.								    				Displaying items 0 - 0 of 0													
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Instructor-Student Contact																																				
Assignments																																				
Student Assessment		<b>Periodical</b> <table border="1"> <thead> <tr> <th>Title</th> <th>Author</th> <th>Publication Name</th> <th>Publication Date</th> <th>Publisher</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records to display.</td> </tr> <tr> <td colspan="5">  </td> </tr> <tr> <td colspan="5">      </td> </tr> <tr> <td colspan="5">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>					Title	Author	Publication Name	Publication Date	Publisher	No records to display.										    					Displaying items 0 - 0 of 0									
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Requisites																																				
Content Validation																																				
Texts, Readings, and Materials	0/1	<b>Software</b> <table border="1"> <thead> <tr> <th>Title</th> <th>Edition</th> <th>Publisher</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records to display.</td> </tr> <tr> <td colspan="4">  </td> </tr> <tr> <td colspan="4">      </td> </tr> <tr> <td colspan="4">Displaying items 0 - 0 of 0</td> </tr> </tbody> </table>					Title	Edition	Publisher	Description	No records to display.								    				Displaying items 0 - 0 of 0													
Title	Edition	Publisher	Description																																	
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Attached Files																																				
Codes/Dates																																				

Add all books in the **Textbook** section. Add the **Author, Title, Edition, ISBN, City, Publisher,** and the **Year of Publication** in the textboxes, and then click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Textbook

	Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for
Author *								
Title *								
Edition *								
ISBN *								
City *								
Publisher *								
Year of Publication *								
<div> <div>Insert</div> <div>Cancel</div> </div>								
<div> <div>Edit</div> </div>	Dr. Thompson	English	3rd	679865321	Idaho falls	Tongan	2015	
<div> <div>Add new record</div> </div>								

Displaying items 1 - 1 of 1

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

Manual

Author	Title	Pub Date	Publisher
<div>Author</div> <input type="text"/>	<div>Title</div> <input type="text"/>	<div>Pub Date</div> <input type="text"/> <div></div>	<div>Publisher</div> <input type="text"/>

✓ Insert

✗ Cancel

➕ Add new record

⌂ ⏪ ⏩ ⌂

Displaying items 0 - 0 of 0

Add **Periodicals** in this section. Add the Title, **Author**, **Publication Name**, **Publication Date** and **Publisher** in the textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Periodical

Title	Author	Publication Name	Publication Date	Publisher
<div>Title</div> <input type="text"/>	<div>Author</div> <input type="text"/>	<div>Publication Name</div> <input type="text"/>	<div>Publication Date</div> <input type="text"/> <div></div>	<div>Publisher</div> <input type="text"/>

✓ Insert

✗ Cancel

➕ Add new record

⌂ ⏪ ⏩ ⌂

Displaying items 0 - 0 of 0

Add software in the **Software** area. Add the Title, Edition, Publisher, and Description in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

**Software**

Title	Edition	Publisher	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Displaying items 0 - 0 of 0

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

Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for Textbooks Older than 5 Years
Jorgenson	This is only a test	3RD	87956665	Ucon	Hasting	2014	

Displaying items 1 - 1 of 1

## Library

In the **Library** section, indicate how the library will be impacted by this course by clicking the appropriate checkbox. If you have comments put them in the **Comment** textbox provided.

Cover	8/8	<b>Library</b>
Co-Contributor		<input checked="" type="checkbox"/> Print Materials <input checked="" type="checkbox"/> Non-Print Materials <input type="checkbox"/> Online Materials <input type="checkbox"/> Services
Cross-Listed Courses		<b>Comments</b>
List of Changes		<div></div>
Units/Hours	4/4	

Click **Save** and continue to the **Attached Files** tab.

Save

## Attached files

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

Cover	4/8	<b>Attached Files</b> <small>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</small> <div>Select...</div>
Co-Contributor		
Cross-Listed Courses		<b>Attachments</b>
List of Changes		There are no attachments to display. Press Select to browse for files to attach to this record.
Units/Hours	1/4	
Degree/Transfer	4/6	
General Education		
Lecture/Lab Content	0/2	
Student Performance Objectives		
Student Learning Outcomes		
Methods of Instruction		
Distance Education		
Instructor-Student Contact		
Assignments		
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	0/1	
Library		
Attached Files		

## Codes/Dates

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

Cover	4/8	<b>Codes/Dates</b> <i>List all that apply</i>	
Co-Contributor		<b>Date</b>	
Cross-Listed Courses		CC Approval	<input type="text"/>
List of Changes		Board of Trustees	<input type="text"/>
Units/Hours	1/4	State Approval	9/19/2007
Degree/Transfer	4/6	Requisite Validation	<input type="text"/>
General Education		Content Review	<input type="text"/>
Lecture/Lab Content	0/2	UC Approval Term	<input type="text"/>
Student Performance Objectives		CSU Approval Term	<input type="text"/>
Student Learning Outcomes		IGETC Approval Term	<input type="text"/>
Methods of Instruction		CSU GE Approval Term	<input type="text"/>
Distance Education		Current Effective Date	<input type="text"/>
Instructor-Student Contact		Originator *	User, Admin
Assignments		Origination Date	9/19/2007
Student Assessment		CB00 State ID	CCC000353907
Requisites		Original State Approval	<input type="text"/>
Content Validation		CB05 Course Transfer Status	<input type="text"/>
Texts, Readings, and Materials	0/1	CB10 Course COOP Work Exp-ED	<input type="text"/>
Library		CB11 California Classification Codes	<input type="text"/>
Attached Files		CB13-Special Class Status	<input type="text"/>
Codes/Dates		CB22 Non Credit Course Category	Y - NotApplicable
		Comment	<input type="text"/>
		History	<input type="text"/>

**Click Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the reports on page 168 .

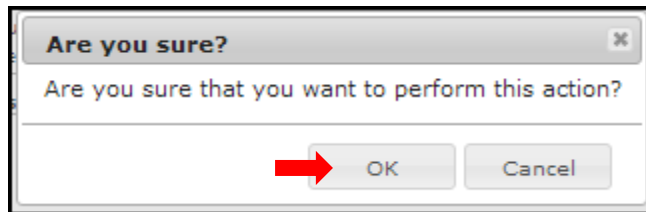


## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. 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.



## BCC Deactivate Course



## COA Deactivate Course

## Laney Deactivate Course

## MC Deactivate Course

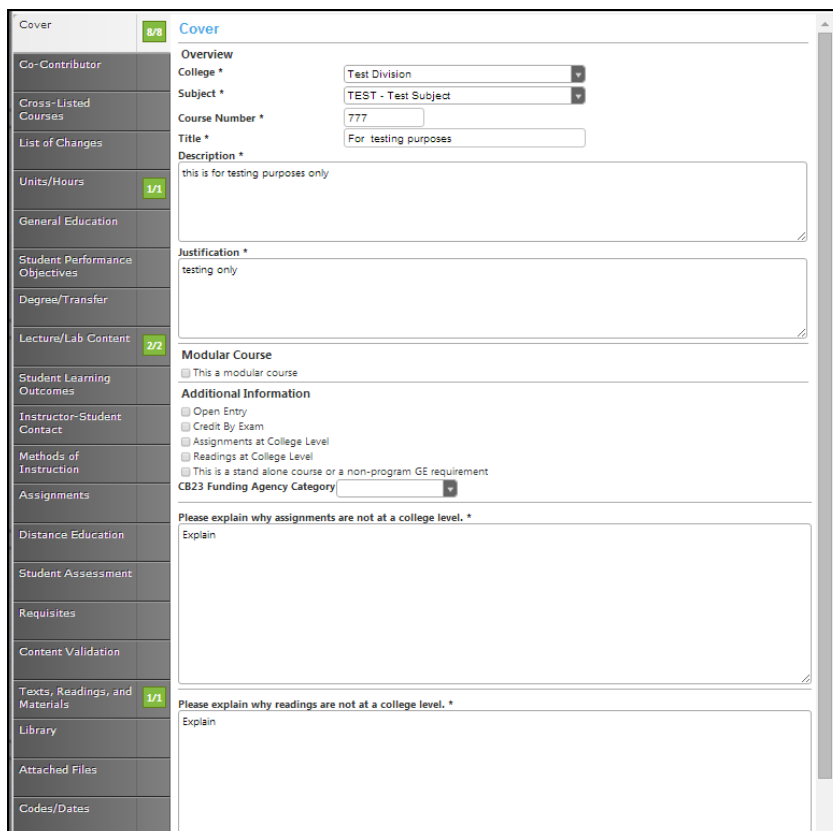
Refer to the **Create Proposal** section on page 15 to begin creating a proposal.

### Cover

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

The first 3 boxes have been pre-populated from the course creation screen.

Enter information into the field textboxes. Use the dropdowns menus if they are an option.



Cover	8/8
Co-Contributor	
Cross-Listed Courses	
List of Changes	
Units/Hours	1/1
General Education	
Student Performance Objectives	
Degree/Transfer	
Lecture/Lab Content	2/2
Student Learning Outcomes	
Instructor-Student Contact	
Methods of Instruction	
Assignments	
Distance Education	
Student Assessment	
Requisites	
Content Validation	
Texts, Readings, and Materials	1/1
Library	
Attached Files	
Codes/Dates	

### Cover

Overview

College \*  
Test Division

Subject \*  
TEST - Test Subject

Course Number \*  
777

Title \*  
For testing purposes

Description \*  
this is for testing purposes only

Justification \*  
testing only

Modular Course  
☐ This is a modular course

Additional Information

☐ Open Entry  
☐ Credit By Exam  
☐ Assignments at College Level  
☐ Readings at College Level  
☐ This is a stand alone course or a non-program GE requirement

CB23 Funding Agency Category

Please explain why assignments are not at a college level. \*  
Explain

Please explain why readings are not at a college level. \*  
Explain

## Co-Contributor

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

The screenshot shows a web interface for selecting co-contributors. On the left is a sidebar with tabs: 'Cover' (8/8), 'Co-Contributor', 'Cross-Listed Courses', 'List of Changes', 'Units/Hours' (1/1), and 'General Education'. The 'Co-Contributor' tab is active. The main content area is titled 'Co-Contributor' and 'Contributor'. It contains a search box with a red star icon, a list of contributors with checkboxes, and buttons for 'Show selected' and 'Clear All'.

Contributor	Selected
nonadmin, nonadmin (nonadmin@governet.net)	<input type="checkbox"/>
User, Admin (admin@peralta.edu)	<input type="checkbox"/>

Click **Save** and continue to the **Cross-Listed Courses** tab.

The screenshot shows a 'Save' button with a red arrow pointing to it.

## Cross-Listed Courses

To add **Cross Listed Courses**, select any **Related** courses from the list. You may need to scroll within this section to find your choice.

You may also narrow your options by entering search terms related to the desired course in the search bar. Only options containing the letter and/or number sequence you type will show. To view all options again, simply delete your search. Click the checkbox to the left of the cross-listed courses.

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

















Cover	8/8	<b>Cross-Listed Courses</b>	
Co-Contributor		Related	
Cross-Listed Courses		<input type="text"/> <input type="checkbox"/> Show selected <input type="button" value="Clear All"/>	
List of Changes		<input type="checkbox"/> TEST 000 - test	
Units/Hours	1/1	<input type="checkbox"/> TEST 0012 - Test new Course for modification	
General Education		<input type="checkbox"/> TEST 0012 - Test new Course for modification	
Student Performance Objectives		<input type="checkbox"/> TEST 121 - Gardening	
		<input type="checkbox"/> TEST 121 - Gardening	
		<input type="checkbox"/> TEST 132 - Tesst 2	
		<input type="checkbox"/> TEST 45 - asdf	
		<input type="checkbox"/> TEST 456 - hm	

Click **Save** when you are finished and continue to the **List Of Changes** tab.

<input type="button" value="Save"/>
-------------------------------------

## List Of Changes

Check the boxes that apply in the **Reasons For Update** section. Use the **Rich Text Editor** to make the list of changes. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is recommended that you do **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual.

Cover	8/8	<h3>List of Changes</h3> <p><b>Reason for Update (Check All That Apply)</b></p> <p><input type="checkbox"/> 1) Articulation/Title 5 <input type="checkbox"/> 2) Due to assessment results <input type="checkbox"/> 3) Changes in Industry <input type="checkbox"/> 4) Other</p> <hr/> <p><b>Course List of Changes</b></p> <div><p><b>B</b> <i>I</i> <u>U</u> <b>abc</b> (inherited font) (inherited size)           </p><p>Select block type     </p><div></div></div>
Co-Contributor		
Cross-Listed Courses		
List of Changes		
Units/Hours	1/1	
General Education		
Student Performance Objectives		
Degree/Transfer		
Lecture/Lab Content	2/2	
Student Learning Outcomes		
Instructor-Student Contact		
Methods of Instruction		
Assignments		
Distance Education		

**Save** this page, and continue to the **Units/Hours** tab.



## Units/Hours

Fill in the **Units (Min)**, **Lecture Hours (Min)**, **Lab/Studio/Activity Hours (Min)** and **TBA Hours (Min)**. Use the dropdown menu to select the **Grading Policy**, **Minimum Duration** and if this course is repeatable. Fill in the textboxes to add justification if selection is not full semester, enrollment maximum and **Add Justification If Selection Is Not 40**. Under the selected topic heading check the box if was previously offered as a selected topic.

Cover	8/8	<b>Units/Hours</b>
Co-Contributor		<b>Hours</b> <input type="checkbox"/> Variable
Cross-Listed Courses		Units (Min) <input type="text"/>
List of Changes		Lecture Hours (Min) <input type="text"/>
		Lab/Studio/Activity Hours (Min) <input type="text"/>
		TBA Hours (Min) <input type="text"/>
Units/Hours	1/1	<b>Grading Policy and Duration</b>
General Education		Grading Policy <input type="text" value="Both Letter Grade or Pass/No Pass"/>
		Minimum Duration * <input type="text" value="Full Semester"/>
Student Performance Objectives		<b>Enrollment</b>
Degree/Transfer		Enrollment Maximum <input type="text" value="29"/>
Lecture/Lab Content	2/2	Add justification if selection is not 40. <div><div></div></div>
Student Learning Outcomes		
Instructor-Student Contact		<b>Repeatability</b>
Methods of Instruction		Is this course repeatable? <input type="text" value="No"/>
Assignments		<b>Selected Topic</b>
		<input type="checkbox"/> Previously Offered as a Selected Topic

In the **Units/Hours** section of the proposal, if you select the check box indicating that the hours are variable, you will see additional textboxes that will need to be filled in.

Cover	8/8	<b>Units/Hours</b>
Co-Contributor		<b>Hours</b> <input checked="" type="checkbox"/> Variable
Cross-Listed Courses		Units (Min) <input type="text"/>
List of Changes		Lecture Hours (Min) <input type="text"/>
		Lab/Studio/Activity Hours (Min) <input type="text"/>
		TBA Hours (Min) <input type="text"/>
Units/Hours	1/1	Units (Max) <input type="text"/>
General Education		Lecture Hours (Max) <input type="text"/>
		Lab/Studio/Activity Hours (Max) <input type="text"/>
		TBA Hours (Max) <input type="text"/>
Student Performance Objectives		<b>Grading Policy and Duration</b>
Degree/Transfer		Grading Policy <input type="text" value="Both Letter Grade or Pass/No Pass"/>
		Minimum Duration * <input type="text" value="Full Semester"/>
Lecture/Lab Content	2/2	<b>Enrollment</b>
Student Learning Outcomes		Enrollment Maximum <input type="text" value="29"/>
Instructor-Student Contact		Add justification if selection is not 40. <div><div></div></div>
Methods of Instruction		
Assignments		<b>Repeatability</b>
Distance Education		Is this course repeatable? <input type="text" value="No"/>
Student Assessment		<b>Selected Topic</b>
		<input checked="" type="checkbox"/> Previously Offered as a Selected Topic
		Enrollment (Average) <input type="text"/>
		Number of Times Offered <input type="text"/>

Click **Save** and continue to the **General Education** tab.


Save

## General Education


Enter the **C-ID Information** in the textboxes, using the calendar icon to choose the **Expiration Date**. Use the checkboxes to indicate the transferability of this course to **CSU/UC**.

Indicate which if any of the general education patterns this course applies to and which specific area you propose this course to be incorporated into.

Click **Save** and continue to the **Student Performance Objectives** tab.

Cover	8/8	<b>General Education</b>
Co-Contributor		<b>C-ID Information</b>
Cross-Listed Courses		C-ID Number <input type="text"/>
List of Changes		C-ID Status <input type="text"/>
Units/Hours	1/1	Expiration Date <input type="text"/> 
General Education		<b>General Education</b>
Student Performance Objectives		<b>CSU/UC Transfer Course</b>
Degree/Transfer		<input type="checkbox"/> A. Transfers to CSU/UC
Lecture/Lab Content	2/2	<input type="checkbox"/> B. Transfers to CSU
Student Learning Outcomes		<input type="checkbox"/> C. Non-transferable
Instructor-Student Contact		<input type="checkbox"/> D. Transfers to CSU/UC, with limits (list paired lab course below)
Methods of Instruction		<input type="checkbox"/> E. Transfers to CSU/UC, with conditions (list paired lecture course below)
Assignments		<input type="checkbox"/> F. Transfers to CSU/UC, pending review
Distance Education		<b>IGETC Area 1: English Communication</b>
Student Assessment		<input type="checkbox"/> 1A: English Composition
Requisites		<input type="checkbox"/> 1B: Critical Thinking-English Composition
Content Validation		<input type="checkbox"/> 1C: Oral Communication
Texts, Readings, and Materials	1/1	<b>IGETC Area 2: Mathematical Concepts and Quantitative Reasoning</b>
		<input type="checkbox"/> 2A: Mathematical Concepts and Quantitative Reasoning
		<b>IGETC Area 3: Arts and Humanities</b>
		<input type="checkbox"/> 3A: Arts
		<input type="checkbox"/> 3B: Humanities
		<b>IGETC Area 4: Social and Behavioral Sciences</b>
		<input type="checkbox"/> 4A: Anthropology and Archaeology
		<input type="checkbox"/> 4B: Economics
		<input type="checkbox"/> 4C: Ethnic Studies
		<input type="checkbox"/> 4D: Gender Studies
		<input type="checkbox"/> 4E: Geography
		<input type="checkbox"/> 4F: History
		<input type="checkbox"/> 4G: Interdisciplinary, Social or Behavioral Science
		<input type="checkbox"/> 4H: Political Science, Government and Legal Institutions
		<input type="checkbox"/> 4I: Psychology
		<input type="checkbox"/> 4J: Sociology and Criminology
		<b>IGETC Area 5: Physical and Biological Sciences (mark all that apply)</b>
		<input type="checkbox"/> 5A: Physical Science
		<input type="checkbox"/> 5B: Biological Science
		<input type="checkbox"/> 5C: Laboratory Activity



Cover	8/8	<b>IGETC Area 6: Language other than English (101 level only)</b> <input type="checkbox"/> 6A: Language other than English
Co-Contributor		<b>CSU GE Area A: Communication in the English Language and Critical Thinking</b> <input type="checkbox"/> A1 - Oral Communication <input type="checkbox"/> A2 - Written Communication <input type="checkbox"/> A3 - Critical Thinking
Cross-Listed Courses		
List of Changes		<b>CSU GE Area B: Physical and its Life Forms(mark all that apply)</b> <input checked="" type="checkbox"/> B1 - Physical Science <input type="checkbox"/> B2 - Life Science <input type="checkbox"/> B3 - Laboratory Sciences <input type="checkbox"/> B4 - Mathematics/Quantitative Thinking
Units/Hours	1/1	<b>CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages</b> <input type="checkbox"/> C1 - Arts, Dance, Music, Theater <input type="checkbox"/> C2 - Humanities
General Education		<b>CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical</b> <input type="checkbox"/> D1 - Anthropology and Archeology <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
Student Performance Objectives		
Degree/Transfer		
Lecture/Lab Content	2/2	
Student Learning Outcomes		
Instructor-Student Contact		
Methods of Instruction		
Assignments		<b>CSU GE Area E: Lifelong Understanding and Self-Development</b> <input type="checkbox"/> E - Lifelong Understanding and Self-Development
Distance Education		<b>CSU GE Area US1, US2, US3:</b> <input type="checkbox"/> US1 <input type="checkbox"/> US2 <input type="checkbox"/> US3
Student Assessment		
Requisites		<b>IGETC Area US1, US2, US3:</b> <input type="checkbox"/> US1 <input type="checkbox"/> US2 <input type="checkbox"/> US3
Content Validation		
Texts, Readings, and Materials	1/1	<b>Peralta GE Areas</b> <input type="checkbox"/> AREA FIVE: ETHNIC STUDIES <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY: English Composition <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY: Oral and Written Communications, or Literature <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY:Mathematics <input type="checkbox"/> AREA FOUR: LANGUAGE AND RATIONALITY:Computer Literacy <input type="checkbox"/> AREA ONE: NATURAL SCIENCES <input type="checkbox"/> AREA THREE: HUMANITIES <input type="checkbox"/> AREA TWO: SOCIAL AND BEHAVIORAL SCIENCES
Library		
Attached Files		
Codes/Dates		
		 Save

## Student Performance Objectives

In this section, you will enter the **Student Performance Objectives**. Click the **Add New Item** button to add each objective individually.

Cover	8/8	<b>Student Performance Objectives</b>
Co-Contributor		Objectives <span>Show Details</span> <span>+ Add New Item</span>
Cross-Listed Courses		There are no objectives to display

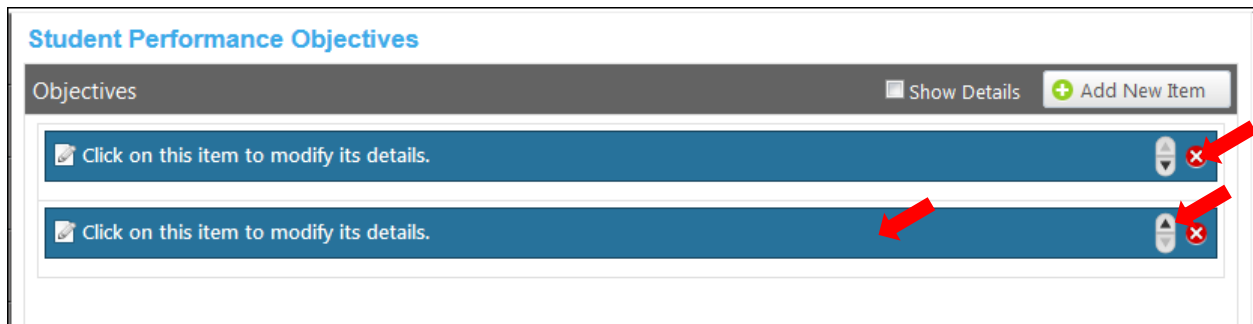
When you click the **Create Grouping (Optional)** button you will see an additional box to insert the **Grouping Label**. Type the **Objective** into the textbox provided.

