



# Curriculum Management System Guide - Revising a Course or Program

User Name :

Password :

Login

Remember me

Forgot password ?

### Introduction

- Processing a New Course or Program: Contact your Dean before beginning the WebCMS process.
- Curriculum Support & Technical Assistance:
- Transfer & Course Articulation:
- Career and Technical Education:

### Browser Requirements

- Any browser can be used ( Internet Explorer, Chrome, Firefox , Safari )

<https://ems.glendale.edu/GCCCMS/Login.aspx>

This tutorial will walk you through the process of revising a course in CMS. Before you begin, make sure to watch the video on creating a new course or program in CMS as it will fill in some additional information to help you get started. To begin, go to the CMS Login page. Use your college email info to log in.

## DASHBOARD

## MY PROPOSALS

[Edit](#) [Submit for Approval](#) [Submit to Previous Stage](#) [Archive](#)

	Proposal Name	Type	Action	Last Revised	Stage #	Stage
No records to display.						

First follow the instructions on the C & I website's meeting calendar to make sure we've got things set up for you ahead of time. We can make sure the course you're planning to revise is in the system and ready to go.

View Profile

Select Stage



Create Proposal



My Proposals



All Proposals



Meeting Agenda

After logging in to the CMS, go to "Configurations" and select "Stage" to make sure you are working in the pre-launch stage.

## SELECT A STAGE

## Stage

1 - Prelaunch

4 - FACPostPreReview

6 - FACPostTechReview

8 - FACPost1stRead

10 - FACPost2ndRead

10 - FACPost2ndRead

Click this icon to select stage.

You have selected FACPost2ndRead as your current stage.

Working in pre-launch is like a sandbox, where you can work on revisions of existing courses, or create new courses. You can test things out here and get feedback from your division and department before launching them into the preliminary review process.

Select "Prelaunch" as the "Stage" to start.

Secure | https://ems.glendale.edu/GCCCMS/SelectStage.aspx

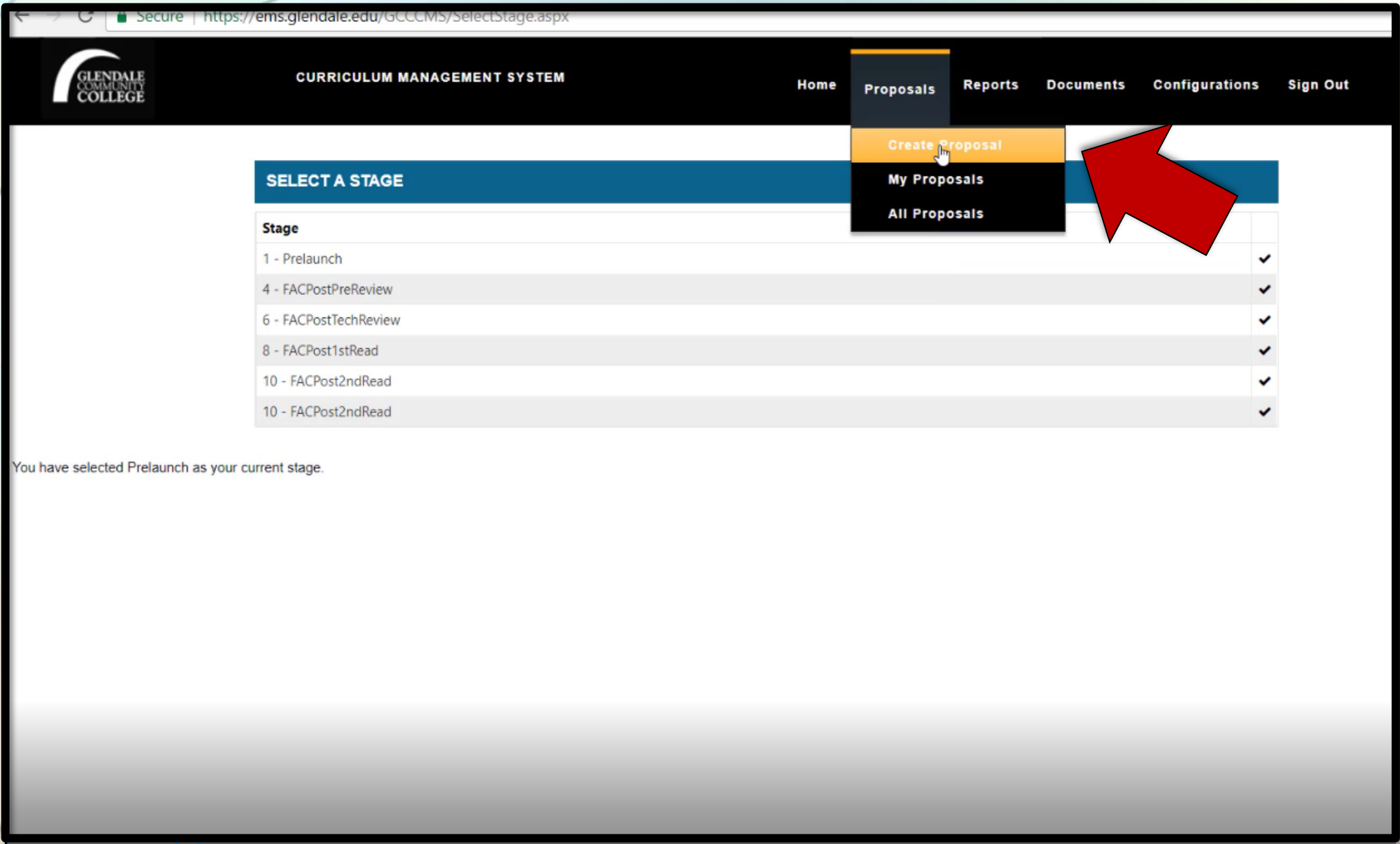
**GLENDALE COMMUNITY COLLEGE** CURRICULUM MANAGEMENT SYSTEM Home Proposals Reports Documents Configurations Sign Out

