

CurricUNET

User's Guide



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Logging On to CurricUNET

To get to the CurricUNET program, you have three options:

1. Go to the following page http://www.mdc.edu/asa/academic_programs.asp and click on the “CurricUNET” link



2. Go to the following link by typing directly into your web browser line:
<https://wape.mdc.edu/CurricUNETSingleSignOn>.
3. You can also access CurricUNET from your employee portal, by placing your cursor on “Forms”, and selecting “CurricUNET” from the drop down menu.



NOTE: Firefox works best for Macs.


Once on the CurricUNET site, you will need to login. The credentials to login are the same ones to log into the mdcc domain.

If you do not know your login or password, please contact the network service department at your campus.

Main Menu Bar

This section provides an overview of the main menu bar in CurricUNET.



The  **CurricUNET Home** button takes you to the Home Page of CurricUNET. This page provides an entry point into the system.

The **Notifications** area contains email notifications.

The **Build** area is where the courses, programs and packages are created, edited or deleted.

The **Track** area is where proposals and approvals can be tracked.

Reports/Interfaces are reports specific to curriculum development.

The **Links** area contains links to web sites or documents you may find useful.

The **Search** area is where all course, program and user searches are conducted.

The **CurricUSEARCH** area allows you to search for course outlines at other nationwide campuses that utilize CurricUNET.

The **Help** area contains important contact information and the CurricUNET User Guide.

To log out simply close the browser and your session will end.

Search

CurricUNET allows you to search through existing courses and programs using a variety of search criteria functions.

- 1 Scroll down to the Search area
- 2 Click the desired Search link
- 3 Enter criteria into one or more fields

In addition to the MDC SEARCH, the CurricUNET SEARCH provides the ability to search its nationwide database of course outlines from participating **CurricUNET** clients. This database contains 100% of the approved course outlines of member institutions.

Security

CurricUNET is only available to authorized users. Each authorized user is assigned a user name and password. Your user name and password identify you to the CurricUNET system. Only the originator and other authorized users have the ability to view and edit a course proposal in the pre-launch state.

Functions are also assigned to each user. The function allows the user to approve course proposals at a given time. See approvals.

Icon Definitions



This icon, when clicked, allows you to view, edit or create user approval functions.



This icon, when clicked, allows you to view, edit or create user originator functions.



This icon, when clicked, allows you to view, edit or create user roles.



This icon, when clicked, allows you to view help pages.



This icon, when clicked, allows you to spellcheck the information you have entered into a text area.



This icon signifies if a course or program area is complete.



This icon, when clicked, copies an existing course for modification and new course submission.



This icon, when clicked, deletes a course, program or other information.



This icon, when clicked, allows you to edit general information.



This icon, when clicked, allows you to insert above.



This icon, when clicked, allows you to insert below.



This icon, when clicked, allows a user to view a Course Syllabus. *(Not Currently Available).*



This icon, when clicked, allows a user to view a Course Comparison Report.



This icon, when clicked, allows a user to edit individual instructor syllabi. *(Not Currently Available).*

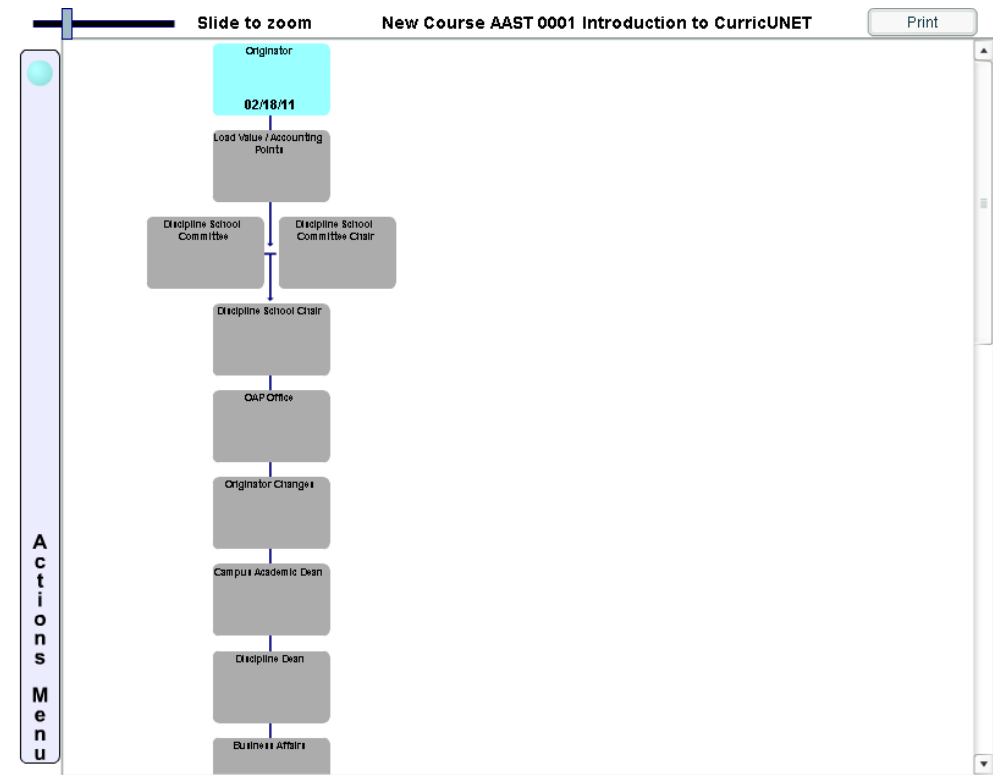


This icon, when clicked, opens your word processing program so you can view a word format *(Not Currently Available).*

Approvals Overview

Once you create a course, it is automatically entered into the approval process. The first step, Origination, will already be complete. You can stop the process at any time, up to the launch, by deleting the course. Once the course has been launched, you can no longer edit or delete the course.

There will be several individuals reviewing, suggesting changes to, and approving or possibly disapproving your course. After each approval step is completed, an email will be sent to the appropriate individuals notifying them of the step completion. As the originator, you will need to launch the course once the approval steps have been completed. You will not be allowed to launch the course until all course entry screens have been marked complete. By launching, you send the created course into the final approval process.




You can track each step of the approval process by clicking the My Approvals text link on the main menu and selecting a role from the drop down list. Once you are at the approval screen, you will see a list displaying the steps for processing. If all previous required steps have been approved, you will be able to click on the Action button and a pop-up window will appear where you can enter comments and select an action.

To get out of the screen, click the back button on your browser and you will be returned to the main approval screen.

Approvals Area Selection

This screen shows the courses, programs and packages currently in the approval process.

The subject area, course, program or package number and the step and level for each course, program and package in the approval process will be displayed. To the right of this information there is an Action button. When you click on this button, it allows you to view the approval process step that the course, program or package is currently in.

 **CurricUNET Home**

Track

Track

[My Proposals](#)

[My Approvals](#)

[All Proposals](#)

[Completed Proposals](#)

Links

[Academic Programs at MDC](#)

[Catalog 2010-2012](#)

[Course Competencies](#)

[FACTS.org](#)

[Special Characters](#)

[State Course Numbering System](#)

[Taxonomy](#)

All Proposals

--All-- **Filter**

Courses

Check Status	ACC2257 Accounting Test Change Existing Course
Check Status	ACC2TODD Todds Test Course New Course
Check Status	AVN2145 Aviation Navigation New Course
Check Status	***cgs 1070 New Course
Check Status	COP2842 DEV WEBSTS PHP/MYSQL Change Existing Course
Check Status	EME2041 Intro Ed New Course
Check Status	EEC2xyz Children with Special Needs New Course
Check Status	ETG24XX Reactor Theory for Nuclear Operations New Course
Check Status	RET2zzz1 Respiratory Care Laboratory New Course

Programs

No Programs.

Help

This list shows courses that have been "prelaunched" and launched. If you "check status" you'll be able to read various reviewers comments and track the proposals progress toward implementation.

Edit **More**
















Standard Approval

This is the standard approval screen for all the approval steps.

On this screen you will see important course, program and package identification information as well as an area to enter comments. The last item on the screen is a list of actions that can be taken on the approval step. This list changes depending on which step the approval process is in.


Select an Action from the drop down list and click on the Save button in the lower right hand corner of the screen. This will save your action and comment, move the course, program or package to the next approval step and return you to the Approval Process screen.

Note: You must select and save an Action or the approval process will not continue.