Cover	8/8	<b>Student Performance Objectives</b>
Co-Contributor		Objectives
Cross-Listed Courses		<input checked="" type="checkbox"/> Create Grouping (Optional)
List of Changes		Grouping Label <input type="text"/>
Units/Hours	1/1	Objective <input type="text"/>
General Education		
Student Performance Objectives		
Degree/Transfer		

Click **Save** and continue this process until all objectives have been entered. Required fields are marked with an \*.

<span>+ Save</span> <span>⊘ Cancel</span>
---

To edit an objective, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “x”. When all objectives have been entered in the correct order, continue to the **Degree/Transfer** tab.



The screenshot displays the 'Student Performance Objectives' section. At the top, there is a header bar with the title 'Student Performance Objectives' in blue. Below this is a sub-header 'Objectives' in a dark grey bar, which also contains a 'Show Details' button and a '+ Add New Item' button. The main area contains two blue bars, each representing an objective. Each bar has a small icon on the left and a text label 'Click on this item to modify its details.' On the right side of each bar, there are three icons: an up arrow, a down arrow, and a red 'x' in a circle. Red arrows are pointing to these icons: one to the red 'x' of the top bar, one to the down arrow of the top bar, and one to the red 'x' of the bottom bar.

## Degree/Transfer

Use the dropdown menu to select the **Codes** and **Status (Es)**.

Cover	8/8	Degree/Transfer	
Co-Contributor		<input type="checkbox"/> Program Applicable	
Cross-Listed Courses		<b>CB Codes</b>	
List of Changes		CB03 Top Code	TEST 2 - Test 2 Description
Units/Hours	1/1	CB04 Course Credit Status	TEST 100 - TEST 100
General Education		CB08 Basic Skill Status (PBS Status)	TEST 4 - Test 4 Description
Student Performance Objectives		CB09 SAM Code	Test 7 Description
Degree/Transfer		CB21 Levels Below Transfer	TEST 11 - Test 11 Description
		CB24-Program Course Status	2 - Stand-alone

If you check the **Program Applicable** box, an additional section will appear asking you to specify if this course is **Required for Degree/Certificate**. Use the scroll bar to view all programs. You may also narrow your options by entering search terms related to the desired course in the search bar. Only options containing the letter and/or number sequence you type will show. To view all options again, delete your search. Click the checkbox to the left of the cross-listed courses.

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

Cover	8/8	Degree/Transfer	
Co-Contributor		<input checked="" type="checkbox"/> Program Applicable	
Cross-Listed Courses		Required for Degree/Certificate (specify):	
List of Changes		<div>★ <input type="checkbox"/> Show selected <input type="button" value="Clear All"/></div>	
Units/Hours	1/1	<div><input type="checkbox"/> Test</div>	
General Education		<div><input type="checkbox"/> AAATest</div>	
Student Performance Objectives		<div><input type="checkbox"/> Test</div>	
Degree/Transfer		<div><input type="checkbox"/> Test</div>	
Lecture/Lab Content	2/2	<div><input type="checkbox"/> New Program Testing</div>	
Student Learning Outcomes		<div><input type="checkbox"/> Modify Course Test (8/12)</div>	
Instructor-Student Contact		<div><input type="checkbox"/> Modify Program (8/12)</div>	
		<b>CB Codes</b>	
		CB03 Top Code	TEST 2 - Test 2 Description
		CB04 Course Credit Status	TEST 100 - TEST 100
		CB08 Basic Skill Status (PBS Status)	TEST 4 - Test 4 Description
		CB09 SAM Code	Test 7 Description
		CB21 Levels Below Transfer	TEST 11 - Test 11 Description
		CB24-Program Course Status	2 - Stand-alone

Click **Save** and continue to the **Lecture/Lab Content** tab.

<div>Save</div>
-----------------

## Lecture/Lab Content

Create the outline for **Lectures** and **Labs** in these textboxes. Use the **Rich Text Editor** to make the list of changes. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is recommended that you do **Not** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. **Save** this page, and continue to the **Student Learning Outcomes** tab.

Cover	8/8
Co-Contributor	
Cross-Listed Courses	
List of Changes	
Units/Hours	1/1
General Education	
Student Performance Objectives	
Degree/Transfer	
Lecture/Lab Content	2/2
Student Learning Outcomes	
Instructor-Student Contact	
Methods of Instruction	
Assignments	
Distance Education	
Student Assessment	
Requisites	
Content Validation	
Texts, Readings, and Materials	1/1
Library	
Attached Files	
Codes/Dates	

### Lecture/Lab Content

**Lecture Outline\***  
B I U abc (inherited font) (inherited size) [Rich Text Editor Icons]  
Select block type [dropdown]  
Last updated [text area]

**Lab Outline\***  
B I U abc (inherited font) (inherited size) [Rich Text Editor Icons]  
Select block type [dropdown]  
Last updated [text area]

## Student Learning Outcomes

Click the **Add New Item** button to add outcomes.

Cover	8/8	<b>Student Learning Outcomes</b>
Co-Contributor		Outcome <input checked="" type="checkbox"/> Show Details <a href="#">+ Add New Item</a>
Cross-Listed Courses		There are no outcome to display

Enter information in the **Outcome Text** and the **Assessment Text** textboxes.

Cover	8/8	<b>Student Learning Outcomes</b>
Co-Contributor		Outcome
Cross-Listed Courses		Outcome Text
List of Changes		
Units/Hours	1/1	
General Education		
Student Performance Objectives		
Degree/Transfer		
Lecture/Lab Content	2/2	
Student Learning Outcomes		Assessment Text
Instructor-Student Contact		

Click **Save** and continue this process until all outcomes are entered.

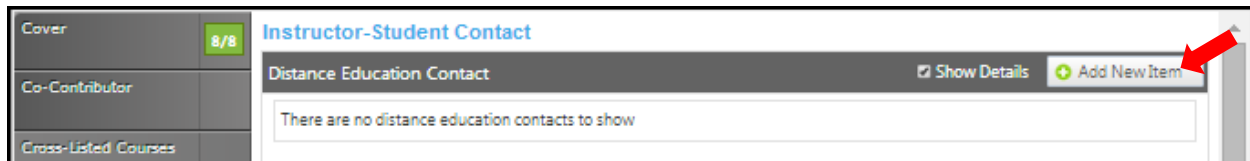
<a href="#">+ Save</a> <a href="#">⊘ Cancel</a>
---

To edit an outcome, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all outcomes have been entered in the correct order, continue to the **Instructor-Student Contact** tab.

The screenshot shows a web interface for managing Student Learning Outcomes. On the left is a sidebar with navigation tabs: Cover (8/8), Co-Contributor, Cross-Listed Courses, List of Changes, Units/Hours (1/1), and General Education. The main content area is titled 'Student Learning Outcomes' and contains a sub-header 'Outcome' with 'Show Details' and 'Add New Item' links. Below this, there are two identical sections, each titled 'Institution Outcome Map' with the note 'This section does not contain any data.' Each section has a blue bar at the top with the text 'Click on this item to modify its details.' and a red 'X' icon on the right. Red arrows point to these elements: one to the blue bar of the first section, one to the up/down arrows on the right of the first section, and one to the red 'X' of the first section.

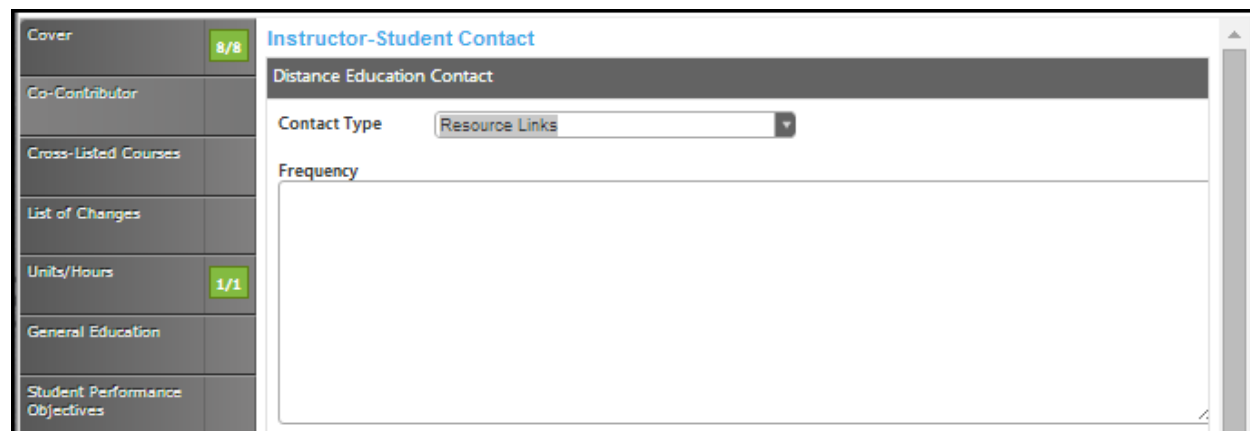
## Instructor-Student Contact

Select the **Add New Item** button to add a type of contact.



The screenshot shows the 'Instructor-Student Contact' form. On the left is a sidebar with tabs: Cover (8/8), Co-Contributor, Cross-Listed Courses, List of Changes, Units/Hours (1/1), General Education, and Student Performance Objectives. The main content area is titled 'Instructor-Student Contact' and has a sub-header 'Distance Education Contact'. Below this, there is a checkbox for 'Show Details' and a green '+ Add New Item' button, which is highlighted with a red arrow. A message below the button states 'There are no distance education contacts to show'.

Use the dropdown menu to choose your options for **Contact Type** and then fill in the textbox provided for the **Frequency** of this type of contact.



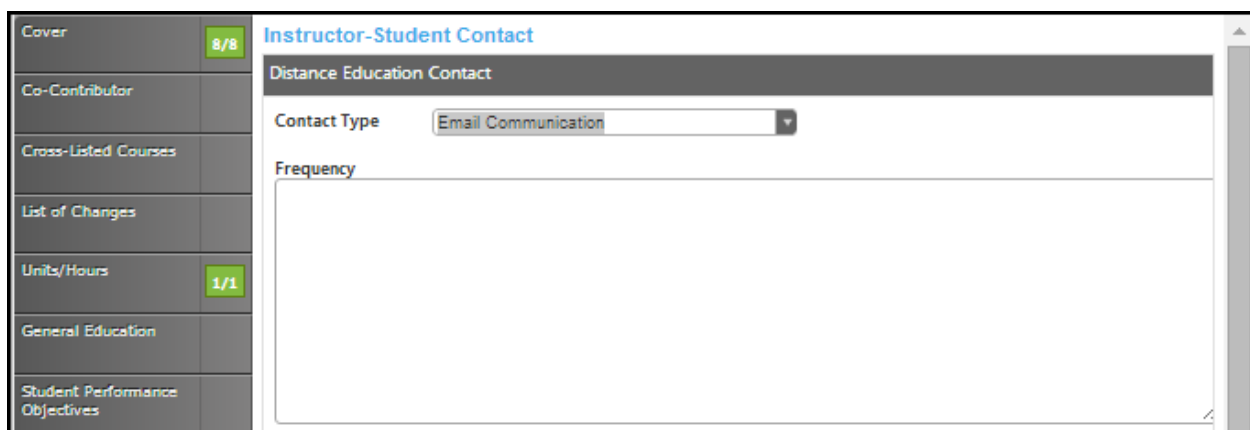
This screenshot shows the 'Instructor-Student Contact' form with the 'Contact Type' dropdown menu set to 'Resource Links'. The 'Frequency' field is a large, empty text area. The sidebar on the left is the same as in the previous screenshot.

Click **Save** and continue this process until all types of been entered.



This screenshot shows the bottom of the form with two buttons: a green '+ Save' button and a red 'Cancel' button.

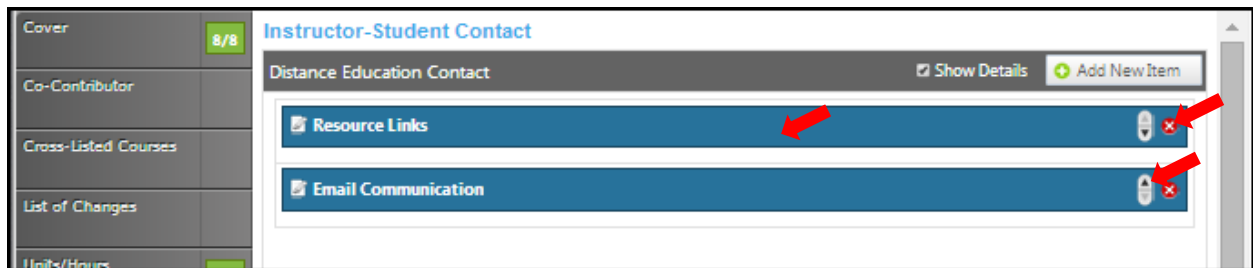
To edit a **Contact Type**, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red "x". When all types of contact are entered, continue to the **Assignments** tab.



This screenshot shows the 'Instructor-Student Contact' form with the 'Contact Type' dropdown menu set to 'Email Communication'. The 'Frequency' field is a large, empty text area. The sidebar on the left is the same as in the previous screenshots.



To edit a contact type, click the blue bar. To reorder them, use the up and down arrows to the right of the bar, or to delete, click the red “X”. When all types of contact are entered, continue to the **Assignments** tab.



## Methods of instruction

Select the **Instruction Types** from the checkboxes provided. If there are additional methods that are not listed, enter those into the textbox for **Other Methods**.

Cover	8/8	<b>Methods of Instruction</b>
Co-Contributor		<i>List all that apply</i>
Cross-Listed Courses		<b>Instruction Type</b>
List of Changes		<input type="checkbox"/> Activity
Units/Hours	1/1	<input type="checkbox"/> Critique
General Education		<input type="checkbox"/> Directed Study
Student Performance Objectives		<input type="checkbox"/> Discussion
Degree/Transfer		<input type="checkbox"/> Distance Education
Lecture/Lab Content	2/2	<input type="checkbox"/> Experiments
Student Learning Outcomes		<input type="checkbox"/> Field Experience
Instructor-Student Contact		<input type="checkbox"/> Field Trips
Methods of Instruction		<input type="checkbox"/> Individualized Instruction
Assignments		<input type="checkbox"/> Lab
Distance Education		<input type="checkbox"/> Lecture
		<input type="checkbox"/> Mediated Learning
		<input type="checkbox"/> Multimedia Content
		<input type="checkbox"/> Observation and Demonstration
		<input type="checkbox"/> Projects
		<input type="checkbox"/> Service Learning
		<input type="checkbox"/> Threaded Discussions
		<input type="checkbox"/> Visiting Lecturers
		<input type="checkbox"/> Work Experience
		<b>Other Methods</b>
		<div></div>

Click **Save** and continue to the **Assignments** tab.

Save

## Assignments

If you check the box to **override Outside Class Hours**, the **Outside Class Hours** will become a required textbox. List all **Out Of Class Assignments**, including library assignments, in the **Out Of Class Assignment** textbox provided.

Cover	8/8	<b>Assignments</b>
Co-Contributor		<b>Out-of-class Assignments</b> (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.)
Cross-Listed Courses		<input checked="" type="checkbox"/> Override Outside Class Hours:
List of Changes		Outside Class Hours * 0
Units/Hours	1/1	<b>Out of class Assignment</b>
General Education		
Student Performance Objectives		
Degree/Transfer		

Click **Save** and continue to the **Distance Education** tab.

	<b>Save</b>
--	-------------

## Distance education

Indicate if this course will be available for **Distance Education** by checking the box.

Student Performance Objectives	Distance Education
Degree/Transfer	
<input type="checkbox"/> Will this course be available for Distance Education?	

When you select the checkbox you will see the following screen.

Student Performance Objectives	Distance Education
Degree/Transfer	
Lecture/Lab Content	
Student Learning Outcomes	
Instructor-Student Contact	
Methods of Instruction	
Assignments	
Distance Education	
Student Assessment	
Requisites	
<input checked="" type="checkbox"/> Will this course be available for Distance Education?	
<p>The Board of Governors (BOG) and the Peralta Community College District have defined a distance education course. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. Furthermore, distance education courses may then be considered a virtual equivalent to a class-room-based course (California Community Colleges Distance Education Regulations and Guidelines).</p>	
<b>Distance Education Delivery Method</b>	
<input checked="" type="checkbox"/> 100% Internet-based	
<input checked="" type="checkbox"/> 51% or more online	
<input checked="" type="checkbox"/> less than 51% online	
<b>Recommended Maximum Student Enrollment</b>	
Recommended maximum student enrollment for this Distance Education Course <input type="text" value="1"/>	
<b>Need/Justification</b>	
What is the purpose of offering the course by distance education?	
test i1	

Methods of Instruction	Distance Education	
Assignments		
Distance Education		
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials		
Library		
<b>Do the following sections of the Course Outline of Record differ by offering this course via distance education?</b>		
<input checked="" type="checkbox"/> Student Performance Objectives		
<input checked="" type="checkbox"/> Assignments		
<input checked="" type="checkbox"/> Assessment		
<b>If you check any of the categories above, please explain.</b>		
test i2		
<b>Technical Issues</b>		
What equipment and staff are necessary to support the course for students and instructors? What are the contingency plans if access to the delivery system is interrupted?		
test i3		

Indicate if this course will be designed to accommodate students with disabilities using the dropdown menus.

Requisites

Content Validation

Texts, Readings, and Materials

Library

Attached Files

Codes/Dates

### Accommodations for Students with Disabilities

Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.

Will this course, as designed, accommodate students with disabilities? \*

Yes

#### Additional Resources

Are additional resources or clerical support needed or anticipated? \*

No

Save

If you select **NO** an additional text box will appear asking you to explain.

Contact

Methods of Instruction

Assignments 1/1

Distance Education 2/2

Student Assessment

Requisites

### Accommodations for Students with Disabilities

Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.

Will this course, as designed, accommodate students with disabilities? \*

No

If NO, please explain.

test i4

If you select **YES** an additional textbox will appear asking you to explain.

Content Validation

Texts, Readings, and Materials

Library

Attached Files

Codes/Dates

### Additional Resources

Are additional resources or clerical support needed or anticipated? \*

Yes

If YES, please explain.

test i5

Click **Save** and continue to the **Student Assessment** tab.

Save

## Student assessment

In this section, check as many boxes as are applicable. Note: for degree credit, **At Least One** of the first three boxes must be checked. If **Essay** is not checked, please explain why in the textbox. If you select the **Other** checkbox, describe what that “other” is in the textbox following the checkboxes.

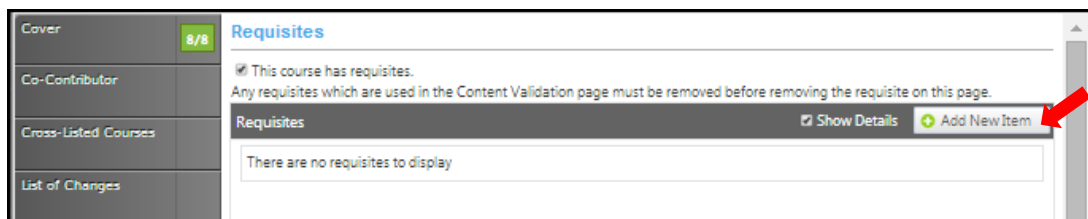
Cover	8/8	<b>Student Assessment</b>
Co-Contributor		<b>STUDENT ASSESSMENT</b> (Grades are based on): (Check as many boxes as are applicable. Note: For degree credit, AT LEAST ONE of the first three boxes must be checked. If "ESSAY" is not checked, please explain why here.) <div></div>
Cross-Listed Courses		
List of Changes		
Units/Hours	1/1	
General Education		<b>Evaluation Method</b> <input checked="" type="checkbox"/> <b>ESSAY</b> (Includes "blue book" exams and any written assignment of sufficient length and complexity to require students to select and organize ideas, to explain and support the ideas, and to demonstrate critical thinking skills.) <input type="checkbox"/> <b>COMPUTATION SKILLS</b> <input type="checkbox"/> <b>NON-COMPUTATIONAL PROBLEM SOLVING</b> (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.) <input type="checkbox"/> <b>SKILL DEMONSTRATION</b> <input type="checkbox"/> <b>MULTIPLE CHOICE</b> <input checked="" type="checkbox"/> <b>OTHER</b> (Describe)
Student Performance Objectives		<b>Other</b> <div></div>
Degree/Transfer		
Lecture/Lab Content	2/2	
Student Learning Outcomes		
Instructor-Student Contact		
Methods of Instruction		
Assignments	1/1	
Distance Education	2/2	
Student Assessment		

Click **Save** when finished and continue to the **Requisites** tab.



## Requisites

Check the box if this course has requisites. You will then be able to click the **Add New Item** button to add each requisite individually.



