Feather River College
CurricUNET User Manual
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log In</td>
<td>4</td>
</tr>
<tr>
<td>Viewing Courses</td>
<td>5</td>
</tr>
<tr>
<td>Viewing Programs</td>
<td>9</td>
</tr>
<tr>
<td><strong>Create Proposal</strong></td>
<td>12</td>
</tr>
<tr>
<td>New Credit Course</td>
<td>14</td>
</tr>
<tr>
<td>New Non Credit Course</td>
<td>14</td>
</tr>
<tr>
<td>Cover</td>
<td>15</td>
</tr>
<tr>
<td>Units/Hours</td>
<td>16</td>
</tr>
<tr>
<td>Requisites</td>
<td>18</td>
</tr>
<tr>
<td>Grading Method</td>
<td>20</td>
</tr>
<tr>
<td>Topic Outlines</td>
<td>21</td>
</tr>
<tr>
<td>Assignments</td>
<td>22</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>24</td>
</tr>
<tr>
<td>Methods of Instruction</td>
<td>26</td>
</tr>
<tr>
<td>Textbooks</td>
<td>27</td>
</tr>
<tr>
<td>Attached Files</td>
<td>29</td>
</tr>
<tr>
<td>Transfer Status</td>
<td>30</td>
</tr>
<tr>
<td>Distance Education</td>
<td>31</td>
</tr>
<tr>
<td>Codes/Dates</td>
<td>33</td>
</tr>
<tr>
<td>Proposal Launch</td>
<td>34</td>
</tr>
<tr>
<td><strong>Course Minor Revision</strong></td>
<td>35</td>
</tr>
<tr>
<td><strong>Course Substantial Revision</strong></td>
<td>35</td>
</tr>
<tr>
<td>Course Deactivation</td>
<td>35</td>
</tr>
<tr>
<td>New Program</td>
<td>37</td>
</tr>
<tr>
<td>New Certificate Program</td>
<td>37</td>
</tr>
<tr>
<td>New Associate Degree Program</td>
<td>37</td>
</tr>
<tr>
<td>New Bachelor’s Degree Program</td>
<td>37</td>
</tr>
<tr>
<td><strong>Cover</strong></td>
<td>39</td>
</tr>
<tr>
<td>Program Learning Outcomes</td>
<td>40</td>
</tr>
<tr>
<td>Course Sequencing</td>
<td>41</td>
</tr>
<tr>
<td>Attached Files</td>
<td>45</td>
</tr>
</tbody>
</table>
Codes/Dates ................................................................................................................................. 46
CCCCO Entry ............................................................................................................................. 47
Proposal Launch ...................................................................................................................... 48
Program Revision .................................................................................................................. 49
Program Deactivation ........................................................................................................... 49
Reports ................................................................................................................................... 51
Course Reports ....................................................................................................................... 53
Program Reports ................................................................................................................... 55
Approvals ............................................................................................................................... 58
Rich Text Editor Detailed Instructions .................................................................................. 61
    Creating an Outline within the Rich Text Editor ................................................................. 62
    Creating an Outline in Microsoft Word, Notepad, or a PDF Reader ....................................... 64
        Create your outline ........................................................................................................ 64
        Copy to Notepad ........................................................................................................... 65
        Save as a PDF ............................................................................................................... 66
    Using the RTE Tools ........................................................................................................... 68
    Creating an Outline using HTML ......................................................................................... 70
**Log In**

Testing Website: frc.sandbox.curricunet.com

Live website: frc.curricunet.com

Email: yourname@frc.edu

Password: ChangeMe57

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

![CurricUNET Login Screen](image-url)
**Viewing Courses**
When you are successfully logged in, you will arrive at this screen. The default viewing selection will be **My Courses**. These are anything that you are currently working on, courses that you created, and courses for which you are a co-contributor.

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

To search within courses, there are a variety of options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. Searches can be done in either the **My Courses** or **My Institution** pages. Use the dropdown menus to select the course **Subject(s)** and **Status(es)**. You may also enter the **Course Number** or **Title** keywords in the **Search** text box. After you make your selections, click **Search**.
In this example, we searched for courses with Test in their title, in any Subject or Status. If you wish to reorder your search results, for example, by Title, click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 1000-1), click the heading a second time. Scroll through the list until you find the course you want, and then click on the course to select. When you hover the mouse over any selection it will turn dark grey and you can click anywhere on that selection to open it.

When you select your course, the course will open in a new tab within your internet browser. Draft and In Review courses will open as below. To view the course proposal, click View Course Proposal. You can also view the Course Outline, Impact, and All Fields reports by selecting those buttons.