<p> CurricUNET Home</p> <p>↳ Track</p> <p>↳ Approval Process</p> <p>Links</p> <p>Academic Programs at MDC</p> <p>Catalog 2010-2012</p> <p>Course Competencies</p> <p>FACTS.org</p> <p>Special Characters</p> <p>State Course</p> <p>Numbering System</p> <p>Taxonomy</p>	<table border="1"> <thead> <tr> <th colspan="2">Approval Process</th> </tr> </thead> <tbody> <tr> <td>Course</td> <td>ACC2257 Accounting Test</td> </tr> <tr> <td>Proposal Type</td> <td>Course State Mandated Change</td> </tr> <tr> <td>Step</td> <td>Discipline Review</td> </tr> <tr> <td>Description</td> <td>Discipline Review</td> </tr> <tr> <td>Comments</td> <td> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="text-align: right;">   </div> </td> </tr> <tr> <td>Action</td> <td> <div> -- Select Action --  </div> <div> -- Select Action -- Reviewed </div> </td> </tr> <tr> <td colspan="2" style="text-align: right;">  </td> </tr> </tbody> </table>	Approval Process		Course	ACC2257 Accounting Test	Proposal Type	Course State Mandated Change	Step	Discipline Review	Description	Discipline Review	Comments	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="text-align: right;">   </div>	Action	<div> -- Select Action --  </div> <div> -- Select Action -- Reviewed </div>			<p>Help</p> <p>Make comments in the comment text box.</p> <p>Select action from the drop-down menu. Non-support or non-approval requires an explanation.</p> <p>   </p>
Approval Process																		
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Action	<div> -- Select Action --  </div> <div> -- Select Action -- Reviewed </div>																	
																		

Course Approval Workflow

From the main menu scroll down to TRACK, then click on MY APPROVALS, and select a proposal to be reviewed from the available menu.



Miami Dade College



CurricUNET Home
Track

Track

- My Proposals
- My Approvals
- All Proposals
- Completed Proposals

Links

- Academic Programs
- Catalog 2010-2012
- Course Competencies
- Curriculum Report
- FACTS.org
- SCNS
- Taxonomy

OAP0001 Introduction to CurricUNET	
Launch	2011-02-18 14:38:29.0
Process Version	New Course
Visual	Visual
 	
Originator	<i>(required)</i>
Julian Chiu Done Action: Pre-Launch 1 02/18/2011	
Load Value / Accounting Points	<i>(required)</i>
Load Value / Accounting Points Action	
Discipline/School Committee Chair	<i>(required)</i>
Discipline/School Committee Chair Action	
Discipline/School Committee	<i>(optional)</i>
Discipline/School Committee Action	
Discipline/School Chair or Designee	<i>(required)</i>
Discipline/School Chair Action	
OAP Office	<i>(required)</i>
Office of Academic Programs Action	
Originator Changes	<i>(required)</i>
Originator Action	
Campus Academic Dean	<i>(required)</i>
Campus Academic Dean Action	

Help

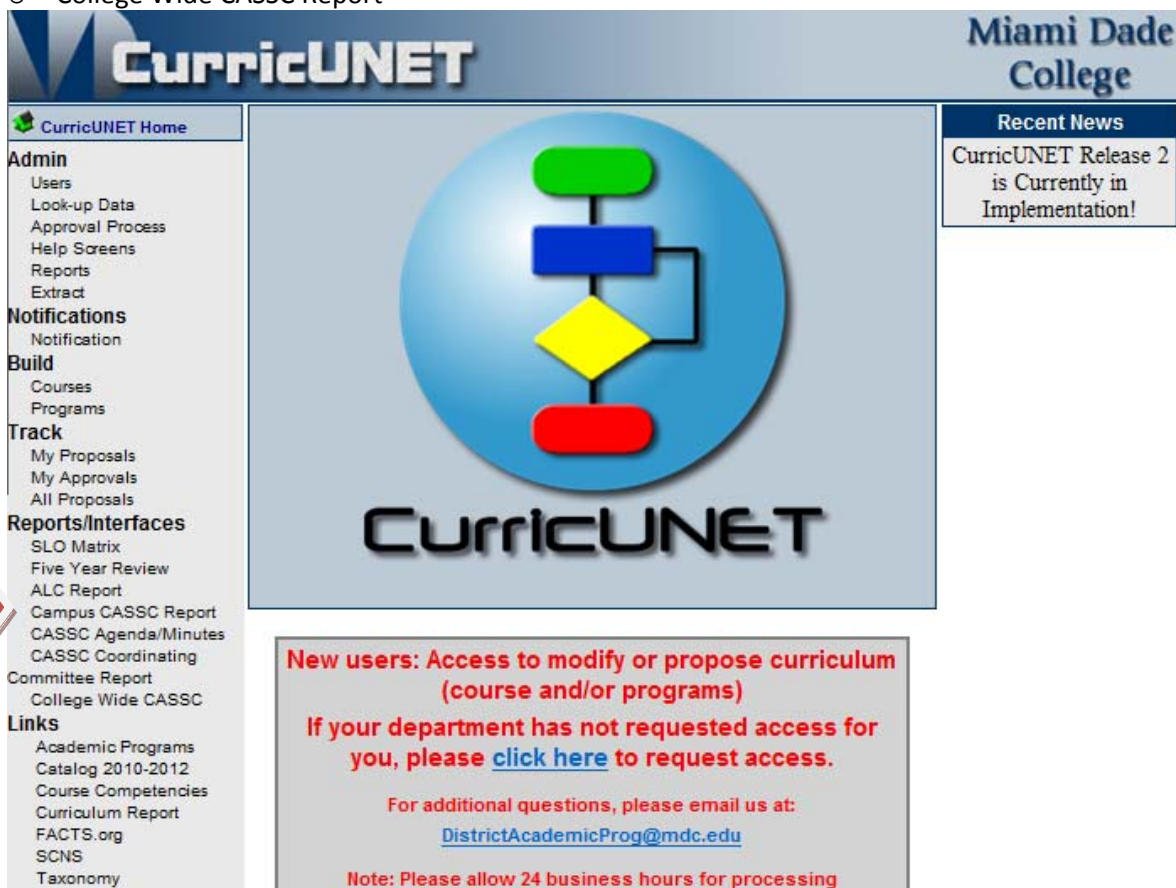
There is currently no help available for this page.

Edit **More**

Reports

From the main menu scroll down to Reports/Interfaces, then click on the desired report to view your course/program approval status.

- ALC Report
- Campus CASSC Report
- CASSC Coordinating Committee Report
- College Wide CASSC Report



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CurricUNET Home

Admin

- Users
- Look-up Data
- Approval Process
- Help Screens
- Reports
- Extract

Notifications

- Notification

Build

- Courses
- Programs

Track

- My Proposals
- My Approvals
- All Proposals

Reports/Interfaces

- SLO Matrix
- Five Year Review
- ALC Report
- Campus CASSC Report
- CASSC Agenda/Minutes
- CASSC Coordinating Committee Report
- College Wide CASSC

Links

- Academic Programs
- Catalog 2010-2012
- Course Competencies
- Curriculum Report
- FACTS.org
- SCNS
- Taxonomy

Recent News

CurricUNET Release 2 is Currently in Implementation!

New users: Access to modify or propose curriculum (course and/or programs)

If your department has not requested access for you, please [click here](#) to request access.

For additional questions, please email us at:
DistrictAcademicProg@mdc.edu

Note: Please allow 24 business hours for processing

Originator Approval (Launch)

The originator will not be able to launch a course, program or package until all forms for both course and/or programs have been fully completed, saved and locked.

This screen is where the originator will launch the course, program or package into the final approval process.

Once all approval and entry screen sections have been completed, the course, program or package can be launched into the final approval process by clicking on the SUBMIT button.

CurricUNET Home

- ↳ Build
- ↳ Courses
- ↳ Edit Course

Edit Course

3109
Strategic Policy & National Security
POLS-POLITICAL
SCIENCE
Chiu, Julian

You may Submit your course now. **Submit**

Links


- Academic Programs at MDC
- Catalog 2010-2012
- Course Competencies
- FACTS.org

Course Construction Main Menu	
Course Number	3109
Course Title	Strategic Policy & National Security
Short Title	STRAT POLCY/NATL SEC
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

Course Checklist


Main

- ☒ Cover (CASSC FORM 102-1)
- ☒ Units/Hours (CASSC FORM 102-2)
- ☒ Requisites (CASSC FORM 102-3)
- ☒ Instructional Support Materials (CASSC FORM 104)
- ☒ Fees (CASSC FORM 109)
- ☒ Special Fee Designators (Business Affairs ONLY)
- ☒ Course Competencies and Student Learning Outcomes (CASSC FORM 112)
- ☒ Syllabus
- ☐ OAP Codes Only



Course Search

To search for a course: Click on the Course text link found in the Search section of the main menu. This will take you to the Course Search where you will enter the search criteria and click OK. This will take you to the Course Search Results screen.



Welcome, Alan
Log Out

CurricUNET Home
Search

Search

- Course
- Program
- Users

Links

- Governnet
- Special Characters
- Taxonomy
- User's Guide

Course Search

Status

☒ All
☐ Active
☐ Approved
☐ Delete
☐ Historical
☐ Inactive
☐ Pending
☐ Proposed

Discipline

-All-

Course Number

Course Title

☐ include long title search

OK


Legend

? Help


































Help

Search for course outlines. Active courses are those currently being offered. Historical courses are past course outlines which are no longer being offered. Pending are course outlines which have not been approved.

