

EDITING AN EXISTING PROGRAM

Computer Science	Marketing
<div> <div>OVERVIEW</div> <div>REQUIREMENTS</div> <div>FACULTY</div> </div> <p>Degree: B.S., Computer Science Department of Computer Science</p>	<div> <div>OVERVIEW</div> <div>ADMISSION TO COB</div> <div>REQUIREMENTS</div> <div>FACULTY</div> </div> <p>Degree: B.S., Business Administration College of Business</p>

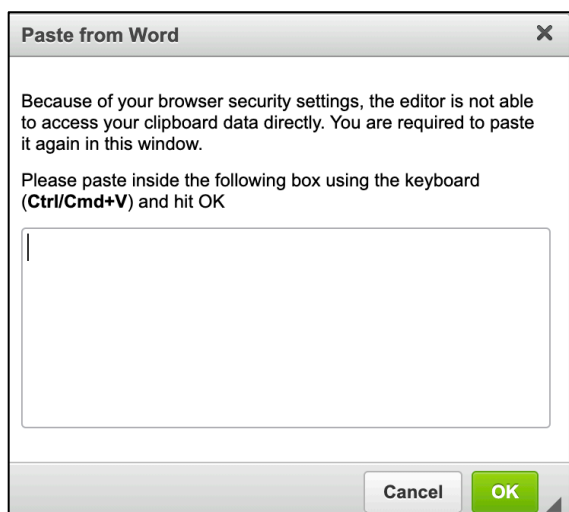
Content available to be edited will present itself in one of two ways: as text box or a formatted table. In the text example, the content will have a red border around it:

Program Requirements

Successful completion of the program and recommendation for licensure to the Virginia Department of Education are contingent upon:

1. completion of all degree requirements (undergraduate and graduate);
2. a grade of B (including B+, B, or B-) or better in all graduate coursework; minimum 3.0 (B) or higher overall cumulative GPA must be earned in order to graduate; a grade of C+ or lower in a course or internship results in dismissal from the program; and
3. achieving passing scores on all licensure examinations and the Child Abuse Recognition Intervention Module and certification or training in emergency first aid, CPR and use of the automated external defibrillators, and completion of the Dyslexia Awareness Module, as required by the Virginia State Board of Education.
4. a grade of "B-" or better in the Teaching Internship.

Using the options in the toolbar at the top of the text box (familiar by now to anyone who has used a word processing program), simply select the text to be changed or insert the cursor at the desired point and begin adding new text. The format option allows one to select headings of various size and style or to use normal text. It is preferable to type directly in the text box rather than copying and pasting from another word processing document. If, for some reason, text is being copied from another document, paste it as plain text (unformatted) or use the paste from word option rather than the general paste selection on the toolbar. When selecting one of the paste options, a dialog box appears with instructions to follow:



The other way current program content appears on a CIM form is as a **formatted table**, either as a course list or a footnote. When program requirements were created in a pre-matted table, the content will show up framed in blue:

Chemistry Major Requirements

Course List

<u>CHEM 111</u>	General Chemistry I	4
<u>CHEM 112</u>	General Chemistry II	4
<u>CHEM 211</u>	Organic Chemistry I	4
<u>CHEM 212</u>	Organic Chemistry II	4
<u>CHEM 253</u>	Chemical Analysis I	4
<u>CHEM 254</u>	Chemical Analysis II	4
<u>CHEM 383A</u>	Physical Chemistry I	3
<u>CHEM 384A</u>	Physical Chemistry II	3
<u>CHEM 387A</u>	Physical Chemistry Laboratory I	2

To make changes, *double-click* inside of the area bordered in blue. Doing that brings up the option for moving courses in and out of the course list:

Course List X

College of Arts and Sciences ☒ Sum Hours

Chemistry (CHEM)