You can also export your search results as a report that can be saved, printed, and shared outside the CurricUNET system. Click the down arrow 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 courses in the report.
A report **exported to Excel** will look similar to the below example.

![Excel example](image)

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

![Word example](image)

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

![PDF example](image)
Draft proposals will open to the Course Proposal as below. To view each section of the proposal, select the dark gray section headings on the left to move between sections. When viewing an Active or In Review proposal you are only viewing and not able to make edits. If you want to edit a course, it has to go through the proper approval process, as described in the Modify Course section on page 35 of this manual.
Viewing Programs

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

The default viewing selection will be 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 a variety of 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).
In this example, we searched for programs with **Test** in their title, in any **Status**, **Degree Type**, or **Organization**. 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. When you hover the mouse over any selection it will turn dark grey and you can click anywhere on that selection to open it.

![Programs Table](image.png)

When you select your program, the program will open in a new tab within your internet browser. **Active**, **Historical**, and **In Review** programs will open as below. To view the course proposal, click **View Course Proposal**. You can also view the **Program Summary** and **All Fields** reports by selecting those buttons.

![Testing Table](image.png)
Draft proposals will open to the Program Proposal as below. To view each section of the proposal, select the dark gray section headings on the left to move between sections. When viewing an Active or In Review proposal you are only viewing and not able to make edits. If you want to edit a course, it has to go through the proper approval process, as described in the Modify Program section on page 49 of this manual.
Create Proposal
To create a new proposal, select the Create Proposal button.

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

Use the dropdown menu to choose the Division, Department, and Award Type and then fill in the Program Title. Click Next Step.
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.
New Credit Course

New Non Credit Course

To begin creating a New Credit Course Proposal or New Non Credit Course Proposal, refer to the Create Proposal section on page 12 of this manual. Select the appropriate proposal from the Proposal Type dropdown menu. In this example, we will use the New Credit Course proposal type, but the procedure is identical for both credit and non-credit courses.

Choose the Subject from the dropdown menu, enter the required information, and then click Next Step. Choose the Subject from the dropdown menu; enter the Course Number, Course Title and Catalog Description in the textboxes. Mandatory fields are marked with an *. Click Next Step.

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

You will be brought to the Cover 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 make corrections. Make the changes on the Cover screen, OR click Delete Draft and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the dark gray tabs on the left of the page. Sections with required fields also have an orange box showing your progress, which will turn green when you have completed all required fields. Throughout the proposal, you will only be prompted to Save when changes are made.

On the Cover page, the Subject, Course Number, Title, and Catalog Description will pull from the Create Proposal process. You may edit these as needed. Use the dropdown menu to select the Semester and enter the Start Year. Provide a Justification for this course.

These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You can NOT copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause problems with the editor. For additional information, see the Rich Text Editor Detailed Instructions on page 61 of this manual. Save this page, and continue to the Units/Hours tab.
Units/Hours
On the Units/Hours tab, enter the **Total Instructional Hours**, and enter the number of **Minimum Units**. Complete the **Method of Instruction** area by adding the number of hours spent on each method. If the course has **Distance Ed** components, click the checkbox indicating this. In this case, you will later complete the **Distance Education** tab. If the course is **Repeatable**, click the **Repeatability** checkbox, and enter the **Max Repeatable Units** and **Repeat Justification**.
If the course has **Variable** units, click the checkbox indicating so. Additional fields will appear for **Maximum Units** and **Method of Instruction hours**. **Save** this page and continue to the **Requisites** page.
Requisites

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

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 textbox. Any additional information (grade requirements of the requisite, reasoning for the requisite, etc.) should also be entered in this textbox. The Condition dropdown menu allows you to specify this requisite’s relationship to the next. When you do not select a specific condition the “and” is already implied. If 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. Click on Save to add the requisite.
To edit a Requisite, select the Requisite by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder Requisite, use the up and down arrows on the right of the blue bars. To delete, press the red “X”. When you have entered all requisites in the correct order, move to the **Grading Method** tab.
**Grading Method**

On the **Grading Method** tab, use the dropdown menu to select the **Grade Option**. Click **Save** to save this information, and then continue to the **Topic Outlines** tab.
**Topic Outlines**

On the **Topic Outlines** page, enter the **Course Topic Outline** and the **Lab Topic Outline** for this course in the textboxes.

These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is 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 61 of this manual. **Save** this page, and continue to the **Assignments** tab.
Assignments

In the Assignments tab, you will create a list of the assignments students will be assigned. To add an item, select Add New Item. Enter each assignment individually.