**SELECT A STAGE**

**Stage**

1 - Prelaunch	✓
4 - FACPostPreReview	✓
6 - FACPostTechReview	✓
8 - FACPost1stRead	✓
10 - FACPost2ndRead	✓
10 - FACPost2ndRead	✓

You have selected Prelaunch as your current stage.



Now select "Create Proposal" from the drop-down "Proposal" menu.

WHAT WOULD YOU LIKE TO DO?

MANAGE PROGRAMS

New Revise Archive

Program

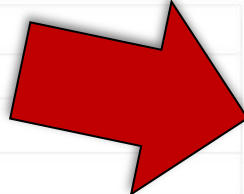
Accounting - AS Degree

Accounting - Certificate

MANAGE COURSES

New Revise Archive

Subject	Course Number	Title	Approval Date
All			
CS/IS	10	BASIC ENGLISH	01/08/2017
CULIN	110	ENGLISH 9A	08/28/2016
DANCE	111	ENGLISH 9B	08/28/2016
ECON	112	ENGLISH 10A	08/28/2016
ECT	113	ENGLISH 10B	08/28/2016
EMT	114	ENGLISH 11A	08/28/2016
ENGL	115	ENGLISH 11B	08/28/2016
ENGR	116	ENGLISH 12A	08/28/2016
ENTRE	117	ENGLISH 12B	08/28/2016
ENV T	147	WORLD GEOGRAPHY 1A	01/08/2017
ESL	148	WORLD GEOGRAPHY 1B	01/08/2017
ETH S	149	ART HISTORY 1A	01/08/2017
ABSE	15	VOCABULARY DEVELOPMENT	01/08/2017
ABSE	150	ART HISTORY 1B	01/08/2017
ABSE	20	BASIC MATH	01/08/2017
ABSE	21	ARITHMETIC 1A	01/08/2017



From this screen you will have options to manage curriculum proposals including creating new courses or programs, or revising or deleting programs or courses. The steps for revising a program or revising or deleting a course are quite similar for courses and programs, so this video will focus on courses only although the same general processes apply for programs.

Let's get started. Select the subject prefix and number of the course you want to revise.

WHAT WOULD YOU LIKE TO DO?