CHEM 000	Summer Research
CHEM 100	QA Testing of the Course Form
CHEM 101	Foundations of Chemistry
CHEM 105	Intro Chem I
CHEM 105A	Chemistry and Society with Laboratory I
CHEM 105LA	Chem & Society Lab
CHEM 105LB	Intro Chem Lab
CHEM 106	Intro Chem II
CHEM 106A	Chemistry and Society with Laboratory II
CHEM 106LA	Chemistry & Society Lab
CHEM 106LB	Intro Chem Lab
CHEM 107	Societal Chemistry
CHEM 111LB	General Chem Lab
CHEM 112LB	Gen Chem Lab
CHEM 200	Courseleaf Chemistry
CHEM 211LB	Organic Chem Lab

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CHEM 111	General Chemistry I
CHEM 112	General Chemistry II
CHEM 211	Organic Chemistry I
CHEM 212	Organic Chemistry II
CHEM 253	Chemical Analysis I
CHEM 254	Chemical Analysis II
CHEM 383A	Physical Chemistry I
CHEM 384A	Physical Chemistry II
CHEM 387A	Physical Chemistry Laboratory I

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

☐ Indent ☐ Area Header

Quick Add:

To remove a course from the current list, select it and then click the << arrow, which will move the selected course into the box on the left side of the screen. Be sure you are in the correct college and discipline when returning a "discarded" course to its home.

CHEM 111	General Chemistry I
CHEM 112	General Chemistry II
CHEM 211	Organic Chemistry I
CHEM 212	Organic Chemistry II
CHEM 253	Chemical Analysis I
CHEM 254	Chemical Analysis II
CHEM 383A	Physical Chemistry I
CHEM 384A	Physical Chemistry II
CHEM 387A	Physical Chemistry Laboratory I

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Comment:

To add a course that is not currently in the requirements list, select a course from the box on the left and click the >> arrow.

Course List [X]

College of Arts and Sciences [v]
Chemistry (CHEM) [v]

☒ Sum Hours

CHEM 319	Biochemistry Laboratory I
CHEM 319LB	DO NOT USE/ SEE CHEM0319
CHEM 320	Biochemistry Laboratory II
CHEM 330	Environmental Chem
CHEM 330LB	Environ Chem Lab
CHEM 331	Environmental Chemistry
CHEM 332	Environmental Chemistry Laboratory
CHEM 333A	Environ Chem Analysis
CHEM 333LA	Environ Chem Lab
CHEM 343	Inorganic Chemistry
CHEM 345	Inorganic Chemistry Laboratory
CHEM 383	Physical Chemistry I
CHEM 384	Physical Chemistry II

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CHEM 111	General Chemistry I
CHEM 112	General Chemistry II
CHEM 211	Organic Chemistry I
CHEM 212	Organic Chemistry II
CHEM 253	Chemical Analysis I
CHEM 254	Chemical Analysis II
CHEM 383A	Physical Chemistry I
CHEM 384A	Physical Chemistry II
CHEM 387A	Physical Chemistry Laboratory I

Comment: [text box]
Sequence: [text box]
Cross: [text box]

Several additional features of the course list deserve mention, for these resources will guide how the program requirements may be organized and presented.

Sum hours – if checked, required course hours are added and the total shows at the bottom of the course list.

Comment – allows for a category heading or other description to be added. Use the add comment feature to insert comment.

Indent – moves item to nest under a heading. Credit hours for individual courses on an indented list do not show; a credit value added for the category/list is what is summed.

Area header – makes text selected bold.

Or class – to use for showing a choice of courses to meet a particular requirement.

Hours – the course credit hour value

Use **move up** or **move down** to change the placement of a course in the list; select the course, then pick the way to move it.

Quick Add: [text box] [Add Course]
[Add Comment Entry]

This example shows the various elements as employed in one program's set of requirements.