Use the dropdown menu to select the assignment Type, then provide details in the Assignment Description textbox, and click Save to add the assignment to the proposal.
To edit an Assignment, click the blue bar containing the assignment. You will be taken to the previous screen, where you can make your corrections as needed. To reorder assignments, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all assignments are in the correct order, continue to the Student Learning Outcomes tab.
Student Learning Outcomes

In the **Student Learning Outcomes** tab, you will list the new knowledge a student will gain by completing this course. To add an **Outcome**, click the **Add New Item** button. Enter the outcome information on this screen. **Save** your work.

Describe each outcome in the **Outcome Text** box, and describe how the outcome will be **Assessed**, and click **Save** to add the outcome to the proposal.
To edit a **Student Learning Outcome**, click the blue bar containing the outcome. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”. When all outcomes are in the correct order, continue to the **Methods of Instruction** tab.
Methods of Instruction

On the Methods of Instruction page, select the Instruction Type(s) that will be used to teach this course. If any other methodologies will be used, list them in the Other Instruction Type textbox. Click Save and continue to the Textbooks tab.
**Textbooks**

In the **Textbook** section, enter materials individually with books under **Textbook**, journals and periodicals under **Journal** and any other materials under **Text Other**. Click **Add New Record** to add items to the lists.

Enter as much information as possible about the needed materials, and then click **Insert**.
You can sort materials within their categories by clicking on the heading by which you wish to sort them. To edit a material, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. If you have lots of materials, you can move between pages with the arrows at the bottom of each category. Move to **Attached Files** when your materials list is complete.
Attached Files

In the **Attached 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 **Transfer Status** section.
Transfer Status

In the Transfer Status section, you will provide information about the course’s Transfer Status. Use the check boxes to specify the classification. You will need to scroll down to access all the categories. When this section is complete, click on the Distance Education tab. Remember to Save your work.
**Distance Education**

On the **Distance Education** tab, if you selected the **Distance Education** option on the **Units/Hours** page, use the dropdown menu to select the **Proposed Modes of Delivery**. Complete each textbox about the quality of the Distance Education course, following the prompts.

Click **Add New Record** to describe **Distance Education Contact** types.

Use the dropdown menu to select the **Contact Type**, and then enter the **Contact Types Percent** and a brief **Description**. Click **Insert** to add the contact type to the proposal.
You can sort contacts by clicking on the heading by which you wish to sort them. To edit a contact, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. If you have lots of contact types, you can move between pages with the arrows at the bottom of each category. **Save** this page and continue to the **Codes/Dates** tab.
Codes/Dates
In the Codes/Dates section, you will use the dropdown menus to specify the classifications and codes apply to this course. Enter as much information as possible. Add any Notes about the proposal, and select the Discipline required to teach the course.

The Codes/Dates tab is the last section of the proposal. At this point, you may wish to review the proposal by moving back through the tabs, or by viewing the Reports on page 51 of this manual.
**Proposal Launch**

When you are satisfied with the information in the proposal, select the **Launch** button. This will move the proposal into the approval process. You may also choose **Delete Draft**, and the draft will be deleted. You will be prompted to confirm your decision in a popup box.
Course Minor Revision

Course Substantial Revision

Course Deactivation

To make changes to a course or deactivate a course, select Course Minor Revision, Course Substantial Revision, or Course Deactivation from the drop down menu of Step 1 of the Create Proposal process (see page 12 of this manual), then click Next Step. In this example, we will use a Course Substantial Revision proposal, but the process is the same for all revision or deactivation proposals.

Use the drop down menu and search bar to filter the courses to find the course you wish to modify. Select the course and click Next Step.
When you are sure the information is correct, choose **Create Proposal**.

If, at this point, you realize you have selected the wrong proposal type or course, **DO NOT** use your browser’s back button. Instead, select **Delete Draft** to remove this draft from the system, and initiate the **Create Proposal** process again.

When this screen appears, make any proposed changes to the course, moving around the course proposal through the dark gray tabs on the left. For details about the tab contents, see the **New Credit Course/New Non-Credit Course Proposal** section on page 14 of this manual. Some fields may appear grayed out and you will not be able to click into the field. These fields are locked in that proposal type for users with your origination rights.
New Program

New Certificate Program

New Associate Degree Program

New Bachelors’ Degree Program

To create a New Program proposal of any kind, select New Program from the dropdown menu in Step 1, then click Next Step. In this example, we will use a New Program proposal, but the process is the same for all program types.

Use the dropdown menus to select the Division, Department, and Award Type, then enter the Program Title, and select Next Step. Mandatory fields are marked with an *.
In Step 3, review the information, and if correct, click **Create Proposal**. If the information is inaccurate, click on any of the previous steps to correct the information.