Edit
More

On the search result screen, clicking the  icon will generate a PDF document for you to save or print. When you click on the icon you will be asked if you want to save the document to disk or open it. If you choose to open it, your word processor will be launched and the report will be displayed.

Note: This document is a report only. Any changes made to the document are not saved in the system. Any changes to courses or programs must be made using the CurricUNET system.

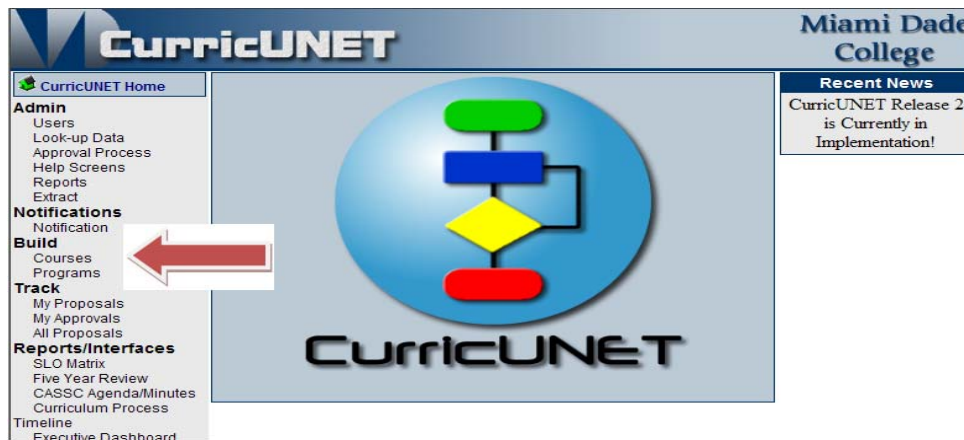
<div>  CurricUNET Home Search </div> <div> Search Course Program Users </div> <div> Links Academic Programs at MDC Catalog 2010-2012 Course Competencies FACTS.org Special Characters State Course Numbering System Taxonomy </div>	<table border="1"> <thead> <tr> <th colspan="2">Course Search Results</th> </tr> <tr> <th>Actions</th> <th>Discipline Course Number Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td>INR1949 CO-OP WRK EXP 1: INR *Active* MDC MDC</td> </tr> <tr> <td> </td> <td>INR2002 INTERNATIONAL RELATN *Active* MDC MDC</td> </tr> <tr> <td> </td> <td>INR2440 INT LAW & ORG *Active* MDC MDC</td> </tr> <tr> <td> </td> <td>INR2949 CO-OP WRK EXP 2: INR *Active* MDC MDC</td> </tr> <tr> <td> </td> <td>INR3109 Strategic Policy & National Security *Pending* **New Course** Julian Chiu</td> </tr> </tbody> </table>	Course Search Results		Actions	Discipline Course Number Title	 	INR1949 CO-OP WRK EXP 1: INR *Active* MDC MDC	 	INR2002 INTERNATIONAL RELATN *Active* MDC MDC	 	INR2440 INT LAW & ORG *Active* MDC MDC	 	INR2949 CO-OP WRK EXP 2: INR *Active* MDC MDC	 	INR3109 Strategic Policy & National Security *Pending* **New Course** Julian Chiu	<div> Legend  Edit  Copy </div> <div> Help Click on the WR icon to view a course outline. Click on the Copy icon to copy a course to edit. Click More for Guidelines on Course Revision. <div> Edit More </div> </div>
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 	INR3109 Strategic Policy & National Security *Pending* **New Course** Julian Chiu															

Proposing Courses/Programs

New Courses

There are two choices available for creating a new course. You can create one from scratch or copy an existing course and make the needed changes.

To create a new course: Click on the Courses text link found in the BUILD section of the main menu.



This will take you to the My Courses screen displaying courses already in the system. Click on the Create text link which corresponds to the course type you will be creating. This will take you to the screen where you will enter the course information and continue to complete the steps necessary to create a new course.

Create New Course	
Subject Area*	ACCT ?
Course Prefix*	*** ?
Course Number*	?
Course Title*	?
Short Title	?
Catalog Description*	S ?
Proposal Type	New Course ?
Course Type	Lecture ?
OK Cancel	

Legend

? Help

S Spell Check

* Indicates Required Field

Help

Schedule description does not have to be entered on this page. All other information must be added in order to continue.

Edit More

Course Modification: To copy an existing course, search for the course you want to copy by using the Course text link then searching for the course you would like to copy. The search results screen will display a list of courses already in the system. To the left of the course information, you will see several icons.

CurricUNET Miami Dade College

Legend

- Help
- Spell Check
- Indicates Required Field

Help

Schedule description does not have to be entered on this page. All other information must be added in order to continue.

Edit More

Create New Course

Subject Area* ACCT ?

Course Prefix* *** ?

Course Number* ?

Course Title* ?

Short Title ?

Catalog Description* ?

Proposal Type New Course ?

Course Type Lecture ?

OK Cancel

The icon takes you to the Course Construction screen where the course can be edited.

The icon is used to copy most of the existing course for modification and new course submission. Clicking this icon will take you to the New Course screen where you can make needed changes and then continue on to the Create Course entry screen to complete the steps necessary to create a new course

Note: The approval steps are the majority of the course that **will not** be copied when using the copy icon. All of the assignments etc... **will be** copied.

CurricUNET Home Search

Search

- Course
- Program
- Users

Links

- Academic Programs at MDC
- Catalog 2010-2012
- Course Competencies
- FACTS.org
- Special Characters
- State Course
- Numbering System
- Taxonomy

Course Search Results

Actions	Discipline	Course Number	Title
	INR1949	CO-OP WRK EXP 1: INR	*Active* MDC MDC
	INR2002	INTERNATIONAL RELATN	*Active* MDC MDC
	INR2440	INT LAW & ORG	*Active* MDC MDC
	INR2949	CO-OP WRK EXP 2: INR	*Active* MDC MDC
	INR3109	Strategic Policy & National Security	*Pending* **New Course** Julian Chiu

Legend

- Edit
- Copy

Help

Click on the WR icon to view a course outline. Click on the Copy icon to copy a course to edit. Click More for Guidelines on Course Revision.

Edit More


The Search Area


The search area is broken into three categories: Course, Programs, and Users.


You can search each of these categories by clicking on the text link found in the Search section of the main menu.

Course Search Results Screen

After performing a course search, you will be brought to this screen. This screen will display a list of courses matching the search criteria you have entered. To the left of the course information, are several icons.

The  icon takes you to the Course Construction screen where the course can be edited.

The  icon is used to copy most of the existing course for modification and new course submission.

 **CurricUNET Home**

Search

Search

Course

Program

Users

Links

Academic Programs at MDC

Catalog 2010-2012

Course Competencies











FACTS.org

Special Characters


State Course


Numbering System

Taxonomy

Course Search Results	
Actions	Discipline Course Number Title
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 	INR2949 CO-OP WRK EXP 2: INR *Active* MDC MDC
 	INR3109 Strategic Policy & National Security *Pending* **New Course** Julian Chiu

Legend

 Edit

 Copy

Help

Click on the WR icon to view a course outline.

Click on the Copy icon to copy a course to edit.

Click More for Guidelines on Course Revision.

[Edit](#) [More](#)

The Course Construction Screen

This screen is available only while the course is in the development stage. Once a course has been launched, modifications can no longer be made.

The construction screen consists of three sections. The first section contains descriptive information about the course or program such as the subject, course number and title, etc. This section also contains the Add Co-Contributor text link used to add co-contributors to the course or program.

Course Construction Main Menu	
Course Number	3109
Course Title	Strategic Policy & National Security
Short Title	STRAT POLCY/NATL SEC
Co-Contributor(s)	There are no Co-Contributors for this course.
	Add a Co-Contributor

The second section contains the Course Checklist. This consists of the different areas of course/program development. To the left of each area is a checkbox. The box will be blank if the area **has not been** marked as complete and will show a checkmark if it **has been** marked as complete.

Course Checklist	
<input checked="" type="checkbox"/>	Main
<input checked="" type="checkbox"/>	Cover (CASSC FORM 102-1)
<input checked="" type="checkbox"/>	Units/Hours (CASSC FORM 102-2)
<input checked="" type="checkbox"/>	Requisites (CASSC FORM 102-3)
<input checked="" type="checkbox"/>	Instructional Support Materials (CASSC FORM 104)
<input checked="" type="checkbox"/>	Fees (CASSC FORM 109)
<input checked="" type="checkbox"/>	Special Fee Designators (Business Affairs ONLY)
<input checked="" type="checkbox"/>	Course Competencies and Student Learning Outcomes (CASSC FORM 112)
<input checked="" type="checkbox"/>	Syllabus
<input type="checkbox"/>	OAP Codes Only

The third section of the construction screen is the Help section.

