



Curriculum Management System Guide - Creating a New Course or Program

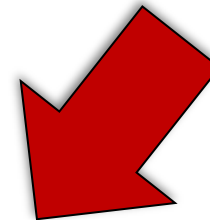
User Name : Password : Remember me Forgot password ?

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 creating a new course (or program) in Glendale College's Curriculum Management System. 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](#) [Quick Edit](#)


				Proposal Name	Type	Action	Last Revised	Stage #	Stage
				MATH 136H	COURSE	Create	11/02/2017	1	Prelaunch
				ENGL 183	COURSE	Revise	11/02/2017	1	Prelaunch
				MATH 220S	COURSE	Create	11/02/2017	8	FACPost1stRead
				ENGL 101	COURSE	Revise	11/02/2017	1	Prelaunch
				Foreign Languages	PROGRAM	Create	11/02/2017	1	Prelaunch
				BUSAD 131	COURSE	Revise	11/02/2017	1	Prelaunch
				BIOL 112	COURSE	Revise	11/01/2017	8	FACPost1stRead
				MATH 110	COURSE	Revise	11/01/2017	3	PreliminaryReview
				SOC 101	COURSE	Revise	11/01/2017	3	PreliminaryReview
				CO ED 101	COURSE	Revise	11/01/2017	7	1stRead


Navigation icons: Home, Back, Page 1, 2, 3, 4, 5, 6, Next, End


Page size: 10


69 items in 7 pages




Create Proposal


My Proposals


All Proposals


Meeting Agenda

To create a new proposal, click on the green “Create Proposal” section.

GLENDALE COMMUNITY COLLEGE CURRICULUM MANAGEMENT SYSTEM

Home Proposals Reports Documents **Configurations** Sign Out

DASHBOARD

MY PROPOSALS

✓ Edit ✎ Submit for Approval ↶ Submit to Previous Stage 🗄 Archive

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

Create Proposal My Proposals All Proposals Meeting Agenda

Powered by ITPL Rebecca Hillquist - FACPost2ndRead

To start with the new course creation process, you will first want to move yourself into the prelaunch stage. Go to “Configurations”, “Select stage”.

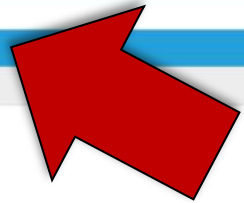


SELECT A STAGE

Stage

1 - Prelaunch

10 - FACPost2ndRead



You have selected FACPost2ndRead as your current stage.

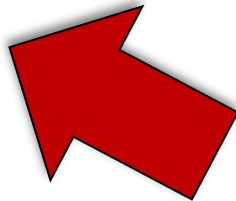
Then select "Prelaunch".



SELECT A STAGE

Stage	
1 - Prelaunch	<input checked="" type="checkbox"/>
10 - FACPost2ndRead	<input type="checkbox"/>

You have selected Prelaunch as your current stage.



Use this prelaunch stage to get approval of a new course from your division/department and integrate feedback from your division and department colleagues.

Once you've checked the box, it should show that you've selected "Prelaunch" as your current stage. At Prelaunch, your proposal will be available to you and to CMS site administrators, but it's not yet placed on a C & I agenda. You can work on proposals and keep it at this stage as long as you want before advancing them to get to the next stage called "Preliminary Review".



SELECT A STAGE

Stage

1 - Prelaunch

10 - FACPost2ndRead

Create Proposal

My Proposals

All Proposals



You have selected Prelaunch as your current stage.

Now once you are at the correct stage, you are able to select the button to create a new course. Go to “Create Proposal”.

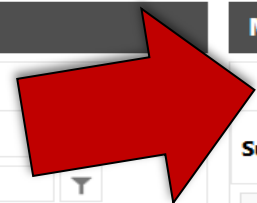
WHAT WOULD YOU LIKE TO DO?

