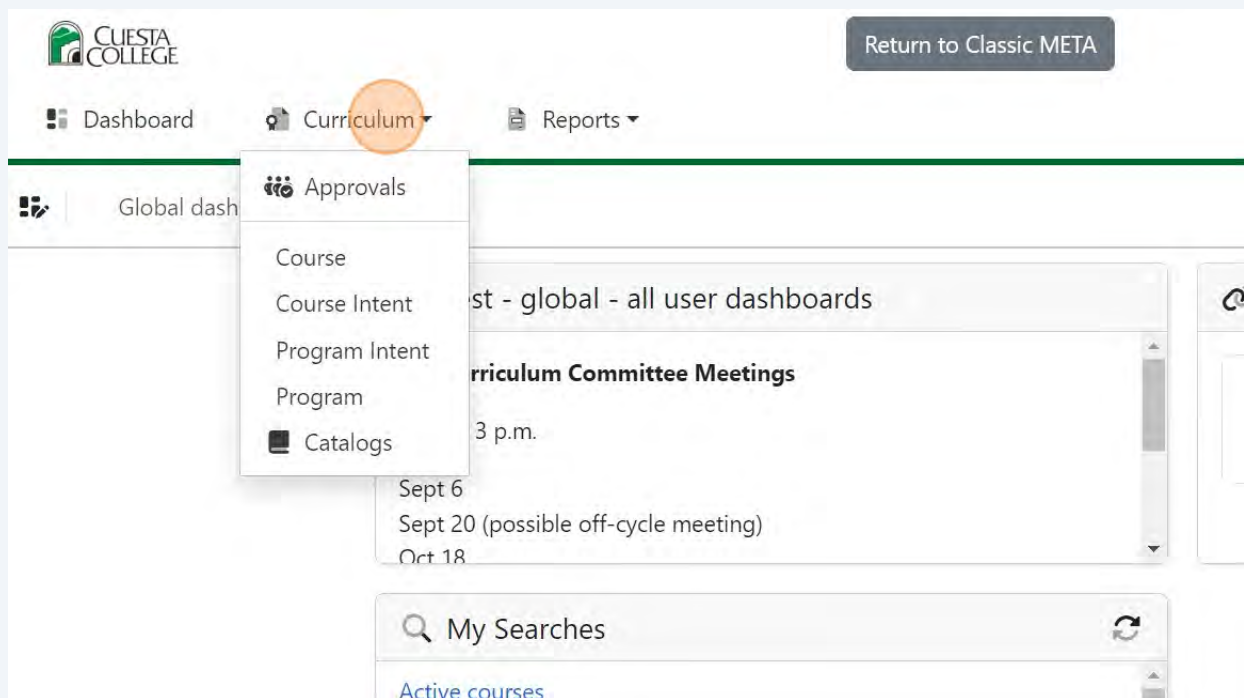


# Creating a New Course

1 Navigate to <https://cuesta.curriqunet.com>

2 Click "Curriculum"



### 3 Click "Course Intent"

The screenshot shows the Cuesta College Curriculum Management System interface. At the top, there is a navigation bar with 'Dashboard', 'Curriculum', and 'Reports' links. A 'Return to Classic META' button is in the top right. Below the navigation bar is a search section with a 'Course Intents' dropdown and a 'Keyword Search' input field. A table of search results is displayed below the search bar. The table has columns for 'My Proposals', 'Organization', 'Award Type', 'Proposal Type', 'Status', and 'Output'. The first two rows show 'Inactive' status. The third row shows 'Nutrition' as the organization, 'Associate in Arts' as the award type, and 'AA Liberal Arts: HEALTH AND WELLNESS' as the proposal type.

