CurricUNET
Basic User Guide

OXNARD COLLEGE INSTRUCTIONAL SUPPORT SERVICES
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I. INTRODUCTION

CurricUNET is a system that allows us to automate many parts of the curriculum approval process. This guide will provide an overview of the basic functions of the program. Access CurricUNET on the web at http://www.curricunet.com/oxnard.

Note that course outlines are public documents and, as such, can be accessed (for viewing only) without a CurricUNET login. To locate a course outline, click on the Course link under the Search heading on the left-hand side. In the Search box that appears, you can search by discipline, course number, and/or course title by filling in the corresponding fields. Click OK to perform the search.
With the search results showing, click on the COR icon next to the course of interest to see the course outline information.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Discipline Course Number Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART R101 Art Appreciation <em>Active</em> <strong>Course of Record</strong> Oxnard Xnarda</td>
</tr>
<tr>
<td></td>
<td>ART R101 Art Appreciation <em>Approved</em> <strong>Course Modification</strong> Lucy HG Solomon</td>
</tr>
<tr>
<td></td>
<td>ART R102 Art History I <em>Launched</em> <strong>Course Modification</strong> Lucy HG Solomon</td>
</tr>
<tr>
<td></td>
<td>ART R102 Art History I <em>Active</em> <strong>Course of Record</strong> Oxnard Xnarda</td>
</tr>
<tr>
<td></td>
<td>ART R103 Art History II <em>Launched</em> <strong>Course Modification</strong> Lucy HG Solomon</td>
</tr>
</tbody>
</table>

Programs (for degrees or certificates) can similarly be accessed via the Program option under Search. This same search process is available for any school that uses CurricUNET to manage its curriculum.

II. LOGIN

In order to propose a new course or a revision to an existing course, you must log in to CurricUNET. Contact Instructional Support Services (ociss@vcccd.edu) for user name or password assistance.

III. COURSE PROPOSALS

NEW COURSE PROPOSAL

To propose a new course outline of record (COR), click on Courses under the Build section of the left-hand menu, then click on Create Course.
The course builder begins with the Create New Course Window. Choose the discipline for the course (if it is to be cross-listed, you can enter the crosslist in another area later; just start with the main discipline), and then complete the rest of the form. Note that red-starred items (*) are required, and you do not need to include the Oxnard R in the course number. Click OK to move on.

Once the course is created, you are ready to fill in the rest of the COR information in the Course Construction area. There will be a Course Checklist on the right-hand side that allows you to navigate the Course Construction steps at your own pace; you can skip from one section to another at any time. Make sure to save your progress often as you go through this process.
When you have completed all of the data entry on a given step, use the Finish button to check that page off of the checklist (you do not need to click both Save and Finish; the Finish button saves your material for you). At that point, that checklist item is locked; it can be reviewed, but not changed. If you want to make changes, you can unlock it with the Unlock button, which removes the checkmark until you save and click Finish again.
### CurricUNET Basic Guide

#### Course Cover

- **Discipline**: JOUR - Journalism
- **Course Number**: 500
- **Full Title**: Sample Course in Journalism
- **Banner Title**: Sample
- **Same As Course(s)**: -- Select Discipline--
- **C.I.D**: XXX
- **Catalog Course Description**: XXX
- **Schedule Description**: XXX

#### Proposal Information

- **Proposed Start**
  - **Year**: 
  - **Semester**: Fall
- **Catalog Start Date**
  - **Year**: 
  - **Semester**: Fall
- **Catalog End Date**
  - **Year**: 
  - **Semester**: Fall
- **Reason Course is Offered**: 
- **Reason for change**: 

#### Transfer Options

- **Non Transferable**
- **CSU Transferable**
- **UC Transferable"**

[Save] [Finish] [Cancel]
Most of the pages on the checklist are straightforward, but the following subsections briefly explain each one.