MANAGE PROGRAMS

New Revise Archive

Program

- Accounting - AS Degree
- Accounting - Certificate
- Administration of Justice - AS-T
- Administration of Justice - AS Degree
- Administration of Justice - Certificate
- Administrative Assistant - AS Degree
- Administrative Assistant - Certificate
- Animation - AS Degree
- Animation - Certificate
- Anthropology - AA-T
- Art - AS Degree
- Art - Certificate
- Art History - AA-T
- Artitectural Drafting & Design - AS Degree
- Artitectural Drafting & Design - Certificate
- Aviation Administration - AS Degree

MANAGE COURSES

New Revise Archive

Subject

Propose modification to an existing Current course.

Approval Date

Subject	Number		Approval Date
ECON			
ECON	101	Principles Of Microeconomics	03/15/2015
ECON	102	Principles Of Macroeconomics	08/01/2015
ECON	102H	Honors Principles Of Macroeconomics	02/15/2016
ECON	105	The American Economy	01/01/1901
ECON	111	Economic History Of The U.S.	06/01/2014
ECON	48	Economics International Field Studies	06/18/2017
ECON	49	Economics Independent Study	08/13/2013

Now you will be able to work on the course revision or proposal for your course. You may be automatically directed into the preexisting version of the course outline.

Then click "revise."

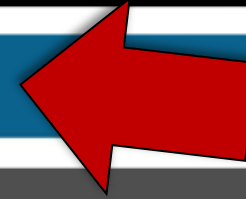


WHAT WOULD YOU LIKE TO DO?

Create Proposal

**My Proposals**

All Proposals



MANAGE PROGRAMS

New Revise Archive

Program

- Accounting - AS Degree
- Accounting - Certificate
- Administration of Justice - AS-T
- Administration of Justice - AS Degree
- Administration of Justice - Certificate
- Administrative Assistant - AS Degree
- Administrative Assistant - Certificate
- Animation - AS Degree
- Animation - Certificate
- Anthropology - AA-T
- Art - AS Degree
- Art - Certificate
- Art History - AA-T
- Artitectural Drafting & Design - AS Degree
- Artitectural Drafting & Design - Certificate

MANAGE COURSES

New Revise Archive

Subject	Course Number	Title	Approval Date
ECON			
ECON	101	Principles Of Microeconomics	03/15/2015
ECON	102	Principles Of Macroeconomics	08/01/2015
ECON	102H	Honors Principles Of Macroeconomics	02/15/2016
ECON	105	The American Economy	01/01/1901
ECON	111	Economic History Of The U.S.	06/01/2014
ECON	48	Economics International Field Studies	06/18/2017
ECON	49	Economics Independent Study	08/13/2013

If for some reason you don't see it, go to "My proposals",



MY PROPOSALS

Drag a column header and drop it here to group by that column

Edit 
  Submit for Approval 
  Submit to Previous Stage 
  Archive 
  Export to Excel

Click this button to revise a proposal.

				Division	Department	Type	Action	Last Revised	Stage #	Stage	Delete		
				All	All								
				ECON 101	Social Sciences Division	ECONOMICS	COURSE	Revise	11/27/2017 11:48:48 AM	1	Prelaunch		
				Anthropology - AA-T	Social Sciences Division	ANTHROPOLOGY	PROGRAM	Revise	11/27/2017 11:41:55 AM	1	Prelaunch		
				Accounting - Certificate	Business Division	ACCOUNTING	PROGRAM	Revise	11/25/2017 12:15:22 AM	1	Prelaunch		
				Administration of Justice - AS-T	Technology & Aviation Division	ADMINISTRATION OF JUSTICE	PROGRAM	Revise	11/24/2017 10:47:35 PM	1	Prelaunch		
				Administration of Justice - AS-T	Technology & Aviation Division	ADMINISTRATION OF JUSTICE	PROGRAM	Revise	11/24/2017 10:30:54 PM	1	Prelaunch		
				Spanish Language	Language Arts Division	SPANISH	PROGRAM	Create	11/22/2017 1:21:03 PM	1	Prelaunch		
				MOA 182	Business Division	MEDICAL OFFICE ADMINISTRATION	COURSE	Revise	11/22/2017 1:13:30 PM	1	Prelaunch		
				MOA 180	Business Division	MEDICAL OFFICE ADMINISTRATION	COURSE	Revise	11/22/2017 1:11:58 PM	1	Prelaunch		
					MATH 138	Mathematics Division	Transfer Math	COURSE	Revise	11/22/2017 12:43:48 PM	1	Prelaunch	
				Japanese Language	Language Arts Division	JAPANESE	PROGRAM	Create	11/21/2017 12:14:59 PM	1	Prelaunch		
				Armenian Language	Language Arts Division	ARMENIAN	PROGRAM	Create	11/21/2017 12:07:43 PM	1	Prelaunch		
				French Language	Language Arts Division	FRENCH	PROGRAM	Create	11/21/2017 12:04:17 PM	1	Prelaunch		
				Musical Theatre	Visual & Performing Arts Division	THEATRE ARTS	PROGRAM	Create	11/13/2017 3:23:37 PM	1	Prelaunch		
				MUSIC 120	Visual & Performing Arts	New Commercial Music	COURSE	Revise	11/13/2017 3:00:57 PM	1	Prelaunch		