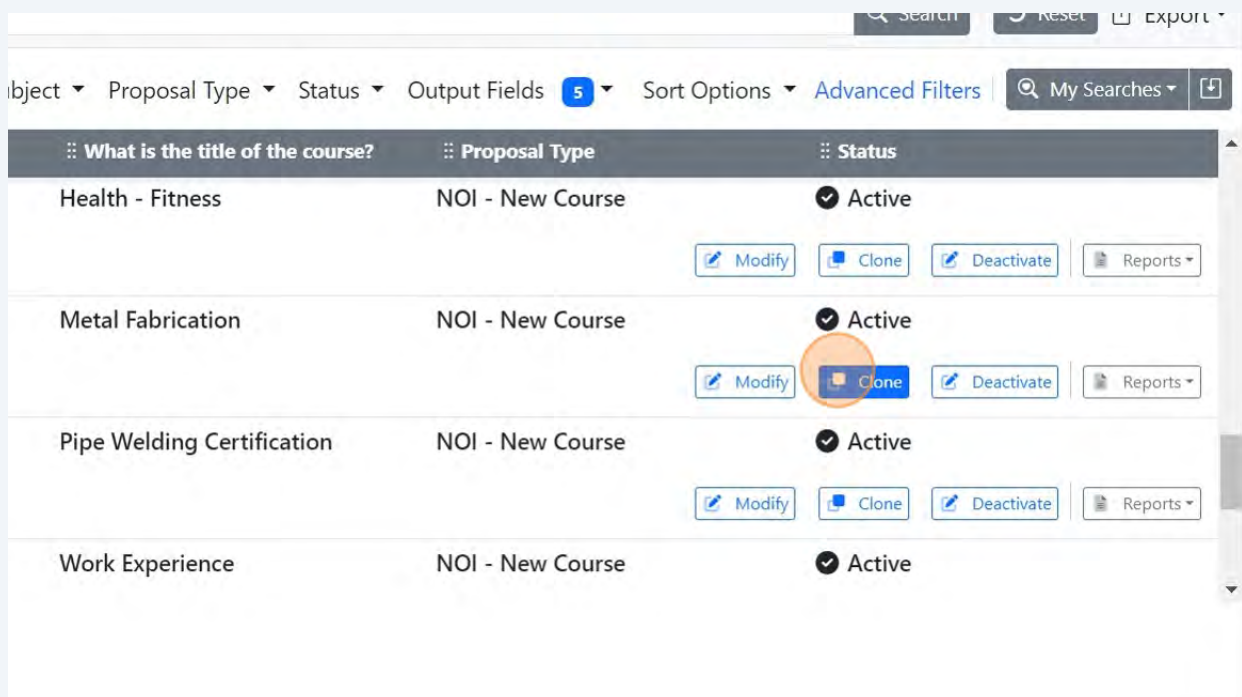
My Proposals	Organization	Award Type	Proposal Type	Status	Output
Inactive	Inactive				
Inactive	Inactive				
Nutrition	Associate in Arts	AA Liberal Arts: HEALTH AND WELLNESS			

### 4 Click "Search" and locate the notice of intent that has received dean approval.

The screenshot shows the Cuesta College Curriculum Management System interface. At the top, there is a navigation bar with 'Return to Classic META' button and 'Monica Fiscalini' user name. Below the navigation bar is a search section with a 'Create New Proposal' button and a 'Search' button. A table of search results is displayed below the search bar. The table has columns for 'What is the title of the course?', 'Proposal Type', and 'Status'. The first row shows 'New Course NOI -1' as the title, 'NOI - New Course' as the proposal type, and 'Draft' as the status. The second row shows 'College Preparation for General Math' as the title, 'NOI - New Course' as the proposal type, and 'Active' as the status. The third row shows 'College Preparation for Statistics' as the title, 'NOI - New Course' as the proposal type, and 'Active' as the status.

