Course Outline for CIS xx1-lh

USING CURRICUNET

Effective: Fall 2012

I. CATALOG DESCRIPTION:
CIS xx1-lh — USING CURRICUNET — 2.00 units

This course will introduce faculty to the wonders of CurricUNET. Create, edit, and view course outlines.

0.50 Units Lecture 1.00 Units Lab

Prerequisite
CIS xx2 - Advanced CurricUNET
with a minimum grade of C
or

- Eligibility for ENG 1A -
with a minimum grade of C

Strongly Recommended
CIS 8 - Essential Computing Skills
with a minimum grade of C

Grading Methods:
Letter or P/NP

Discipline:

	MIN
Lecture Hours:	9.00
Lab Hours:	54.00
No Unit Value Lab	18.00
Total Hours:	81.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:
Before entering the course a student should be able to:

A. CISxx2
   1. Put in an outline enter data into screens.
B. -Eligibility for ENG 1A

Before entering this course, it is strongly recommended that the student should be able to:

A. CIS8

IV. MEASURABLE OBJECTIVES:
Upon completion of this course, the student should be able to:

A. Submit proposal to workflow process
   1. To discipline faculty
   2. To division review
B. Edit an outline
   1. Make changes to specific screens
   2. Unlock screens
C. Develop a program
   1. Select courses to include in program
   2. Complete necessary web screens
D. Main point
   1. Second point under

V. CONTENT:
    A. What is a Curriculum Management Systems?
        1. Electronic storage system for college curriculum
        2. Used to create, edit, and maintain course outlines of record
        3. Used to create, edit, and maintain degrees/certificates
            a. Yeah we have another level
    B. Why are we switching to this system?
        1. Too many courses to effectively use manual system
        2. Need to be efficient in the creation and maintenance of curriculum
        3. Need to be able to quickly and easily access current course outlines and program information
        4. Need to be able to effectively archive information on revised curriculum.
    C. What do I need to get started?
        1. CurricUNET username and password
        2. Training
        3. Patience
    D. Edit an existing course
        1. Locate course
    E. Here's another area

VI. METHODS OF INSTRUCTION:
    A. **Observation and Demonstration** -
    B. **Lab** - There will be on campus lab assignments
    C. **Discussion** - There will be lots

VII. TYPICAL ASSIGNMENTS:
    A. Create an outline for a new course that contains all the required elements.
        1. Submit the outline to the workflow process
        2. Present the outline to the Curriculum Committee
    B. Create a proposal for a new program
        1. Select appropriate courses

VIII. EVALUATION:
    A. **Methods**

        1. Research Projects
        2. Papers
        3. Projects
        4. Group Projects
        5. Class Work
        6. Lab Activities
        7. Other:
        What ever else I come up with
    B. **Frequency**

        1. Papers--3-4 complete proposal must be submitted
        2. Lab Assignment--weekly
        3. Projects--1 new program submission
        4. 3-4 Research projects

IX. TYPICAL TEXTS:
    1. Andersen, Todd M (2000). *Governet Monthly* (test ed.). test: 1s dfae era.
    2. Really, Smart (2012). *CurricUNET for the Average Faculty Member* (1st ed.). Livermore, CA : Right on Time.
    3. Cann, ladd (2011). *3rd Typical Text* (1st ed.). Livermore, CA: Just Because.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
    A. Go Print card
    B. Storage Media