Find the proposal that you want to work on, and select "Edit".

## PROPOSAL - COURSE : [ ECON 101 ]

[Supplementals](#)[Save](#)[Print](#)[Change Log](#)[Refresh](#)[Help](#)

## Useful Links

[Assist  
College Source  
Chancellor Office](#)[Section 1](#) [Section 2](#) [Section 3](#) [Section 4](#) [Section 5](#) [Preconditions For Enrollment](#) [Section 6](#)

Supporting Documents And Evidence

## Section 1 - Basis

A) PROPOSAL SUBMITTED BY :  ?

B) JUSTIFICATION FOR PROPOSAL:

Does this proposal include revisions that might improve student attainment of course learning outcomes? ?

 Yes  No

Is this proposal submitted in response to learning outcomes assessment data? ?

 Yes  No

If YES to either of the above, explain and attach evidence of discussions about learning outcomes.  
If NO to either of the above, provide a brief statement of need or intention

?

**B** / **I** / **U**   [Design](#) [HTML](#)

In the past, when you were revising a course, the course outline of record or “COR” was separated out from a form we called “the course revision form.” Now we are in a relational database. If you make change here in any field, you are initiating a change to the official course outline of record so think carefully about the changes you want to make.

You should now be working within a course revision proposal. Once you’ve selected the “revise” button, you should automatically be directed into the existing, approved version of a course outline.

PROPOSAL - COURSE : [ ECON 101 ]

- Supplementals
- Save
- Print
- Change Log
- Refresh
- Help


- Section 1
  - Section 2
  - Section 3
  - Section 4
  - Section 5
  - Preconditions For Enrollment
  - Section 6
- Supporting Documents And Evidence

### Section 1 - Basis


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**B** / *I* / U                

 Design     HTML

You can also contact the curriculum coordinator with any additional questions you may have.

If you're working on revising a course and aren't sure how to fill in a field, use the "Tool tips" button to help get your question answered. Fill out the form just as you have done in the past with SharePoint or Word docs.

Secure | https://ems.glendale.edu/GCLCMS/Course.aspx

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Supplementals

Save

Print

Change Log

Refresh

Help

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College Source  
Chancellor Office

**B** / **I** / **U** / / / /

We are changing the title to better help students know what to expect in the course based on surveys of students conducted over the last two years.

Design ↔ HTML

ATTACH documentation as required ( PDF format only )

Upload Document

File Description	Attachment	Edit	Delete
File Description: <input type="text"/>			
Upload File: <input type="text"/> <input type="button" value="Select"/>			
<input checked="" type="checkbox"/> <input type="checkbox"/>			

No records to display.

C) SEEKING APPROVAL/ACTIVATION FOR WHAT TERM?

Select year: 2017-2018

**Make sure  
that you  
save your  
work  
frequently!**

Only PDF documents are accepted!

As you are working on a course, you may want to upload support materials using the “Attach documents” field. To do this, select “upload document” find your file, hit “select” to find your file, select “open” then hit the check box.



Does this proposal include revisions that might improve student attainment of course learning outcomes?

Yes  No

Is this proposal submitted in response to learning outcomes assessment data?

Yes  No

If YES to either of the above, explain and attach evidence of discussions about learning outcomes.  
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Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

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[College Source](#)  
[Chancellor Office](#)

Design

ATTACH documentation as required ( PDF format only )

Upload Document

File Description	Attachment	Edit	Delete
	Economics 101 Student Learning Outcomes Report.pdf		

C) SEEKING APPROVAL/ACTIVATION FOR WHAT TERM?