What is the title of the course?	Proposal Type	Status
New Course NOI -1	NOI - New Course	Draft
College Preparation for General Math	NOI - New Course	Active
College Preparation for Statistics	NOI - New Course	Active

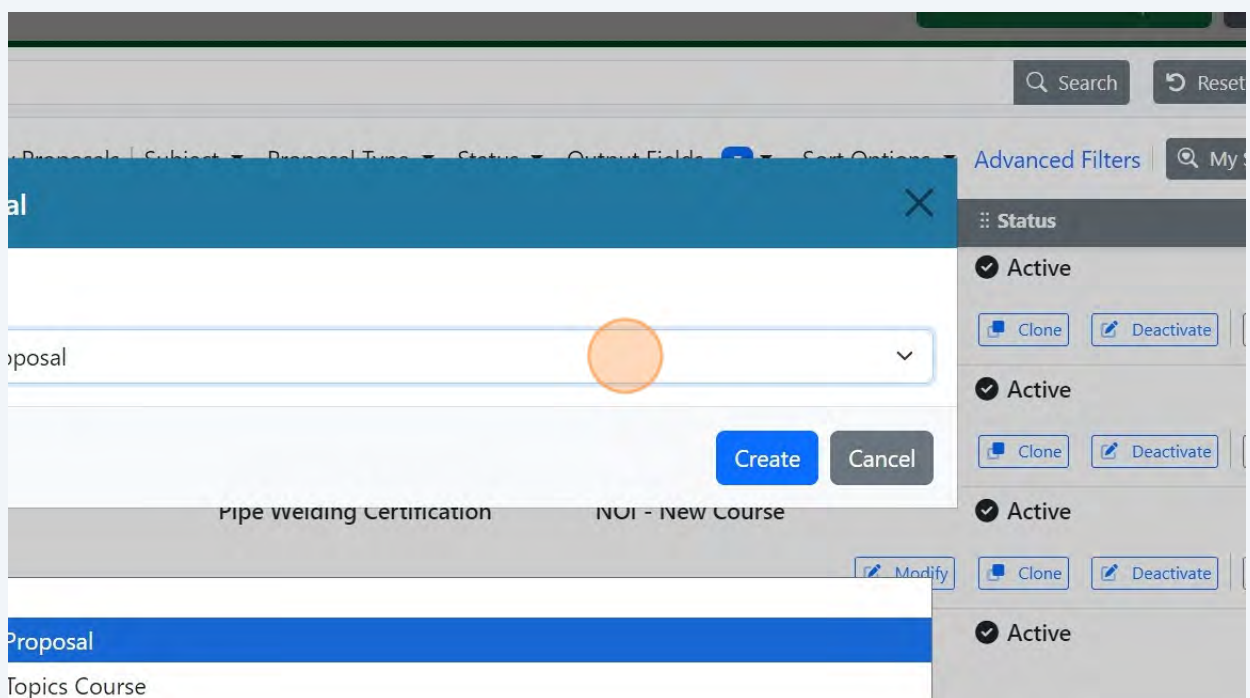
5 Click clone.



The screenshot shows a table with the following columns: "What is the title of the course?", "Proposal Type", and "Status". There are four rows of course data. Each row has "Modify", "Clone", "Deactivate", and "Reports" buttons. The "Clone" button for the "Metal Fabrication" row is circled in orange.

What is the title of the course?	Proposal Type	Status
Health - Fitness	NOI - New Course	Active
Metal Fabrication	NOI - New Course	Active
Pipe Welding Certification	NOI - New Course	Active
Work Experience	NOI - New Course	Active