---

### BASIC COURSE INFORMATION

The Basic Course Information (pictured on the previous page) includes the course discipline, number, and title. The Banner Title can be a maximum of 30 characters, including spaces and punctuation. If the course is to be cross-listed with another discipline, the cross-list can be selected via the Same As menu. The Catalog Description is the text that will be included in the catalog and course schedule. As we no longer print a schedule, the Schedule Description is not required, and can be left blank.

---

### MINIMUM QUALIFICATION

On this page you will specify the minimum qualifications for instructors of the course. Basic disciplines are listed in the Discipline menu; select one and click Add to add it to the list of qualifications. More than one discipline may be selected in this manner. If there are other alternative requirements, these may be listed and explained in the Additional Certifications area.
On this checklist page, fill in the various fields to specify the contact hours for the course, whether there is a fee or field trips, whether it may be repeated, and credit options. Remember to include Total Contact Hours for the entire semester.
If the course has any pre- or corequisites, advisories, or other limitations on enrollment, those are specified on this page. Select the category from the Requisite Type menu, then click Add. You will then be able to provide the details defining the limitation. Click Add once more to finalize that requirement; repeat the process if more limitations must be defined.

Objectives are listed on this page. Note that each objective is added separately: type or paste (see Appendix A) the text into the box and click Add to add it to the list. If the objectives fall under multiple headings, each heading can be added separately as well: check the Create Heading box, enter the heading text, then click Add.
Notice that objectives and headings can easily be reordered if necessary with the (Move Up) and (Move Down) buttons. Use the pencil button to edit an existing objective, and use the scissors icon to delete an entry.

Please Remember To Save Work Before Navigating Off Of Page.

There is a Taxonomy entry in the checklist under Objectives; clicking on it will open a window that lists verbs related to Bloom’s Taxonomy for use in your objectives.

The Course Content page contains an explanation of the information required there. Type the text directly into the box. If you wish to present your information in outline form in the Course Content section, please click the Outline Tool User’s Guide link or see Appendix B (Using the Outline Tool) for instructions on how to create a properly formatted outline in CurricUNET.

Note that when typing into the text box in this or any other section, the program will not recognize any of your activity until you click Save or another button on the page. Therefore, please be sure to save your material at least every 20 minutes or so to prevent an automatic logout, which will discard any unsaved material.
On this page of the checklist, simply check the appropriate boxes and complete the required Other Methods section to provide additional details.

METHODS OF EVALUATION

The methods of evaluation used in the course are specified on this page via the checkboxes and, if needed, the additional text box.

TYPICAL GRADED ASSIGNMENTS

Lists or examples of typical graded assignments are specified here. This text box works in the same way as the one in the Course Content section.

OUTSIDE ASSIGNMENTS

Three options ("Reading," "Writing," and "Other") are available here for details on out-of-class assignments to be entered in the same way as on the Typical Graded Assignments page.

TEXTBOOKS

Required and/or optional textbooks and other resources are listed on this page. Click the Add button next to the appropriate resource type in order to add an entry. Note that by default, anything you add is listed as “Required”; be sure to mark optional items as such. When all of the information is entered for that entry, click Add again to complete and save it.

Just below the Required or Optional choice is the Condition menu, which holds the options “and,” “or,” and “and/or.” You may use Conditions to link or group items in the list of resources.

OTHER MATERIALS

Any additional materials or resources for this course will be listed on this page. As with course objectives, enter them one at a time and click Add after each one to save it and add it to the list.

ATTACHED FILES

If you need to attach any files as supplemental material to the COR, use this page to upload them. Enter a reference title for the file, then use the Browse button to locate it on your computer and upload it. Any file type is acceptable, but for ease of access it is suggested that you use the PDF format when possible.
**GENERAL ED**

Proposed applications of this course for transfer and general education are specified on this page. Select the appropriate transfer or GE option from the Proposed For menu and complete any other fields that appear, then click Save to add that proposal to the list. It is possible and appropriate to have more than one transfer or GE proposal on this page.