Help
This page contains basic information for a course.
If you wish to add a co-contributor to help write this course, click on "Add a Co-contributor".
If you are ready to proceed, use the Course Checklist menu above to choose the next page.
Edit More

You can move directly to any checklist area by clicking on the text links. You can do this even if the area has been marked as complete. Once an area has been marked complete, you can open it for editing by entering the area and clicking the Unlock button at the bottom of the screen.

Proposal Information	
Effective Term	Year: 2010 Semester: SUMMER TERM
End Term	Year: Semester:
Academic Special Designator	Gordon Rule Course: No
Special Designator	BD - BACHELORS DEGREE
Campus affected by this request	North
	Unlock

Course Screens

If at any point while in the entry and edit screens, you want to leave, you **MUST** use the save and finish button on the bottom of the screen or much of your work may not be saved.

Cover

This screen is where most of the descriptive information is entered about a course. When you are finished entering information click "Save". If the page is complete, click "Finish". You will notice this will place a check mark in the box next to the page in the Course Checklist as well as lock the page for editing to show it is complete. This is the same for every page in the Create Course process. Keep in mind most sections of this page must be filled out before it can be marked as complete.

Course Cover	
Page Last Saved on Friday, Feb 18, 2011 at 2:16 PM By Julian Chiu	
Division/Department	DACADACA-COLLEGEWIDE ACADEMIC AFFAIRS
Subject Area	AAST-AMERICAN & AFROAMERICAN STUDIE
Course Prefix*	OAP
Course Number	0001
Course Title	Introduction to CurricUNET
Short Title	INTRO TO CURRICUNET
Catalog Course Description	This is a "How To" on the use of CurricUNET. Students will learn...
Course Type	Lecture
Credit Type/Lvl	01: ADVANCED AND PROFESSIONAL
Curriculum Action Rationale	Test course for the use of CT&D training.
Proposal Information	
Effective Term	Year: 2011 Semester: FALL TERM
End Term	Year: Semester:
Academic Special Designator	Gordon Rule Course: No
Associate Degree ONLY	Associate Degree ONLY: No
Special Designator	A5 - WEEKEND COLLEGE
Campus affected by this request	North Kendall Wolfson Homestead IAC Hialeah West
Unlock	

Credits/Hours

This is where you will enter/edit course information such as lecture and lab hours, work experience, etc. and if the course is repeatable.

Credit Hour Info	
Course Type	Lecture
Credit Hours	3 ?
Contact Hours	
Lecture	Min: 48 Max: 48 ?
Lab	Min: Max: ?
Clinical	Min: Max: ?
Other	Min: Max: ?
Contact Hours	Min: Max: ?
Class Size	Min: 1 Max: 30 ?
Clock Hours	? ?
Total	3 ?
Load Value	12 ?
State Org Unit	? ?
Class Roll Prmt	<input checked="" type="radio"/> Yes <input type="radio"/> No ?
Repeatability	
Forgiveness	<input type="radio"/> Yes <input checked="" type="radio"/> No ?
Max Forgiveness Count	1 ?
College Prep Attempts	0 ?
Earn Credit	1 Time(s) ?
Grading Methods	<div> -- Please Select -- AF-A through F SU-Satisfactory/Unsatisfactory NG-Not graded </div> ?
Used as 'AA' elective	<input checked="" type="radio"/> Yes <input type="radio"/> No ?
<div> Save Finish Cancel </div>	

Please note that the "Credit/Hour" form will be filled-out automatically once the credit has been entered.

Course Competencies









The purpose of this section is to convey the expectations of what students are able to do after successfully completing the course. In a well-integrated course outline, course objectives are the basis for the rest of the course outline.

Please select at least one LOCC that maps with the stems or general learning performances using the order below:





1. Communication
2. Numbers / Data
3. Critical thinking
4. Information Literacy
5. Cultural / Global Perspective
6. Social Responsibility
7. Ethical Issues
8. Computer / Technology Usage
9. Aesthetic / Creative Activities
10. Environmental Responsibility


Instructions: To add competencies fill out the respective boxes below to create the competency statement (Stem) and performance statement/objective. For Technical help on how to use the form, click the help icon in each section for detailed instructions.

Competency Stem/ Heading Text	The student will ... By: (this statement is automatically entered)
	<div> <div> <p>Path:</p> </div> <div> <p>?</p> </div> </div>
	Add
Performance Statement/Objective Text	Note: Begin each performance statement with "ing" verb format.
	<div> <div> <p>Path:</p> </div> <div> <p>?</p> </div> </div>
	Add

COURSE COMPETENCIES		Please select at least one LOCC
   	Competency 1: The student will demonstrate knowledge of National Security policies by:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
   	1. demonstrate knowledge of the International Trade	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10

Co & Pre-Requisites

This screen is used to list requisites for the course. Use the drop down box to choose the type of requisite and click "Add". Fill in the appropriate information and click "Add" again. After a requisite is added, you can edit it with the () icon, delete it with the () icon, or move it up or down in the list with the () or () icon.



Miami Dade College

[CurricUNET Home](#)
[Build](#)
[Courses](#)
[Edit Course](#)

Please Remember To Save Work Before Navigating Off Of Page.

Requisites

Select Requisite Type

Requisite Type	<div style="border: 1px solid #ccc; padding: 2px;">Prerequisite</div> <div style="border: 1px solid #ccc; padding: 2px;">Prerequisite</div> <div style="border: 1px solid #ccc; padding: 2px;">Corequisite</div> <div style="border: 1px solid #ccc; padding: 2px;">Pre/Corequisite</div> <div style="border: 1px solid #ccc; padding: 2px;">Recommended Preparation</div>
----------------	--

 Add Finish |

Course Checklist
[Main](#)
☒ [Cover](#)
 (CASSC FORM 102-1)
☒ [Units/Hours](#)
 (CASSC FORM 102-2)
☐ [Requisites](#)
 (CASSC FORM 102-3)
☒ [Instructional Support](#)
 Materials
 (CASSC FORM 104)
☒ [Fees](#)
 (CASSC FORM 109)
☐ [Special Fee](#)
[Designators](#)
 (Business Affairs ONLY)
☒ [Course Competencies](#)
 and Student Learning
 Outcomes
 (CASSC FORM 112)
☐ [OAP Codes Only](#)

Edit Course

OAP0001
 Introduction to
 CurricUNET
 Chiu, Julian

Introduction to
 CurricUNET OAP0001
 Existing proposal.

Links

[Academic Programs](#)
[Catalog 2010-2012](#)
[Course Competencies](#)
[Curriculum Report](#)
[FACTS.org](#)
[SCNS](#)
[Taxonomy](#)

Instructional Support Materials

This screen is used to enter library/media resources.

CurricUNET Miami Dade College

Please Remember To Save Work Before Navigating Off Of Page.

Instructional Support Materials

New films, books, periodicals, etc needed? ☐ Yes ☐ No

Budgetary Support Estimate

Library Resources: \$

Media Services Resources: \$

Attach Material Files

Title:

File: Browse...

Attached Files

Course Checklist

- Main
 - ☒ Cover (CASSC FORM 102-1)
 - ☒ Units/Hours (CASSC FORM 102-2)
 - ☐ Requisites (CASSC FORM 102-3)
 - ☐ Instructional Support Materials (CASSC FORM 104)
 - ☒ Fees (CASSC FORM 109)
 - ☐ Special Fee Designators (Business Affairs ONLY)
 - ☒ Course Competencies and Student Learning Outcomes (CASSC FORM 112)
 - ☐ OAP Codes Only

Fees

This screen is used to enter course special fees. For assistance with items on this screen, please contact the Office of Business Affairs (7-0395).

CurricUNET Miami Dade College

Please Remember To Save Work Before Navigating Off Of Page.

Course Fees

If increasing an existing fee, please complete both items

Current Fee:

Proposed Fee:

Rationale/Justification:

Itemized Costs

Item	Cost
<input type="text"/>	\$ <input type="text"/>

Attach Fee Files

Title:

File: Browse...