6 Select "New Course Proposal" from dropdown.

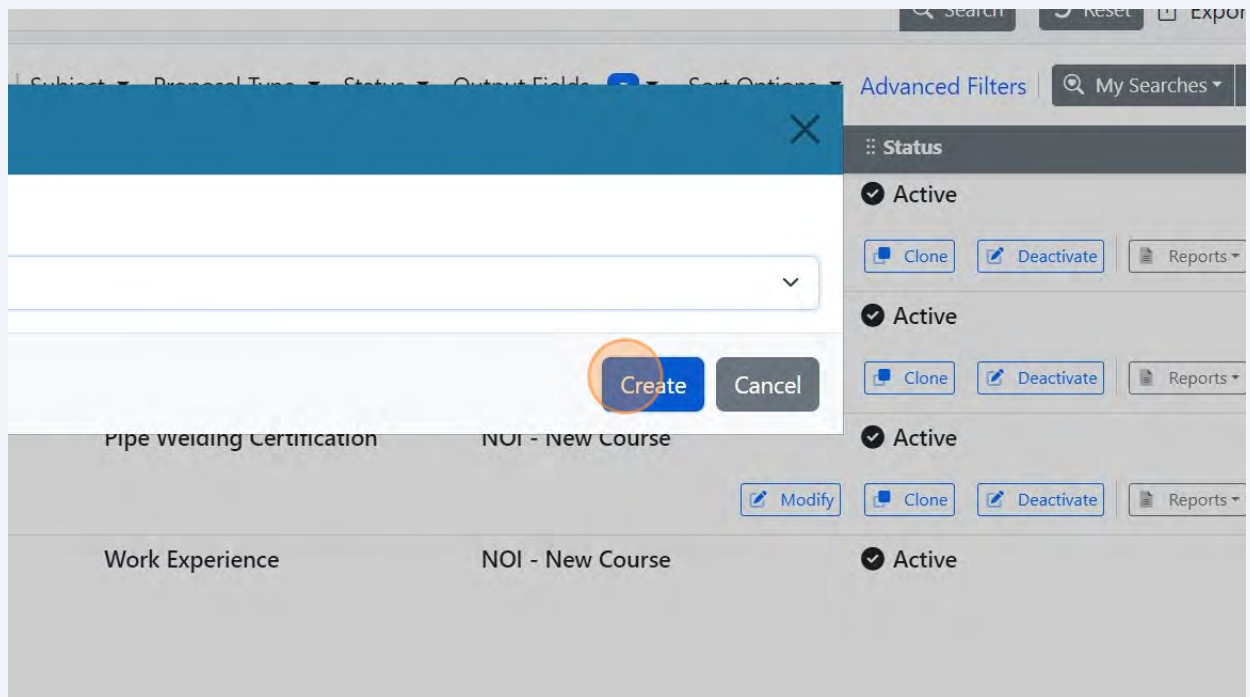


The screenshot shows a modal form with a dropdown menu open. The dropdown menu has two options: "Proposal" and "Topics Course". The "Proposal" option is selected and highlighted in blue. The "Create" button is highlighted in blue.

Proposal

Topics Course

## 7 Click "Create"



8 Select co-contributors if desired.

**New Course Proposal: Metal Fabrication**

Status: Draft Remaining Launch

Co-Contributor	
Basic Course Information	4/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1
Topics and Scope	1/1

**Co-Contributor**

Last updated by Monica Fiscalini on 7/7/2023 at 9:38 AM  
Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tuto

**Contributor**

toyon

☐ Proulx, Toyon (toyon\_proulx@cuesta.edu)

0 of 350 items are selected

9 Click "Basic Course Information"

Cuesta College

CUESTA COLLEGE

Curriculum Approvals

### New Course Proposal: Metal Fabrication

Status: Draft

Co-Contributor	
Basic Course Information	4/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1

**Co-Contributor**

Last updated by Monica Fiscalini on 7/7/2023 at 9:30 AM  
Please visit the Cuesta CurriQunet Meta Help Page for more information.

**Contributor**

<input type="checkbox"/>	Adams, Elizabeth (elizabeth_adams1@cuesta.edu)
<input type="checkbox"/>	Akelian, Chris (cakelian@cuesta.edu)
<input type="checkbox"/>	Allen, Bret (ballen@cuesta.edu)
<input type="checkbox"/>	Alvarez Pardo, Guillermo (guillermo_alvarezpa@cuesta.edu)
<input type="checkbox"/>	Amborn, Ryan (ryan_amborn@cuesta.edu)
<input type="checkbox"/>	Andrews, Julie (julie_andrews@cuesta.edu)



**10** Fill in the "Full Course Title\*" field. This is the title that will show in the catalog.

The Course Outline of Record (COR) plays a critical role on campus. It is a contract between the student, instructor, college and 4 yr institution (if transferable or articulated). We recommend you use the 'how to' guide provided by your curriculum committee when filling out this form. Please review all fields before moving to the next page. If a box is highlighted in orange, that means the information is required.

