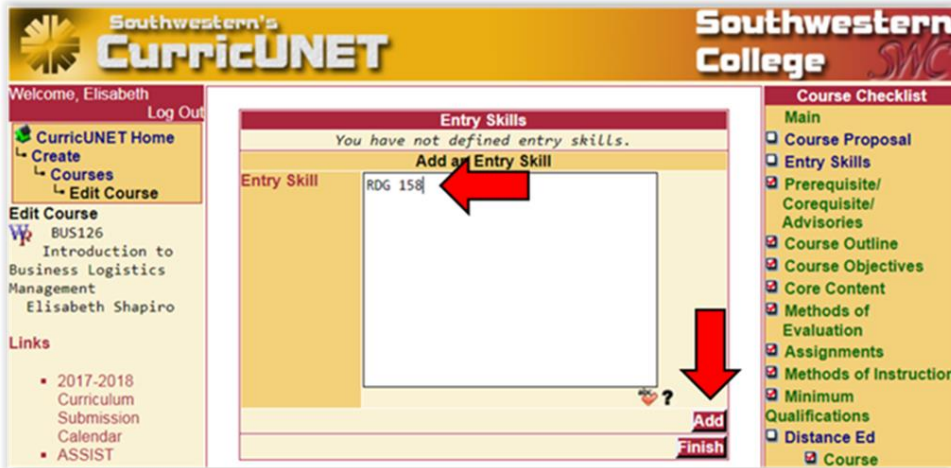


How to 'Add an Entry Skill to a Course'

1. Click on the "Entry Skills" area on the right-hand side of the screen. If the Entry Skills area is locked click [Unlock].



2. Type the subject and course number of the requisite in the Entry Skill text box as demonstrated below and click [Add].



3. Once you add the course click "Match Objectives" next to the course you just added.



How to 'Add an Entry Skill to a Course'

4. Select the discipline of the requisite from the “Discipline” drop-down menu. Once you select the discipline a new drop-down menu will populate.

The screenshot shows the 'Match Skill to Objectives' form in the CurricUNET system. The 'Skill' field is set to 'RDG 158'. The 'Discipline' dropdown menu is open, showing a list of disciplines. The 'RDG' option is highlighted with a blue background. A red arrow points to the 'RDG' option.

Discipline
RDG
PE/T
PHIL
PHLB
PHS
PHYS
PORT
PS
PSYC
RA&T
RE
REC
SES
SOC
SPAN
ST
SwHS
T&T
TA
TELE

5. Select the pending or active version of the course you want as a requisite from the “Course” drop-down menu.

The screenshot shows the 'Match Skill to Objectives' form in the CurricUNET system. The 'Skill' field is set to 'RDG 158'. The 'Discipline' dropdown menu is set to 'RDG'. The 'Course' dropdown menu is open, showing a list of courses. The 'RDG 158 30-APR-18 ***Pending***' option is highlighted with a blue background. A red arrow points to the 'RDG 158 30-APR-18 ***Pending***' option.

Course
- SELECT -
- SELECT -
RDG 158 06-MAY-13 ***Active***
RDG 158 30-APR-18 ***Pending***
RDG 4 23-NOV-10 ***Pending***
RDG 40 28-APR-15 ***Active***
RDG 52 12-MAY-17 ***Active***
RDG 54 01-SEP-10 ***Active***
RDG 56 01-SEP-10 ***Active***

How to 'Add an Entry Skill to a Course'

6. Once you select the course from the "Course" drop-down menu, the objectives from that course will populate. **Please note, you only have to select one objective to successfully complete the Entry Skills area in CurricUNET.** Selecting specific objectives, all of the objectives, or a more accurate objective does not strengthen, weaken, or restrict your course in CurricUNET in any way. Click any random objective checkbox. Scroll down to the bottom of the screen and click [Add].

The screenshot displays the CurricUNET interface for Southwestern College. The main content area is titled "Match Skill to Objectives" and contains the following fields:

- Skill:** RDG 158
- Discipline:** RDG
- Course:** RDG 158 30-APR-18 ***Pending***
- Objectives:** A list of objectives with checkboxes. The first objective, "following rhetorical structures: stated and implied theses, main points, supporting details, patterns of organization, methods of support, specific purpose, and intended audience," is selected with a red arrow. A red arrow also points to the "Add" button at the bottom right of the objectives list.

On the right side, the "Course Checklist" is visible, showing a list of items with checkboxes, including "Main", "Course Proposal", "Entry Skills", "Prerequisite/Corequisite/Advisories", "Course Outline", "Course Objectives", "Core Content", "Methods of Evaluation", "Assignments", "Methods of Instruction", "Minimum Qualifications", "Distance Ed", "Course Information", "Recommended Preparation To Submit This Proposal", "Validation That Course Is Appropriate For Distance Education Delivery Mode", "Assignments In The Distance Education Delivery Mode", "Accessibility And Universal Design", "Regular Effective Contact", "Use Of Websites And Applications Outside Of The CMS", "Required Instructional Material Fees And Access Codes", "Textbooks", "Attached Files", and "ISLO's".

How to 'Add an Entry Skill to a Course'

7. Congratulations, you successfully added an entry skill! This course will now be an option to select from the Course Number and Title drop-down menu in the Prerequisite/Corequisite/Advisories area that is located on the right-hand side of the screen. The Prerequisite/Corequisite/Advisories area is where you enter the actual requisite. If you have more than one requisite to add then repeat steps #2 – #6 again. Once you are done entering all of the Entry Skills you can click **[Finish]**.

The screenshot displays the Southwestern's CurricUNET interface. At the top, the header includes the Southwestern's CurricUNET logo and Southwestern College SJC. The main content area is titled 'Entry Skills' and shows a page last saved on Monday, Sep 17, 2018 at 12:46 PM by Elisabeth Shapiro. Below this, there is a section for 'RDG 158' with a 'Match Objectives' button and a list of objectives. One objective is listed: 'RDG 158 - identify the following rhetorical structures: stated and implied theses, main points, supporting details, patterns of organization, methods of support, specific purpose, and intended audience. Remove'. Below the objectives, there is a section titled 'Add an Entry Skill' with a large empty text box for input. A red arrow points to the 'Finish' button at the bottom right of this section. On the right side of the interface, there is a 'Course Checklist' with a list of items, including 'Main', 'Course Proposal', 'Entry Skills', 'Prerequisite/Corequisite/Advisories', 'Course Outline', 'Course Objectives', 'Core Content', 'Methods of Evaluation', 'Assignments', 'Methods of Instruction', 'Minimum Qualifications', and 'Distance Ed'. The 'Distance Ed' item is expanded to show sub-items: 'Course Information', 'Recommended Preparation To Submit This Proposal', and 'Validation That Course Is Appropriate For Distance Education'. On the left side, there is a 'Welcome, Elisabeth' message and a 'Log Out' button. Below that, there are navigation links for 'CurricUNET Home', 'Create Courses', and 'Edit Course'. The 'Edit Course' section shows 'BUS126 Introduction to Business Logistics Management' by Elisabeth Shapiro. A 'Links' section contains various resources like '2017-2018 Curriculum Submission Calendar', 'ASSIST', 'Amazon.com for Textbooks', 'Blooms Taxonomy', 'Budget Impact Consultation Form', 'CCCCO Inventory of Approved Programs', 'California Education Code', and 'College Source: College Catalogs'.