Attached Files

Minimum Class Size (Number of students)	
1. Total Cost of Materials Utilized in Course	\$ <input type="text"/>
2. Total Personnel Cost in Excess of Base Instructional Costs (for minimum class size)	\$ <input type="text"/>
3. Total Repair/Maintenance Costs (for minimum class size)	\$ <input type="text"/>
4. Total Cost of Services	\$ <input type="text"/>
5. Per Student Cost for Minimum Class Size	\$ <input type="text"/>

Course Checklist

- Main
 - ☒ Cover (CASSC FORM 102-1)
 - ☒ Units/Hours (CASSC FORM 102-2)
 - ☐ Requisites (CASSC FORM 102-3)
 - ☐ Instructional Support Materials (CASSC FORM 104)
 - ☐ Fees (CASSC FORM 109)
 - ☐ Special Fee Designators (Business Affairs ONLY)
 - ☒ Course Competencies and Student Learning Outcomes (CASSC FORM 112)
 - ☐ OAP Codes Only

Legend

Spell Check

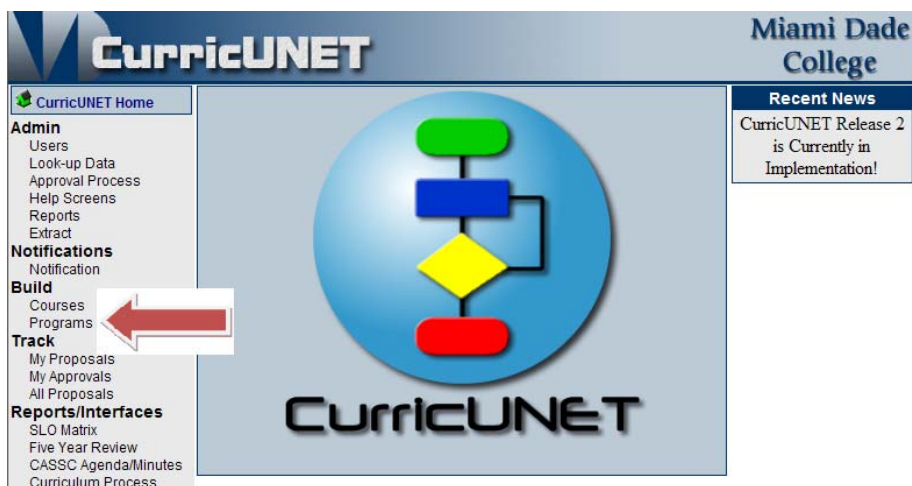
 * Indicates Required Field

Help

There is currently no help available for this page.

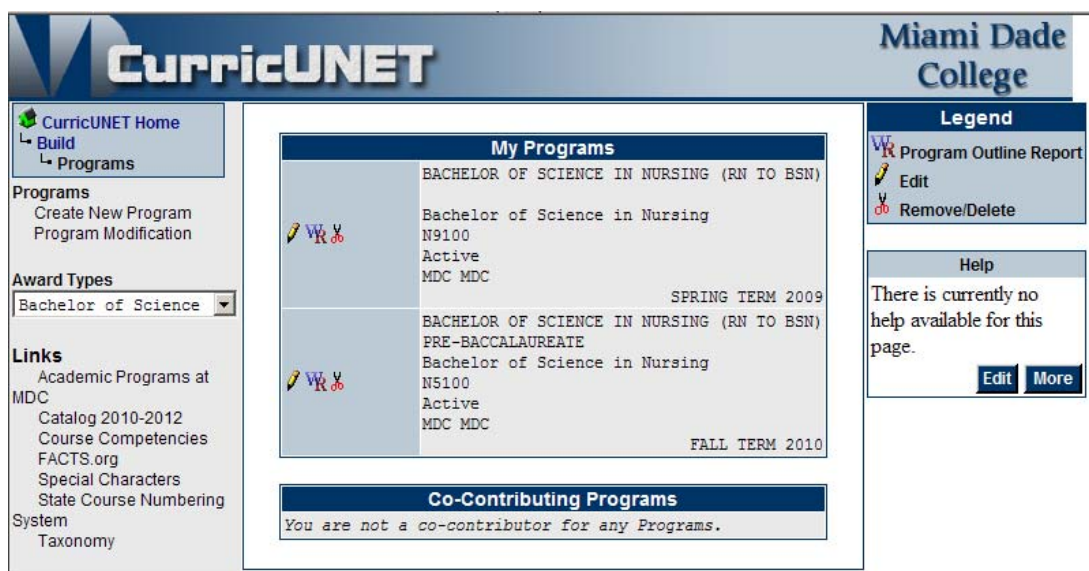
Creating a New Program

To create a new Program, click on the “Programs” link under the Build area of the main menu on the left hand side of the screen. Then click the “Create New Program” link under the Programs menu. This will take you to the Create New Program entry screen. Enter the appropriate information and click “Save”.




Program Construction Main Menu

You will then be taken to the Program Construction main menu. Here you will see the information you just entered as well as a link to add a Co-Contributor. You continue to build the Program using the Program Checklist on the right side of the page. Click on the link for the next screen in which you would like to add/edit information.



Cover


This screen is where most of the descriptive information about the program is entered. When you are finished entering information click "Save". If the page is complete, click "Finish".



Miami Dade College

CurricUNET Home

- ↳ Build
- ↳ Programs
- ↳ Edit Program

Edit Program 

Early Childhood Education

New Program

Neimand, Susan

Links

- Academic Programs
- Catalog 2010-2012
- Course Competencies
- Curriculum Report
- FACTS.org
- SCNS
- Taxonomy

Program Cover

Program Title	<input style="width: 90%;" type="text" value="Early Childhood Education"/>	
Department	<input style="width: 90%;" type="text" value="EDUCATION"/>	
Start Term	Year: <input style="width: 40%;" type="text" value="2011"/>	Term: <input style="width: 50%;" type="text" value="SPRING TERM"/>
End Term	Year: <input style="width: 40%;" type="text"/>	Term: <input style="width: 50%;" type="text" value="-Please Select-"/>
Degree Type	<input style="width: 90%;" type="text" value="Bachelor of Science"/>	
Affected Campuses	<input checked="" type="checkbox"/> North <input type="checkbox"/> Kendall <input checked="" type="checkbox"/> Wolfson <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Homestead <input checked="" type="checkbox"/> IAC <input type="checkbox"/> Hialeah <input type="checkbox"/> West	
Credit Hours Required	<input style="width: 90%;" type="text" value="120.00"/>	
Min Contact Hours Required	<input style="width: 90%;" type="text"/>	
Gen Ed Hours Required	<input style="width: 90%;" type="text" value="36.00"/>	
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>		








Degree/Certificate Checklist

New Program

Main

- ☐ Cover(CASSC Form 103)
- ☒ Executive Summary
- ☒ Description
- ☒ Needs Analysis
- ☒ Program Cost
- ☒ Program Sheet/Curriculum Guide(CASSC Form 119)
- ☐ Attach Files(Additional Information)
- ☐ OAP Codes Only
- ☐ Program Block Areas
- ☐ Program Block Definitions
- ☐ Program Tests

Legend

-  Spell Check
-  Help
-  Edit
-  Delete
-  Move Item Up
-  Move Item Down
-  * Indicates Required Field

Executive Summary

This screen is used to enter the proposal executive summary. Editing tools are available to properly format the description, as well as a spell check tool.

CurricUNET Miami Dade College

CurricUNET Home
 Build
 Programs
 Edit Program

Edit Program
 Early Childhood Education
 New Program
 Neimand, Susan

Links
 Academic Programs Catalog 2010-2012
 Course Competencies Curriculum Report
 FACTS.org
 SCNS
 Taxonomy

Proposal Executive Summary
 Please Download the template below, modify it as appropriate and attach the final version of the program executive summary proposal using the attachment function.
[Program Executive Summary Proposal](#)

Attached File Upload

Title

File

Attached Files
[Executive Summary](#)

Degree/Certificate Checklist
 New Program
 Main
☒ Cover(CASSC Form 103)
☐ Executive Summary
☒ Description
☒ Needs Analysis
☒ Program Cost
☒ Program
 Sheet/Curriculum Guide (CASSC Form 119)
☐ Attach Files(Additional Information)
☐ OAP Codes Only
☐ Program Block Areas
☐ Program Block Definitions
☐ Program Tests


Please note that there are specific formats for the executive summary that should be followed. Refer to the State guidelines for the appropriate template.

- http://www.mdc.edu/asa/academic_programs.asp under the State Links for Florida Community Colleges & Workforce Education.
- http://www.fldoe.org/cc/students/bach_degree.asp

Description

This screen is used to enter the program description. Editing tools are available to properly format the description, as well as a spell check tool. Keep in mind this will be the description that will appear in the College Catalog.

The description field is limited to fifty (50) words.



CurricUNET

Miami Dade College

[CurricUNET Home](#)

[Build](#)

[Programs](#)

[Edit Program](#)

[Edit Program](#)

[Early Childhood Education](#)

[*New Program*](#)

[Neimand, Susan](#)

Links

[Academic Programs Catalog 2010-2012](#)

[Course Competencies Curriculum Report](#)

[FACTS.org](#)

[SCNS](#)

[Taxonomy](#)

Program Description

Page Last Saved on Wednesday, Jan 26, 2011 at 6:37 AM

By Susan Neimand

Program Description

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

(50 Words Max)

B *I* U ABC

Styles ▾
Format ▾
Font family ▾
Font size ▾

The School of Education's Bachelor of Science with a major in Early Childhood Education is a state approved teacher education program with two certification areas: Preschool (Birth to Age 4) and PreK/Primary (Birth to grade 3) and three endorsements: English for Speakers of Other Languages (ESOL), PreK Disabilities, and Reading.