Select a value 2017-2018

D) SCHEDULE AND ENROLLMENT HISTORY

+ Add Save Cancel Refresh

Sections

Error(s) found :  
- Provide Schedule and Enrollment History.  
- Provide Catalog Notes.

If a data field has an additional “save” icon, select that icon to save information specific to that field.

Secure | https://ems.glendale.edu/GCCCMS/Course.aspx

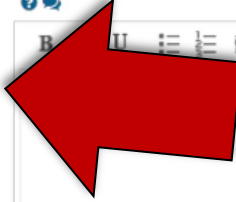
Does this proposal include revisions that might improve student attainment of course learning outcomes? ?  
 Yes  No

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 Yes  No

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Supplementals

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Print 

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College Source  
Chancellor Office

to better help students know what to expect in the course based on surveys of students conducted over the last

Design HTML

ATTACH documentation as required ( PDF format only )

Upload Document

File Description	Attachment	Edit	Delete
	Economics 101 Student Learning Outcomes Report.pdf		

C) SEEKING APPROVAL/ACTIVATION FOR WHAT TERM?

D) SCHEDULE AND ENROLLMENT HISTORY

+ Add Save X Cancel Refresh

Census Sections

Error(s) found :  
- Provide Schedule and Enrollment History.  
- Provide Catalog Notes.

If you want to see a “printable” version of your course in progress at any time, you can do so by selecting the “print” icon.



Does this proposal include revisions that might improve student attainment of course learning outcomes?  Yes  No

Is this proposal submitted in response to learning outcomes assessment data?  Yes  No

If YES to either of the above, explain and attach evidence of discussions about learning outcomes.  
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Supplementals

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Print

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Help

Useful Links

Assist  
College Source  
Chancellor Office

Design HTML

ATTACH documentation as required ( PDF format only )

Upload Document

File Description	Attachment
	Economics 101 Student Learning Outcomes Report.pdf

C) SEEKING APPROVAL/ACTIVATION FOR WHAT TERM?

Select a value 2017-2018

D) SCHEDULE AND ENROLLMENT HISTORY

+ Add Save X Cancel Refresh

Error(s) found :  
- Provide Schedule and Enrollment History.  
- Provide Catalog Notes.

As you make more changes to a course, the changes will continue to be tracked in the change log.

The change log is like the course revision form for a course embedded into the course outline. It will instantly show you the changes you are proposing as well as the level of change equating to the review process required for a course such as whether it would require one or two readings at C & I or review by Academic Affairs, College Exec and the Board of Trustees.

You can also see the “change log” for any course revision you are completing by clicking on the ‘Change Log’ button.

Secure | https://ems.glendale.edu/GCCCMS/Course.aspx

2	<ul style="list-style-type: none"> <li>Demand, supply and market equilibrium</li> <li>The price system and substitution</li> <li>Elasticity of demand and supply</li> <li>The law of demand</li> <li>Marginal utility</li> <li>Applications of supply and demand</li> <li>Introduction to factor markets</li> </ul>	16	0	16		
Four Basic Market Structures						
3	<ul style="list-style-type: none"> <li>Costs of production and theory of the firm</li> <li>Per...</li> <li>olig...</li> <li>Competition, and</li> <li>Pri...</li> <li>Law...</li> <li>Out...</li> <li>Ma...</li> <li>Ma...</li> <li>Intervention</li> </ul>	16	0	16		
		54	0	54		

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

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College Source  
Chancellor Office

E) OUT-OF-CLASS ASSIGNMENTS

Save Cancel Refresh

	Description	
1	homework assignment (e.g. analyses of current events in newspaper articles);	
2	short papers or essays (e.g. comparison of different perspectives on a policy question);	
3	analyses of computer based economic simulations. (e.g. U.S. tax incidence simulation).	
	<input type="text"/>	

F) METHODS OF EVALUATION

Add Save Cancel Refresh

Description

You would save twice after this change.

As you continue to make changes to the course, those changes will be tracked in the change log. So if I went to section 6, to add an out of class assignment option for my course, I would be able to see the changes that I am adding, in the change log.