Cover 8/8

Co-Contributor

Cross-Listed Courses

List of Changes

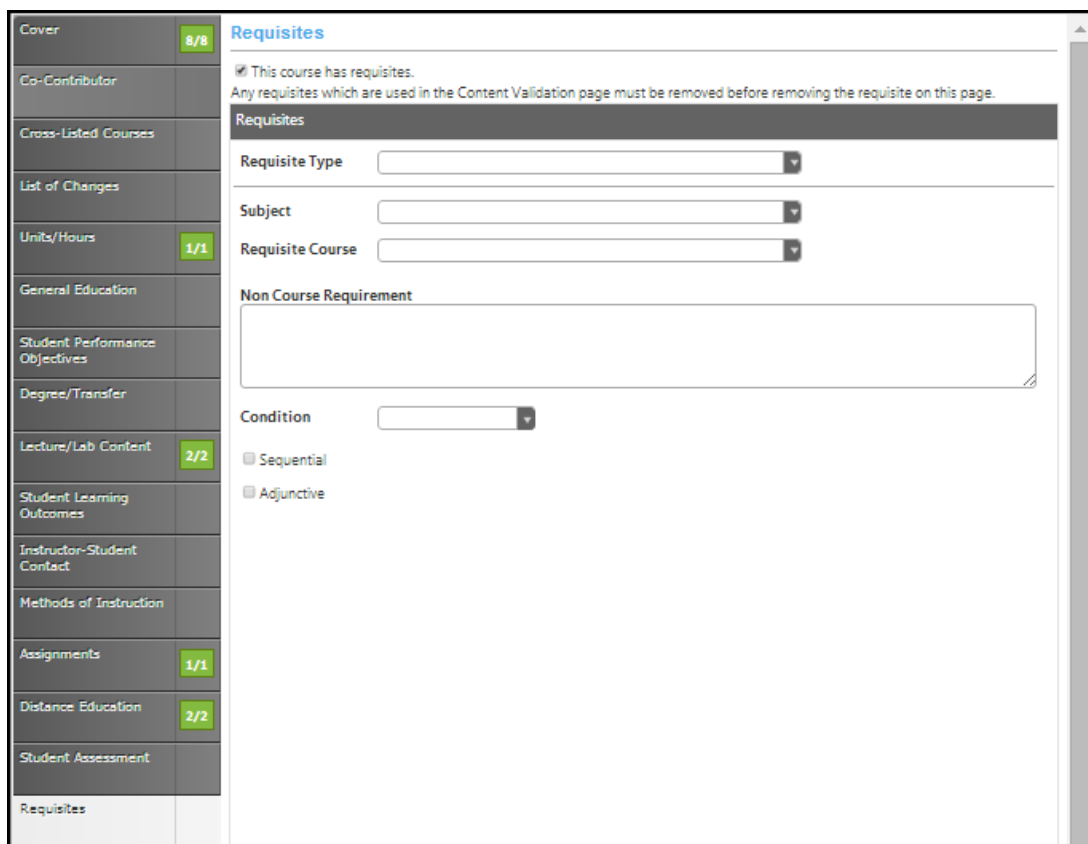
**Requisites**

☒ This course has requisites.  
Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

Requisites [Show Details](#) [Add New Item](#)

There are no requisites to display

This will allow you to specify the type of requisite and the course or non-course requirement. Choose the **Requisite Type** from the dropdown menu. If the requisite is a course, select the **Subject** and **Requisite Course** from the subsequent dropdown menus. If it is a non-course requirement, enter that information in the **Requisite Comment** field along with any other additional information such as grade requirements of the requisite, reasoning for the requisite, etc. Use the **Condition** menu to indicate this requisite's relationship to the next. When you do not select a specific condition the "and" is already implied. When you select "or", you are indicating that a student may use this course "or" the next course, to qualify for the course. Following this **or** selection with an "and" is only used when nesting needs to be present. For example; art 101 or art 102 and 101 A.



Cover 8/8

Co-Contributor

Cross-Listed Courses

List of Changes

Units/Hours 1/1

General Education

Student Performance Objectives

Degree/Transfer

Lecture/Lab Content 2/2

Student Learning Outcomes

Instructor-Student Contact

Methods of Instruction

Assignments 1/1

Distance Education 2/2

Student Assessment

Requisites

**Requisites**

☒ This course has requisites.  
Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

Requisites

Requisite Type

Subject

Requisite Course







Non Course Requirement

Condition

☐ Sequential

☐ Adjunctive

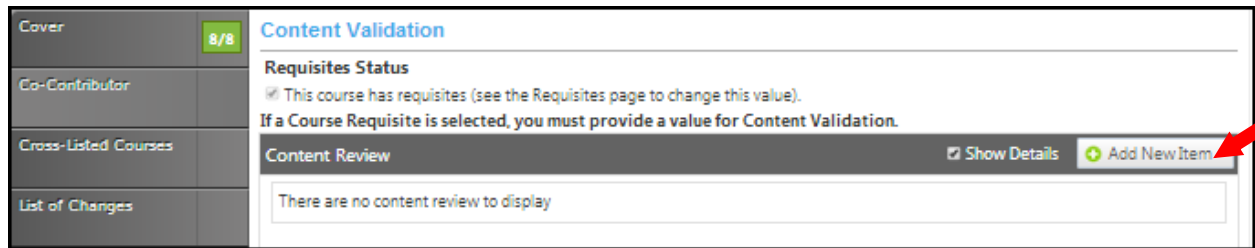
To edit a requisite, click on the blue bar. Use the up and down arrows on the right of the blue bars to reorder. To delete, press the red “X”.

Cover	8/8	<b>Requisites</b>
Co-Contributor		Last updated by nonadmin nonadmin on 9/25/2015 at 3:26 PM
Cross-Listed Courses		<input checked="" type="checkbox"/> This course has requisites. Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.
List of Changes		Requisites <a href="#">Show Details</a> <a href="#">Add New Item</a>
Units/Hours	1/1	<div>Other (e.g. Health and Safety)   </div> <div>Adjunctive: true</div> <div>Click on this item to modify its details.   </div>
General Education		



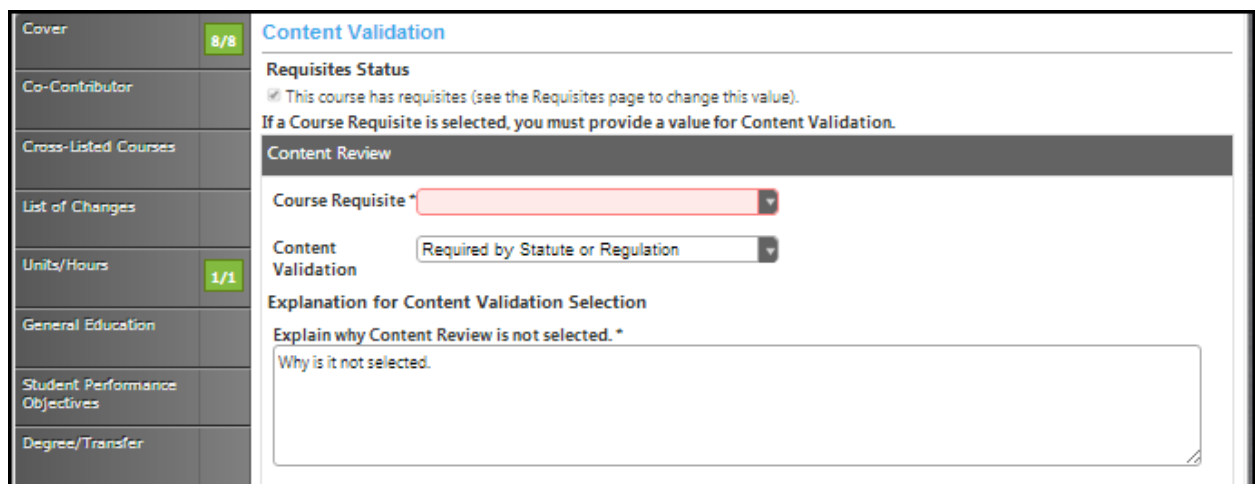
## Content validation

To add **Content Review** select **Add New Item** button.



The screenshot shows a sidebar on the left with menu items: Cover (8/8), Co-Contributor, Cross-Listed Courses, and List of Changes. The main content area is titled 'Content Validation' and includes a 'Requisites Status' section with a checked checkbox and a note. Below this is a 'Content Review' section with a 'Show Details' checkbox and an 'Add New Item' button, which is highlighted by a red arrow. The 'Content Review' section also contains a message: 'There are no content review to display'.

Use the dropdown menu to choose the **Course Requisite** and **Content Validation**. All of the dropdown options in the **Content Validation** menu show this view except **Content Review**.



The screenshot shows the same sidebar as the previous image. The main content area is titled 'Content Validation' and includes a 'Requisites Status' section. Below this is a 'Content Review' section with a 'Course Requisite' dropdown menu (highlighted with a red box) and a 'Content Validation' dropdown menu (highlighted with a red box). The 'Content Validation' dropdown menu is open, showing 'Required by Statute or Regulation'. Below these dropdowns is an 'Explanation for Content Validation Selection' section with a text area labeled 'Explain why Content Review is not selected. \*' and a sub-label 'Why is it not selected.'.

If you choose **Content View** you will see the following views.

### *Objective to Objective*

Check the box to choose the **Requisite Course Objective(s)**.

**Content Validation**

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).  
If a Course Requisite is selected, you must provide a value for Content Validation.

**Content Review**

Course Requisite\*

Content Validation 

Content Review

Content Review Type\* 

Objective to Objective

**Course Objective**  
Requisite Course Objective(s)

### *Objective to Content*

Enter the **Requisite Content** in the textbox. Fill in the **Requisite Content** in the textbox.

**Content Validation**

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).  
If a Course Requisite is selected, you must provide a value for Content Validation.

**Content Review**

Course Requisite\*

Content Validation 

Content Review

Content Review Type\* 

Objective to Content

**Course Objective**  
**Requisite Course Content**  
Requisite Course Content

### *Content to Content*

Enter the **Current Content** and the **Requisite Content** in the textboxes. Fill in the textboxes labeled **Current Content** and **Requisite Content**.

**Content Validation**

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).  
If a Course Requisite is selected, you must provide a value for Content Validation.

**Content Review**

Course Requisite \*

Content Validation

Content Review Type \*

**Course Content**

Course Content

**Requisite Course Content**

Requisite Course Content

### *Content to Objective*

Enter the **Current Content** and select the **Requisite Course Objectives** by checking the box. Click **Save** and continue to the **Math & English skills Advisories** tab.

**Content Validation**

**Requisites Status**  
☒ This course has requisites (see the Requisites page to change this value).  
If a Course Requisite is selected, you must provide a value for Content Validation.

**Content Review**

Course Requisite \*

Content Validation

Content Review Type \*

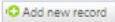
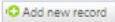
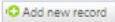
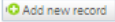
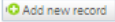
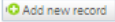
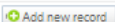
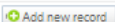
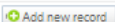
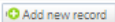
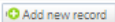
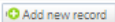
**Course Content**

Course Content

**Requisite Course Objective(s)**

## Texts, Readings, And Materials

In the **Texts, Readings** and **Materials** section use the dropdown menu to select the **Citation Style**. Enter materials individually with books under **Textbooks** and any other materials under the appropriate heading. Click **Add New Record** to add items to the lists.

Cover	8/8	<b>Texts, Readings, and Materials</b>																																					
Co-Contributor		<b>Citation Formatting</b> Select Citation Style: * <span>APA</span>																																					
Cross-Listed Courses		<b>Textbook</b>																																					
List of Changes		<table border="1"><thead><tr><th>Author</th><th>Title</th><th>Edition</th><th>ISBN</th><th>City</th><th>Publisher</th><th>Year of Publication</th><th>Rationale for Textbook</th></tr></thead><tbody><tr><td colspan="8">No records to display.</td></tr><tr><td colspan="8"></td></tr><tr><td colspan="8">Displaying items 0 - 0 of 0</td></tr></tbody></table>						Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for Textbook	No records to display.																Displaying items 0 - 0 of 0							
Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for Textbook																																
No records to display.																																							
																																							
Displaying items 0 - 0 of 0																																							
Units/Hours	1/1																																						
General Education		<b>Manual</b>																																					
Student Performance Objectives		<table border="1"><thead><tr><th>Author</th><th>Title</th><th>Pub Date</th><th>Publisher</th></tr></thead><tbody><tr><td colspan="4">No records to display.</td></tr><tr><td colspan="4"></td></tr><tr><td colspan="4">Displaying items 0 - 0 of 0</td></tr></tbody></table>						Author	Title	Pub Date	Publisher	No records to display.								Displaying items 0 - 0 of 0																			
Author	Title	Pub Date	Publisher																																				
No records to display.																																							
																																							
Displaying items 0 - 0 of 0																																							
Degree/Transfer		<b>Periodical</b>																																					
Lecture/Lab Content	2/2	<table border="1"><thead><tr><th>Title</th><th>Author</th><th>Publication Name</th><th>Publication Date</th><th>Publisher</th></tr></thead><tbody><tr><td colspan="5">No records to display.</td></tr><tr><td colspan="5"></td></tr><tr><td colspan="5">Displaying items 0 - 0 of 0</td></tr></tbody></table>						Title	Author	Publication Name	Publication Date	Publisher	No records to display.										Displaying items 0 - 0 of 0																
Title	Author	Publication Name	Publication Date	Publisher																																			
No records to display.																																							
																																							
Displaying items 0 - 0 of 0																																							
Student Learning Outcomes		<b>Software</b>																																					
Instruction-Student Contact		<table border="1"><thead><tr><th>Title</th><th>Edition</th><th>Publisher</th><th>Description</th></tr></thead><tbody><tr><td colspan="4">No records to display.</td></tr><tr><td colspan="4"></td></tr><tr><td colspan="4">Displaying items 0 - 0 of 0</td></tr></tbody></table>						Title	Edition	Publisher	Description	No records to display.								Displaying items 0 - 0 of 0																			
Title	Edition	Publisher	Description																																				
No records to display.																																							
																																							
Displaying items 0 - 0 of 0																																							
Methods of Instruction																																							
Assignments	1/1																																						
Distance Education	2/2																																						
Student Assessment																																							
Requisites																																							
Content Validation																																							
Texts, Readings, and Materials	1/1																																						

Add all books in the **Textbook** section. Add the **Author, Title, Edition, ISBN, City, Publisher, and Year of Publication** in the textboxes, and then click **Insert**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

### Textbook

	Author	Title	Edition	ISBN	City	Publisher
Author *	<input type="text"/>					
Title *	<input type="text"/>					
Edition *	<input type="text"/>					
ISBN *	<input type="text"/>					
City *	<input type="text"/>					
Publisher *	<input type="text"/>					
Year of Publication *	<input type="text"/>					

Add **Periodicals** in this section. Add the **Title, Author, Publication Name, Publication Date** and **Publisher** in the textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. Then click **Insert**. You will need to add each entry separately.

Periodicals of Instruction

Distance Education

Instructor-Student Contact

Assignments

Student Assessment

Requisites

Content Validation

Texts, Readings, and Materials 0/1

Library

Attached Files

### Periodical

Title	Author	Publication Name	Publication Date	Publisher
<div>Title</div> <div><input type="text"/></div>				
<div>Author</div> <div><input type="text"/></div>				
<div>Publication Name</div> <div><input type="text"/></div>				
<div>Publication Date</div> <div><input type="text"/></div>				
<div>Publisher</div> <div><input type="text"/></div>				

Displaying items 0 - 0 of 0

Add software in the **Software** area. Add the **Title**, **Edition**, **Publisher**, and **Description** in the appropriate textboxes, and then click **Insert** or **Cancel**. Click **Add New Record** to enter additional textbooks. You will need to add each entry separately.

Software			
Title	Edition	Publisher	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			
<input type="button" value="+ Add new record"/>			
<input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			
Displaying items 0 - 0 of 0			

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

Manual			
Author	Title	Pub Date	Publisher
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			
<input type="button" value="+ Add new record"/>			
<input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			
Displaying items 0 - 0 of 0			

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

	Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for Textbooks Older than 5 Years
<input type="button" value="Edit"/>	Jorgenson	This is only a test	3RD	87956665	Ucon	Hasting	2014	
<input type="button" value="+ Add new record"/>								
<input type="button" value="Refresh"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>								
Displaying items 1 - 1 of 1								

## Library

In the **Library** section, indicate how the library will be impacted by this course by clicking the appropriate checkbox. If you have comments put them in the **Comment** textbox provided.


Degree/Transfer		<b>Library</b> <hr/> <input type="checkbox"/> Print Materials <input type="checkbox"/> Non-Print Materials <input type="checkbox"/> Online Materials <input checked="" type="checkbox"/> Services <b>Comments</b> <div></div>
Lecture/Lab Content	2/2	
Student Learning Outcomes		
Instructor-Student Contact		
Methods of Instruction		

Click **Save** and continue to the **Attached Files** tab.

Save

## Attached files

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

Degree/Transfer		<div><b>Attached Files</b></div> <div>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</div> <div>Select... </div> <div><b>Attachments</b></div> <div>There are no attachments to display. Press Select to browse for files to attach to this record.</div>
Lecture/Lab Content	2/2	
Student Learning Outcomes		
Instructor-Student Contact		
Methods of Instruction		
Assignments	1/1	
Distance Education	2/2	
Student Assessment		
Requisites		
Content Validation		
Texts, Readings, and Materials	1/1	
Library		
Attached Files		



## Codes/Dates

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

The screenshot shows a web-based form titled "Codes/Dates". On the left is a vertical sidebar with a list of sections: List of Changes, Units/Hours (1/1), General Education, Student Performance Objectives, Degree/Transfer, Lecture/Lab Content (2/2), Student Learning Outcomes, Instructor-Student Contact, Methods of Instruction, Assignments (1/1), Distance Education (2/2), Student Assessment, Requisites, Content Validation, Texts, Readings, and Materials (1/1), Library, and Attached Files. The "Codes/Dates" section is highlighted at the bottom of the sidebar. The main content area is titled "Codes/Dates" and contains the following fields:

- Date** section with calendar icons for: CC Approval, Board of Trustees, Requisite Validation, Content Review (pre-filled with 9/7/2015), and Current State Approval.
- Approval terms and years: UC Approval Term, CSU Approval Term, IGETC Approval Term, CSU GE Approval Term, UC Approval Year, CSU Approval Year, IGETC Approval Year, and CSU GE Approval Year.
- Current Effective Date (with calendar icon) and Originator \* (dropdown menu showing "nonadmin, nonadmin").
- Origination Date (with calendar icon).
- CB00 State ID.
- Original State Approval (with calendar icon).
- CB05 Course Transfer Status (dropdown menu).
- CB10 Course COOP Work Exp-ED (dropdown menu).
- CB11 California Classification Codes (dropdown menu).
- CB13-Special Class Status (dropdown menu).
- CB22 Non Credit Course Category (dropdown menu).
- A large text area for **Comment**.
- A large text area for **History**.

At the bottom right of the form, there is a red arrow pointing to a button labeled "Save".

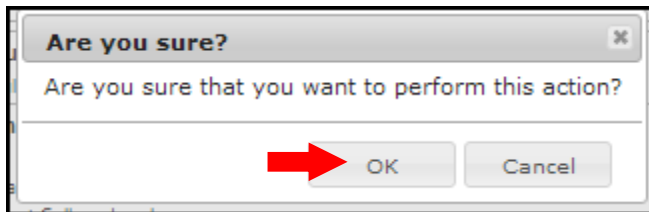
Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the dark gray tabs or by viewing the reports on page 168.

## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. 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.



**BCC New Program**  
**COA New Program**  
**Laney New Program**  
**Laney: N/A New Voc Program**  
**MC New Program**

Refer to the **Create Proposal** section on page 15 to begin creating a proposal.

## **Cover**

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

Click **Save** and continue to the **Co-Contributor** tab.

Use the dropdown menu or type in the first few letters of your search criteria for the **Division**, **Department**, **Program Goal** and the **Percent of Courses available as Distance Education**.

Fill in the remaining textboxes with the information they are asking for. A calendar icon is provided to find the **Program Review Date**. Check the box if this is a **CTE Program**.

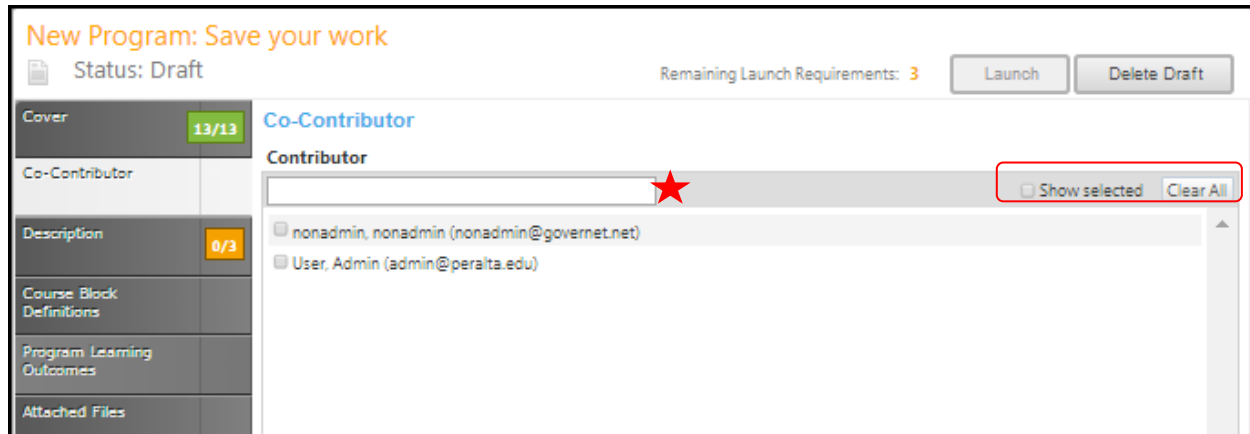
### MC New Program: Ion Torrent Dna Sequencing (Merritt College)

Status: In Review View Proposal History

Cover	5/13	<h4>Cover</h4> <p>Information provided here will help develop your program narrative, a requirement of the State Chancellors office and help inform our students of your program via the catalog. If you are developing an AA-T or an AS-T, there is some specific language required. There are examples posted on your college's curriculum committee website. Information concerning new equipment, remodelled facilities and library acquisitions require a monetary value.</p>
Co-Contributor		
Description	1/3	<h4>College</h4> <div>CollegeMerritt College</div> <div>Division</div> <div>Department</div>
Course Block Definitions		
Program Learning Outcomes		
Attached Files		<div>Program Title *Ion Torrent Dna Sequencing</div> <div>Subject *BIOSC - BIOSC</div> <div>Award Type *Certificate of Proficiency</div> <div>Program Goal</div>
Codes		<div>Justification for Proposal *</div> <div>The Ion Torrent is representative of the new wave of "desk top" sequencers that allow the user to analyze DNA in house for fast turn around time and analysis. Students trained for this instrument will also learn how to work with DNA in any facility where DNA is studied.</div> <div>Career Opportunities *</div> <div>Laboratory Technician in either a facility that uses any Ion Torrent sequencer or as a laboratory technician in any facility where DNA is analyzed, with special emphasis in house short read assemblies, as well as medical genomics and pathogen analysis.</div> <div>Annual Completers *<div></div></div> <div>Faculty Workload *<div></div></div> <div>New Faculty Positions *<div></div></div> <div>New Equipment *<div></div></div> <div>New Remodeled Facilities *<div></div></div> <div>Library Acquisitions *<div></div></div> <div>Percent of Courses available as Distance Education *<div></div></div> <div>Program Review Date *<div></div></div> <div><input type="checkbox"/> Gainful Employment</div> <div><input type="checkbox"/> Apprenticeship</div> <div>Similar Programs at Other Colleges in Service Area</div> <div></div> <div><input type="checkbox"/> Is this a CTE Program</div>

## Co-Contributor

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



The screenshot shows a web interface titled "New Program: Save your work". At the top, it indicates "Status: Draft" and "Remaining Launch Requirements: 3". There are "Launch" and "Delete Draft" buttons. On the left is a sidebar with tabs: "Cover" (13/13), "Co-Contributor" (selected), "Description" (0/3), "Course Block Definitions", "Program Learning Outcomes", and "Attached Files". The main area is titled "Co-Contributor" and contains a "Contributor" search box with a red star icon. Below the search box is a list of contributors with checkboxes: "nonadmin, nonadmin (nonadmin@governet.net)" and "User, Admin (admin@peralta.edu)". To the right of the list are "Show selected" and "Clear All" buttons, which are highlighted with a red box.

Click **Save** and continue to the **Description** tab.