**SUBMITTING THE COURSE PROPOSAL**

After a certain amount of information has been entered and saved, you will have the option to send your course to the approval process via a Submit button on the left-hand side. When you have completed the entry of all of your COR information, you may use this button to begin the approval process. Note that if you submit an incomplete COR proposal, it may be returned to you for completion or rejected altogether and you may have to start the entire process over again.

**COURSE REVISION/MODIFICATION**

To propose a course revision, click on Course Update from the Build Courses menu.
Use the Search box to locate the course and click the Copy icon (복사) next to it.

<table>
<thead>
<tr>
<th>Course Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions</strong></td>
</tr>
<tr>
<td>📖📝</td>
</tr>
<tr>
<td>📖📝</td>
</tr>
</tbody>
</table>

Select Course Modification from the Proposal Type menu and click Next.

Finally, enter the rationale for the course revision, then click OK.

You will then have access to the Course Construction screen and can complete the checklist and submit your proposal as described in the New Course Proposal process earlier.

**COURSE DELETIONS**

To propose a course deletion, click on Course Update from the Build Courses menu.
Use the Search box to locate the course and click the Copy icon next to it.

Select Course Deletion from the Proposal Type menu and click Next.

Finally, enter the rationale for the course deletion, then click OK.

You will then have access to the Course Construction screen and can complete the checklist and submit your deletion proposal as described in the New Course
Proposal process earlier. In the case of a deletion, you do not need to update most of the fields; you simply need to Finish the first page of the checklist (Basic Course Information) and then Submit the proposal.

**DISTANCE LEARNING APPENDIX**

If it is intended that this course be taught as a distance education course (either 100% online or as a hybrid course), then the Distance Learning Appendix must be completed or updated. Follow the Course Modification procedure (above) and choose Distance Learning Appendix from the Proposal Type menu.

Select Yes for the question “Does this course have distance education elements?” The Distance Learning Appendix will become available at that point; complete it by filling in the appropriate boxes.

**IV. PROGRAM PROPOSALS**

**NEW PROGRAM PROPOSAL**

To propose a new program, click on Degree\Certificates under the Build section of the left-hand menu, then click on Create New Program.

The program builder begins with the Create a New Program window. Choose the discipline for the course from the Subject drop-down menu, give your program its full, official title (e.g., Associate in Arts in Communications Studies for Transfer), and select the type of award that it will generate. Click Save to move on.
Just as with a course proposal, the system proceeds to a checklist that covers all the information for the program. Complete each page of the checklist as appropriate and click Finish to complete that page. Please remember to save your work regularly and often.

The Cover and Description/Notes pages of the program checklist contain basic information that will be straightforward to complete. The Program Description will be printed in the college catalog.

Two pages on the checklist require additional explanation: the Program Outcomes and Course Blocks Definitions. In addition, the submission process for a program proposal differs slightly from the course submission process.

--------------------------------------------------------------------------------------------------

PROGRAM OUTCOMES
--------------------------------------------------------------------------------------------------

On this checklist page you will specify the Program-level Student Learning Outcomes for your program. Enter one PSLO in the Outcomes box, then click Save. Each PSLO needs to be entered separately in this manner. Click Finish when all of the PSLOs have been entered.

To correct an error, click the pencil icon next to the PSLO in question; to delete a PSLO, click the scissors icon.
Note that the PSLOs in this example are numbered; however, this is not an automatic function. If you wish your PSLOs to be numbered in this fashion, you must place the numbers in the text yourself when entering the PSLOs.

---

**COURSE BLOCKS DEFINITIONS**

The Course Blocks Definitions page is where you specify the required and elective courses for your program. A "course block" is a group of courses, such as “Required Core Courses” or “Additional Electives”; your course block(s) will be listed with your program in the course catalog. There are two steps to creating a course block in CurricUNET: defining it (creating its heading) and populating it with courses.

---

**DEFINING THE COURSE BLOCK**

To define the course block, enter the heading (such as “Required Courses”) in the Course Block Definition text box. The Header and Footer boxes can be used for additional information (e.g., “choose one course from the following”).
If all of the courses in this course block will be required, then simply click Add at the bottom and proceed to the Add Courses section.