Secure | https://ems.glenstate.edu/GCC/EMS/Course.aspx

- Demand, supply and market equilibrium
- The price system and substitution
- Elasticity of demand and supply
- The law of demand

2 16 0 16

### CHANGE LOG

Property Name	Property Description	Old Value	New Value	Revision Type	User	Modified Date
All	All			All	All	
CVID	CVID	8023.0.03	9533.0.03		Young, Steve	11/27/2017 11:50
IncludeRevisions	IncludeRevisions		False		Young, Steve	11/27/2017 11:50
Author	Author		Steve Young	Technical Change	Young, Steve	11/27/2017 11:48
BriefStatement	BriefStatement		We are changing the title to better help students know what to expect in the course based on surveys of students conducted over the last two years.	Technical Change	Young, Steve	11/27/2017 11:50
OutOfClass	Out Of Class Assignments	Ref : discussion question responses on economic principles of taxation	Out of Class Assignments was added by Steve Young.	Technical Change	Young, Steve	11/27/2017 11:53
SubmittedResponse	SubmittedResponse	False	True	Technical Change	Young, Steve	11/27/2017 11:51
SubmittedResponse	SubmittedResponse		False	Technical Change	Young, Steve	11/27/2017 11:50

+ Add Save X Cancel Refresh

Description



The "Change Log" screen reflecting the new "Out of class" assignment.

Secure | https://ems.glendale.edu/GCCCMS/Course.aspx

GLENDALE COMMUNITY COLLEGE CURRICULUM MANAGEMENT SYSTEM

Home Proposals Reports Documents Configurations Sign Out

### CHANGE LOG

Property Name	Property Description	Old Value	New Value	Revision Type	User	Modified Date
All	All			All	All	
CVID	CVID	8023.0.03	9533.0.03		Young, Steve	11/27/2017 11:50
IncludeRevisions	IncludeRevisions		False		Young, Steve	11/27/2017 11:50
CourseTitle	CourseTitle	Principles Of Microeconomics	Principles Of Microeconomics for Basket Weavers	Nonsubstantial Change B	Young, Steve	11/27/2017 11:54
			Steve Young	Technical Change	Young, Steve	11/27/2017 11:48
			changing the title to better help students know what the course based on surveys of students over the last two years.	Technical Change	Young, Steve	11/27/2017 11:50
			Assignments was added by Steve Young.	Technical Change	Young, Steve	11/27/2017 11:53
				Technical Change	Young, Steve	11/27/2017 11:51
				Technical Change	Young, Steve	11/27/2017 11:50

Supplemental Save Print Change Log Refresh Help Useful Links assist college So hancellor

You can use the Change Log to test out how many changes you want to make to a course depending on the amount of time you have for the revision process.



If I make changes to a course that requires more substantial review (that are not simple technical changes), the Change Log can tell me that is a “Non-substantial Change B” and will thus require two readings with C&I.



COURSE : [ ECON 101 ]

- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- Preconditions For Enrollment
- Section 6

Supplementals

Save

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Useful Links

Assist  
College Source  
Chancellor Office

Supporting Documents And Evidence

Section 2 - Course Identification

A) COURSE DISCIPLINE :

ECONOMICS

B) COURSE NUMBER :

101

C) COURSE EMPHASIS (SUBDISCIPLINE) :

ECONOMICS

D) COURSE DIVISION :

Social Sciences Division

E) COURSE TITLE (FULL) :

Principles Of Microeconomics for Basket Weavers

F) COURSE TITLE (SHORT) :

Microeconomics

G) CATALOG DESCRIPTION

In a few cases, these error messages may not apply to your course. For example, if your existing course does not have/need a course note, you do not need to fill one in. You also do not need to fill out your course's schedule and enrollment history as this will be done for you. If you haven't included all required supporting documentation when you submit a proposal to "preliminary review", the proposal will be returned to you and will be re-placed in your proposals at the prelaunch stage.



Error(s) found :

- Provide Schedule and Enrollment History.
- Provide Catalog Notes.

As you work on a course in CMS, selecting save will also show you error messages indicating fields that still need to be completed before a course can be submitted from prelaunch to preliminary review.