A close-up of the "Save" button, which is a grey rectangular button with the word "Save" in black text. A red arrow points to the button from the left.

Use the dropdown menu to select the **Top Code**. Then enter the **Cip Code**. Click on the link to visit Cip user site.

Enter the program description that will appear in the college catalog, in the textbox. Use the **Rich Text Editor** to enter the description. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is recommended that you do **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. Required fields are marked with an \*.

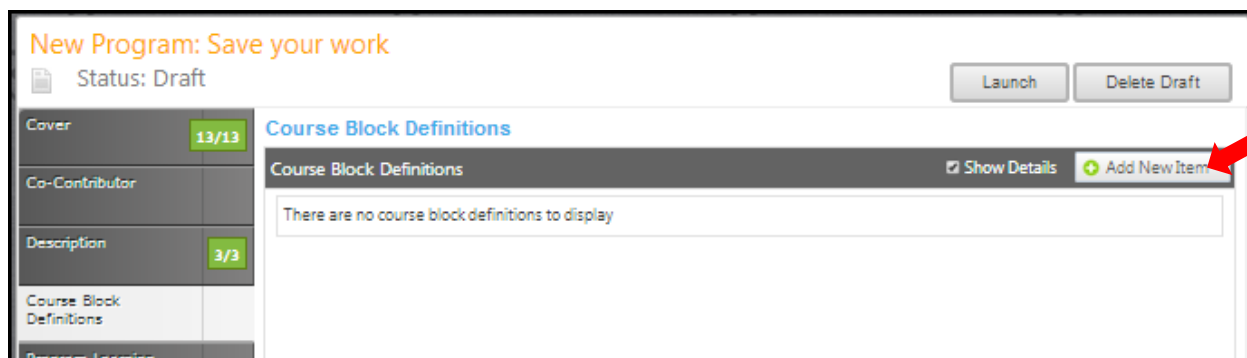
[illegible]

Click **Save** and continue to the **Course Block Definitions** tab.

Save

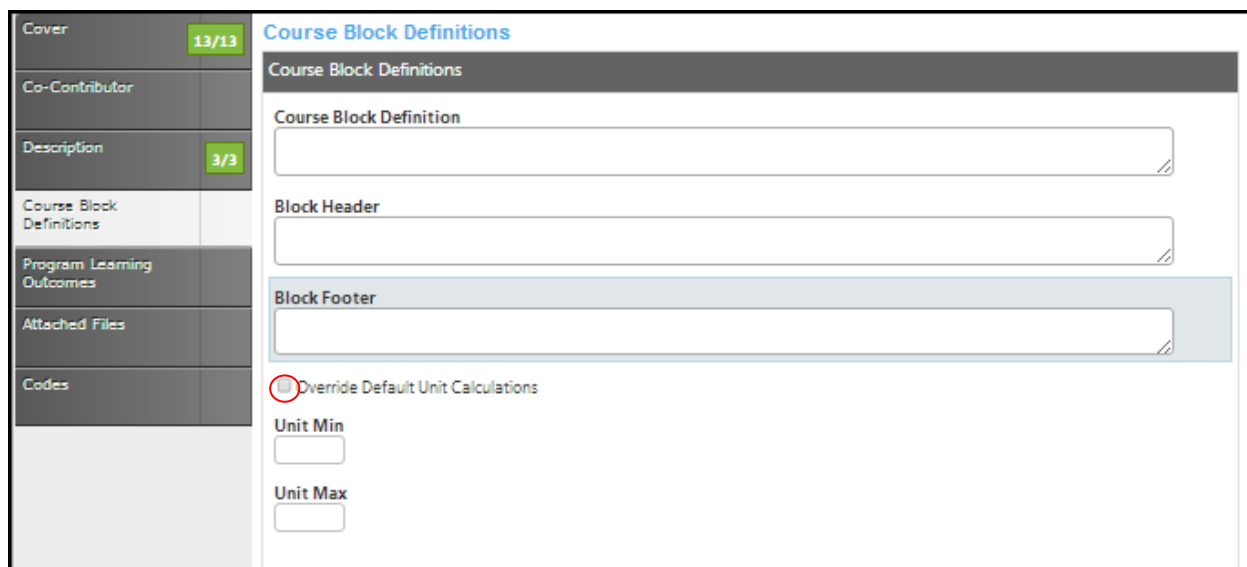
## Course block definitions

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



The screenshot shows a web interface titled "New Program: Save your work" with a "Status: Draft" indicator. On the left is a sidebar with a list of items: "Cover" (13/13), "Co-Contributor", "Description" (3/3), "Course Block Definitions", and "Program Learning Outcomes". The main content area is titled "Course Block Definitions" and contains a message: "There are no course block definitions to display". In the top right of this section, there is a "Show Details" checkbox and an "Add New Item" button with a green plus icon, which is pointed to by a red arrow.

Enter the **Course Block Definitions** (for example, required courses, electives, community involvement prerequisites, etc.), **Block Headers** and **Block Footers**. **Block Headers** and **Block Footers** allow you to provide additional information (grade requirements, number of units required, etc.) and only appear on reports. 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 Min** and **Unit Max** in the following fields. The **Unit Max** must always be equal to or greater than the **Unit Min**.



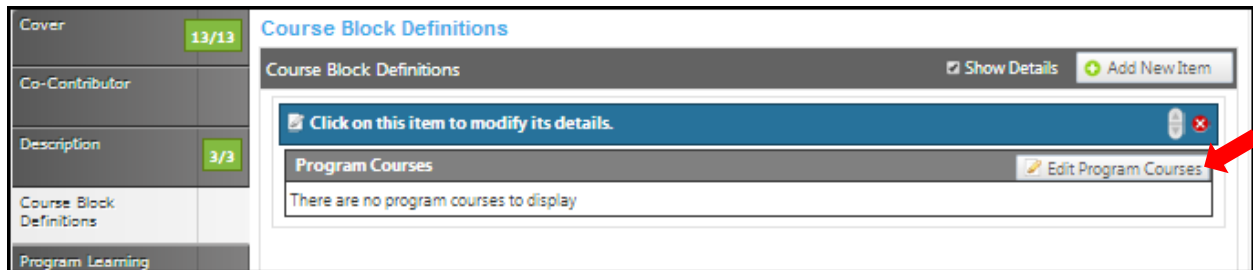
This screenshot shows the "Course Block Definitions" form. It includes input fields for "Course Block Definition", "Block Header", and "Block Footer". Below these is a section for "Override Default Unit Calculations" which includes radio buttons and input fields for "Unit Min" and "Unit Max". The sidebar on the left is identical to the previous screenshot, showing the "Course Block Definitions" item as the active selection.

Click **Save** to add the block to the program.

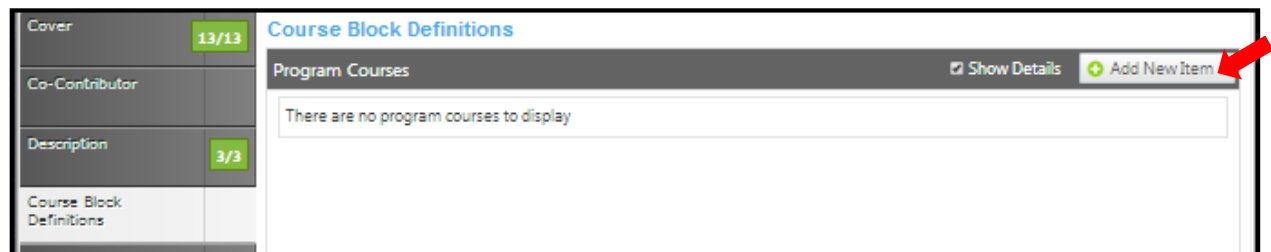


A close-up of the bottom of the form showing two buttons: a green "Save" button and a grey "Cancel" button.

To edit **Program Courses** in the course block, select **Edit Program Courses**.



To add a program course, select **Add New Item**.



Use the dropdown menus to select the **Subject** and **Course** .if the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. It is **IMPORTANT** to check the box if this course is to be included in outcome mapping. 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 in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the requisite.

The screenshot shows the 'Course Block Definitions' form. At the top, there's a 'Program Courses' section with dropdowns for 'Subject' and 'Course'. Below this is a 'Non-Course Requirements' section, which is currently empty. Further down, there's a checkbox labeled 'Include this course in outcome mapping.' which is circled in red. Below the checkbox are fields for 'Condition', 'Unit Range', 'Units Low', 'Units High', 'Exception Identifier', and 'Exception'.

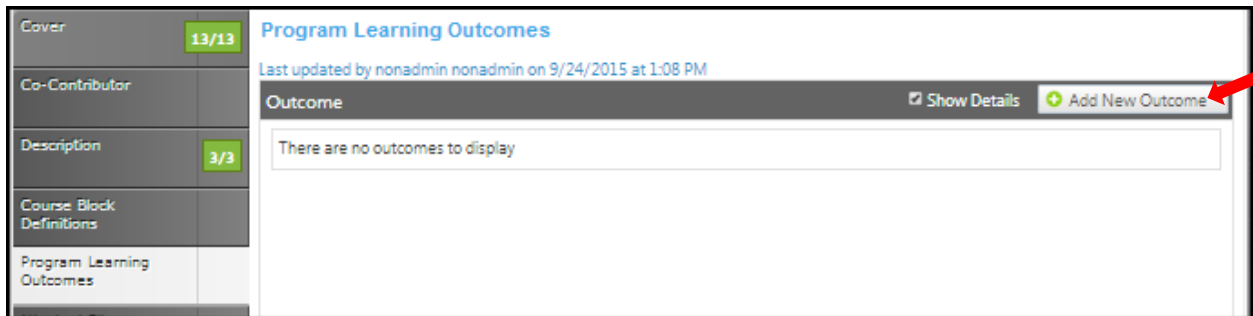
When all information for the requirement is entered, click **Save** to add the requirement to the course block.

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

The screenshot shows the 'New Program: Save your work' interface. On the left, there's a sidebar with 'Status: Draft' and a 'Launch' button. The main area is titled 'Course Block Definitions' and shows a list of program courses. Each item in the list has a blue bar with the text 'Click on this item to modify its details.' and a red 'X' icon on the right. Red arrows point to the blue bars and the red 'X' icons, indicating how to reorder or delete items.

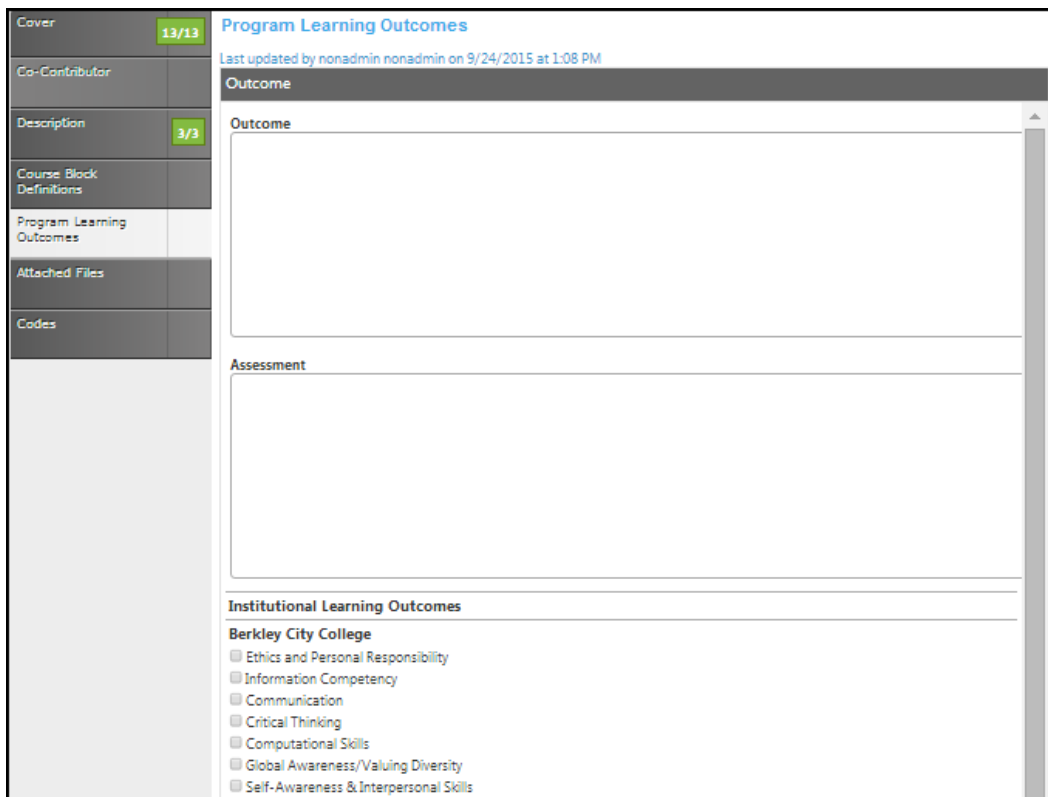
## Program learning outcomes

To add outcomes click the **Add New Outcome** button.





The screenshot shows a web interface for 'Program Learning Outcomes'. On the left is a sidebar with a table of navigation links: 'Cover' (13/13), 'Co-Contributor', 'Description' (3/3), 'Course Block Definitions', 'Program Learning Outcomes', 'Attached Files', and 'Codes'. The main content area has a header 'Program Learning Outcomes' and a sub-header 'Last updated by nonadmin nonadmin on 9/24/2015 at 1:08 PM'. Below this is a section titled 'Outcome' with a 'Show Details' checkbox and an 'Add New Outcome' button, which is highlighted with a red arrow. The main content area contains the text 'There are no outcomes to display'.

Fill in the **Outcome** and **Assessment** textboxes. Select the checkboxes that apply.



The screenshot shows the same web interface as the previous one, but with the 'Outcome' and 'Assessment' textboxes filled in. The 'Outcome' textbox contains the text 'Outcome' and the 'Assessment' textbox contains the text 'Assessment'. Below these textboxes is a section titled 'Institutional Learning Outcomes' with a sub-header 'Berkley City College'. This section contains a list of checkboxes: 'Ethics and Personal Responsibility', 'Information Competency', 'Communication', 'Critical Thinking', 'Computational Skills', 'Global Awareness/Valuing Diversity', and 'Self-Awareness & Interpersonal Skills'.

	<p><b>College of Alameda</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.</li> <li><input type="checkbox"/> Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.</li> <li><input type="checkbox"/> Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.</li> <li><input type="checkbox"/> Engage in respectful interpersonal communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.</li> <li><input type="checkbox"/> Accept personal, civic, social and environmental responsibility in order to become a productive local and global community member.</li> </ul> <hr/> <p><b>Laney College</b></p> <hr/> <p><b>Merritt College</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communication - Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.</li> <li><input type="checkbox"/> Critical Thinking - Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.</li> <li><input type="checkbox"/> Quantitative Reasoning - Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.</li> <li><input type="checkbox"/> Information &amp; Computer Literacy - Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.</li> <li><input type="checkbox"/> Cultural Awareness - Through knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.</li> <li><input type="checkbox"/> Civic Engagement &amp; Ethics - Internalize and exhibit ethical values and behaviors that address self respect and respect for others with integrity and honesty that will enable success and participation in the larger society.</li> </ul> <p>This section does not have any items.</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> Save</span> <span> Cancel</span> </div>
--	---

Click **Save** and continue to the **Attached Files** tab.

## Attached Files

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

Cover	13/13	<h3>Attached Files</h3> <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>Select...</p> <h4>Attachments</h4> <p>There are no attachments to display. Press Select to browse for files to attach to this record.</p>
Co-Contributor		
Description	3/3	
Course Block Definitions		
Program Learning Outcomes		
Attached Files		

## Codes

In the **Codes** section of the proposal use the dropdown menu to select the **Program Goal**. Select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown menu options or key in the first few letters of your search criteria in the textbox. Follow prompts for completing the information needed in the textboxes.

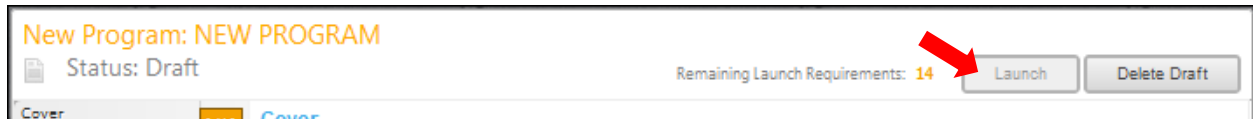
The screenshot shows a web form titled "New Program: Save your work" with a status of "Draft". On the left is a sidebar with tabs: "Cover" (13/13), "Co-Contributor", "Description" (3/3), "Course Block Definitions", "Program Learning Outcomes", "Attached Files", and "Codes" (selected). The main content area is titled "Codes" and includes a timestamp "Last updated by nonadmin nonadmin on 9/24/2015 at 1:08 PM". It features a "Program Goal" dropdown menu. Under the "Date" section, there are four date fields: "Current State Approval Date" (9/24/2015), "Board of Trustees Date", "Curriculum Committee Approval Date", and "Current Effective Date", each with a calendar icon. Below these is a checkbox for "Display CurricUNET Calculations". Further down are three text input fields: "Origination Date", "Program Control Number", and "Original State Approval Date", each with a calendar icon. At the bottom, there are two large text areas labeled "Comments" and "Need for Change" (with the subtitle "Justification for Proposal").

Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the dark gray tabs or by viewing the reports on page 168.

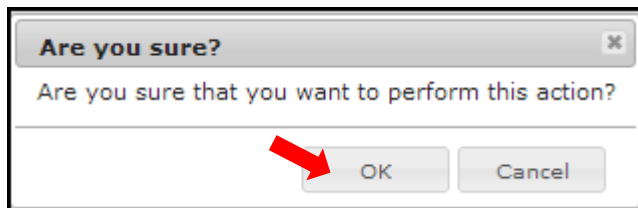
A close-up of the bottom right corner of the form, showing a gray button labeled "Save". A red arrow points directly to the button.

## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. 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.



**BCC Modified Program**  
**COA Modified Program**  
**Laney Program Modification**  
**MC Program Modification**

Refer to the **Create Proposal** section on page 15 to begin creating a proposal.

**Cover**

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

# Modify Program: to be or not to be

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Cover

12/13

Cover

Description

3/3

Co-Contributor

Course Block Definitions

Program Learning Outcomes

Attached Files

Codes

Program Title \*

to be or not to be

Subject \*

TEST - Test Subject

Award Type \*

Certificate of Achievement

Justification for Proposal \*

Launch Requirement: A value must be provided before launching.

Career Opportunities \*

sdgxcitg

Program Goal

Annual Completers \*

4

Faculty Workload \*

4

New Faculty Positions \*

4

New Equipment \*

4

New Remodeled Facilities \*

4

Library Acquisitions \*

4

Percent of Courses available as Distance Education \*

0-49%

Program Review Date \*

9/24/2015

Gainful Employment

Apprenticeship

Similar Programs at Other Colleges in Service Area

Is this a CTE Program



If you select the checkbox to indicate **this is a CTE program**. You will see additional textboxes to add information. Complete the textboxes following the prompts attached.

Click **Save** and continue to the **Description** tab.

The screenshot shows a web form with a sidebar on the left containing the following tabs: Description (highlighted with a green '3/3' badge), Co-Contributor, Course Block Definitions, Program Learning Outcomes, Attached Files, and Codes. The main content area is titled 'Is this a CTE Program' with a checked checkbox. Below this are five text input fields, each with a title and '(CTE only)' suffix: 'Labor Market Information and Analysis', 'Employer Survey', 'Explanation of Employer Relationship', 'List of Members of Advisory Committee', and 'Recommendations of Advisory Committee'. A red arrow points to a 'Save' button at the bottom right of the form.

Is this a CTE Program
<input checked="" type="checkbox"/>
Labor Market Information and Analysis (CTE only)
Employer Survey (CTE only)
Explanation of Employer Relationship (CTE only)
List of Members of Advisory Committee (CTE only)
Recommendations of Advisory Committee (CTE only)
Save

## Description

Use the dropdown menu to select the **Top Code**. Then enter the **CIP Code**. Enter the program description that will appear in the college catalog, in the textbox. Use the **Rich Text Editor** to enter the description. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is recommended that you do **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. Required fields are marked with an \*.

Cover 13/13

Description 3/3

Co-Contributor

Course Block Definitions

Program Learning Outcomes

Attached Files

Codes

**Description**

Top Code \* TEST 1 - Test 1 Description

CIP Code \* 134

[Click here to visit the CIP user site.](#)

(Please use upper and lower case. This is the program description that will appear in the College Catalog.) \*

B I U abc (inherited font) (inherited size) [color] [background color] [list] [link] [unlink] [undo] [redo]

Select block type [dropdown] [icon] [icon] [icon]

adf

Click **Save** and continue to the **Co-Contributor** tab.

Save

## Co-Contributor

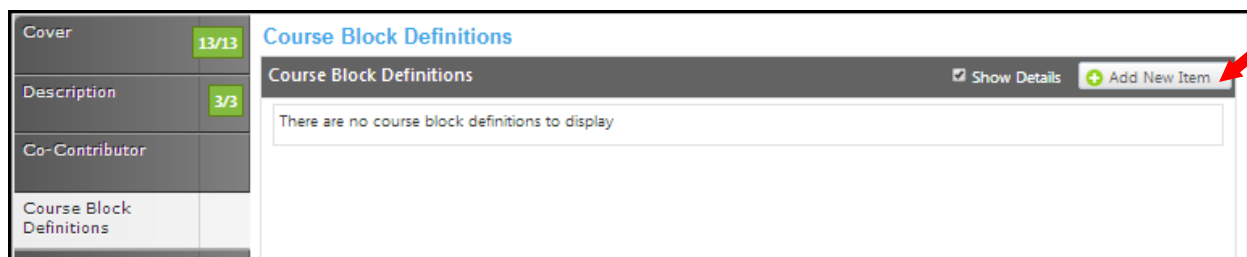
To select a **Contributor**, scroll down to find the name of the faculty member(s) who have contributed on this proposal. You may also type their name in the search box to filter names and shorten the available list. Click the checkbox next to each applicable name. You may select as many names as necessary.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

Cover	13/13	<h3>Co-Contributor</h3> <p>Contributor</p> <div><input type="text"/></div> <div><input type="checkbox"/> nonadmin, nonadmin (nonadmin@governet.net) <input type="checkbox"/> User, Admin (admin@peralta.edu)</div> <div><input type="button" value="Show selected"/> <input type="button" value="Clear All"/></div>
Description	3/3	
Co-Contributor		
Course Block Definitions		
Program Learning Outcomes		
Attached Files		
Codes		

Click **Save** and continue to the **Course Block Definitions** tab.