Cybersecurity

OVERVIEW	REQUIREMENTS	FACULTY
Minor Requirements		
<u>CPSC 220</u>	Computer Programming and Problem Solving	4
<u>CPSC 225</u>	Software Development Tools	1
<u>CPSC 414</u>	Network Principles & Applicatn	3
<u>CPSC 345</u>	Introduction to Computer Security	3
or <u>MIST 411</u>	Information Security	
<u>MIST 444</u>	Ethical Hacking	3
or <u>CPSC 445</u>	Software Security	
Select one of the following:		3
<u>CPSC 302</u>	Computer Ethics	
<u>BUAD 464</u>	Business Ethics	
<u>PHIL 225</u>	Practical Ethics	
Total Credits		17

As mentioned before, another formatted table available for use is a **footnote table**. Adding a footnote table is a two-step process. First, in the course list table, select the course or the comment entry that will have the footnote and insert a footnote number in the footnote box.

ACCT 102	Principles of Accounting II
FINC 301	Principles of Finance
FINC 401	Advanced Corporate Finance
	Select three of the following:
ACCT 401	Accounting Information Systems
DSCI 401	Applied Machine Learning
DSCI 402	Analytics Applications and Development
FINC 411	Student Managed Investment Fund I
FINC 412	Student Managed Investment Fund II

>> <<

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

The text for the footnote, the second step, requires that a footnote table be inserted below the course list table. This is another pre-formatted table that has a series of options. In addition to attaching a footnote to a course, it may also be anchored to a comment entry. A footnote may also be attached to text that was written outside of a course list; in this case, the superscript font option on the tool bar would be used to indicate the footnote number. But in each case, a footnote table would be entered to write the footnote text.

Selecting the pre-formatted footnote table produces the following:

Footnotes

Move Up New Footnote

Move Down Delete Footnote

Symbol: Ω

Footnote Content:

Cancel OK

First, enter the number in the symbol box. Then, highlight the number, and type the footnote content in the large box.

Footnotes

1

Move Up New Footnote

Move Down Delete Footnote

Symbol: 1 Ω

Footnote Content:

A maximum of 3 credits may count toward the major requirements

One handy resource in footnotes is insertion of a course number and title that will be in the content of the footnote. The way this is done is with the insert/edit database field tool:



Clicking on that option brings up a selection box of all available courses in all colleges and disciplines. Place the cursor at the desired location in the footnote content, select the course desired, and click ok.

The end result might be a footnote looking like this.

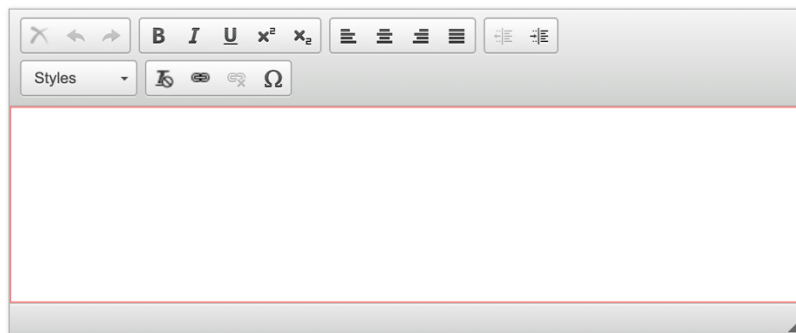
¹ **STAT 320** Applied Regression Analysis may be substituted for one of the 300-level DATA courses in order to meet this requirement.

FOR NEW PROGRAM PROPOSALS – text for the overview tab IS required.

As part of the new program form, a text box for entering the program description (overview) will appear and should be completed. In the box, the proposer offers a statement about the purposes, goals, objectives, etc. of the program as it would appear in the Academic Catalog, should the program proposal be approved.

Provide a description (overview) of this program as it should appear in the Academic Catalog.