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



MANAGE COURSES

+ New ✎ Revise 🗑 Archive

Subject	Course Number	Title	Approval Date
All			
ABSE	10	BASIC ENGLISH	01/08/2017
ABSE	110	ENGLISH 9A	08/28/2016
ABSE	111	ENGLISH 9B	08/28/2016
ABSE	112	ENGLISH 10A	08/28/2016
ABSE	113	ENGLISH 10B	08/28/2016

Your proposal will be available to you and to CMS site administrators, but it's not yet placed on a C & I agenda. You can work on proposals in prelaunch and keep it at this stage for as long as you want before advancing them to the next stage called "preliminary review." Use this prelaunch stage to get approval of a new course from your division/department and integrate feedback from your division and department colleagues.

Once you've selected the "new" button, you should automatically be directed to an empty, new course proposal. You can work on proposals in prelaunch and keep it at this stage for as long as you want before advancing them to the next stage called "preliminary review."

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6
Supporting Documents And Evidence

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


Section 1 - Basis

A) PROPOSAL SUBMITTED BY :




IncludeRevisions
IncludeRevisions

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? 

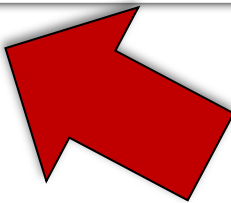
Yes No

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



The default font for CMS is Ariel 9 point. Please use this font for any text you paste in.

Design HTML



If you're working on developing a new course and aren't sure how to fill in a field, clicking on the little question mark buttons that show the tool tips can help get your question answered. Fill out each field with text, and check each box.

F) COURSE TITLE (SHORT) :

G) CATALOG DESCRIPTION

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

Assist

College Source

Chancellor Office

Design HTML

H) CATALOG NOTES

Design HTML

Should the course note also indicate Credit Limitations ?

Yes No

Students who complete the course may receive a maximum of:

+	Add	Save	X	Cancel	Refresh
And/Or	Units	Course	Special Notes		

No records to display.

I) PEOPLESOFT ID :

The college's curriculum coordinator should be able to provide you additional assistance if necessary as should your division chair. However, before your division votes on a new course or program, all fields should be completed and filled out. This doesn't mean that you can't make a change based on ideas or discussion later on, but, rather that your division should only vote on completed proposals.

Save your work frequently by selecting the tab on the side of the screen. If a data field has an additional "save" icon, select that icon to save information specific to that field.

Section 1 Section 2 Section 3 Section 4 Section 5 **Section 6**

Supporting Documents And Evidence

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



Section 6 - Course Outline

A) ENTRY STANDARDS

Subject	Course Number	Course Title	Standard Description	Include Yes/No		
No records to display.						

[Refresh](#)

Useful Links

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

B) EXIT STANDARDS

Standard Description		
No records to display.		

[Refresh](#)

C) STUDENT LEARNING OUTCOMES

SLO Description	
No records to display.	

[Refresh](#)

D) COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Lecture Hours	Lab Hours	Total Hours		
No records to display.					

[Refresh](#)

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.

COURSE : [ACCTG]

Section 1 Section 2 Section 3 Section 4 Section 5 **Section 6**
Supporting Documents And Evidence

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

Section 6 - Course Outline

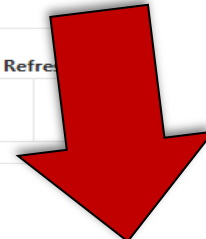
A) ENTRY STANDARDS

+ Add Refresh

Subject	Course Number	Course Title	Standard Description	Include Yes/No
No records to display.				

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

B) EXIT STANDARDS



In a few cases, these error messages do not apply to new courses. For example, a new course may not have C-ID information and it's virtually impossible to know its schedule and enrollment history. If you see an error message about either of these things, know that these will not stop a new course from advancing even if you see an error message

Error(s) found :

- Provide a Justification for Proposal.
- Provide a Course Title.
- Provide Course Title Short.
- Provide Catalog Description.
- Provide Entry Standards.
- Provide Exit Standards.
- Provide Student Learning Outcomes.
- Provide Course Content with Instructional Hours.
- Provide Out of Class Assignments.
- Provide Methods for Evaluation.
- Provide Text Books.
- Select if this proposal include revisions that might improve student attainment of course learning outcomes.
- Select if Is this proposal submitted in response to learning outcomes assessment data.
- Provide Schedule and Enrollment History.
- Provide a Course Number.
- Provide Catalog Notes.
- Provide PeopleSoft ID.
- Provide Chancellor Office ID.
- Provide California State University System C-ID.
- Provide California State University System C-ID Title (Full).