Section 3 - Course Attributes

COURSE TYPE :

D Credit – Degree Applicable

C Credit – Not Degree Applicable

N Non-Credit

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

[Assist College Source Chancellor Office](#)

PROGRAM STATUS :

Required or elective course within GCC degree or certificate program

Not a required or elective course within GCC degree or certificate program

REPEATABILITY

( 1 ) Intercollegiate academic or vocational competition courses where the course is part of a competitive activity

( 2 ) Intercollegiate athletics (must have ATHPE prefix and intercollegiate TOP code)

( 3 ) Courses for which repetition is necessary to meet the major requirements of CSU bachelor's degree

( 4 ) Non-credit courses

PRECONDITIONS FOR ENROLLMENT (ENTRY STANDARDS)

The course has required or recommended preconditions for enrollment

The course is a required or recommended precondition for enrollment in another course

Neither of the above

CROSS LISTING STATUS

Does this course share an outline with any other course or courses?

Yes  No

Error(s) found :

- Provide Schedule and Enrollment History.
- Provide Catalog Notes.

As we all know, course requisites are very important. Check the appropriate boxes to indicate if your existing course **currently** has no prerequisites but you are intending to add a requisite or recommended preparation or if this existing course will now be a prerequisite for other courses. If this does not apply to your course revision (like if your course already has a prerequisite or a recommended preparation and you don't anticipate any changes, or if your course doesn't have any requisites and you intend to keep it that way) you don't need to do anything to this box. . If your course already had requisites, you should see this tab already when you're working in the course revision proposal.

If you select the box to indicate that your course which had *no* requisites will **now** have requisites, a new tab called "preconditions for enrollment" will be available in the course revision proposal once you've selected "save". Enter information about new requisites or make changes to any existing requisites here.



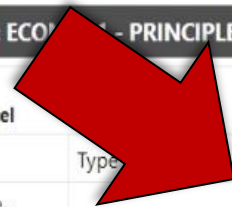
COURSE : [ ECON 101 ]

Section 1 Section 2 Section 3 Section 4 Section 5 **Preconditions For Enrollment** Section 6

Supporting Documents And Evidence

Show/Hide Course List

SEARCH COURSES				REQUISITES FOR : ECON 101 - PRINCIPLES OF			
Subject	Course Number	Title	status	And/Or	Course	Type	Req. is Being
All							
ABSE	10	BASIC ENGLISH	Official		ECON - 102 - Principles Of Macroeconomics	Prerequisite	Reviewed
ABSE	110	ENGLISH 9A	Official	Or	ECON - 102H - Honors Principles Of Macroeconomics	Prerequisite	Added
ABSE	111	ENGLISH 9B	Official		MATH - 141 - *Elementary Algebra	Prerequisite	Deleted
ABSE	112	ENGLISH 10A	Official	&	MATH - 146 - *Elementary Algebra II	Prerequisite	Deleted
ABSE	113	ENGLISH 10B	Official	Or	MATH - 246B - *Elementary Algebra II	Prerequisite	Deleted
ABSE	114	ENGLISH 11A	Official				
ABSE	115	ENGLISH 11B	Official				
ABSE	116	ENGLISH 12A	Official				



If you are working on a revision for an existing course, but don't plan to change any requisites, select "reviewed" This is like giving your existing requisite a thumbs up that you've looked it over and plan to keep it.

If you're wanting to add new requisite course, you can drag and drop in any course that you intend to be a precondition for enrollment.

Error(s) found :  
 - Provide Schedule and Enrollment History.  
 - Provide Catalog Notes

Make sure that you fill out the "preconditions for enrollment" information for a course for any: **New requisite** which is being added, **Any requisite** which is to be deleted, or **any requisites which are simply being reviewed**.

