**CurricUNET Instructions for Academic Dean(s) and ALC**
Revised January 21, 2011

**Step 1**
- Steps for accessing the CurricUNET Website
  - Access the MDC Homepage www.mdc.edu



  - Click on the address bar and enter the address to the Academic Programs page www.mdc.edu/asa/academic_programs.asp
  - Click on the CurricUNET link
    - Note: When signing-in through the MDC system you are automatically logged-in to CurricUNET.  When signing-in from an outside location (non-MDC system) you will be required to enter your *User Name & Password* to gain access to CurricUNET.



- Congratulations you are now ready to use CurricUNET!

Note: You can also access CurricUNET from your employee portal, by placing your cursor on
**"Forms"**, and selecting "**CurricUNET**" from the drop down menu.



**Step 2**

- o Your role is to review and approve curriculum which is submitted by the various schools/disciplines
- o Please note that you will be notified through email alerts of any pending approvals

To begin reviewing go to "**TRACK**" on the menu bar to the left and click on "**My Approvals**"



**Step 3**

Select your role from the drop down menu. Followed by a Click on the **"Summary"**  icon to review the course or program information

**Sample screen shot of the "Curriculum Action Summary"**

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### COMP 1332 Introduction to Visual Basic Programming

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**Curriculum Action Rationale:** Hard coding pre/co-requisite and modified course description to reflect this change

<div align="right">

4 Credits(s)
48 Hour(s) Lecture
32 Hour(s) Laboratory

</div>

**COP1332**

**Course Description:**

**Introduction to Visual Basic Programming**

This course introduces computer science and non-major students to fundamental programming skills using the Visual Basic Integrated Development environment. Students will learn program design, the fundamentals of event driven object-oriented programming, arrays, validation of user input, and how to create menu driven programs and multiple form applications.

Pre/Co Requisites for this course are: CGS1060. Knowledge of high school algebra is recommended. (48 hr. lecture; 32 hr. lab)

**Course Type** Lecture/Lab Combination

**Credit Type/Lvl** 01: ADVANCED AND PROFESSIONAL

**Gordon Rule** No

**Grading** AF - A through F

**Requisites** Pre/Corequisite: CGS1060
Recommended preparation: Knowledge of high school algebra is recommended.

**Competencies** **Competency 1: The student will demonstrate knowledge of computer system**

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o To view specific information from the Summary Icon select the following:

- **W R** Curriculum Action Summary – Provides a summary of curriculum action
- **C** Course Competencies – Displays course competency and LOCC information
- **C C** Course Comparison – Tracks changes to show comparison of new/old information
- **C I** Course Impact Report – Displays a listing of programs which are affected by the course addition/modification. (Currently under construction)

Note: For **_Programs_** only (not courses): **A F** All Field Report – Provides a view of all program information.

**Step 4**

To take action, close the pop-up window, and click the "**Action**" button.



- o Make comments as needed in the *Comments* field. (Reminder: <u>All</u> comments can be viewed by all members).
- o On the "*Action*" field select the appropriate action from the dropdown menu, and click "**Save**":
  - Approve (will push the item forward to the next step in the approval path)
  - Disapprove (will remove the item from the approval path, and will automatically notify the Originator)
  - Changes Needed (will send the item back to the Originator for corrections)

## Step 5

**Follow previous steps 1 and 2 listed above.**

- o To take action go to "***TRACK***" on the menu bar to the left and click on "***My Approvals***" and select your role from the drop down menu.

**Note: For summary information follow step 3.**

To take action, close the pop-up window and click the "**Action**" button.