Course information was succesfully updated.

As you work on a new 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.

DOCUMENTS

File Description	Division	Department	Level Change	Stage	Review Date	Modified Date	Attachment	Edit	Delete
C & I Handbook for Review			Substantial Change	PeopleSoft	10/25/2017	10/23/2017	CI Handbook_Fall 2017.docx		
Minutes of 092717 C & I Meet			Nonsubstantial Change A	PeopleSoft	10/25/2017	10/25/2017	092717_MINUTES.pdf		



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.

In some cases, you will be required to upload additional supporting information as pdf documents. To do this, select "upload document" find your file, hit "select" to find your file, select "open" then hit the check box.

PROPOSAL - COURSE : [ACCTG]

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

[Assist](#)
[College Source](#)
[Chancellor Office](#)Section 1 Section 2 **Section 3** Section 4 Section 5 Section 6
Supporting Documents And Evidence

Section 3 - Course Attributes

COURSE TYPE :

- D Credit – Degree Applicable
- C Credit – Not Degree Applicable
- N Non-Credit



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 district-sanctioned competitive activity
- (2) Intercollegiate athletics (must have ATHPE prefix and intercollegiate TOP code of 0835.50)
- (3) Courses for which repetition is necessary to meet the major requirements of CCU or UC for completion of a 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

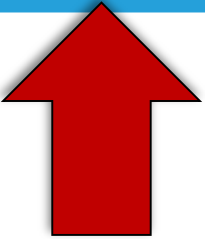
Does this course share an outline with any other course or courses?

- Yes No



Check the appropriate boxes to indicate if the new course will have prerequisites or if this course will be a prerequisite for other courses. If your course meets neither criterion, select neither. If you select the box to indicate that your course has requisites, a new tab called “preconditions for enrollment” will be available in the new course proposal once you’ve selected “save”.

Section 3 - Course Attributes



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

Useful Links

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

COURSE TYPE :

- D Credit – Degree Applicable
- C Credit – Not Degree Applicable
- N Non-Credit

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 district-sanctioned competitive activity
- (2) Intercollegiate athletics (must have ATHPE prefix and intercollegiate TOP code of 0835.50)
- (3) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a 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?

Make sure that you fill out the “preconditions for enrollment” information for a course..

Show/Hide Course List

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

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

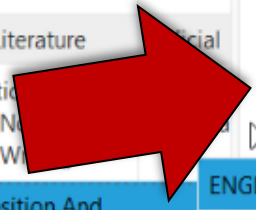
SEARCH COURSES

Subject	Course Number	Title	status
ENGL	111	Women In Literature	Proposa
ENGL	112	Screenwriting	Official
ENGL	114	Introduction to Poetry: Creative Writing	Proposa
ENGL	115	Introduction to Fiction: Creative Writing	Proposa
ENGL	116	Introduction To Drama	Official
ENGL	117	Film As Literature	Official
ENGL	118	Introduction to Creative Non-Fiction Creative Writing	Official
ENGL	120	* Composition And Reading	Official

REQUISITES FOR :

Save X Cancel Refresh

And/Or	Course	Type	Req. is Being
No items to view			
		○ ○	
	ENGL 120	* Composition And Reading	Official



You can drag and drop in any course that you intend to be a precondition for enrollment.

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

Show/Hide Course List

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

Assist
College Source
Chancellor Office

SEARCH COURSES

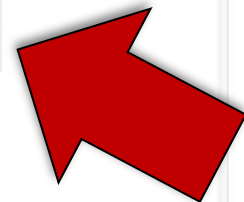
Subject	Course Number	Title	status
ENGL	101	Freshman English	Official
ENGL	101H	Honors Freshman English	Official
ENGL	102	Critical Thinking And Literary Analysis	Official
ENGL	102H	Honors Critical Thinking And Literary Analysis	Official
ENGL	103	Creative Writing Workshop	Official
ENGL	104	Critical Thinking and Argumentation	Official
		Survey Of English	

REQUISITES FOR : ART 999 - ADVANCED BASKET WEAVING

Save Cancel Refresh

And/Or	Course	Type	Req. is Being
	ENGL - 101 - Freshman English	Recommend	

- Recommend
- Corequisite
- Prerequisite/Core
- Recommended Preparation
- Recommend



0:05:13

Select type of requisite.