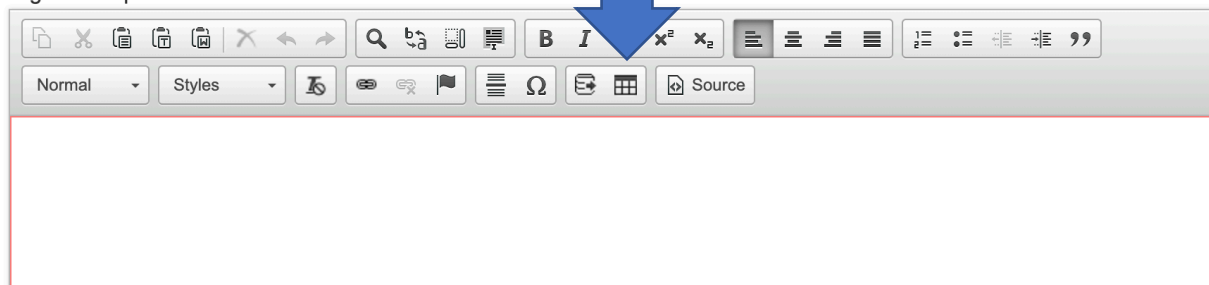
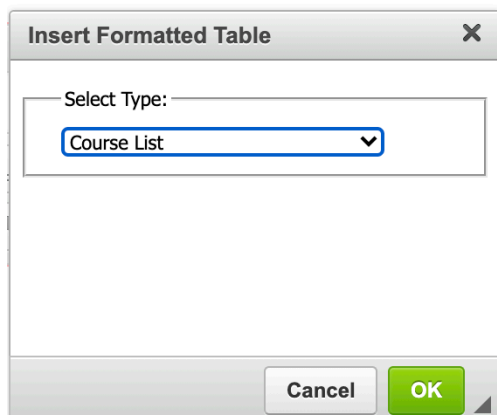
Program
Description

A screenshot of a web-based form for entering a program description. The form has a label "Program Description" on the left. To the right is a large text area with a red border. Above the text area is a rich text editor toolbar with buttons for bold (B), italic (I), underline (U), subscript (x²), and superscript (x₂), as well as alignment and list options. Below the toolbar is a "Styles" dropdown menu and icons for link, unlink, and insert link.

Enter text in the box, using the formatting tools available. If pasting text from a word processing program, paste it in as plain (unformatted) text. Format using the options on the CIM toolbar.

When proposing a new program, the requirements box will be blank. Following the instructions provided above, *insert a blank pre-formatted course list* and enter the proposed requirements. Insert footnotes or other text outside of the course list table as desired.

Program Requirements

A screenshot of a web-based form for entering program requirements. The form has a label "Program Requirements" on the left. To the right is a large text area with a red border. Above the text area is a rich text editor toolbar with buttons for copy, paste, undo, redo, search, and various formatting options. A blue arrow points to the "Insert Formatted Table" button in the toolbar. Below the toolbar is a "Normal" dropdown menu and icons for link, unlink, and insert link.A screenshot of a dialog box titled "Insert Formatted Table". It has a close button (X) in the top right corner. Inside the dialog, there is a "Select Type:" label followed by a dropdown menu. The dropdown menu is open, showing "Course List" as the selected option. At the bottom of the dialog are "Cancel" and "OK" buttons.

Once course list is selected, the next choice (under division) is where one would pick the college. Once college is selected, the array of all disciplines in that college is available. Follow the instructions provided above (under editing a program) for working with the course list. The only difference is in starting from a blank slate.

DON'T FORGET THE LAST STEP AFTER ALL CHANGES HAVE BEEN ENTERED OR A NEW PROGRAM DESCRIPTION AND REQUIREMENTS BEEN PROPOSED.

At the bottom of the program form, there is a selection of “action” buttons:

Save changes preserves the work done for completion at a later time. Once the proposal is ready to go, **start workflow** will move the proposal to the first reviewer/approver. This starts the path toward final approval and incorporation of the program changes (or the new program) in the next *Academic Catalog*.