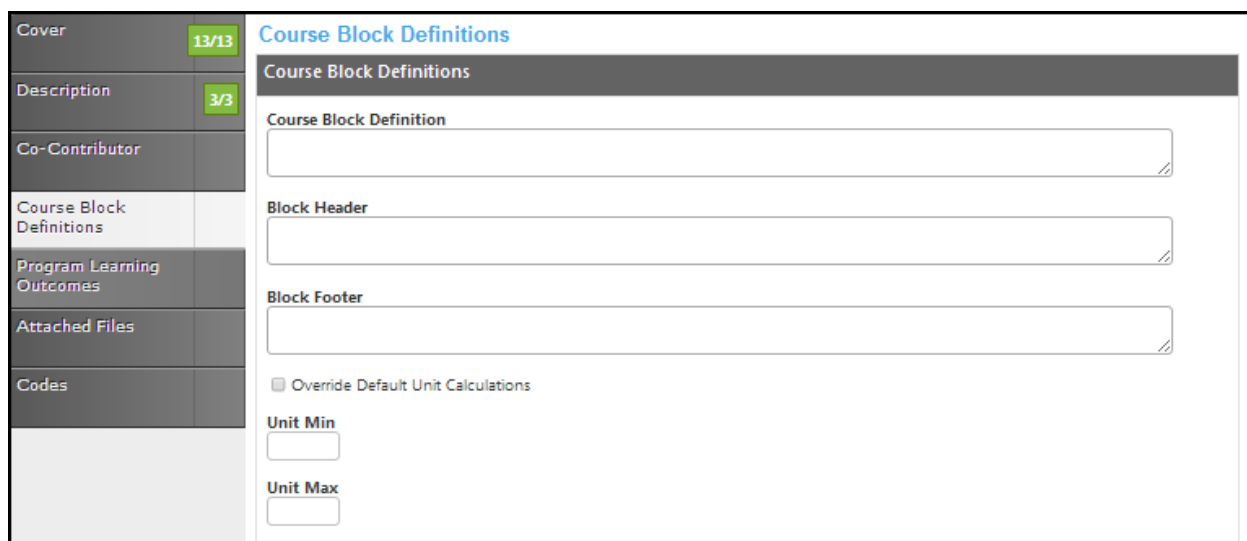
## Course Block Definitions

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



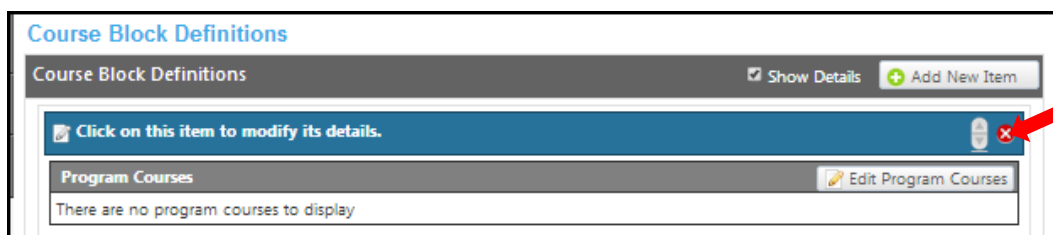
The screenshot shows the 'Course Block Definitions' page. On the left is a sidebar with a table containing links: 'Cover' (13/13), 'Description' (3/3), 'Co-Contributor', 'Course Block Definitions', 'Program Learning Outcomes', 'Attached Files', and 'Codes'. The main content area has a header 'Course Block Definitions' with a 'Show Details' checkbox and an 'Add New Item' button. A red arrow points to the 'Add New Item' button. Below the header, a message states 'There are no course block definitions to display'.

Enter the **Course Block Definitions** (for example, required courses, electives, community involvement prerequisites, etc.), **Block Headers** and **Block Footers**. **Block Headers** and **Block Footers** allow you to provide additional information (grade requirements, number of units required, etc.) and only appear on reports. 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 min** and **unit max** in the following fields. The **Unit Max** must always be equal to or greater than the **Unit Min**. **Save** once you have entered the information needed. Enter each definition separately.



This screenshot shows the form for adding a new course block definition. The sidebar is identical to the previous screenshot. The main content area has a header 'Course Block Definitions'. Below it is a form with the following fields: 'Course Block Definition' (a text input field), 'Block Header' (a text input field), 'Block Footer' (a text input field), an 'Override Default Unit Calculations' checkbox, 'Unit Min' (a text input field), and 'Unit Max' (a text input field).

To edit a program course, click on the **Edit Program Course** button.



Course Block Definitions

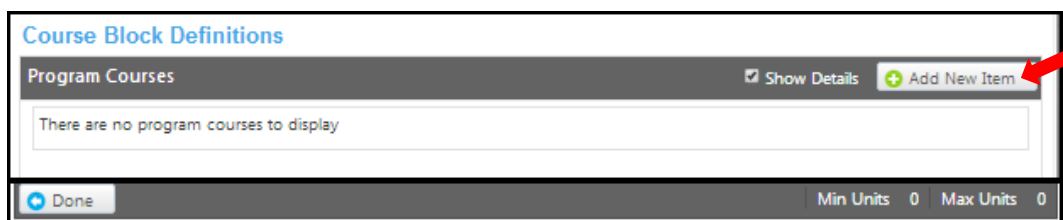
Click on this item to modify its details.

Program Courses

Edit Program Courses

There are no program courses to display

To add an item to the course block, select **add new item**.



Course Block Definitions

Program Courses

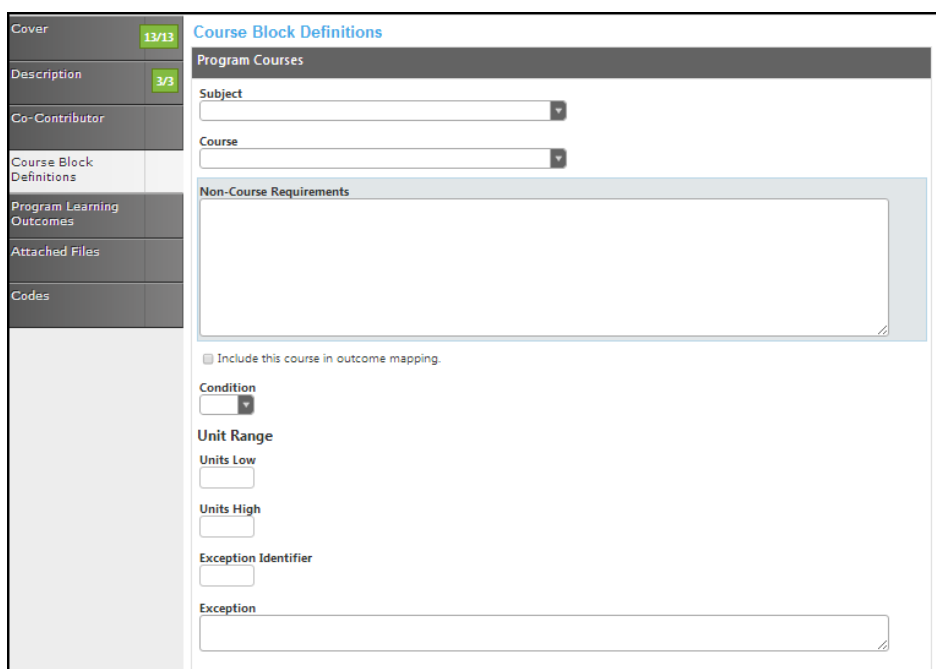
Show Details Add New Item

There are no program courses to display

Done

Min Units 0 Max Units 0

Use the dropdown menus to select the **Subject** and **Course** .if the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. It is **IMPORTANT** to check the box if this course is to be included in outcome mapping 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 in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the requisite to the program.



Course Block Definitions

Program Courses

Subject

Course

Non-Course Requirements

☐ Include this course in outcome mapping.

Condition

Unit Range

Units Low

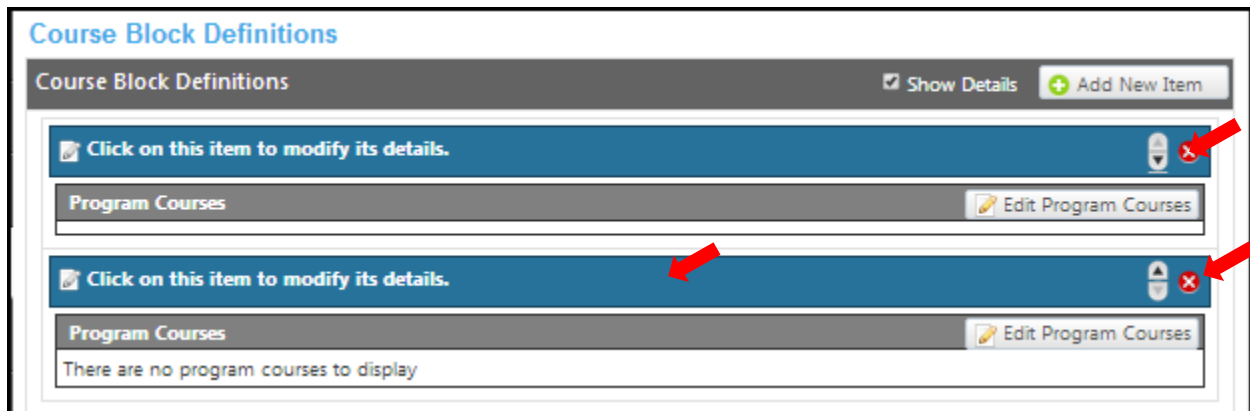
Units High

Exception Identifier

Exception

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

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



## Program learning outcomes

Click the **Add New Item** button to add outcomes.

The screenshot shows a web interface for modifying a program. At the top, it says "Modify Program: to be or not to be" in orange. Below this, there's a "Status: Draft" label and two buttons: "Launch" and "Delete Draft". On the left is a sidebar with a list of menu items: "Cover" (13/13), "Description" (3/3), "Co-Contributor", "Course Block Definitions", "Program Learning Outcomes" (which is highlighted), "Attached Files", and "Codes". The main content area is titled "Program Learning Outcomes" in blue. Below the title is a dark grey bar with the word "Outcome" and two buttons: "Show Details" (with a checked checkbox) and "Add New Outcome" (with a green plus icon). The main area below this bar contains the text "There are no outcomes to display".

Enter information in the **Outcome Text** and the **Assessment Text** textboxes. Select the checkboxes that apply.

This screenshot shows a detailed view of the "Program Learning Outcomes" form. It has a blue title bar at the top. Below the title bar is a dark grey header with the word "Outcome". The main form area is divided into two sections. The first section, labeled "Outcome", contains a large, empty text box for entering the outcome text. The second section, labeled "Assessment", contains a large, empty text box for entering the assessment text. A vertical scrollbar is visible on the right side of the form.

**Institutional Learning Outcomes**

**Berkley City College**

- ☐ Ethics and Personal Responsibility
- ☐ Information Competency
- ☐ Communication
- ☐ Critical Thinking
- ☐ Computational Skills
- ☐ Global Awareness/Valuing Diversity
- ☐ Self-Awareness & Interpersonal Skills

**College of Alameda**



- ☐ Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.
- ☐ Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.
- ☐ Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.
- ☐ Engage in respectful interpersonal communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.
- ☐ Accept personal, civic, social and environmental responsibility in order to become a productive local and global community member.

**Laney College**

**Merritt College**

- ☐ Communication - Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.
- ☐ Critical Thinking - Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.
- ☐ Quantitive Reasoning - Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.
- ☐ Information & Computer Literacy - Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.
- ☐ Cultural Awareness - Through knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.
- ☐ Civic Engagement & Ethics - Internalize and exhibit ethical values and behaviors that address self respect and respect for others with integrity and honesty that will enable success and participation in the larger society.

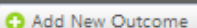
This section does not have any items.





 

Click **save** and continue this process until all outcomes are entered.

To reorder outcomes, use the up and down arrows on the right of the blue bar. To delete, click the red "X". When all **Program Learning Outcomes** are entered, click on the **Attached Files** tab.





**Program Learning Outcomes**

Outcome ☒ Show Details 

 Click on this item to modify its details.   

**Institutional Learning Outcomes**  
This section does not contain any data.

**Student Learning Outcome Map**  
This section does not contain any data.

 Click on this item to modify its details.   

**Institutional Learning Outcomes**



## Attached files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then Press **Upload Files** to attach them. After any files are attached, move to the **Codes** section.

Modify Program: to be or not to be

Status: Draft

Launch

Delete Draft

Cover

13/13

Description

3/3

Co-Contributor

Course Block Definitions

Program Learning Outcomes

Attached Files

Codes

Attached Files

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







Select...

Attachments

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

## Codes

In the **Codes** section of the proposal, use the dropdown menu to select the **Program Goal**. Select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown menu options or key in the first few letters of your search criteria in the textbox. Follow prompts for completing the information needed in the textboxes.

Cover	13/13	<b>Codes</b>
Description	3/3	Program Goal <input type="text"/>
Co-Contributor		<b>Date</b>
Course Block Definitions		Current State Approval Date <input type="text"/> 
Program Learning Outcomes		Board of Trustees Date <input type="text"/> 
Attached Files		Curriculum Committee Approval Date <input type="text"/> 
Codes		Current Effective Date <input type="text"/> 
		<input type="checkbox"/> Display CurricUNET Calculations
		Origination Date <input type="text"/> 
		Program Control Number <input type="text"/>
		Original State Approval Date <input type="text"/> 
		<b>Comments</b>
		<div><div></div></div>
		<b>Need for Change</b>
		<div><div>sdfgs</div></div>

Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the **dark gray tabs** or by viewing the **Reports** on page 168.

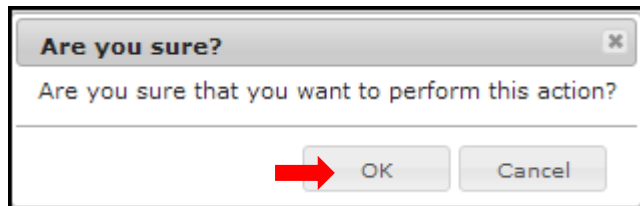
<div>Save</div>
-----------------

## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. 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.



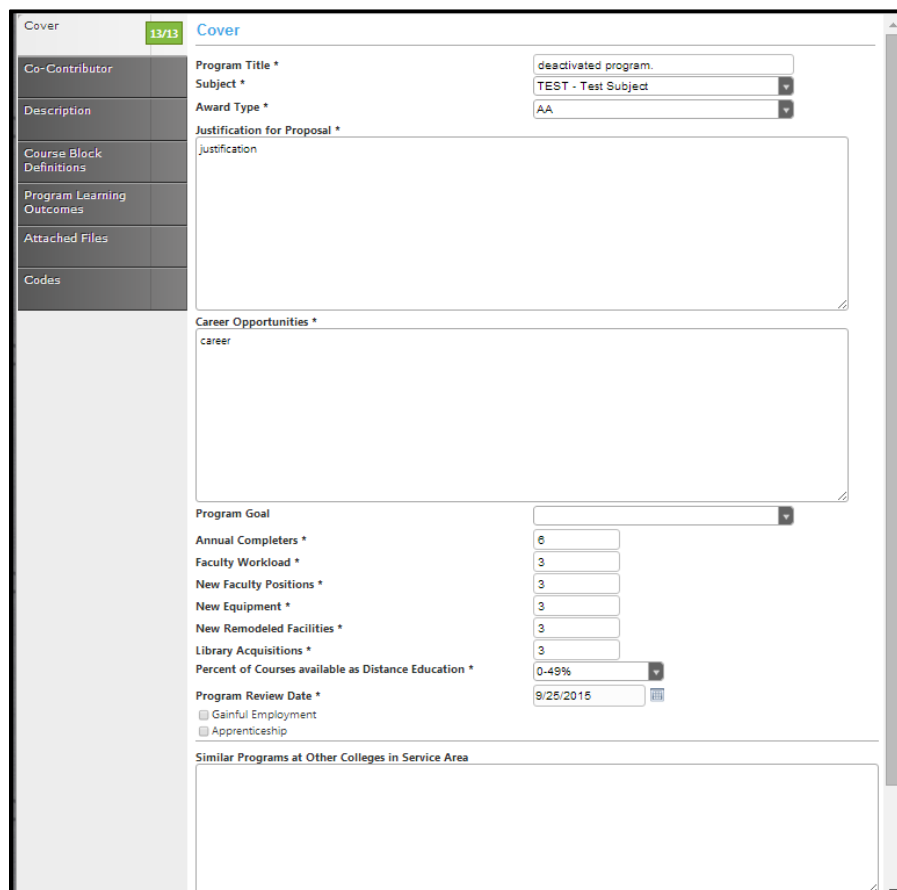
## BCC Deactivate Program COA Deactivate Program Laney Program Deletion MC Program Deactivation

Refer to the **create proposal** section on page 15 to begin creating a proposal.

### Cover

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

Enter information following the prompts attached to the textboxes. Use the dropdowns menus and calendar icons if provided.



Cover 13/13 Cover

Co-Contributor

Description

Course Block Definitions

Program Learning Outcomes

Attached Files

Codes

Program Title \*

Subject \*

Award Type \*

Justification for Proposal \*

Justification

Career Opportunities \*

career

Program Goal

Annual Completers \*

Faculty Workload \*

New Faculty Positions \*

New Equipment \*

New Remodeled Facilities \*

Library Acquisitions \*

Percent of Courses available as Distance Education \*


Program Review Date \*

☐ Gainful Employment

☐ Apprenticeship

Similar Programs at Other Colleges in Service Area

When you select the checkbox indicating that this is a **CTE Program** you will be see additional textboxes asking you for more information. **Save** once completed and continue to the **Co-Contributor** tab.

Course Block Definitions	<input checked="" type="checkbox"/> Is this a CTE Program
Program Learning Outcomes	Labor Market Information and Analysis (CTE only) bob
Attached Files	Employer Survey (CTE only) bob
Codes	Explanation of Employer Relationship (CTE only) bob
	List of Members of Advisory Committee (CTE only) bob
	Recommendations of Advisory Committee (CTE only) bobby
	 Save

## Co-Contributor

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



Deactivate Program: New Program (8/13) [View the program being deactivated](#)

Status: Draft Launch Delete Draft

Cover 13/13 **Co-Contributor**

Co-Contributor

Description

Course Block Definitions

Program Learning Outcomes

**Contributor**

Show selected Clear All

- ☐ nonadmin, nonadmin (nonadmin@governet.net)
- ☐ User, Admin (admin@peralta.edu)

Click **Save** and continue to the **Description** tab.



Save

## Description

Use the dropdown menu to select the **Top Code** and enter the **CIP Code**. Click the link to visit the **CIP** user site. Enter the program description that will appear in the college catalog, in the textbox using the **Rich Text Editor** to enter the description. This textbox contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is recommended that you do **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 182 of this manual. Required fields are marked with an \*.

Deactivate Program: New Program (8/13) View the program being deactivated

Status: Draft Launch Delete Draft

**Cover** 13/13 **Description**

Co-Contributor

Top Code

CIP Code

[Click here to visit the CIP user site.](#)

(Please use upper and lower case. This is the program description that will appear in the College Catalog.)

**Course Block Definitions**

**Program Learning Outcomes**

**Attached Files**

**Codes**

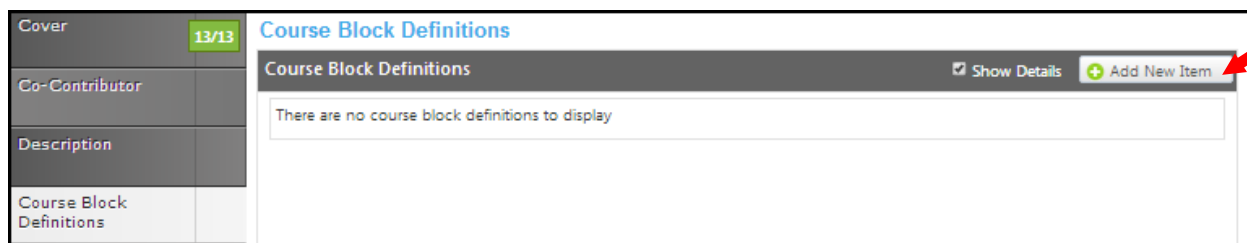
**Rich Text Editor**

Select block type

Continue to the **Course Block Definitions** tab.

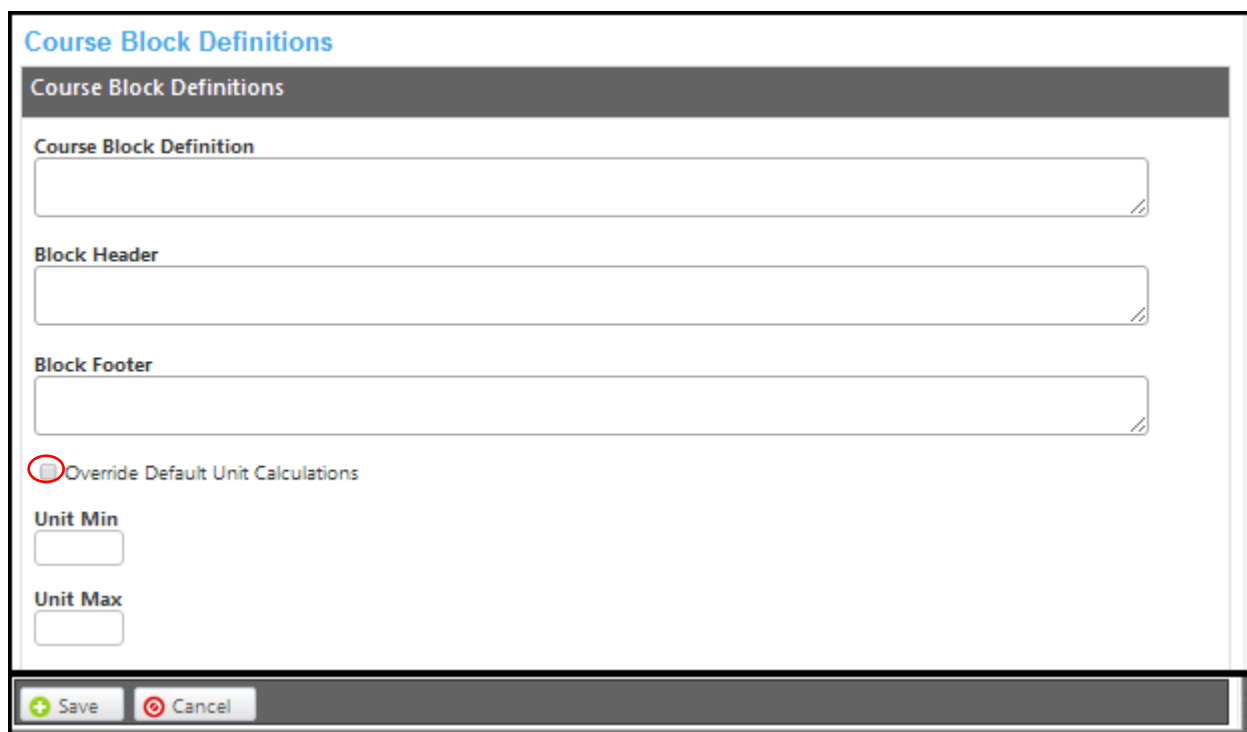
## Course Block Definitions

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



The screenshot shows a web interface for 'Course Block Definitions'. On the left is a sidebar with a table containing fields: 'Cover' (with a green '13/13' badge), 'Co-Contributor', 'Description', and 'Course Block Definitions'. The main content area has a header 'Course Block Definitions' with a 'Show Details' checkbox and an 'Add New Item' button with a green plus icon. A red arrow points to the 'Add New Item' button. Below the header, a message states 'There are no course block definitions to display'.