- 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

Show/Hide Course List

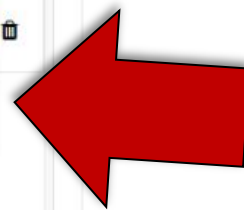
SEARCH COURSES

Subject	Course Number	Title	status
ENGL	101	Freshman English	Official
ENGL	101H	Honors Freshman English	Official
ENGL	102	Critical Thinking And Literary Analysis	Official
ENGL	102H	Honors Critical Thinking And Literary Analysis	Official
ENGL	103	Creative Writing Workshop	Official
ENGL	104	Critical Thinking and Argumentation	Official
		Survey Of English	

REQUISITES FOR : ART 999 - ADVANCED BASKET WEAVING

Save Cancel Refresh

And/Or	Course	Type	Req. is Being
	ENGL - 101 - Freshman English	Recommend	<div style="border: 1px solid black; padding: 2px;"> Added </div>



In this case, since it's a new course, select that the requisite is being added. If you were doing a course revision, you would select buttons such as "Reviewed" or other options to suggest that the requisite is merely being reviewed.

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

Supporting Documents And Evidence

Supplementals

Save Course List

Print

Change Log

Refresh

Help

Useful Links

Assist
College Source
Chancellor Office

SEARCH COURSES					REQUISITES FOR :			
Subject	Course Number	Title	status		Course	Type	Req. is Being	
ENGL					ENGL - 120 - * Composition And Reading		Added	
ENGL	111	Women In Literature	Proposa					
ENGL	112	Screenwriting	Official					
ENGL	114	Introduction to Poetry: Creative Writing	Proposa					
ENGL	115	Introduction to Fiction: Creative Writing	Proposa					
ENGL	116	Introduction To	Official					

Then select save. Hit save again on the left-hand tab. Now all of the exit standards for this proposed new course's requisite should have been automatically included as its entry expectations in section 6 of a course proposal.

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

Section 6 - Course Outline

A) ENTRY STANDARDS

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

Assist
College Source
Chancellor Office

Standard ID	Course	Standard Description	Include	Actions
1			<input type="checkbox"/>	Refresh Edit
2		Standard Description: have nimble fingers for weaving.	<input type="checkbox"/>	Edit
3			<input type="checkbox"/>	Edit
4			<input type="checkbox"/>	Edit
7	ENGL 101	Freshman English prepare a research paper using proper documentation and format.	<input type="checkbox"/>	Edit

B) EXIT STANDARDS

Once you've completed your course in prelaunch including the preconditions for enrollment section, make sure to fill out the supplemental form for all requisites course. More information about this form can be found in the in the "Supplemental" video.

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. You can also develop your own entry expectations for a course. However, GCC's standard of practice recommends that these be developed sparingly.

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

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

Useful Links

- Assist
- College Source
- Chancellor Office

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

Once you've completed your course in prelaunch including the supplemental DE form covered in the "Supplementals" video and have it approved by your division, contact the college's Distance Education coordinator to make sure your new course is on a forthcoming agenda to be approved by the Committee on Distance Education, CoDE.

CREDIT COURSE MATRIX

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

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.

COURSE : [ART 999]

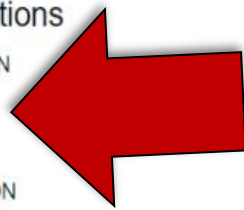
Section 1 Section 2 Section 3 Section 4 **Section 5** Preconditions For Enrollment Section 6

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

Section 5 - Course Certifications

DISTANCE EDUCATION CERTIFICATION

Yes No




UC/CSU ARTICULATION CERTIFICATION






- Transferable to both UC and CSU
- Transferable to CSU only
- Not Transferable (UC / CSU)
- USC Transferable
- Not USC Transferable

Will the course be an articulated transfer course to UC and/or CSU

Yes No

CSU Projected CSU Approval Date : 

UC Projected UC Approval Date : 

B /  /  /  /  /  /  / 

Error(s) found :

- Provide Form A (Advisory/Co/Prerequisite form.
- Provide Schedule and Enrollment History.
- Provide PeopleSoft ID.
- Provide Chancellor Office ID.