![Create Proposal](image-url)
Cover
If, at this point, you realize you have selected the wrong proposal type or course, DO NOT use your browser’s back button. Instead, select Delete Draft to remove this draft from the system, and initiate the Create Proposal process again.

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

In the Cover section, use the dropdown menus to select the Division/School, Department, Subject, and Award Type. Enter the Description, Justification, and Career Opportunities for the new program. Select the Proposed Semester of Implementation. Save this page, and click the Program Learning Outcomes tab.
Program Learning Outcomes

In the Program Learning Outcomes tab, you will create a list of the new knowledge and skills a student will gain by completing this program. To add an outcome, click the Add new item button.

Enter the Outcome information on this screen, describing the Outcome and Assessment of this goal. You will need to add each outcome individually. Required fields are highlighted and marked with an *. Save your work.

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

Course and other requirements are added to the program in Course Blocks that define the requirements of the program. To add a Course Block, click Add New Item.

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

Click **Add New Item** to add a course.
Use the dropdown menus to select the **Subject** and **Course** of the required course. If the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. The **Condition** drop down selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The **Condition** drop down menu allows you to specify if the course must be taken as well as (using “and”) or instead of (using “or”) the next requirement. 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.
To reorder requirements within the course block, use the up and down arrows on the right of the blue bar. To delete a requirement, select the red “X”. When you are satisfied with the courses/non-course requirements, and their order, click Done.

![Course Sequencing](image1)

To edit a Course click the blue bar containing the outcome. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all requirements are in the correct order, click Done. When all Blocks and Courses are in the correct place, continue to the Attached Files tab.

![Course Sequencing](image2)
**Attached Files**

In the **Attached 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/Dates** section.
**Codes/Dates**
Use the dropdown menus or key in the first few letters of your search criteria to fill in the **Originator** and the **Semester** that this program will be implemented. Select the dates **Origination Date** by clicking the calendar icon. 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 arrow to select the **Originator**. Select the **Actual Implementation Semester**. Save this page, and then continue to the **CCCCO Entry** tab.
**CCCCO Entry**

On the **CCCCO Entry** tab, provide additional detailed information about the program to assist with state approval, following each prompt. **Save** this information.

The **CCCCO Entry page** is the last section of the proposal. At this point, you may wish to review the proposal by moving back through the tabs, or by viewing the reports in the **Reports** section on page 51 of this manual.
**Proposal Launch**

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

Program Deactivation
To make changes to a course or deactivate a program, select Program Revision, or Program Deactivation from the drop down menu of Step 1 of the Create Proposal process (see page 12 of this manual), then click Next Step. In this example, we will use a Program Deactivation proposal, but the process is the same for all revision or deactivation proposals.

To filter the programs, use the dropdown menus to select the Division and Department of the program you wish to amend. Enter any keywords in the Program Title textbox, click the Search Programs box and the top 50 active programs will be listed to choose from. Make your selection and click Next Step.

Next you will see the screen below where you can review the proposal to be amended. If you need to make changes, click any previous step to edit. If the program selected is correct, click Create Proposal.
For details about the tab contents, see the **New Program Proposal** section on page 37 of this manual. Some fields may appear grayed out and you will not be able to click into the field. These fields are locked in that proposal type for users with your origination rights.
Reports
Reports show a summary of any proposal, in any status. There are three ways to access reports, and they are identical for all course and program proposals. At this time, there are no reports for packages. Each type of proposal has slightly different report options, but the process of accessing them is the same. Each report will open in a new tab within your internet browser.

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

![Image of the Search screen with a course proposal]

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

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

![Image of the proposal screen with the page icon highlighted]

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

![Image of the proposal screen with report options]

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.
## Credit Course for User Manual

<table>
<thead>
<tr>
<th>Action Date</th>
<th>Step</th>
<th>Step Type</th>
<th>User Fname</th>
<th>Action</th>
<th>Action Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/2015 01:29 PM</td>
<td>Registrar</td>
<td>Required</td>
<td>Stark State Admin</td>
<td>Implement</td>
<td></td>
</tr>
<tr>
<td>10/15/2015 01:29 PM</td>
<td>Registrar</td>
<td>Required</td>
<td>Pam Arrington</td>
<td>Skipped</td>
<td></td>
</tr>
<tr>
<td>10/15/2015 01:29 PM</td>
<td>Department Chair</td>
<td>Required</td>
<td>Rene Ennis</td>
<td>Skipped</td>
<td></td>
</tr>
<tr>
<td>10/15/2015 01:37 PM</td>
<td>Originator</td>
<td>Required</td>
<td>Stark State Admin</td>
<td>Launch</td>
<td>Launch</td>
</tr>
</tbody>
</table>
Course Reports

All Fields

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

![Image of Feather River College - All Fields Course Report]

Comparison

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

![Image of Feather River College - All Fields Course Report Comparison]
**Course Outline**

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

![Course Outline Image]

**Impact**

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

![Impact Report Image]

---

Page 54
The **Program Summary** summarizes the program’s Degree Requirements.