Enter the **Course Block Definitions** (for example, required courses, electives, community involvement prerequisites, etc.), **Block Headers** and **Block Footers**. **Block Headers** and **Block Footers** allow you to provide additional information (grade requirements, number of units required, etc.) and only appear on reports. 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 min** and **unit max** in the following fields. The **Unit Max** must always be equal to or greater than the **Unit Min**. **Save** once you have entered the information needed. Enter each definition separately.



The screenshot shows the 'Course Block Definitions' form. It has a title bar 'Course Block Definitions' and a main content area with the following fields: 'Course Block Definition' (a large text area), 'Block Header' (a text field), 'Block Footer' (a text field), and 'Override Default Unit Calculations' (a checkbox with a red circle around it). Below the checkbox are two text fields: 'Unit Min' and 'Unit Max'. At the bottom of the form are two buttons: 'Save' (with a green plus icon) and 'Cancel' (with a red circle icon).

Click **Save** to add the block to the program.



To edit **program courses** in the course block, select **edit program courses**.

The screenshot shows the 'Course Block Definitions' interface. At the top, there's a header 'Course Block Definitions' with a 'Show Details' checkbox and an 'Add New Item' button. Below this, a blue bar contains the text 'Click on this item to modify its details.' and a close button. The main section is titled 'Program Courses' and contains the text 'There are no program courses to display'. A red arrow points to the 'Edit Program Courses' button in the top right corner of the 'Program Courses' section.

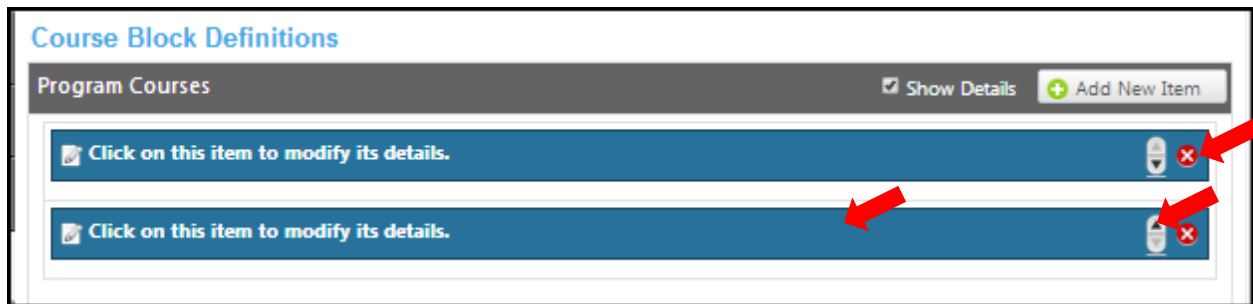
To add an item to the course block, select **add new item**.

The screenshot shows the 'Course Block Definitions' interface. The 'Program Courses' section is highlighted with a red arrow pointing to the 'Add New Item' button in the top right corner.

Use the dropdown menus to select the **Subject** and **Course** .if the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. It is **IMPORTANT** to check the box if this course is to be included in outcome mapping. 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 in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the requisite to the program.

The screenshot shows the 'Course Block Definitions' interface with the 'Program Courses' form. The form includes dropdown menus for 'Subject' and 'Course', a large text area for 'Non-Course Requirements', a checkbox for 'Include this course in outcome mapping' (highlighted with a red circle), a 'Condition' dropdown, 'Unit Range' fields for 'Units Low' and 'Units High', an 'Exception Identifier' field, and an 'Exception' text area.

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



## Program Learning Outcomes

To add outcomes click the **Add New Outcome** button.

The screenshot shows a web interface for managing a program. At the top, it says "Deactivate Program: New Program (8/13)" with a link to "View the program being deactivated". Below this, there's a "Status: Draft" label and two buttons: "Launch" and "Delete Draft". On the left, there's a sidebar with a list of items: "Cover" (13/13), "Co-Contributor", "Description", "Course Block Definitions", and "Program Learning Outcomes". The main content area is titled "Program Learning Outcomes" and has a sub-header "Outcome". Below the sub-header, there's a checkbox labeled "Show Details" and a green button labeled "Add New Outcome" with a plus icon. A red arrow points to this button. Below the button, there's a text box that says "There are no outcomes to display".

Fill in the **Outcome** and **Assessment** textboxes. Select the checkboxes that apply and click **Save**.

The screenshot shows a detailed view of the "Program Learning Outcomes" form. It has a dark header bar with the title "Program Learning Outcomes". Below the header, there's a section titled "Outcome" with a large text box for entering the outcome. Below this, there's a section titled "Assessment" with a large text box for entering the assessment. On the right side of the form, there's a vertical scrollbar.

**Institutional Learning Outcomes**

- ☐ Berkley City College
- ☐ Ethics and Personal Responsibility
- ☐ Information Competency
- ☐ Communication
- ☐ Critical Thinking
- ☐ Computational Skills
- ☐ Global Awareness/Valuing Diversity
- ☐ Self-Awareness & Interpersonal Skills
- ☐ College of Alameda
- ☐ Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.
- ☐ Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.
- ☐ Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.
- ☐ Engage in respectful interpersonal communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.
- ☐ Accept personal, civic, social and environmental responsibility in order to become a productive local and global community member.
- ☐ Laney College
- ☐ Merritt College
- ☐ Communication - Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.
- ☐ Critical Thinking - Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.
- ☐ Quantitive Reasoning - Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.
- ☐ Information & Computer Literacy - Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.
- ☐ Cultural Awareness - Through knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.
- ☐ Civic Engagement & Ethics - Internalize and exhibit ethical values and behaviors that address self respect and respect for others with integrity and honesty that will enable success and participation in the larger society.

This section does not have any items.

To reorder outcomes, use the up and down arrows on the right of the blue bar. To delete, click the red "X". When all **outcomes** are entered, click on the **Attached Files** tab.

**Program Learning Outcomes**

☒ Show Details

Outcome	
<p><input type="button" value="Click on this item to modify its details."/> <input type="button" value="X"/></p> <p><b>Institutional Learning Outcomes</b> This section does not contain any data.</p> <p><b>Student Learning Outcome Map</b> This section does not contain any data.</p>	
<p><input type="button" value="Click on this item to modify its details."/> <input type="button" value="X"/></p> <p><b>Institutional Learning Outcomes</b> Self-Awareness &amp; Interpersonal Skills Computational Skills</p> <p><b>Student Learning Outcome Map</b> This section does not contain any data.</p>	

Continue to the **Attached Files** tab.

## Attached Files

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

Deactivate Program: New Program (8/13)

Status: Draft

Launch

Delete Draft

Cover13/13

Co-Contributor

Description

Course Block Definitions

Program Learning Outcomes

Attached Files

Codes

Attached Files

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

Select...

Attachments

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

## Codes

In the **Codes** section of the proposal, use the dropdown menu to select the **Program Goal**. Select the dates by clicking the calendar icons. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown menu options or key in the first few letters of your search criteria in the textbox. Follow prompts for completing the information needed in the textboxes.

**Deactivate Program: New Program (8/13)** [View the program being deactivated](#)

Status: Draft Launch Delete Draft

**Cover** 13/13

**Co-Contributor**

**Description**

**Course Block Definitions**

**Program Learning Outcomes**

**Attached Files**

**Codes**

**Program Goal** [Dropdown]

**Date**

Current State Approval Date 8/11/2015 [Calendar]

Board of Trustees Date 8/25/2015 [Calendar]

Curriculum Committee Approval Date 8/7/2015 [Calendar]

Current Effective Date 8/30/2015 [Calendar]

☒ Display CurricUNET Calculations

Origination Date 8/16/2015 [Calendar]

Program Control Number 1234a

Original State Approval Date 8/19/2015 [Calendar]

**Comments**

asdf

**Need for Change**

testin

Click **Save** when finished. This is the last section of this proposal. Reviewing this proposal can be done by moving through the dark gray tabs or by viewing the **Reports** on page 168.

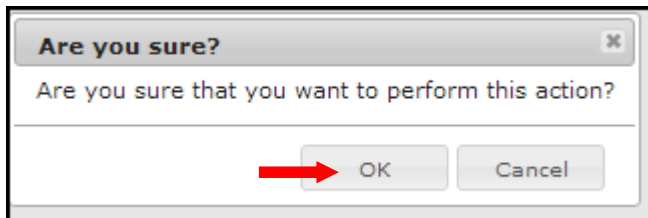
Save

## Launch

When you are satisfied with the information in the proposal you have created, select the **Launch** button. This can be done from any page within the proposal. This will move the proposal into the approval process. You may also choose **Delete Draft**, and the draft will be deleted.



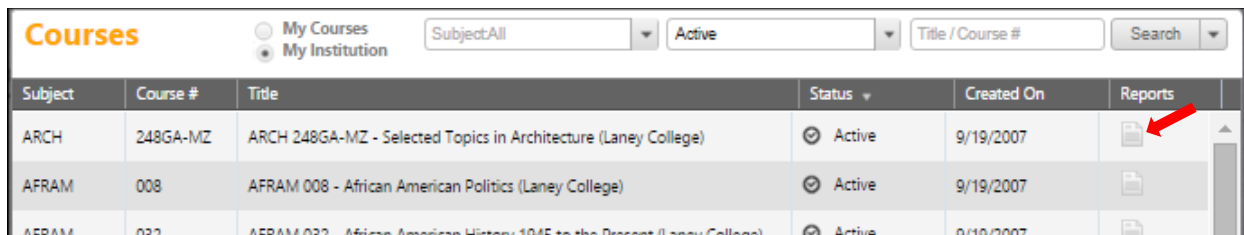
You will be prompted to confirm your decision in a popup box.






## Reports

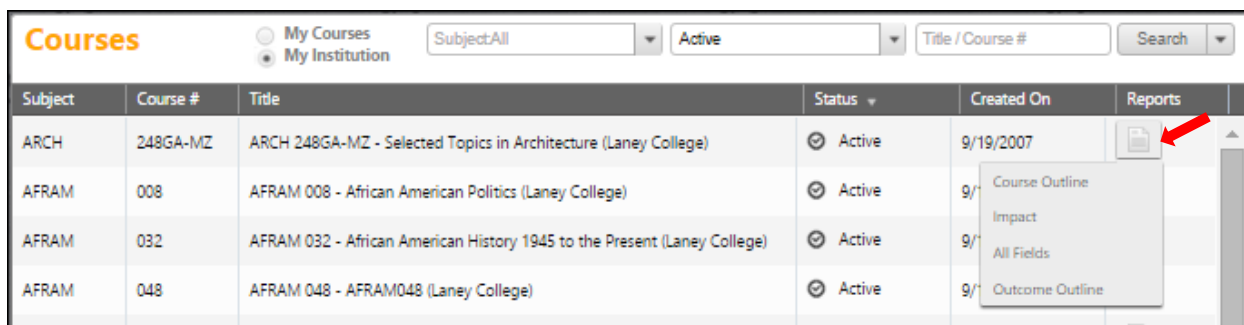
Reports show a summary of any proposal, in any status. Each type of proposal has slightly different report options, but the process of accessing them is the same. Each report will open in a new tab within your internet browser.





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



Subject	Course #	Title	Status	Created On	Reports
ARCH	248GA-MZ	ARCH 248GA-MZ - Selected Topics in Architecture (Laney College)	Active	9/19/2007	
AFRAM	008	AFRAM 008 - African American Politics (Laney College)	Active	9/19/2007	
AFRAM	032	AFRAM 032 - African American History 1945 to the Present (Laney College)	Active	9/19/2007	

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



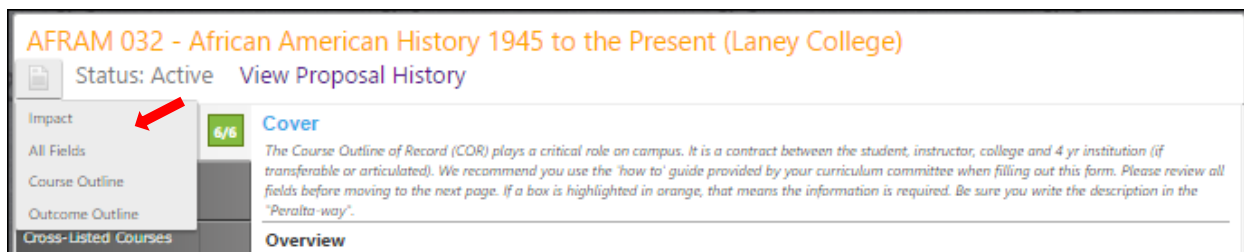
Subject	Course #	Title	Status	Created On	Reports
ARCH	248GA-MZ	ARCH 248GA-MZ - Selected Topics in Architecture (Laney College)	Active	9/19/2007	 <ul style="list-style-type: none"><li>Course Outline</li><li>Impact</li><li>All Fields</li><li>Outcome Outline</li></ul>
AFRAM	008	AFRAM 008 - African American Politics (Laney College)	Active	9/19/2007	
AFRAM	032	AFRAM 032 - African American History 1945 to the Present (Laney College)	Active	9/19/2007	
AFRAM	048	AFRAM 048 - AFRAM048 (Laney College)	Active	9/19/2007	



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



AFRAM 032 - African American History 1945 to the Present (Laney College)	
	Status: Active View Proposal History
Cover	
Co-Contributor	

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




AFRAM 032 - African American History 1945 to the Present (Laney College)	
	Status: Active View Proposal History
Impact	 <ul style="list-style-type: none"><li>Course Outline</li><li>Outcome Outline</li></ul>
All Fields	
Course Outline	
Outcome Outline	
Cross-Listed Courses	Overview

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



AFRAM 048GA - AFRAM048GA (Laney College)

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

## Course Reports

### All Fields

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

Peralta Community College District - All Fields Course Report	
Cover	
Overview	
College	Laney College
Subject	ART
Course Number	035
Title	Beginning portraiture
Description	Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness.
Justification	Fulfills parts of the Fine Arts major leading to the Associate in Arts degree. Extends figure drawing to concentrate on the head and face. Trains artists in accurate observation and representation. Leads to professional earning skills. Acceptable for credit: CSU, UC.
Modular Course	
<input type="checkbox"/>	This is a modular course
Additional Information	
<input type="checkbox"/>	Open Entry
<input type="checkbox"/>	Credit By Exam
<input checked="" type="checkbox"/>	Assignments at College Level
<input checked="" type="checkbox"/>	Readings at College Level
Check this box if the course is not part of any program OR if the course may be used to fulfill a General Education requirement for a program but is not specifically required or an elective in a program.	
<input type="checkbox"/>	This is a stand alone course or a non-program GE requirement
Only applicable for CTE. Check NA if you are not sure.	
CB23 Funding Agency Category	
Co-Contributor	
Co-Contributor	

## Comparison

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

Peralta Community College District - All Fields Course Report	
Cover	
Overview	
College	Laney College
Subject	ART
Course Number	<del>038</del> 039
Title	Advanced Portraiture
Description	Professionally-oriented course structured around a variety of simulated portrait commissions. Executed in a variety of media; may include both drawing and painting.
Justification	Fulfills part of Fine Arts major leading to the Associate in Arts degree. Completes two-year concentration on portraiture as a potential specialty. Refines learned techniques and approaches to the subject. Encourages students to sell work and seek commissions and practice skills at fairs, etc., for money or charity. Acceptable for credit: CSU.
Modular Course	
<input type="checkbox"/>	This a modular course
Additional Information	
<input checked="" type="checkbox"/>	Open Entry

## Course Outline

A **Course Outline** report is a summary report.

PERALTA COMMUNITY COLLEGE DISTRICT COURSE OUTLINE	
COLLEGE Laney College	STATE APPROVAL DATE: 09/19/2007
ORIGINAT peralta peralta	STATE CONTROL NUMBER: OCC000380870
OR:	BOARD OF TRUSTEES APPROVAL DATE: CURRICULUM COMMITTEE APPROVAL DATE: CURRENT EFFECTIVE DATE:
DIVISION/DEPARTMENT: Laney College	
1. REQUESTED CREDIT CLASSIFICATION: Credit - Degree Applicable Course is not a basic skills course.	
2. DEPT/COURSE NO: ART 048GA	3. COURSE TITLE: ART 048GA
4. COURSE: Laney New Course	TOP NO.
5. UNITS:	HRS/WK LEC: HRS/WK LAB: HRS/WK TBA:
6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:	
7. JUSTIFICATION FOR COURSE:	
8. COURSE/CATALOG DESCRIPTION	
9. OTHER CATALOG INFORMATION a. Modular: No If yes, how many modules: b. Open entry/open exit: No c. Grading Policy: d. Eligible for credit by Exam: No e. Repeatable according to state guidelines: No f. Required for degree/certificate (specify): Existing g. Meets GE/Transfer requirements (specify): h. C-ID Number: Expiration Date: i. Are there prerequisites/corequisites/recommended preparation for this course? No	
10. LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS): (Objectives must define the exit skills required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace needs, SCANS competencies, all aspects of the industry, etc.)(See SCANS/All Aspects of Industry Worksheet.) Students will be able to:	
11A COURSE CONTENT: List major topics to be covered. This section must be more than listing chapter headings from a textbook. Outline the course content, including essential topics, major subdivisions, and supporting details. It should include enough information so that a faculty member from any institution will have a clear understanding of the material taught in the course and the approximate length of time devoted to each. There should be congruence among the catalog description, lecture and/or lab content, student performance objectives, and the student learning outcomes. List percent of time spent on each topic; ensure percentages total 100%.	
LECTURE CONTENT:	
11B LAB CONTENT:	
12. METHODS OF INSTRUCTION (List methods used to present course content.)	
13. ASSIGNMENTS: (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.) Out-of-class Assignments:	

## Impact

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

<b>Proposal Impact Report</b>
<b>DENTL 221 - Professional Standards (College of Alameda)</b> **COA Course Changes in Catalog Info** Peralta Community College District
<b>Course Requisites</b> <i>This course is a requisite for the following course(s):</i> <ol style="list-style-type: none"><li>1. Corequisite: DENTL 220A - Infection Control and Oral Health (College of Alameda) "Active"</li><li>2. Corequisite: DENTL 220A - Infection Control and Oral Health (College of Alameda) "Draft"</li><li>3. Corequisite: DENTL 220B - Infection Control and Coronal Polish (College of Alameda) "Active"</li><li>4. Corequisite: DENTL 220B - Infection Control and Coronal Polish (College of Alameda) "Draft"</li><li>5. Corequisite: DENTL 222 - Oral Anatomy, Morphology and Body Systems (College of Alameda) "Active"</li><li>6. Corequisite: DENTL 222 - Oral Anatomy, Morphology and Body Systems (College of Alameda) "In Review"</li><li>7. Corequisite: DENTL 223 - Chairside Procedures (College of Alameda) "Active"</li><li>8. Corequisite: DENTL 223 - Chairside Procedures (College of Alameda) "In Review"</li><li>9. Corequisite: DENTL 224A - Dental Radiology (College of Alameda) "Active"</li><li>10. Corequisite: DENTL 224A - Dental Radiology (College of Alameda) "In Review"</li><li>11. Corequisite: DENTL 225 - Dental Materials and Lab Procedures (College of Alameda) "Active"</li><li>12. Corequisite: DENTL 225 - Dental Materials and Lab Procedures (College of Alameda) "In Review"</li><li>13. Prerequisite: DENTL 228A - Clinical Rotations and Review (College of Alameda) "Draft"</li><li>14. Prerequisite: DENTL 228B - Clinical Rotations and Review (College of Alameda) "In Review"</li><li>15. Prerequisite: DENTL 230 - Pit and Fissure Sealants (College of Alameda) "Active"</li><li>16. Prerequisite: DENTL 230 - Pit and Fissure Sealants (College of Alameda) "Draft"</li></ol>
<b>Programs</b> <i>This course is incorporated into the following program(s):</i> <ol style="list-style-type: none"><li>1. COA Modified Program-A.S. Degree "Active" Dental Assisting</li><li>2. COA Modified Program-Certificate of Achievement "Active" Dental Assisting</li></ol>

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## Program Reports

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

<b>ION TORRENT DNA SEQUENCING</b>	
<b>CERTIFICATE OF PROFICIENCY</b>	
<b>Description</b>	
The Ion Torrent DNA Sequencing Certificate offers a unique opportunity to study DNA, which up to this point has been largely restricted to graduate programs at four year institutions. The central emphasis of this certificate is the mastery of sample preparation, operation, and analysis of DNA using the Ion Torrent Sequencer.	
<b>Career Opportunities</b>	
Laboratory Technician in either a facility that uses any Ion Torrent sequencer or as a laboratory technician in any facility where DNA is analyzed, with special emphasis in house short read assemblies, as well as medical genomics and pathogen analysis.	
<b>Program Learning Outcomes</b>	
Upon successful completion of this program, students will be able to:	
<ol style="list-style-type: none"><li>1. Prepare samples, operate all relevant devices, interpret data, and trouble shoot problems related to the Ion Torrent DNA Sequencer.</li><li>2. Design and complete an experiment using the Ion Torrent DNA Sequencer interpret findings and write a publishable report for an accredited scientific journal.</li></ol>	
<b>Degree Requirements:</b>	
<b>Certificate of Proficiency</b>	<b>Credit Hours: (19 Required)</b>
BIOSC030 and Genomics Theory	4
BIOSC032 and Good Laboratory Practices in Genomics	1
BIOSC033 and Research Design in Genomics	1
BIOSC037 and Principles of Long Polymerase Chain Reaction (PCR)	1
BIOSC038 and Real-Time Polymerase Chain Reaction (PCR)	2
BIOSC040 and DNA Shearing Techniques for Shotgun Sequencing in Genomics	3
BIOSC041 and Microfluidic Electrophoresis	1
BIOSC080 and Post-Light Sequencing on the Ion Torrent DNA Sequencer	3
BIOSC090 Internship in Genomics	3
<b>Total: 19</b>	
Generated on: 12/10/2015 5:41:00 PM	

### *All Fields Report*

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

Peralta Community College District - All Fields Program Report	
Cover	
College	
College	Merritt College
Division	Merritt - Division II
Department	M - Biology
Program Title	Ion Torrent Dna Sequencing
Subject	BIOSC
Award Type	Certificate of Proficiency
Program Goal	
Justification for Proposal	
The Ion Torrent is representative of the new wave of "desk top" sequencers that allow the user to analyze DNA in house for fast turn around time and analysis. Students trained for this instrument will also learn how to work with DNA in any facility where DNA is studied.	
Career Opportunities	
Laboratory Technician in either a facility that uses any Ion Torrent sequencer or as a laboratory technician in any facility where DNA is analyzed, with special emphasis in house short read assemblies, as well as medical genomics and pathogen analysis.	
Annual Completers	
Faculty Workload	
New Faculty Positions	

## Comparison Report

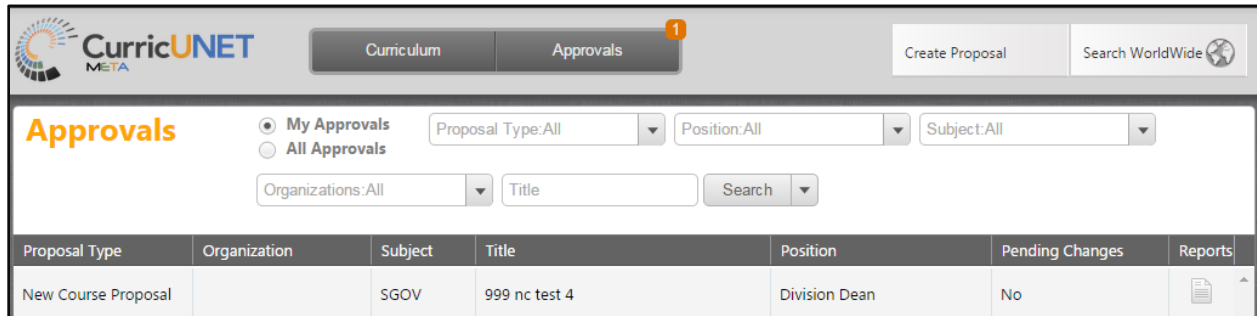
For **Program Amendment** or **Program Deactivation** proposals, a **Comparison Report** will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through,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

Peralta Community College District - All Fields Course Report	
Cover	
Overview	
College	College of Alameda
Subject	AMT
Course Number	<del>081A</del> 056
Title	AMT 081A
Description	Here is a description
Justification	
Modular Course	
<input type="checkbox"/> This is a modular course.	