The DE Coordinator will select “yes” or “no” after action is taken by CoDE. Remember, you won’t fill this out as a C & I representative, or a faculty member, this section is only to be filled out by the CoDE committee chair.

COURSE : [ART 999]

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

Useful Links

[Assist College Source Chancellor Office](#)

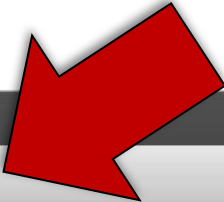
Section 1 Section 2 Section 3 **Section 4** Section 5 Preconditions For Enrollment Section 6

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

CREDIT COURSE MATRIX

FACULTY CONTACT HOURS	LECTURE	LAB		TOT
		Reg	Studio	
CONTACT HOURS MAXIMUM	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OUT OF CLASS HOURS	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>



Error(s) found :

- Provide Form A (Advisory/Co/Prerequisite) supplement form.
- Provide Schedule and Enrollment History.
- Provide PeopleSoft ID.
- Provide Chancellor Office ID.
- Provide California State University System C-ID.

It's also important to let you know that in CMS you will enter information about a course's units and hours in a few different places. In section 4 of the course proposal you will enter the faculty contact hours associated with a course. You can enter lecture, laboratory, and/or studio hours or some combination thereof.

Section 4 - Course Workload Values



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

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	Reg		TOT
		Reg	Studio	
CONTACT HOURS MAXIMUM	54	0.00	0.00	0.00
OUT OF CLASS HOURS	0.00	0.00	0.00	0.00
CONTACT HOURS MINIMUM	0.00	0.00	0.00	0.00
TBA HOURS MAXIMUM	0	0	0	0.00
DISTANCE EDUCATION HOURS LIMIT	0	0	0	0.00



Error(s) found :

- Provide Form A (Advisory/Co/Prerequisite) supplemental form.
- Provide Schedule and Enrollment History.
- Provide PeopleSoft ID.
- Provide Chancellor Office ID.

Most standard 3 unit courses are 3 unit lecture courses which meet for 54 hours.

Section 4 - Course Workload Values

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

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	108	0.00	0.00	108.00
CONTACT HOURS MINIMUM	0.00	0.00	0	0.00
TBA HOURS MAXIMUM	0	0	0	0
DISTANCE EDUCATION HOURS LIMIT	0	0	0	0



Error(s) found :

- Provide Form A (Advisory/Co/Prerequisite) supplemental form.
- Provide Schedule and Enrollment History.
- Provide PeopleSoft ID.
- Provide Chancellor Office ID.
- Provide California State University System C ID.

When you enter these hours, CMS will automatically include the number of out of class hours associated with the course. If you enter laboratory hours into your course, because laboratory is conducted in class, there will not be laboratory hours added to your out of class hours. CMS will also give you the unit value for the course based on the number of hours entered.

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

Supplementals

Save

Print

Change Log

Refresh

Help

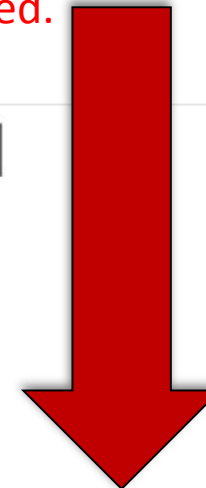
Useful Links

[Assist
College Source
Chancellor Office](#)

Please note: When you enter the course's content by topic in section 6, the hours will need to match the total number of hours you selected for your course in section 4. If the hours do not match, you will receive an error message the course will not be able to advance from prelaunch to preliminary review until this error is fixed.