Degree/Certificate Checklist

New Program

Main

☒ [Cover\(CASSC Form 103\)](#)

☒ [Executive Summary](#)

☐ [Description](#)

☒ [Needs Analysis](#)

☒ [Program Cost](#)

☒ [Program Sheet/Curriculum Guide \(CASSC Form 119\)](#)

☐ [Attach Files\(Additional Information\)](#)

☐ [OAP Codes Only](#)

☐ [Program Block Areas](#)

☐ [Program Block Definitions](#)


☐ [Program Tests](#)

Needs Analysis

To propose a new program you must prepare the appropriate needs analysis documentation and when completed, attach the files under the "Attached File Upload".

Please download the Needs Analysis documentation and templates from the Florida Department of Education:

- For [Baccalaureate](#)
- For [All other programs](#)

CurricUNET		Miami Dade College
<p>CurricUNET Home</p> <ul style="list-style-type: none"> Build <ul style="list-style-type: none"> Programs <ul style="list-style-type: none"> Edit Program <p>Edit Program </p> <p>Early Childhood Education</p> <p>*New Program*</p> <p>Neimand, Susan</p> <p>Links</p> <ul style="list-style-type: none"> Academic Programs Catalog 2010-2012 Course Competencies Curriculum Report FACTS.org SCNS Taxonomy 	<div> <h3>Needs Analysis</h3> <p>To propose a new program you must prepare the appropriate needs analysis documentation and when completed, attach the files under the "Attached File Upload".</p> <p>Please download the Needs Analysis documentation and templates from the Florida Department of Education:</p> <p>For Baccalaureate</p> <p>For All other programs</p> </div> <div> <h3>Attached File Upload</h3> <p>Title <input type="text"/></p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/></p> <p>Attached Files</p> </div>	<h3>Degree/Certificate Checklist</h3> <p>*New Program*</p> <p>Main</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cover(CASSC Form 103) <input checked="" type="checkbox"/> Executive Summary <input checked="" type="checkbox"/> Description <input type="checkbox"/> Needs Analysis <input checked="" type="checkbox"/> Program Cost <input checked="" type="checkbox"/> Program Sheet/Curriculum Guide (CASSC Form 119) <input type="checkbox"/> Attach Files(Additional Information) <input type="checkbox"/> OAP Codes Only <input type="checkbox"/> Program Block Areas <input type="checkbox"/> Program Block Definitions <input type="checkbox"/> Program Tests

Program Cost

Download the attached template, fill out all the pertaining sections for your proposal, and when completed attach it for review by the Business Affairs Department (Attach all supporting data/documentation you may have available).

For more information contact the Business Affairs Department.


- [Program Budget Template](#)

CurricUNET		Miami Dade College						
<div> CurricUNET Home <ul style="list-style-type: none"> Build <ul style="list-style-type: none"> Programs <ul style="list-style-type: none"> Edit Program </div> <div> Edit Program </div> <div> Early Childhood Education *New Program* Neimand, Susan </div> <div> Links <ul style="list-style-type: none"> Academic Programs Catalog 2010-2012 Course Competencies Curriculum Report FACTS.org SCNS Taxonomy </div>	<div> <h3>Program Cost</h3> <p>Download the attached template, fill out all the pertaining sections for your proposal, and when completed attach it for review by the Business Affairs Department(Attach all supporting data/documentation you may have available). For mor information contact the Business Affairs Department. Program Budget Template</p> </div> <div> <h3>Attached File Upload</h3> <table> <tr> <td>Title</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>File</td> <td><input type="text"/></td> <td><input type="button" value="Browse..."/> </td> </tr> </table> <div> <input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/> </div> <div> Attached Files </div> </div>	Title	<input type="text"/>		File	<input type="text"/>	<input type="button" value="Browse..."/>	<div> Degree\Certificate Checklist </div> <div> *New Program* </div> <div> Main <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cover(CASSC Form 103) <input checked="" type="checkbox"/> Executive Summary <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Needs Analysis <input type="checkbox"/> Program Cost <input checked="" type="checkbox"/> Program Sheet/Curriculum Guide (CASSC Form 119) <input type="checkbox"/> Attach Files(Additional Information) <input type="checkbox"/> OAP Codes Only <input type="checkbox"/> Program Block Areas <input type="checkbox"/> Program Block Definitions <input type="checkbox"/> Program Tests </div>
Title	<input type="text"/>							
File	<input type="text"/>	<input type="button" value="Browse..."/>						

Program Sheet/Curriculum Guide



Click on the link below to download the template CASSC Form 119), edit as appropriate, and submit your final document in the attachment area under the link.

- [CASSC FORM 119 Template](#)

CurricUNET		Miami Dade College
<p>CurricUNET Home</p> <p>Build</p> <p>Programs</p> <p>Edit Program</p> <p>Edit Program </p> <p>Early Childhood Education</p> <p>*New Program*</p> <p>Neimand, Susan</p> <p>Links</p> <p>Academic Programs</p> <p>Catalog 2010-2012</p> <p>Course Competencies</p> <p>Curriculum Report</p> <p>FACTS.org</p> <p>SCNS</p> <p>Taxonomy</p>	<div> <h3>Program Sheet / Curriculum Guide</h3> <p>Click on the link below to download the template CASSC Form 119), edit as appropriate, and submit your final document in the attachment area under the link.</p> <p>CASSC FORM 119 Template</p> <p>Title <input type="text"/></p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/></p> <p>Attached Files</p> <p>Early Childhood Education Program Sheet <input type="button" value="Drop"/></p> </div>	<h3>Degree/Certificate Checklist</h3> <p>*New Program*</p> <p>Main</p> <p><input checked="" type="checkbox"/> Cover(CASSC Form 103)</p> <p><input checked="" type="checkbox"/> Executive Summary</p> <p><input checked="" type="checkbox"/> Description</p> <p><input checked="" type="checkbox"/> Needs Analysis</p> <p><input checked="" type="checkbox"/> Program Cost</p> <p><input type="checkbox"/> Program Sheet/Curriculum Guide (CASSC Form 119)</p> <p><input type="checkbox"/> Attach Files(Additional Information)</p> <p><input type="checkbox"/> OAP Codes Only</p> <p><input type="checkbox"/> Program Block Areas</p> <p><input type="checkbox"/> Program Block Definitions</p> <p><input type="checkbox"/> Program Tests</p>


Attach Files (Additional Information)

Please attach as appropriate additional information such as appendices, market research, recommendation, statistics, etc.

CurricUNET		Miami Dade College																								
<p>CurricUNET Home</p> <ul style="list-style-type: none"> Build Programs Edit Program <p>Edit Program </p> <p>Early Childhood</p> <p>Education</p> <p>*New Program*</p> <p>Neimand, Susan</p> <p>Links</p> <ul style="list-style-type: none"> Academic Programs Catalog 2010-2012 Course Competencies Curriculum Report FACTS.org SCNS Taxonomy 	<div> <h3>Attached File Upload</h3> <p>Please attach as appropriate additional information such as appendices, market research, recommendation, statistics, etc.</p> <p>Title <input type="text"/></p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/></p> <h4>Attached Files</h4> <table> <tr><td>Appendix A: Faculty Meeting Agendas</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix B: Advisory Committee Meeting Agendas</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Executive Summary</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix C: Community Taskforce Meeting Agendas</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix D: Ready Schools Miami Meetings</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix E: M-DCPS-MDC SOE ECE Meeting</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix F: Notes on Meetings with IHEs</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix G: Interest Survey</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix H: Email Acknowledgement of Folio</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Submit</td><td></td></tr> <tr><td>Appendix I: Admissions Processes and Procedures</td><td><input type="button" value="Drop"/></td></tr> <tr><td>Appendix J: Enrollment Performance and Budget</td><td><input type="button" value="Drop"/></td></tr> </table> </div>	Appendix A: Faculty Meeting Agendas	<input type="button" value="Drop"/>	Appendix B: Advisory Committee Meeting Agendas	<input type="button" value="Drop"/>	Executive Summary	<input type="button" value="Drop"/>	Appendix C: Community Taskforce Meeting Agendas	<input type="button" value="Drop"/>	Appendix D: Ready Schools Miami Meetings	<input type="button" value="Drop"/>	Appendix E: M-DCPS-MDC SOE ECE Meeting	<input type="button" value="Drop"/>	Appendix F: Notes on Meetings with IHEs	<input type="button" value="Drop"/>	Appendix G: Interest Survey	<input type="button" value="Drop"/>	Appendix H: Email Acknowledgement of Folio	<input type="button" value="Drop"/>	Submit		Appendix I: Admissions Processes and Procedures	<input type="button" value="Drop"/>	Appendix J: Enrollment Performance and Budget	<input type="button" value="Drop"/>	<h3>Degree/Certificate Checklist</h3> <p>*New Program*</p> <p>Main</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cover(CASSC Form 103) <input checked="" type="checkbox"/> Executive Summary <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Needs Analysis <input checked="" type="checkbox"/> Program Cost <input checked="" type="checkbox"/> Program Sheet/Curriculum Guide (CASSC Form 119) <input type="checkbox"/> Attach Files(Additional Information) <input type="checkbox"/> OAP Codes Only <input type="checkbox"/> Program Block Areas <input type="checkbox"/> Program Block Definitions <input type="checkbox"/> Program Tests <h3>Legend</h3> <p>Spell Check</p> <p> Help</p> <p>Help</p> <p>There is currently no</p>
Appendix A: Faculty Meeting Agendas	<input type="button" value="Drop"/>																									
Appendix B: Advisory Committee Meeting Agendas	<input type="button" value="Drop"/>																									
Executive Summary	<input type="button" value="Drop"/>																									
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Submit																										
Appendix I: Admissions Processes and Procedures	<input type="button" value="Drop"/>																									
Appendix J: Enrollment Performance and Budget	<input type="button" value="Drop"/>																									