If not all of the courses in this course block are required, then click the “Units (Specify Unit Range)” button and then specify the required number of units in the “Unit Range Courses” boxes. For example, if the student must choose exactly 12 units from the course list, then the range will be 12 to 12. If the student must choose two courses from a list of courses with differing unit values, then the range will be from a minimum of the two lowest-unit courses to a maximum of the two highest-unit courses (e.g., if the courses in the list vary between 1 and 2.5 units each, the range in that case will be 2 to 5). Then click Add to finish creating the course block.
Your new course block will appear at the bottom of the window, ready for you to add courses to it. You can make changes to the block’s heading by clicking on the pencil icon, change the order of course blocks (moving them up or down in the list) using the arrow icons, or delete the block altogether with the scissors icon.

**ADDING COURSES TO THE COURSE BLOCK**

Click the Courses button to add or change courses in the course block.

To add a course to the course block, choose a discipline from the discipline list at the top, then select the course from the course list. Click Add at the bottom. Repeat these steps for each course in the block. To add text instead of a specific course, such as “Any course not already selected in List A above”, enter the text in the Non Course Requirements field, specify the Unit Range, and click Add at the bottom. Click Done when you have added all courses. Again, you can change, reorder, or delete courses from your list with the pencil, arrows, or scissors icons respectively.
Note that it is possible to indicate courses that must be taken together or courses that can serve in each other’s places by selecting AND or OR from the Condition menu. If you do so, the condition selected will appear directly below the course you choose and will apply to the next course in the list:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR R100 Introduction to Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>JOUR R101 News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR R133 Advertising</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
In this example, the use of the OR between JOUR R101 and JOUR R133 also affects the automated unit total. If you have specified the Unit Range in the Course Block Definition, then the Total Units on the Program Courses page will be 0.

Click Finish when all of the course blocks are complete.

**SUBMITTING THE PROGRAM PROPOSAL**

Once the program checklist is complete, an Audit button will appear on the left side. Click this button to begin the submission process. The system will check that all of the courses you have selected actually exist and provide a confirmation of a successful audit. Click the My Approvals link to proceed.

Select the Originator role from the menu and click Next to find the program in your approval queue. Click the Action button, select Pre-Launch from the Action menu, and click Save to complete the submission process.

**PROGRAM REVISION/MODIFICATION**

To propose a program revision, click on Programs Update from the Build Degree/Certificates menu.

As with course revisions, use the Search box to locate the program you wish to update and then click the Copy icon (¶) next to it. Select Program Modification from
the Proposal Type menu to proceed to the Program Construction Main Menu so that you can complete the checklist and then submit your proposal as outlined in the previous sections.

PROGRAM DELETIONS

To propose a program deletion, click on Programs Update from the Build Degree\Certificates menu.

As with course deletions, use the Search box to locate the program you wish to update and then click the Copy icon \(\square\) next to it. Select Program Deletion from the Proposal Type menu to proceed to the Program Construction Main Menu so that you can complete the checklist and then submit your proposal as outlined in the previous sections.

V. THE REVIEW AND APPROVAL PROCESS

THE BASIC APPROVAL PROCESS

When a course or program is proposed in CurricUNET, it is automatically sent from one step in the approval process to the next for review by the various parties in the process. At each step, the appropriate people are notified that an item is awaiting their review via a once-per-day email from Governet, the CurricUNET parent company.

The first step after submission is Faculty Review. At this point, all members of the originator’s department have the opportunity to review the proposal for both
content and accuracy and provide feedback. The department chair, after the department’s review, can express either the group’s approval, which moves the proposal to the next step, or disapproval, which sends the proposal back to the originator for revision and resubmission.

From the department, the proposal goes to the division dean, who reviews it and then passes it on to the Curriculum Technician for launch to the Curriculum Committee. As soon as the originator submits the proposal to the department, s/he no longer has access to it and, changes cannot be made unless specifically requested and returned to the originator as part of the review process.