### Standardized Test Administration Degrees

#### Program Learning Outcomes

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

1. Program computers.

#### Degree Requirements:

<table>
<thead>
<tr>
<th>Required courses</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 166 ART OF MODERN PERIOD</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The **All Fields Report** summarizes all the fields and information in the proposal.

### Feather River College - All Fields Program Report

#### Cover

<table>
<thead>
<tr>
<th>Division/School</th>
<th>Arts and Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Art</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>AG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Type</td>
<td>BS: Bachelors</td>
</tr>
<tr>
<td>Title</td>
<td>Testing this again</td>
</tr>
</tbody>
</table>

#### Justification

there is a justification for this course

#### Career Opportunities

#### Proposed Semester of Implementation

<table>
<thead>
<tr>
<th>Semester</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2016</td>
</tr>
</tbody>
</table>

#### Program Learning Outcomes

<table>
<thead>
<tr>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are outcomes for this program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>There will be an assessment</td>
</tr>
</tbody>
</table>
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.

Feather River College - All Fields Program Report

Cover

Division/School  Arts and Sciences
Department  Art

Subject  AG
Award Type  BS: Bachelors
Title  Testing this again
Description
Justification
there is a justification for this course
Career Opportunities

Proposed Semester of Implementation

Semester  Spring
Winter
Year  2015  2016
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.

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

If you are the next user in the approval process, you will see this screen. If you wish to view the course, you can select View Course Proposal. You may also view any available reports by clicking the name of the report. Use the Action drop down menu to select the action you wish to take on the proposal, add any Comments, and then click Commit. This will move it to the next part of the approval process. If you reject the proposal, it will remove the proposal from the system. If you request changes, the Meta System will send the proposal back to the originator. Once these changes have been made, the proposal will return to the person who requested the changes.
Make sure you see a confirmation message that will pop up on the screen to confirm that when you pressed **Commit**, the action was received. You must press **Close to continue** to ensure this. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform your action again.*
To implement the course and add it to the college’s offerings, the last user in the approval process (or an administrator) must select **Implement** from the **Action** menu. Select the **Publish date** (the date the course will become active), using the calendar icon. Add any comments, and click **Commit**.

![Approval Update for Class Scheduler](image)

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

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

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

An outline or list requires additional changes.
Creating an Outline within the Rich Text Editor

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

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

1. Level One
   a. Level Two
      i. Level Three
      ii. Level Three, B
         A. Level Four

2. Level One, B
   a. Level Two

If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so as well, using the indentation tools as needed.
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

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

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

Create your outline

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

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

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

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

Enter/Edit the File name, then use the Save as type dropdown menu to select PDF, and click Save.
You will now be able to open this file in your PDF reader (such as Adobe Acrobat or Adobe Reader).

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

IV. Course Content

A. Introduction to Gerontological, Neurological and Orthopedic Nursing.
1. Assessment
2. Anatomy and physiology
3. Case Management
4. Delegation
5. Pain

B. Application of the nursing process and the Systems Developmental Stress model as it relates to the elderly client:
1. Physiological changes related to aging
2. Common responses and needs of the elderly
3. Assessment of biological, interpersonal, intrapersonal, developmental changes and stress factors.
4. Assessment of cultural variables.
5. Medication use and misuse.
6. Case management along the illness-wellness continuum.

C. Application of the nursing process and the Systems Developmental Stress Model as it relates to individuals experiencing disruption in perception, coordination and mobility:
1. Neurological and orthopedic trauma
2. Seizure disorders
3. Cerebrovascular disorders
4. Inflammatory and infectious disorders
5. Neurological and orthopedic degenerative disorders
Using the RTE Tools
Copy the text from Notepad or a PDF reader and paste it into the Rich Text Editor.

Proofread carefully to make sure that there are not any unnecessary line breaks copied over and that all spaces and characters copied correctly.

To create indented levels, select the end of the last line before the indentation, and press Enter on your keyboard. Select the end of the last line of the indentation, and press Enter again. This will create a new block of text. You MUST add these additional hard returns to indent text.
Click within the block to be indented, and click the “Right Indent” formatting influence on the Rich Text Editor. This is the button to the far right of the top line of the Editor. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.
Creating an Outline using HTML

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

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

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