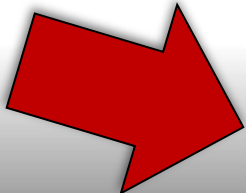
CREDIT COURSE MATRIX

FACULTY CONTACT HOURS	LECTURE	LAB		TOT
		Reg	Studio	
CONTACT HOURS MAXIMUM	54.00	27.00	0.00	81.00
OUT OF CLASS HOURS	108.00	<input type="text" value=""/>	0.00	108.00
CONTACT HOURS MINIMUM	0.00	0.00	0	0.00
TBA HOURS MAXIMUM	0	0	0	0
DISTANCE EDUCATION HOURS LIMIT	0	0	0	0
SCHEDULED HOURS MAXIMUM	0	0	0	0
COURSE UNITS	LECTURE	LAB		TOT
		Reg	Studio	
CARNEGIE UNITS MAXIMUM	3.00	0.50	0.00	3.50
GCC UNITS MAXIMUM	3.00	0.50	0.00	3.50
GCC UNITS MINIMUM	0	0	undefined	0



Error(s) found :

- Provide Form A (Advisory/Co/Prerequisite) form.
- Provide Schedule and Enrollment History.
- Provide PeopleSoft ID.
- Provide Chancellor Office ID.
- Provide California State University System ID.



CMS will also give you the unit value for the course based on the number of hours entered. Your unit value will be visible below based on the Carnegie units maximum and minimum.

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

Secure | Refresh

+ Add Save X Cancel

SLO Description

1 apply skills in basket design and construction in order to make sophisticated baskets.

D) COURSE CONTENT WITH INSTRUCTIONAL HOURS

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

Assist
College Source
Chancellor Office

+ Add Refresh


		Lecture Hours	Lab Hours	Total Hours		
1	Introduction: A Review of Basket Techniques	10	0	10		
2	Troubleshooting Common Issues <ul style="list-style-type: none"> Inflexible reeds Dry straw Flammable grass 	15	0	15		
3	Advanced Basket Patterns <ul style="list-style-type: none"> Geometric designs Holiday and special occasion baskets Letters, numbers, and inspirational quotes 	15	0	15		
		40	0	40		

E) OUT-OF-CLASS ASSIGNMENTS

+ Add Save X Cancel

Description

1 a written outline of a presentation explaining a marketing plan for an Etsy basket store;



In section 6, in this example, I've created my content. The content area shows only 40 lecture hours, but order for the course to be approved and moved from prelaunch to preliminary review, I would need to make sure that my hours matched the total that was in section 4.

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

+ Add Save X Cancel Refresh

SLO Description

1 apply skills in basket design and construction in order to make sophisticated baskets.

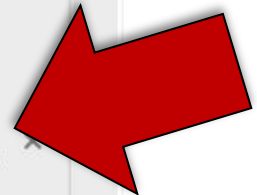
D) COURSE CONTENT WITH INSTRUCTIONAL HOURS

+ Add Refresh

		Lecture Hours	Lab Hours	Total Hours		
1	Introduction: A Review of Basket Techniques	10	0	10		
Troubleshooting Common Issues						
2	<ul style="list-style-type: none"> Inflexible reeds Dry straw Flammable grass 	15	0	15		
3	<div style="border: 1px solid #ccc; padding: 5px;"> <p>B / I U ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰</p> <p>Advanced Basket Patterns</p> <ul style="list-style-type: none"> Geometric designs Holiday and special occasion baskets Letters, numbers, and inspirational quotes <p> Design HTML</p> </div>	<input type="text" value="29"/>	<input type="text" value="0.00"/>	15		
		40	0	40		

E) OUT-OF-CLASS ASSIGNMENTS

0:10:46



So, in this case I would need to add 14 hours of lecture and 27 hours of laboratory content. Click the pencil and add the hours. C & I does not recommend having 29 hours of content.

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

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

+ Add Save X Cancel Refresh

	SLO Description	
1	apply skills in basket design and construction in order to make sophisticated baskets.	🗑️

D) COURSE CONTENT WITH INSTRUCTIONAL HOURS

Supplementals

Save

Print

Change Log

Refresh

Help

Useful Links

Assist
College Source
Chancellor Office

+ Add Refresh

		Lecture Hours	Lab Hours	Total Hours		
1	Introduction: A Review of Basket Techniques	10	0	10	✎	🗑️
2	Troubleshooting Common Issues <ul style="list-style-type: none"> Inflexible reeds Dry straw Flammable grass 	15	0	15	✎	🗑️
3	Advanced Basket Patterns <ul style="list-style-type: none"> Geometric designs Holiday and special occasion baskets Letters, numbers, and inspirational quotes 	29	0	29	✎	🗑️
		54	0	54		
0	Basket Weaving Lab Practice	0.00	27.00		✓	✎