- o Make comments as needed in the available field.
- o On the "***Action***" field select the appropriate action from the dropdown menu:
  - ▪ Click "**Reviewed**" and click "**Save**" (will push the item forward to the next step in the approval path)
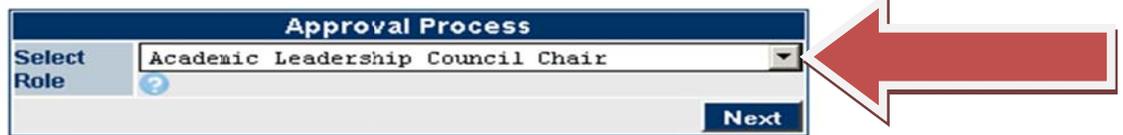
**Step 6**
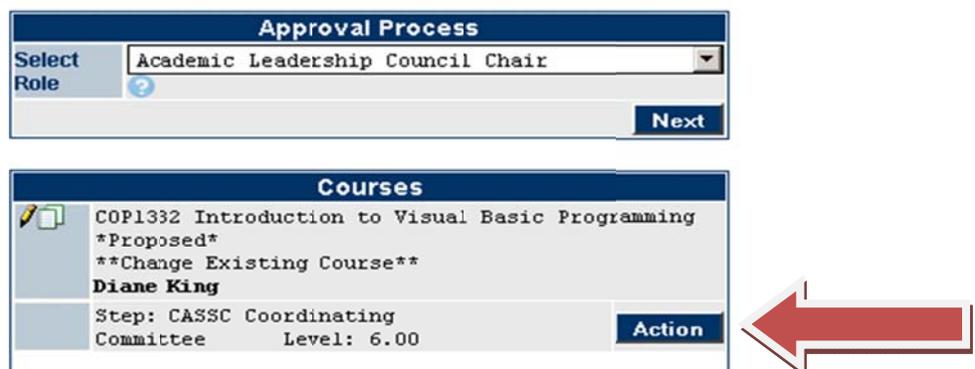
**Follow previous steps 1 and 2 listed above.**

   o  To take action go to "***TRACK***" on the menu bar to the left and click on "***My Approvals***"
      and select your role from the drop down menu.



**Note: For summary information follow step 3.**

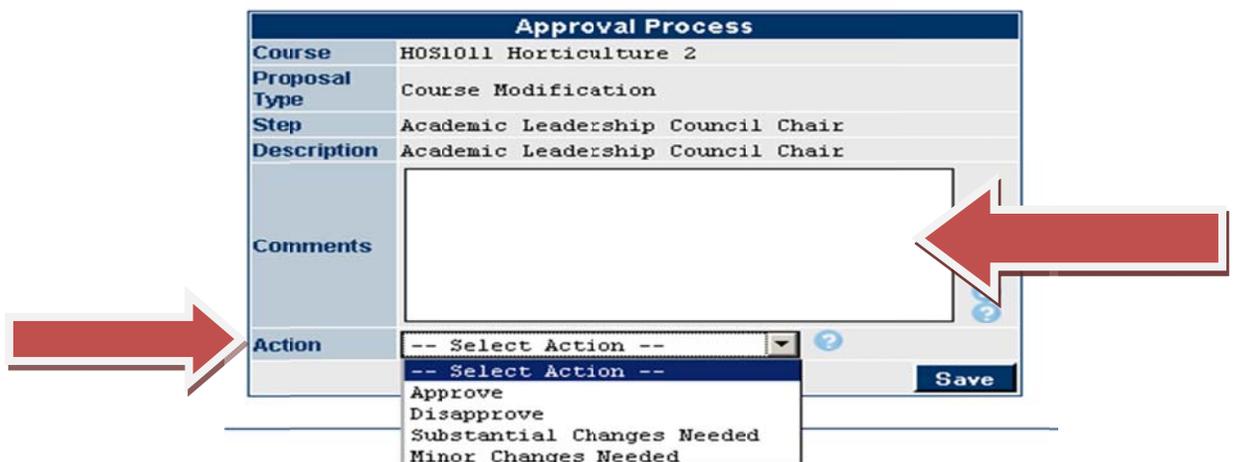To take action, close the pop-up window and click the "**Action**" button.



   o  Make comments as needed in the available field.
   o  On the "***Action***" field select the appropriate action from the dropdown menu and click
      **"Save"**:
         ▪  Approve (will push the item forward to the next step in the approval path)
         ▪  Disapprove (will remove the item from the approval path, and will automatically
            notify the Originator)
         ▪  Substantial/Minor Changes Needed (will send the item back to the Originator
            for corrections)