## Approvals

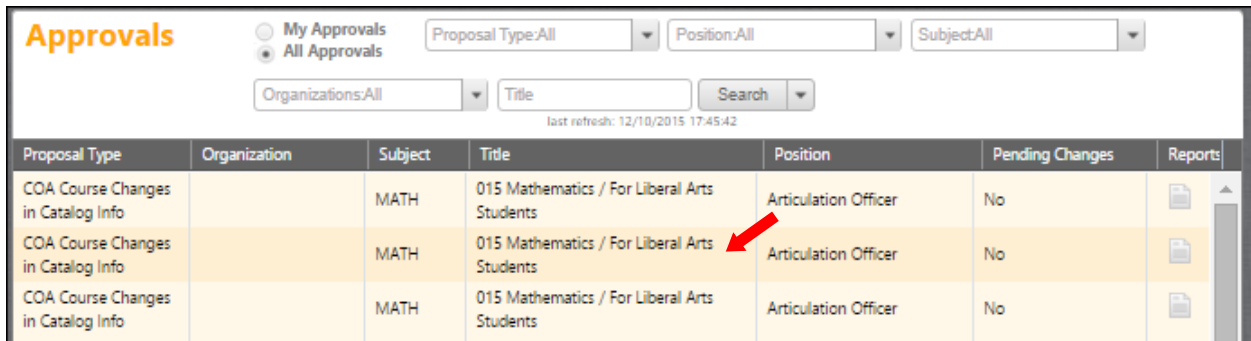
To view pending approvals, click the **Approvals** button at the top of any page. If you have any approvals waiting for you, there will be an orange box with a number in it attached to the **Approvals** button. The process is similar for all proposal types.



The screenshot shows the CurricUNET interface with the 'Approvals' tab selected. A notification badge with the number '1' is on the 'Approvals' button. The page displays a table with one proposal.

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

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



The screenshot shows the CurricUNET interface with the 'Approvals' tab selected. The 'All Approvals' radio button is selected. The page displays a table with three proposals. A red arrow points to the second row of the table.

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
COA Course Changes in Catalog Info		MATH	015 Mathematics / For Liberal Arts Students	Articulation Officer	No	
COA Course Changes in Catalog Info		MATH	015 Mathematics / For Liberal Arts Students	Articulation Officer	No	
COA Course Changes in Catalog Info		MATH	015 Mathematics / For Liberal Arts Students	Articulation Officer	No	

last refresh: 12/10/2015 17:45:42

**COA Course Changes in Catalog Info: MATH 015 - Mathematics / For Liberal Arts Students (College of Alameda)**

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


Take action as an administrator

Select One


[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
	Division Dean	Optional	No users assigned		
	Articulation Officer	Required	Joseph Bielanski	Pending	
	Articulation Officer	Required	Laura Bollentino	Pending	
	Articulation Officer	Required	Steve Pantell	Pending	
	Articulation Officer	Required	Vinh Phan	Pending	
	Articulation Officer	Required	Vivian Virkkila	Pending	
11/08/2010 09:13 PM	SLO Coordinator	Required	Dylan Eret	Reviewed	
09/26/2010 11:30 AM	Librarian	Required	Steven Gerstle	Reviewed	
09/25/2010 04:57 PM	Department Chair	Required	Kelly Pernell	Approved	
09/24/2010 05:55 PM	Originator	Required	Kelly Pernell	Launch	

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

 **CurricUNET** META


Curriculum Approvals <sup>2</sup>

Create Proposal Search Worldwide 


**Approval Update for Originator**

**New Course Proposal: nc test 4**

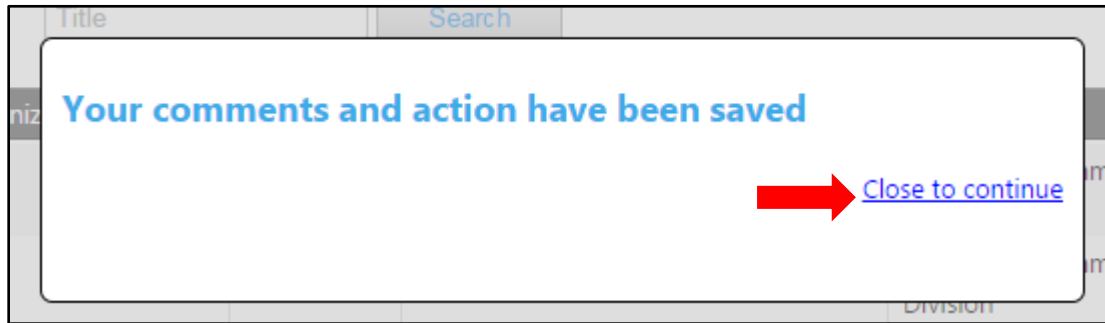
[View Course Proposal](#)
[Course Outline](#)
[Impact](#)
[All Fields](#)

Action  

Comments



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. Press **Close To Continue** to ensure this.




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

**New Credit Course: test test**


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

**Take action as an administrator**  
Select One

[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
07/09/2015 03:36 PM	Division Chair	Required	JESSE SEGURA	Pending	
07/09/2015 03:36 PM	Class Scheduler	Required	BRYON HUGHES	Skipped	
07/09/2015 03:17 PM	Originator	Required	Governet Support	Launch	Launch



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.


**New Credit Course: test test**

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

**Take action as an administrator**  
Select One  

[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
	Class Scheduler	Required	BRYON HUGHES	Pending	
07/09/2015 03:45 PM	Division Chair	Required	JESSE SEGURA	Skipped	
07/09/2015 03:36 PM	Class Scheduler	Required	BRYON HUGHES	Skipped	
07/09/2015 03:17 PM	Originator	Required	Governet Support	Launch	Launch



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

Select **Implement** in the **Action** menu and select the **Publish Date** (the date the course will become active). Add any **Comments**, and click **Commit**.

**Approval Update for Class Scheduler**  
**New Credit Course: test test**

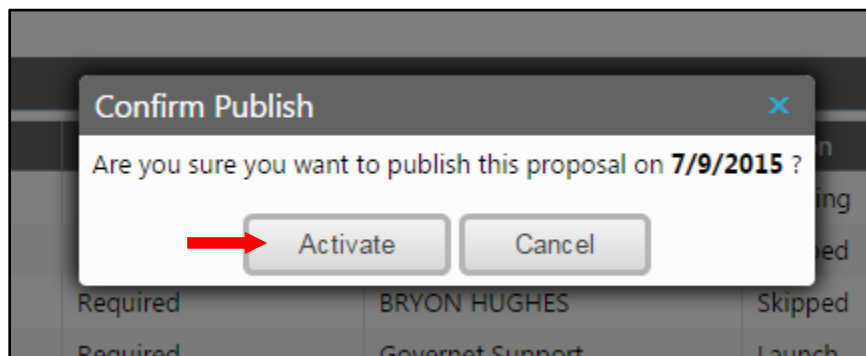
[View Course Proposal](#)
[Course Outline](#)
[Impact](#)
[All Fields](#)

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

[Commit](#)

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

You must confirm the final action by clicking **Activate**.

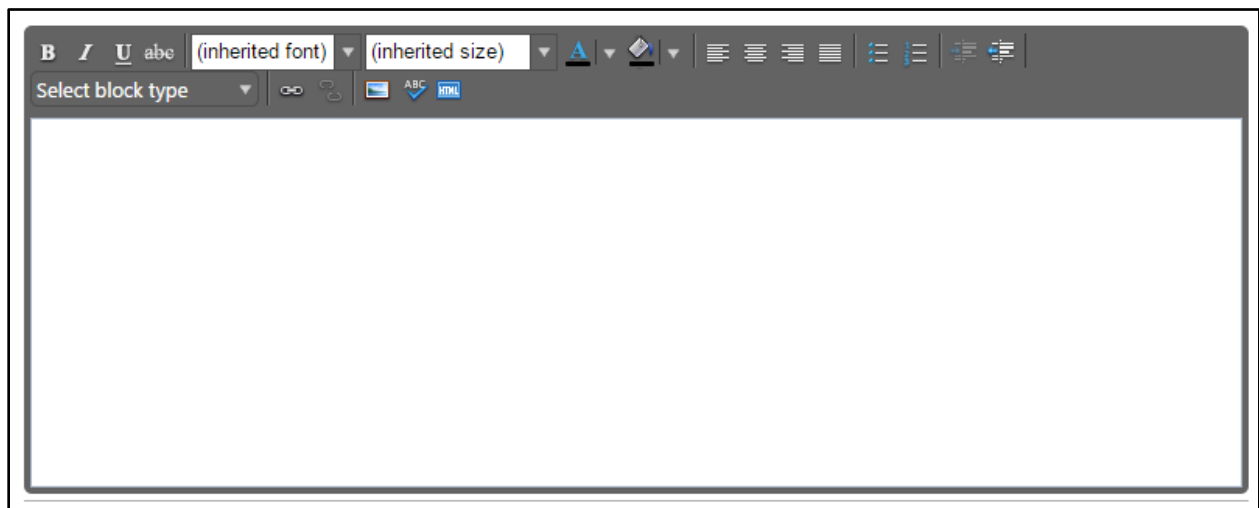


## Rich text editor detailed instructions

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 formatted properly. Please note that the **Rich Text Editors** do not currently support tables or charts.

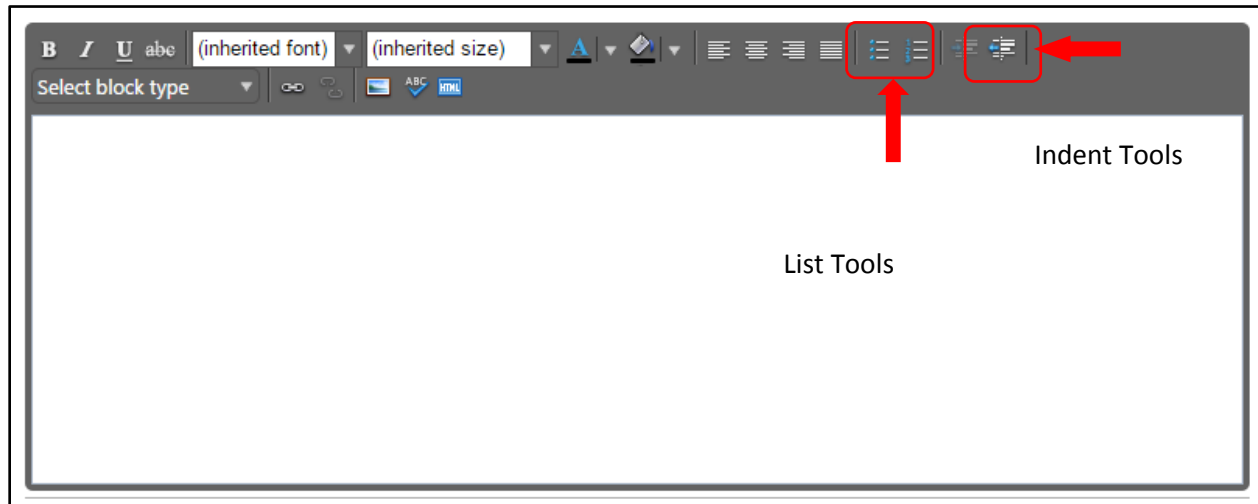
If pasting a paragraph of text (as you might for a course description) into the **Rich Text Editor**, you must paste it as plain text. On a windows based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select **Paste As Plain Text**. If you do not do this, hidden formatting tags will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

An outline or list requires additional changes.

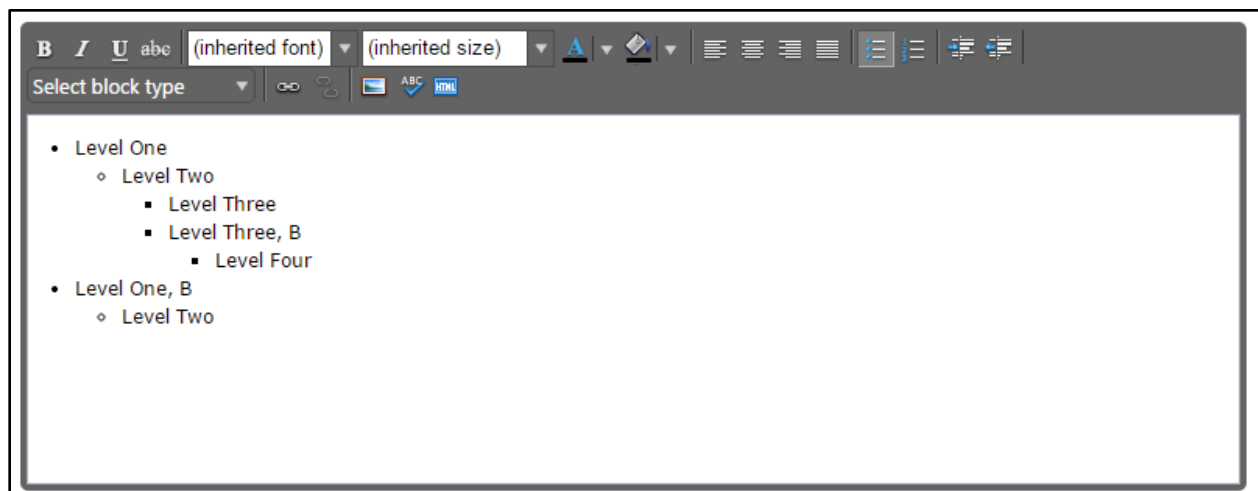


## Creating an outline within the rich text editor

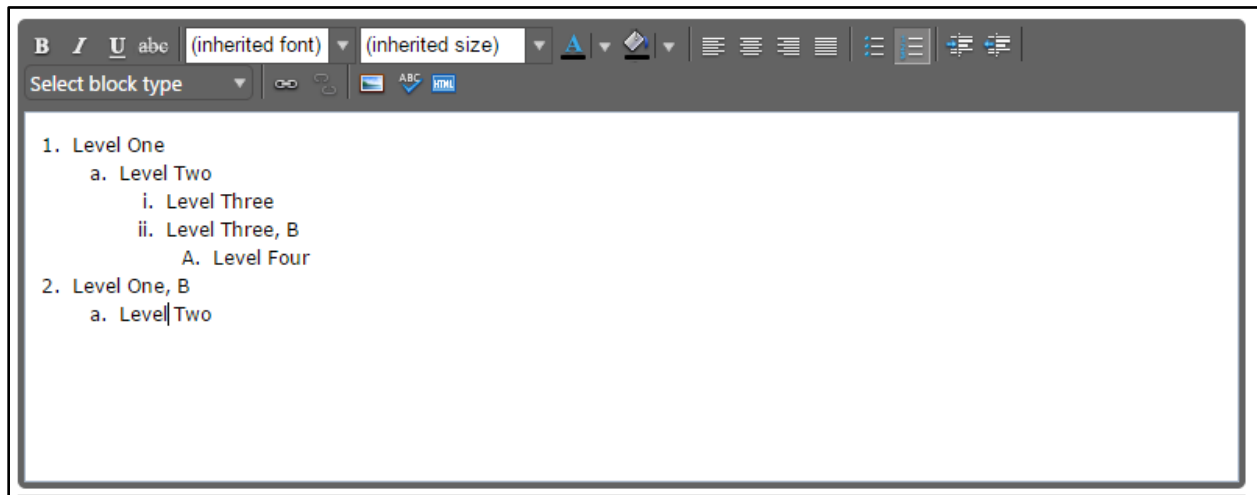
The best way to produce a properly formatted outline is directly in the rich text editor. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within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



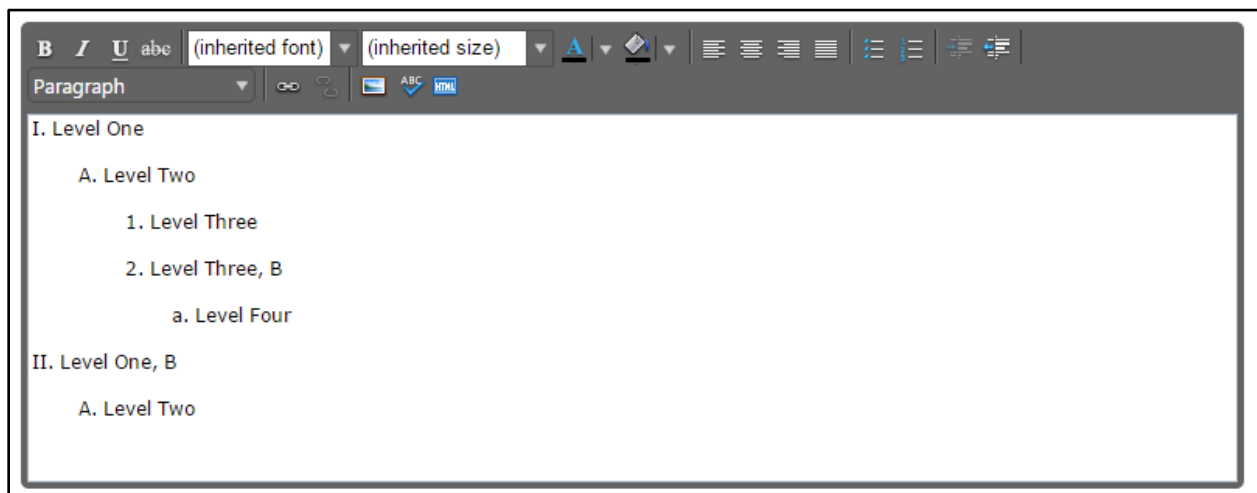
Below is an example of a bulleted list with several levels of indentation:



In addition, 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, using the indentation tools as needed.





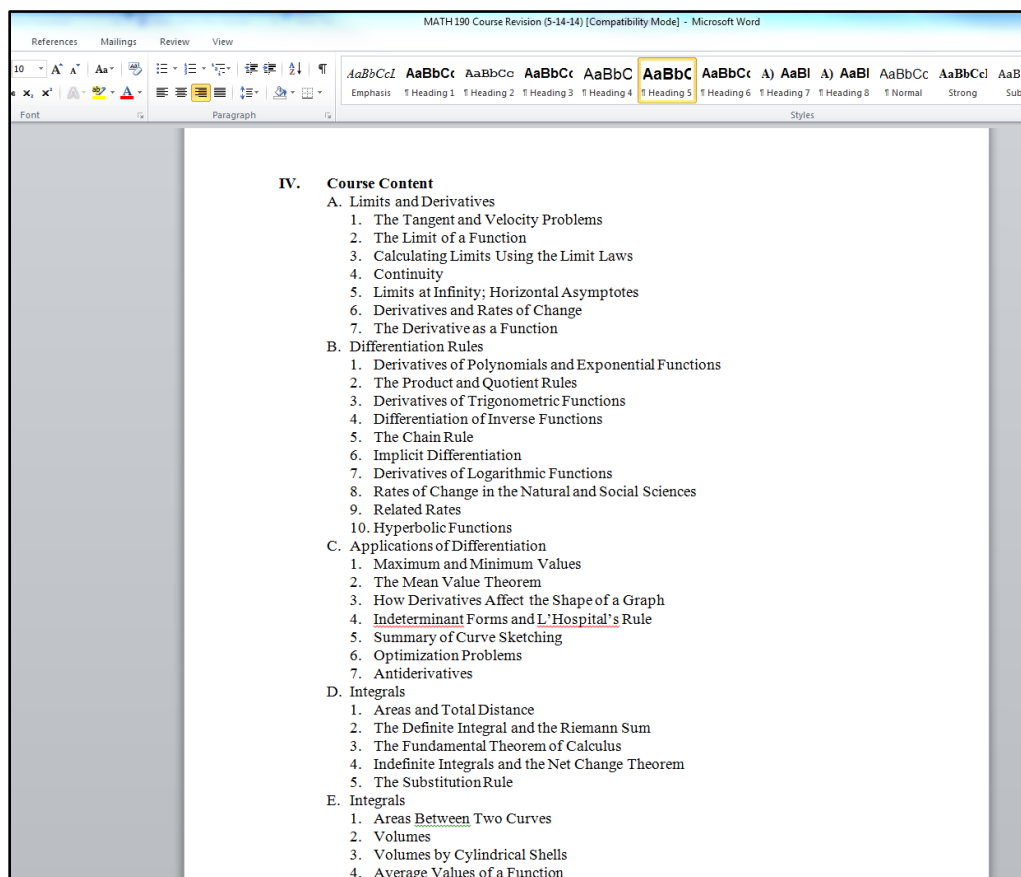
## Creating An Outline In Microsoft Word, Notepad, Or A Pdf Reader

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.