Program Block Area (OAP ONLY)

This screen is where block area for the program will be entered. When you have entered the appropriate information, click "Add".



Miami Dade College


Welcome, Alan [Log Out](#)

[CurricUNET Home](#)

[Build](#)

[Programs](#)

[Edit Program](#)

Edit Program 

EMERGENCY MEDICAL

TECHNICIAN-BASIC

APPLIED TECH DIPLOMA

New Program

MDC, MDC

Links















[Governet](#)

[Special Characters](#)

[Taxonomy](#)

[User's Guide](#)

Please Remember To Save Work Before Navigating Off Of Page.

Program Block Areas		
There are currently no Areas defined		
Seq	Area	Area Type
Seq	<input type="text" value="0"/>	
Area Types	--Please Select-- 	
Area	--Please Select-- 	
Gordon Rule	<input type="radio"/> No <input type="radio"/> Yes 	
Core Area	<input type="radio"/> No <input type="radio"/> Yes 	
Special Processing	<input type="text" value=""/> (N/Y/M/R) 	
Test Types	--Please Select-- ACT-ACT ENHANCED/NEW ACT ACTE-COMPASS/ESL BEST-BEST PLUS CASA-CASAS CCT-COMPUTER COMPETENCY TEST CLST-CLAS 	
Grade	<input type="text" value="0"/> 	
GPA	<input type="text" value="0"/> 	
Groups	<input type="text" value=""/> (A/O) 	
Area Note Header	<div style="border: 1px solid #ccc; height: 20px;"></div>  	
Area Note Footer	<div style="border: 1px solid #ccc; height: 20px;"></div>  	
Add		

Degree/Certificate Checklist

New Program

Main

☐ Cover

☐ Description

☐ Program Cost

☐ Program Tests

☐ Progress Note

☐ Program Block Areas


☐ Program Block Definitions


☐ Proposal Executive Summary


☐ Attach Files


☐ Codes


Legend


 Spell Check


 Help

 Edit

 Delete

 Move Item Up

 Move Item Down

 Indicates Required Field





Help









There is currently no help available for this page.

Edit **More**

Program Courses (OAP ONLY)

After a definition has been added, you will be able to add courses to it by clicking the “Courses” button next to each definition. Each course is added separately by filling in the appropriate information and clicking “Add”. You can also choose whether to have the Credits calculated or list a range. When you are done adding courses to the definition, click the “Done” button. This will take you back to the definitions page where you can finish. Once a definition has been added, it can be edited by using the

() icon, deleted by using the () icon, or moved up or down in the list by using the () or () icon.

Program Block Definitions		
Import Course Block		
Program Block Area	-- Select Program Area --	
Group		
Group Description		
Exclude Labs	<input type="radio"/> No <input type="radio"/> Yes	
Number of Courses		
Number of Credits		
Min/Max Credits		
Number of Contact Hrs		
Min/Max Contact Hrs		
Program Block Definition *		
<div> <div>S ?</div> <div>Header</div> </div>		
<div> <div>S ?</div> <div>Footer</div> </div>		
<div> <div>S ?</div> <div> Default (All Credits Calculated): <input checked="" type="radio"/> Credits (Specify Credit Range): <input type="radio"/> </div> </div>		
Credit Range Courses: <div> <input type="text"/> to <input type="text"/> </div>		
<div> <div>Add</div> <div> <div>Finish</div> <div>Cancel</div> </div> </div>		
Edit	Definition	Add Courses
   	AS 37 SEVENTH TERM IN PROGRAM	<div>Courses</div>
   	CT 01 MAJOR COURSE REQUIREMENTS	<div>Courses</div>

Program Modification/Deletion


The search area is separated into three categories: Course, Programs, and Users.

You can search each of these categories by clicking on the text link found in the Search section of the main menu.

Program Search Results Screen

After performing a program search, you will be brought to this screen. This screen will display a list of programs matching the search criteria you have entered. To the left of the course information, you will see several icons.

The  icon is used to create a PDF document of the course.

The  icon is used to copy most of the existing program for modification, program deletion and new program submission.

The  icon takes you to the Program Construction screen where the program can be edited.

To Modify or Delete a Program, select the copy icon and follow the instructions given for a New Program Creation.

CurricUNET Home Search		Program Search Results			Legend	
		Actions	Program	Status		
Search Course Program Users Links Academic Programs at MDC Catalog 2010-2012 Course Competencies FACTS.org Special Characters State Course Numbering System Taxonomy		  	test program Associate in Arts Jared Pratt	Pending	 Program Report  Edit  Copy	
		  	This is a training program Associate in Arts Steve Thyberg	Pending		
		  	This is a test Accounting Program Associate in Arts Steve Thyberg	Pending		
		  	Strategic Policy & National Security Bachelor of Science Julian Chiu	Pending	Help There is currently no help available for this page. Edit More	
		  	Accounting Principle AS Associate in Science Alan Lopez	Pending		
		  	Todds Test Program Associate in Science Todd Andersen	Pending		
		  	Computer Programming - Mobile Associate in Science Diane King	Pending		
		  	Bachelor Science in Early Childhood Education Bachelor of Science Alan Lopez	Pending		
		  	Bachelor of Science in ECe Bachelor of Science Susan Neimand	Pending		

Course Data Entry Help

Help Descriptions

Course Cover

Discipline:

Refer to the current catalog (http://www.mdc.edu/main/academics/college_catalog.asp) for the correct discipline listing for your course submission or contact the District Office of Academic Programs (OAP) at Ext: 7-3138.

Course Number:

There are a number of issues to consider when assigning a course number. The number should make sense in terms of the general progression of numbers in the department and discipline (scope & sequence). Prerequisite numbering should proceed (in numbering) any classes requiring them (i.e., ENC 1101 is a prerequisite for ENC 1102). Sequences of courses should be numbered accordingly. Some types of courses are assigned consistent course I.D. numbers across all disciplines, including special topics courses and work experience courses.

Consult the SCNS website for course number information http://scns.fldoe.org/scns/public/pb_index.jsp or contact the Office of Academic Programs.

Course Title:

This is the descriptor used to identify the course in the *Schedule of Classes* and the *Catalog*. No two courses can have the same title. For instance, "Fundamentals of Physics" cannot be the title of an introductory and an intermediate course.

Catalog Description:

Write a short paragraph (the description field is limited to 50 words) giving a concise overview of topics covered in the course. The course description should be consistent with the goals, objectives, and content of the course. The course description must be in the SLO (Student Learning Outcomes) format and must include the words "the student will learn..."

It should be thorough enough to establish the comparability of the course to those at other colleges, convey the role of the course in the curriculum, as well as to distinguish it from other courses at the college. At the same time, it should be brief enough to encourage a quick read. Make the catalog description appealing and easy to understand. Compose the catalog description using short phrases rather than complete sentences. Consult the current catalog for examples.

Need for the Course:

Demonstrate a need for a course or program that meets the stated goals and objectives of Miami Dade College. Faculty interested in developing a new program should begin the planning process by contacting the Office of Academic Programs.

Need may be demonstrated by:

- Data demonstrating student demand.
- Compliance with a transfer agreement.
- Job market information including statistical data, employer surveys, and trend analysis.
- Compliance with the requirements of an accrediting agency or agencies.

In this section, clearly state how the course fulfills a degree or certificate requirement, or other need. Include information regarding whether the course applies to and/or is a requirement of a degree or certificate and/or transfers to other institutions. This information should also be reflected on the "Course Outline Proposal and Approval" form.

Goals for the Course:

This section should present the role of the course in the program or general education area(s) it serves. Consider all of the following questions.