You could also create different sections to solve the issue by clicking on “Add’ and filling out the new section info. Once I’ve gotten to the correct number of hours to match section 4, I would no longer get the error message that my hours did not match.

https://ems.glendale.edu

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

COURSE : [ART 999]

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

Supporting Documents And Evidence

Section 5 - Course Certifications

DISTANCE EDUCATION CERTIFICATION

Yes No

Supplementals

Save

Print

Change Log

Refresh

Help

UC/CSU ARTICULATION CERTIFICATION

Transferable to both UC and CSU

Transferable to CSU only

Not Transferable (UC / CSU)

USC Transferable

Not USC Transferable

Will the course be an articulated transfer course to UC

Yes No

CSU Projected CSU Approval Date

UC Projected UC Approval Date

Useful Links

[Assist College Source Chancellor Office](#)

B / **I** **U** **☰** **☰** **☰**

Finally, in section 5 you will enter information on course transferability including IGETC and CSU Breadth status should be filled out in consultation with the college's articulation coordinator who will suggest course placement in these areas. Make sure that you've worked with the Articulation Coordinator while your proposal is in the "prelaunch" stage to get these areas filled out.

If you are confident that your course will not be applicable for these areas such as in the case of a developmental English course or a noncredit lifelong learning course it's not necessary that you contact the Articulation Coordinator. The articulation coordinator may also give additional feedback on your course in the preliminary and technical review stages. The Articulation Coordinator also provides guidance and recommendations as to course placement in our local graduation requirements and general education pattern.

Make sure that you've worked with the Articulation Coordinator while your proposal is in the "prelaunch" stage to get these areas filled out.

MY PROPOSALS

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

Edit
 Submit for Approval
 Stage
 Archive
 Export to Excel
 Quick Edit



				Proposal Name	Department	Type	Action	Last Revised	Stage #	Stage	Delete	
				All	All							
						COURSE	Create	12/6/2017 11:53:54 AM	1	Prelaunch		
				ST DV 100	Student Services Division	STUDENT DEVELOPMENT	Revise	12/6/2017 11:51:29 AM	1	Prelaunch		
				NS 212	Health Sciences Division	NURSING SCIENCE	Revise	12/6/2017 11:04:36 AM	3	PreliminaryReview		
				NS 205	Health Sciences Division	NURSING SCIENCE	Revise	12/6/2017 9:52:47 AM	3	PreliminaryReview		
				MATH 136	Mathematics Division	Transfer Math	Revise	12/5/2017 5:13:11 PM	8	1stRead		
				LIB LIB	Library Division	LIBRARY	Create	12/5/2017 5:04:36 PM	1	Prelaunch		
				MATH 136H	Mathematics Division	Transfer Math	Create	12/5/2017 4:57:04 PM	7	FACPost1stRead		
				MATH 130	Mathematics Division	Developmental Math	Revise	12/5/2017 4:43:08 PM	7	FACPost1stRead		
				CHLDV 101	Social Sciences Division	CHILD DEVELOPMENT	Create	12/5/2017 4:16:30 PM	7	FACPost1stRead		
				Information Research and Critical Thinking	Library Division	LIBRARY	PROGRAM	Create	12/5/2017 3:34:57 PM	1	Prelaunch	
						COURSE	Create	12/5/2017 3:33:08 PM	1	Prelaunch		
						PROGRAM	Create	12/5/2017 3:32:25 PM	1	Prelaunch		
				awesome degree	Technology & Aviation Division	ADMINISTRATION OF JUSTICE	PROGRAM	Revise	12/5/2017 3:31:51 PM	8	1stRead	
				best degree ever!!!	Technology & Aviation Division	ADMINISTRATION OF JUSTICE	PROGRAM	Revise	12/5/2017 3:22:54 PM	1	Prelaunch	
				NS 214	Health Sciences Division	NURSING SCIENCE	COURSE	Revise	12/5/2017 2:41:16 PM	3	PreliminaryReview	

Once you've finished filling out a course and have had it approved by your division, you can select your course and hit the button to "submit for approval".



**Please contact the Curriculum Coordinator
if you have any questions about
creating a new course or program.**