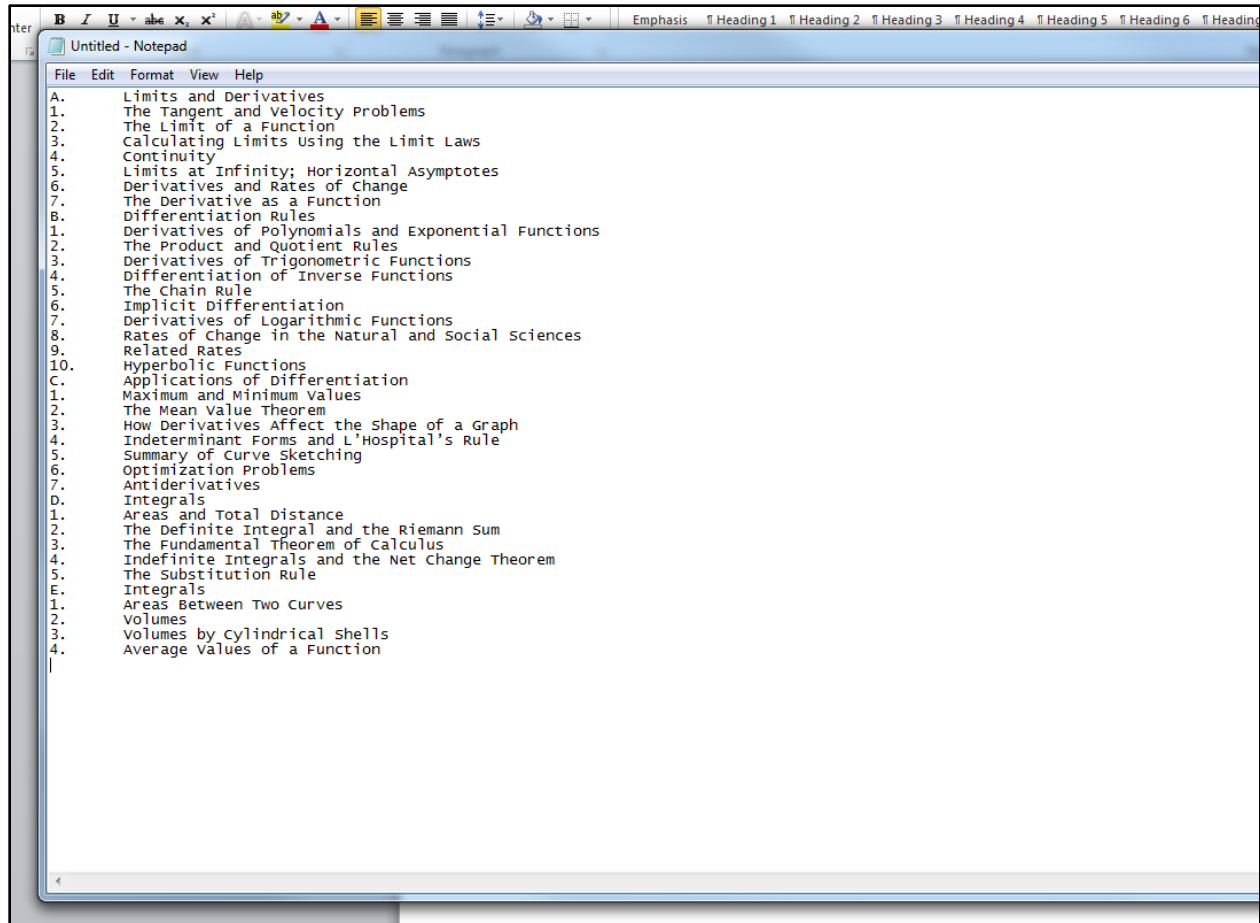
### Create your outline

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



## Copy To Notepad

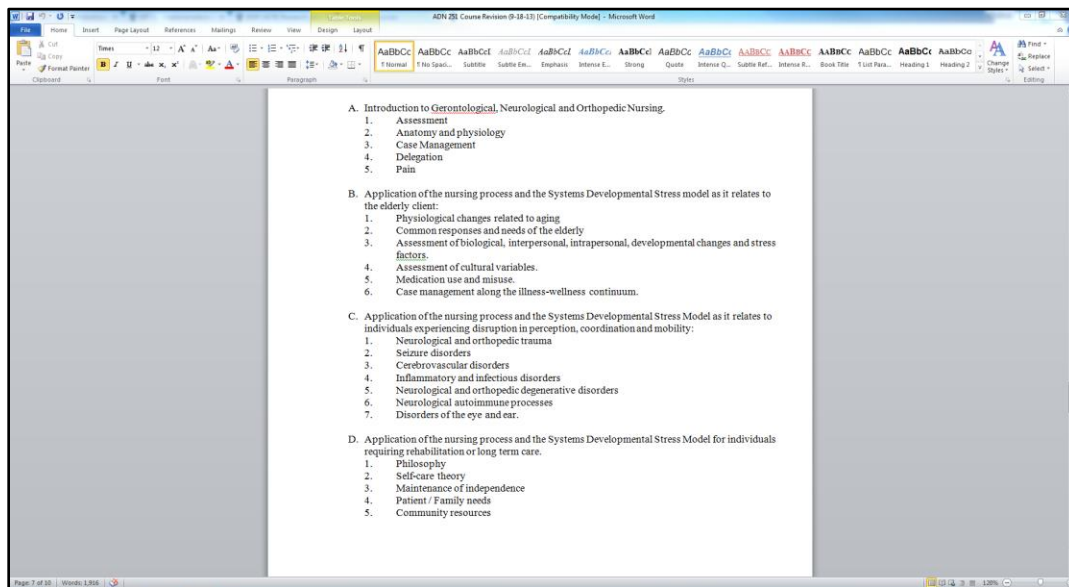
Copy the outline into **Notepad** (or a similar plain text writing program), which will strip out formatting. (you could also begin in **Notepad** and compose your outline within that program.)



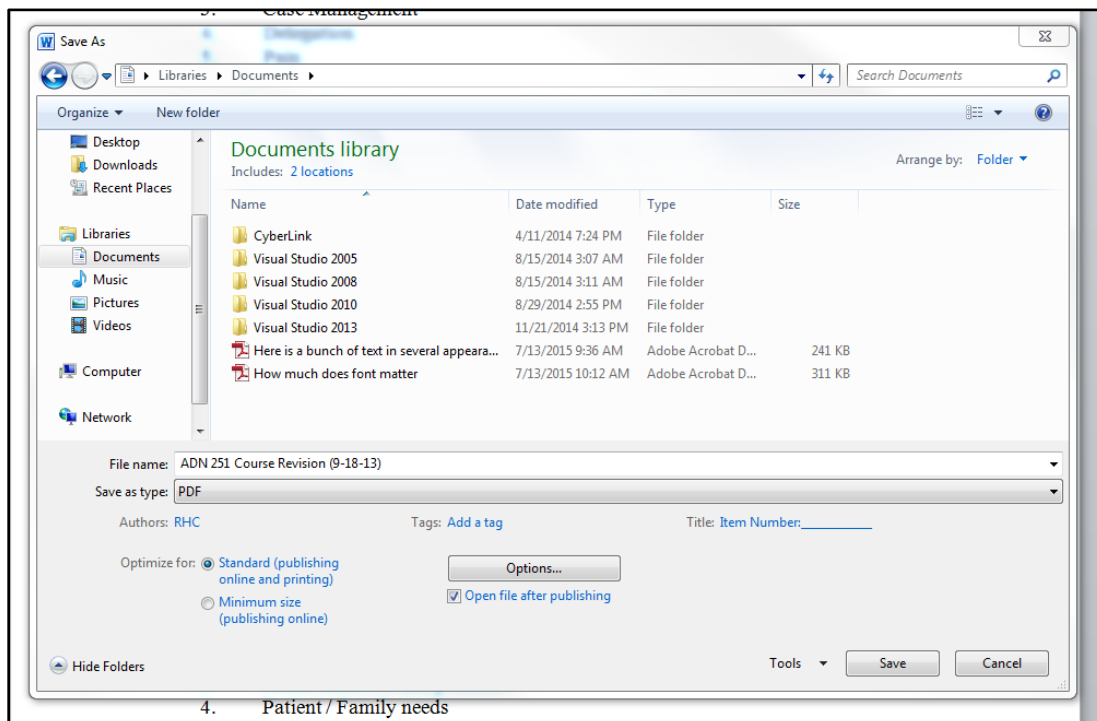
## Save As A PDF

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**.

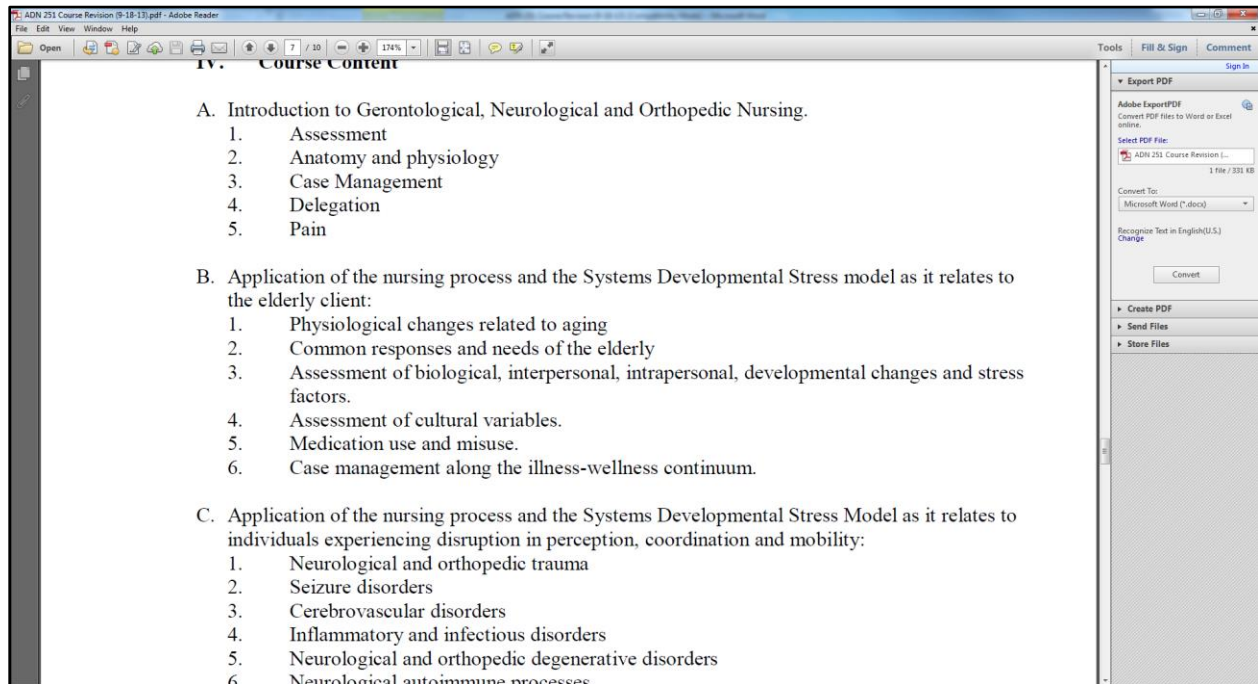


Enter/edit the **File** name, then use the **Save As** type dropdown menu to select **PDF**, and click **Save**.



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

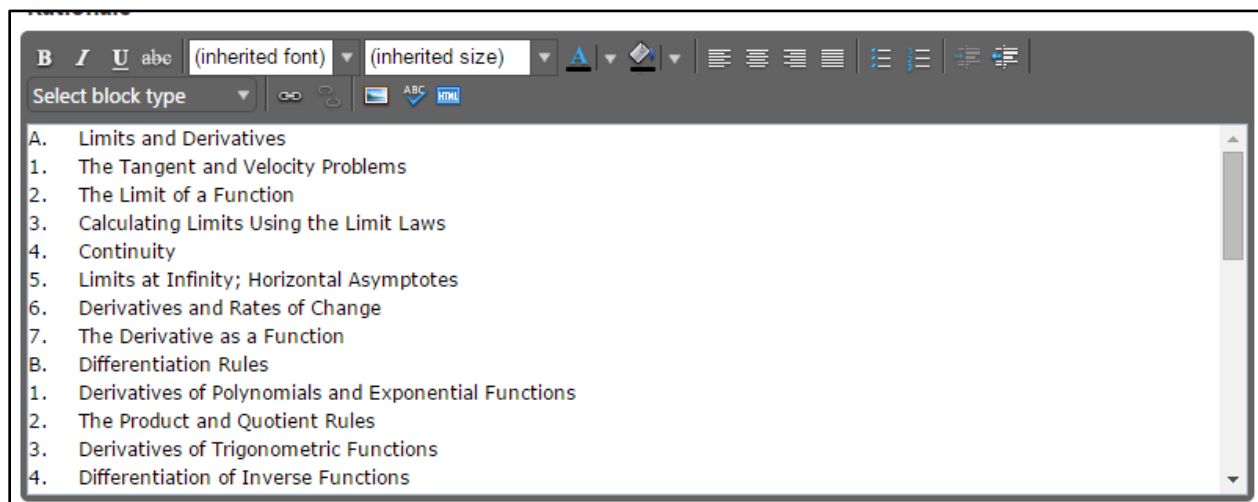
You can also scan a hard copy of a document to get to this point, but be sure to save it as a text **PDF** file, not an image.

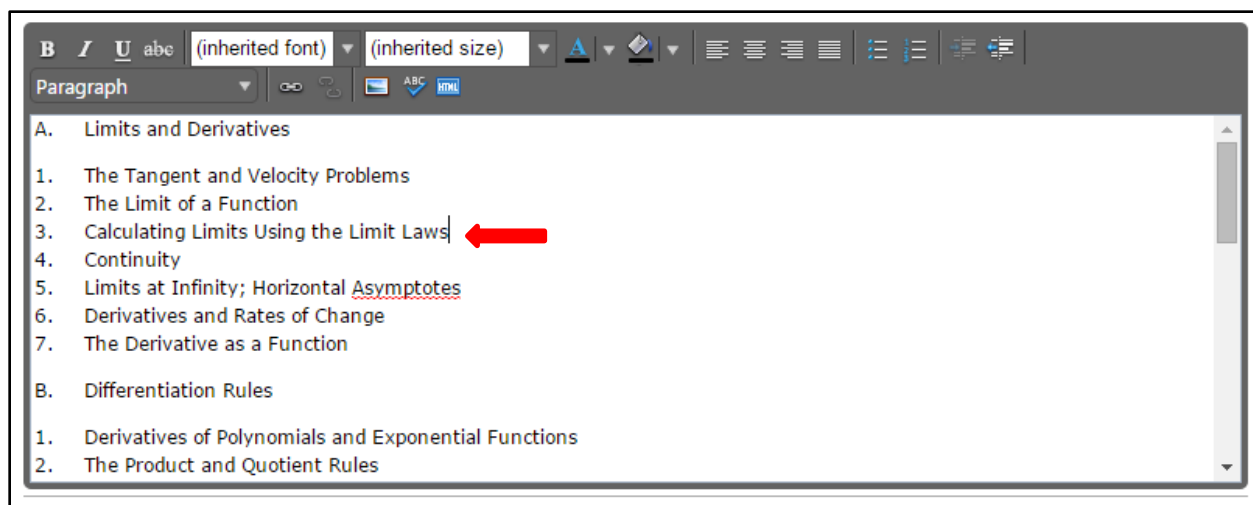


Copy the text from **Notepad** or a **PDF** reader and past it into the **Rich Text Editor**.

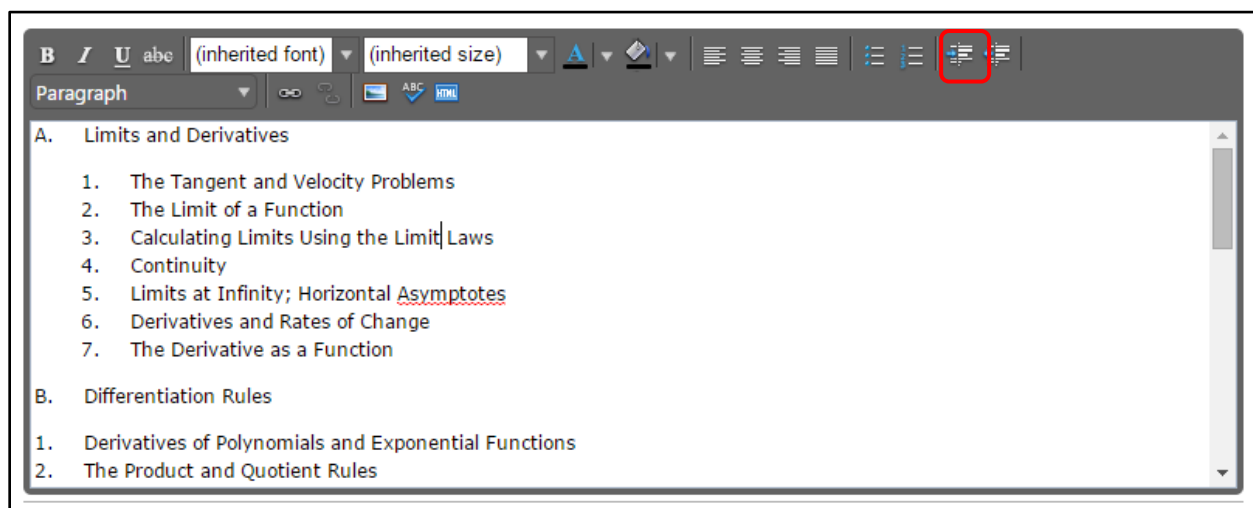
Proofread carefully to make sure that no unnecessary line breaks copied over, and that all spaces and characters copied correctly.

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.



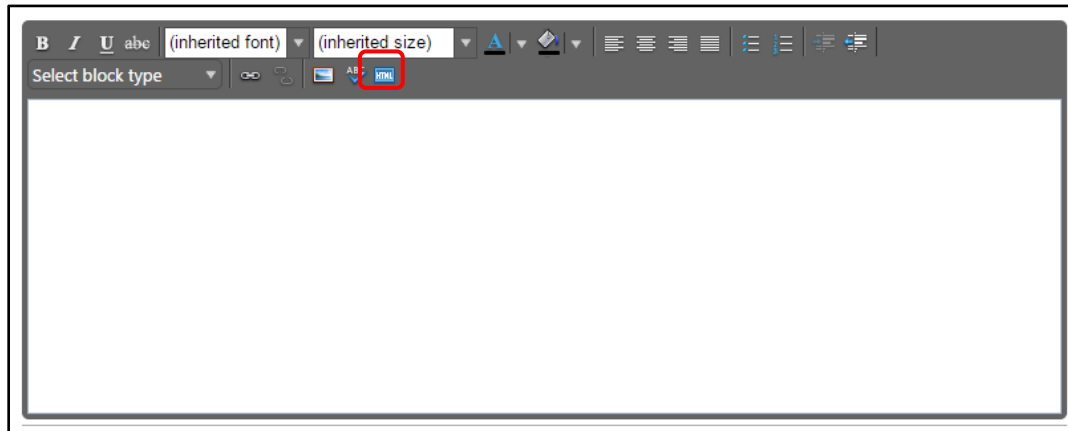


Click within the block to be indented, and click the **Right Indent** formatting influence on the **Rich Text Editor**. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.

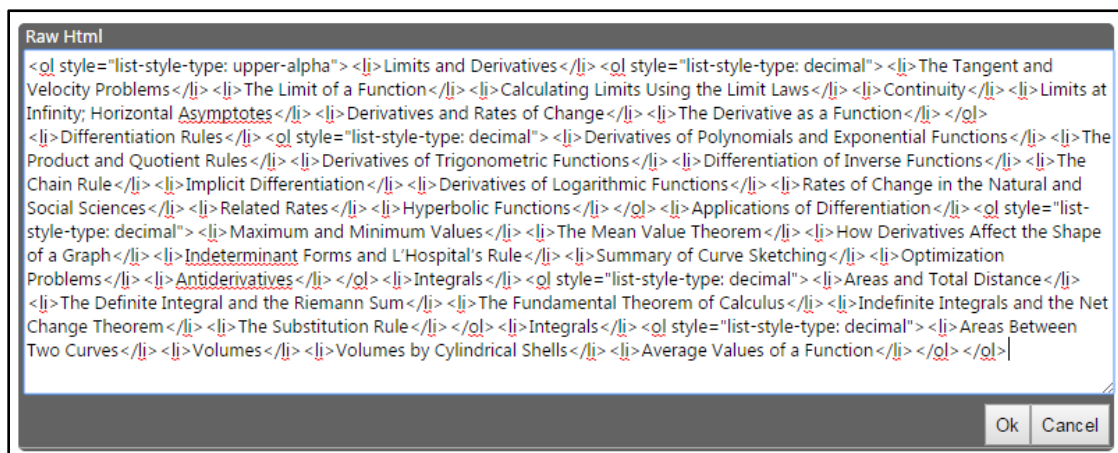
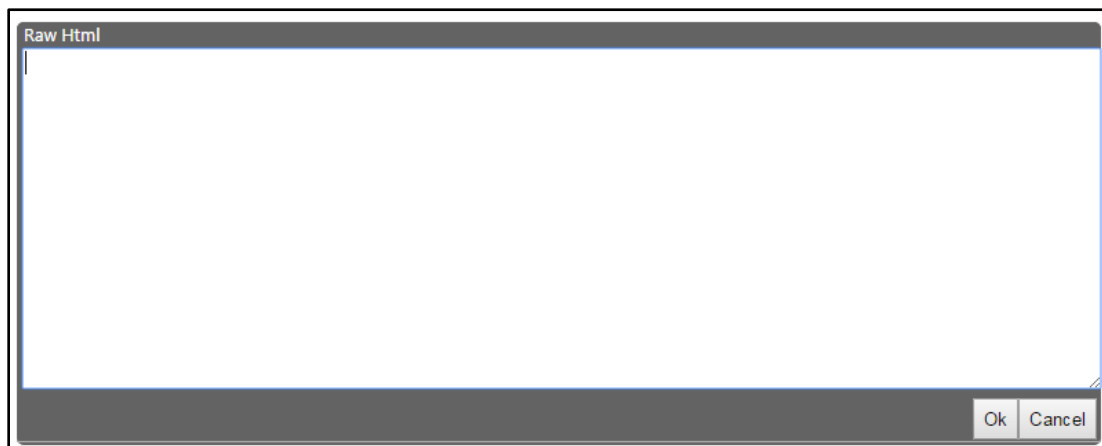


## Creating An Outline Using Html

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**.