- How is this course appropriate to the college's mission?
- How does this course fit into the general scheme of the department(s) and/or program(s) which it serves?
- How does this course enhance the program(s) and/or department(s)?
- How does this course address the different concerns identified in need for the course?
- How does the role of this course differ from that of similar courses?

Ensure this section addresses to the goals of the course, not the goals of the students who take the course.

Credits/Hours

Formulas (NOTE: these formulas generate automatically when the credit hours are entered).

Lecture (Credit Course Only) If the lecture course is **3 credits**, multiply by **16 weeks** to get the total number of lecture hours which would equal **48 hours**. To calculate the accounting points use the total number of hours (**48**) and **divide** by **4** for a total of **12 accounting points/load value**.

"x" number of credits x 16 weeks = Total number of lecture hours

"x" number of lecture hours / 4 = Total number of accounting points/load value

Lab (Credit Course Only) If the lab course is **2 credits**, double the number credits and multiply by **16 weeks** to get the total number of lab hours which would equal **64 hours**. To calculate the accounting points use the total number of lab

hours (**doubled**) **4** and **multiply** by **3** for a total of **12 accounting points/load value**.

“x” number of lab credits (doubled) x 16 weeks = Total number of lab hours

“x” number of lab credits (doubled) x 3 = Total number of accounting points/load value

Lecture/Lab (Credit Course) If the lecture/lab course is **4 credits (2 credit lecture, 2 credit lab)**, **multiply** the total number of lecture credits **2** by **16 weeks** to get the total number of **32 lecture hours** and then double the total number of lab credits **2x2 = 4** and **multiply** by **16 weeks** to get the total number of **64 lab hours**. **Add** the total number of hours to get a **combined total of 96 hours**. To calculate the accounting points use the total number of lecture hours (**32**) and **divide** by **4** for a total of **8 points**, then use the total number of lab hours (**doubled**) **4** and **multiply** by **3** for a total of **12 points** and **add** them together for a **combined accounting point/load value of 20**.

“x” number of credits x 16 weeks PLUS “x” number of lab credits (doubled) x 16 weeks = Total Combined hours

“x” number of lecture hours / 4 PLUS “x” number of lab credits (doubled) x 3 = Total Combined Accounting points/load value

Vocational Courses (CTE) If the CTC course is **0.7 credits**, multiply by **30 hours** to get a total number clock hours which would equal **21 Clock Hours**. To calculate the accounting points use the total number of clock hours (**21**) and **divide** by **4.5** for a total of **4.666 accounting points/load value**.

“x” number of credits x 30 hours = Total number of Clock hours

“x” number of Clock Hours / 4.5 = Total number of accounting points/load value

College Prep (Course Only) If the college prep course is **3 credits**, **multiply** by **16 weeks** to get the total number of lecture hours which would equal **48 hours**. To calculate the accounting points use the total number of hours (**48**) and **divide** by **4** for a total of **12 accounting points/load value**.

“x” number of credits x 16 weeks = Total number of lecture hours

“x” number of lecture hours / 4 = Total number of accounting points/load value

Internship (Course Only) If the internship course is **3 credits**, **multiply** by **16 weeks** to get the total number of lecture hours which would equal **48 hours**. To calculate the accounting points use the total number of hours (**48**) and **divide** by **4** for a total of **12 accounting points/load value**.

“x” number of credits x 16 weeks = Total number of lecture hours

“x” number of lecture hours / 4 = Total number of accounting points/load value

CWE/Rec & Leisure

If the CWE/Rec & Leisure course is **48 hours** the total number of hours would equal **48 hours**. To calculate the accounting points use the total number of hours (**48**) and **divide** by **5** for a total of **9.60 accounting points/load value**.

“x” number of lecture hours / 5 = Total number of accounting points/load value

Clinical Courses

If the Clinical course is **5 credits**, **triple the number credits** and multiply by **16 weeks** to get the total number of Clinical lab hours which would equal **240 hours**. To calculate the accounting points use the total number of clinical credits (**tripled**) **15** and **multiply** by **3.5** for a total of **52.50 accounting points/load value**.

“x” number of credits (tripled) x 16 weeks = Total number of hours

“x” number of credits (tripled) x 3.5 = Total number of accounting points/load value

Course Competency:

Effective instructional design begins with well written course competency objectives. All courses applicable to a college degree should require students to demonstrate critical thinking, provide instruction in how to do so, and how student are held accountable for their performance. Students must show through the methods of evaluation that they have mastered the course competency objectives.

Course competency objectives must be measurable. This is accomplished by using “active verbs for observable behaviors.” For example, a course objective such as “to understand the process of polynomial factoring” is neither active nor observable. Instead, this objective should be written to require students “to demonstrate the ability to factor a polynomial by:”

A useful way to understand this concept is through Bloom’s Taxonomy, which utilizes verbs for cognitive, affective and psychomotor outcomes.

Entrance Skills (OAP ONLY)

There must be a clear connection between the entrance skills listed in this section and the exit skills of the requisite/recommended courses.

A. Requisite Skills

For courses with prerequisites or corequisites, list the specific behavioral and cognitive skills that students must possess in order to successfully complete the course. List only skills gained from the requisite course(s) without which students will be highly unlikely to succeed in the course. Most often, corequisite skills will take the form of certain lab procedures or clinical experiences students need in order to comprehend the material presented in lecture, or vice-versa. Also consider that the objectives, course content and assignments and methods of evaluation should also demonstrate why and how these specific requisite skills are necessary for the successful completion of the course.

B. Recommended Skills

As with the requisite skills, list the specific behavioral and cognitive skills that are recommended in order to successfully complete the course. List only skills gained from the recommended course(s) without which students will be less likely to succeed in the course.

RESOURCES NOTE: The following information (a-c) is for resource purposes only and is not required to be submitted to the Office of Academic Programs Course/Program Development (http://www.mdc.edu/asa/academic_programs.asp)

a. Methods of Evaluation

Keep in mind that the themes established by the course objectives must be integrated into the methods of evaluation. Assignments in the course must be appropriate to and measure the stated objectives. Furthermore, for degree applicable courses, the assignments and methods of evaluation must require students to think critically. Critical thinking requires explicit analysis and evaluation of the answers against criteria appropriate to the field.

Begin this section by describing and giving examples of assignments which reflect the coverage of all the course objectives and course content. It is not necessary that the list of assignments and methods of evaluation be comprehensive, only that it is representative of the types of work that students might complete in order to demonstrate their mastery of the course objectives. As with methods of instruction, the assignments and methods of evaluation must set parameters for instructors, yet preserve their academic freedom to structure the course to their strengths as an educator.

In addition to listing graded assignments, give the basis for how the course grade will be assigned. Describe what percent of the final grade in the course should be based on a particular assignment or type of assignment. You may choose to use a range rather than a fixed percentage, unless a fixed percentage is required by an outside accrediting agency. For example, rather than a fixed percentage such as "Exams equal 50% of final grade," you may choose to state that "Exams equal 40 – 60% of final grade." Ensure that the ranges allow each required method of evaluation to be represented in the final grade. (This involves adding the various minimum and maximum percentages to ensure the total equals 100%.)

It is not necessary to include a grading scale (e.g. A = 90% - 100%, etc.) in this section.

b. Methods of Instruction

Describe the range of instructional methods appropriate for the objectives of this course. If, for example, an objective of the course is self-criticism of original work, lecture alone will not suffice as a method of instruction. Some examples of methods of instruction include lecture, discussion, field trips, in class exercises, group projects, etc.

Instructors have the academic freedom to choose how they will achieve course objectives, so define parameters appropriate to the course but with enough flexibility to accommodate different teaching styles. If various methods can be used, describe the options fully.

c. Textbooks

List several representative texts for the course. **LIST A NUMBER OF REPRESENTATIVE TEXTS** rather than only one. Each of the texts listed should be recently published and clearly recognized by those in the discipline and at other institutions as major works that reflect the fundamental theories and practices of the subject. Colleges and universities that are not part of the Florida Statewide Course Numbering System (SCNS) may approve or disapprove courses for articulation based on the text because they believe it is a good indicator of the rigor of the course content. Where available, texts listed in the course outline should be no more than five years old.

Additional Resources

List any commonly required supplementary materials, such as student resource manuals or computer software. Instructional materials may also include a clinical or field syllabus required by an accrediting body.

Requisites

This section allows you to identify the requisite courses or other conditions necessary for enrollment in the course as well as identify those courses or qualifications which are recommended, yet not required of students. The following definitions should assist you in making this determination.

A **prerequisite** is a condition of enrollment that must be met before enrolling in a course. A prerequisite is a course which provides instruction in skills “without which students will be highly unlikely to succeed” in subsequent courses.

A **corequisite** is a condition of enrollment that must be met while enrolled in a course. For example, some natural science courses require a corequisite laboratory for students to master the material. Like prerequisites, the connection between corequisite courses must be clearly demonstrated for the corequisite to be approved.