Show/Hide Course List

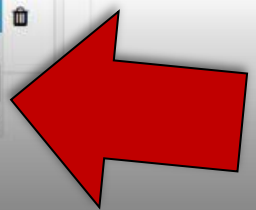
- Supplementals
- Save
- Print
- Change Log
- Refresh
- Help

Useful Links  
[Assist College Source Chancellor Office](#)

Subject	Course Number	Title	status
All			
ABSE	10	BASIC ENGLISH	Official
ABSE	110	ENGLISH 9A	Official
ABSE	111	ENGLISH 9B	Official
ABSE	112	ENGLISH 10A	Official
ABSE	113	ENGLISH 10B	Official
ABSE	114	ENGLISH 11A	Official
ABSE	115	ENGLISH 11B	Official
ABSE	116	ENGLISH 12A	Official

REQUISITES FOR : ECON 101 - PRINCIPLES OF			
And/Or	Course	Type	Req. is Being
	ECON - 102 - Principles Of Macroeconomics	Prerequisite	Reviewed
Or	ECON - 102H - Honors Principles Of Macroeconomics	Prerequisite	Reviewed
&	MATH - 141 - *Elementary Algebra	Prerequisite	Reviewed
Or	MATH - 146 - *Elementary Algebra II	Prerequisite	Reviewed
Or	MATH - 246B - *Elementary Algebra II	Prerequisite	Reviewed

- Reviewed
- Added
- Deleted



To delete a prerequisite, click on the drop-down box and choose delete.

Section 1 Section 2 Section 3 Section 4 Section 5 **Preconditions For Enrollment** Section 6

Supporting Documents And Evidence

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

Assist  
College Source  
Chancellor Office

**SEARCH COURSES**

REQUISITES FOR : ECON 101 - PRINCIPLES OF

Save X Cancel Refresh

Subject	Course Number	Title	status	And/Or	Course	Type	Req. is Being
ENGL	101	Freshman English	Official		ECON - 102 - Principles Of Macroeconomics	Prerequisite	Reviewed
ENGL	101H	Honors Freshman English	Official	Or	ECON - 102H - Honors Principles Of Macroeconomics	Prerequisite	Reviewed
ENGL	102	Critical Thinking And Literary Analysis	Official		MATH - 141 - *Elementary Algebra	Prerequisite	Reviewed
ENGL	102H	Honors Critical Thinking And Literary Analysis	Official		MATH - 146 - *Elementary Algebra	Prerequisite	Reviewed
ENGL	103	Creative Writing Workshop	Official	Or	MATH - *Elementary Algebra II	Prerequisite	Deleted
ENGL	104	Critical Thinking and Argumentation	Official				
ENGL		Survey Of English Literature From	Official				

To select the specific exit standards that apply as entry expectations for your course, select the “edit” button, then “yes” then “update” to include individual exit standards as entry expectations.

If you’re wanting to add new requisite course, you can drag and drop in any course that you intend to be a precondition for enrollment. Click “save” and “Save” again. Now all of the exit standards for this course’s new requisite should have been automatically included as its entry expectations in section 6 of a course proposal.

Once you've completed your course revision in prelaunch including the preconditions for enrollment section, make sure to fill out the supplemental form for all requisites courses. More information about this form can be found in the in the "Supplemental's" video. If you're adding a new requisite, there are some questions you will need to answer. There are also a few questions for requisites which are merely being reviewed.



COURSE : [ ECON 101 ]

- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- Preconditions For Enrollment
- Section 6

- Supplementals
- Save
- Print
- Change Log
- Refresh
- Help

Section 4 - Course Workload Values

Requires user input :  
 Yes  No

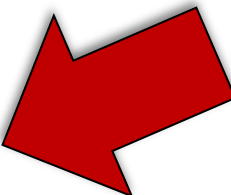
Calculated values with user override :  
 Yes  No

Calculated values without override :  
 Yes  No

Is this a variable unit course?  
 Yes  No

Is this course to be approved for DE scheduling?  
 Yes  No

Will this course include arranged hours?  
 Yes  No



Useful Links  
[Assist](#)  
[College Source](#)  
[Chancellor Office](#)

CREDIT COURSE MATRIX

FACULTY CONTACT HOURS	LECTURE	LAB		TOT
		Reg	Studio	
CONTACT HOURS MAXIMUM	54.00	0.00	0.00	54.00
OUT OF CLASS HOURS	0.00	0.00	0.00	0.00
CONTACT HOURS MINIMUM	54.00	0.00	0.00	54.00

Error(s) found :  
 - Provide Schedule and Enrollment History

If you are planning to have your course approved to be offered as distance education check the box in Section 4 to show that a course is to be submitted for DE scheduling. Our video on developing a new course covers this process in more detail.







If you have any questions about the process of revising a course or program make sure to contact the Curriculum Coordinator.