The Curriculum Committee’s First Reading gives the committee members, who come from areas throughout the campus, a chance to review the proposal. The originator (or their representative) usually attends the committee’s meeting to answer any questions that may arise regarding the proposal, after which the committee chair will approve it without reservations, request changes to the proposal, or pull the proposal altogether, sending it back to the first step for major revision.

After the first reading, some proposals will go to a district committee (DTRW-I) for review. Any changes suggested or requested by that committee will be passed on to the originator.

Next, the proposal reaches its Second Reading with the Curriculum Committee. This is the final step in the process before review by the Board of Trustees, so the proposal is reviewed to make sure all needed revisions have been made; the originator will be given an opportunity to make any additional changes if necessary. If too many problems with the proposal have persisted by this point, the committee (or the originator) may once again opt to pull the proposal altogether.

Finally, if required, the proposal will reach the Board of Trustees for their ultimate approval or rejection. Approved proposals are sent to the Articulation Officer, Instructional Data Specialist, and Curriculum Technician for dissemination to the course catalog and schedule as well as various entities throughout the state.

A visual representation of the approval and review process is in Appendix C.

**TRACKING YOUR COURSE OR PROGRAM PROPOSAL**

After submission, you can find out where in the approval process your proposal is at any time. Click on My Proposals under the Track heading on the left side, and you will see a list of all courses and programs you have proposed.
You can click the Check Status button next to any proposal to see all the steps it has passed and when, as well as the steps that remain in the approval process. This is also the area where you can view any comments that have been made on your proposal within the system.

RESUBMITTING EDITED PROPOSALS

There are several steps in the process at which your proposal may be returned to you for revision. If this happens, you should review the comments on your proposal as outlined above as well as any other documentation related to your proposal, such as Curriculum Committee meeting minutes. You can edit the proposal by going to either Courses or Degree\Certificates under the Build heading on the left side. Anything you are working on will be displayed; click on the pencil icon to edit the proposal.

When you are finished, there will not be a Submit or Audit button. Instead, you will need to go to My Approvals (under the Track heading on the left side), select the Originator role, and click next. From there, click the Action button next to your proposal, add any comments you wish to make, choose Changes Complete from the Action menu, and click Save to send it to the next step in the process.

ALL PROPOSALS

The All Proposals link under the Track heading allows you to see a list of all campus-wide proposals currently in the review process. Each will have a Check Status option that will allow you to see where it is in the approval process, just as you can with your own proposals under My Proposals.

MY APPROVALS: FULFILLING YOUR ROLE AS A REVIEWER
Most faculty will have at least the Faculty Review role in CurricUNET. Members of the Curriculum Committee, as well as several other individuals, have an additional approval role. Every morning, if a course or program proposal has been passed on to you, you will receive an email from System@governet.net letting you know that a new proposal awaits your review. This email is generated once per day and lists all the courses and programs newly awaiting your review. It is therefore important that the email address in your Personal Info (underPrefs on the left-hand side) is correct. The email explains how to access the approval page:

Note that the review notification specifies a particular role (“Articulation Officer” in the above example). It is possible for an individual to hold multiple roles within CurricUNET, so it is important to note which role(s) require action. When you click on Track > My Approvals, you must select the appropriate role from the menu and then click Next:
The courses or programs awaiting your review will be listed. You can review the proposal in question by clicking on the pencil icon next to its name. If action is required, there will be an action button that takes you to a screen on which you can enter comments, take action, and save your work.
APPENDIX A: CURRICUNET TIPS

UNDERSTANDING CURRICUNET'S TERMINOLOGY

There are certain terms that are used in specific ways in CurricUNET; understanding them may be helpful when navigating the program.

**Approval:** The program uses the blanket term “approval” for every action in the proposal process, whether that is an actual approval (such as by the Board of Trustees) or simply a review for comment (such as by the division dean).

**Pending/Launched:** These are proposal statuses that indicate how the proposal can be modified, rather than where it stands in the review process. The Pending status means that the proposal may be modified by the originator of the proposal; if its status is Launched, the proposal is locked and may not be modified.

**Active/Historical:** The two other course or program statuses are Active, which indicates an approved, active course or program, and historical, which indicates a course or program that has been deleted or suspended.

MY PROPOSALS VS. MY APPROVALS

Keep in mind that **My Proposals** is the option to use when you wish to keep track of proposals that you have submitted to the review process. **My Approvals** is the option to use to see whether there are any proposals (possibly including your own) that await your review, feedback, and possible action.

TIME-BASED LOG OUT

Please be aware that when you are entering text in a text box, the CurricUNET system is not storing any information or registering that as activity on your part. After about 15 minutes, if you have not clicked on anything (such as a Save button), the system may automatically log you out without notice for inactivity. Please be sure to save your work often. If you are concerned about how long text entry may take you to complete, you can also type your information into Microsoft Word or any other word processing program and then copy and paste it into CurricUNET.

MULTIPLE WINDOWS

If you are using information from another course to help you write your material for your proposal, it is entirely possible to have more than one CurricUNET window open. One window can have your proposal while you use the other window to display the other course outline material. This feature, however, does not always
work properly if you are looking at one version of an outline while trying to make changes to another version of the same course or program. It may be more effective to copy the source material to a text editor (e.g., Notepad or WordPad), and then copy and paste it back into your proposal from there. Be aware that a fuller program like Microsoft Word can be used for this purpose, but sometimes it includes hidden formatting that may alter the way your pasted text appears in CurricUNET.

To open Notepad on a Windows-based computer, click on the Start menu or Windows icon at the lower left corner of your screen, select All Programs and then Accessories, and choose Notepad from that group of programs.

**SPELL CHECK**

Most text boxes in CurricUNET have a spell check button ( 📚 ) immediately adjacent. You can use this tool to check the spelling of text in your entry.
APPENDIX B: USING THE OUTLINE TOOL IN CURRICUNET

To create a new outline, first click on the \( \text{Outline} \) icon. Once you have clicked on the outline icon, a Roman numeral “I.” will appear in the text editor. You do not have to type the letters or numbers in front of each new level of the outline. To increase the indent to the next level, click the \( \text{Increase indent} \) icon. To decrease the indent, make sure your cursor is on the line of text you want to decrease to the level of the outline and then click the \( \text{Decrease indent} \) icon.

Your outline should be formatted similar to this one:

\[ \text{I. General Systems} \\
\quad \text{A. Defining specific accounting systems} \\
\quad \text{B. Selecting a system} \\
\quad \text{C. Computers and accounting systems} \\
\text{II. Accounting Programs} \\
\quad \text{A. Accounting software modules} \\
\quad \text{B. Using accounting software} \\
\quad \text{C. Recording monthly activity using accounting software} \\
\text{III. Integrated Spreadsheets} \\
\quad \text{A. Templates} \\
\quad \text{B. Automatic monthly and year-to-date financial statement presentation} \\
\quad \text{C. Providing and analyzing financial activity} \\
\quad \text{D. Creating graphs to show relationships} \\
\quad \text{E. Importing graphs into a word processing document} \\
\text{IV. Group analysis} \\
\quad \text{A. Group work creating alternative proposals for budgeting} \\
\quad \text{B. Group work to present and justify proposals} \]
Your outline should not look like this:

I. Bonds
   A. Financing corporations
   B. Characteristics of bonds payable
   C. The present-value concept and bonds payable
   D. Accounting for bonds payable
   E. Bond sinking funds
   F. Bond redemption
   G. Balance sheet presentation

II. Statement of Cash Flows
    A. Purpose of the statement of cash flows
    B. Reporting cash flows
    C. Operations: the indirect method
    D. Operations: the direct method
    E. Cash Flow Analysis

III. Financial Statement Analysis
    A. Basic analytical procedure

Path: body • p
APPENDIX C: THE APPROVAL PROCESS