**Overview**

Discipline*	WELD	✓
Course Number*	777	✓
Full Course Title*	Metal Fabrication	✓
Abbreviate Title*		✗

⚠ This field is required

Proposal Rationale\*

xxx

**11** Fill in the "Abbreviate Title\*" field. This is the title that will show in the class schedule/myCuesta Find Classes.

Out this form. Please review all fields before moving to the next page. If a box is highlighted in orange, that means the information is required.

**Overview**

Discipline*	WELD
Course Number*	777
Full Course Title*	Metal Fabrication
Abbreviate Title*	

⚠ This field is required

Proposal Rationale\*

xxx

- 12 Fill in the "Catalog Description\*" field.

**New Course Proposal: Metal Fabrication**

Status: Draft Remaining Launch Requirements

Co-Contributor	
Basic Course Information	5/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1
Topics and Scope	1/1

Catalog Description\*

Please BEGIN Course Description WITH a verb

xxx

Schedule Description\*

Can shorten SCHEDULE description

- 13 Fill in the "Schedule Description\*" field.

Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1
Topics and Scope	1/1
Assignments	
Methods of Evaluation	
Course Cap	
Library	
Text, Reading, and Materials	

xxx

Schedule Description\*

Can shorten SCHEDULE description

This field is required

**Implications**

Budget



## 14 Choose from the dropdown menus under Implications

Cross-Listed Courses	Can shorten SCHEDULE description
Minimum Qualifications	xxx
Methods of Instruction	
Student Learning Outcomes	
Objectives	
Topics and Scope	
Assignments	
Methods of Evaluation	
Course Cap	
Library	
Text, Reading, and	

Implications	
Budget	<input type="text"/>
Facilities	<input type="text"/>
Equipment	<input type="text"/>
Staffing	<input type="text"/>
Similar Course	<input type="text"/>

## 15 Choose from remaining dropdowns.

Methods of Instruction	Facilities	No
Student Learning Outcomes	Equipment	No
Objectives	Staffing	No
Topics and Scope	Similar Course	No
Assignments	Assignments ARE College Level	<input type="text"/>
Methods of Evaluation	ESL/Basic Skills Course	<input type="text"/>
Course Cap	Distance Education	<input type="text"/>
Library	Correspondence Education	<input type="text"/>
Text, Reading, and materials		
Requisites & Advisories		

Component of Program

16 Click "Credits and Hours"

**COLLEGE** Curriculum Approvals

### New Course Proposal: Metal Fabrication

Status: Draft

Co-Contributor	
Basic Course Information	7/7
<b>Credits and Hours</b>	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1

Facilities	No
Equipment	No
Staffing	No
Similar Course	No
Assignments ARE College Level	Yes
ESL/Basic Skills Course	No
Distance Education	Yes

17 Select from Course Type dropdown. The lec and lab hours will transfer over from the Notice of Intent proposal.

**COLLEGE**

### New Course Proposal: Metal Fabrication

Status: Draft Remaining Launch Requirements: 2 Launch

Co-Contributor	
Basic Course Information	7/7
<b>Credits and Hours</b>	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1

**Credits and Hours**

Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

Be sure to review each box and provide the information requested.

Course Type

☐ Course has variable hours

**Hours**

Min Lecture Hours - in class	2
Min Lab Hours - in class	4

## 18 Select Grading Method(s)

Total Lab Hours:	12.00
Total Contact Hours:	108.00
Units of Credit:	0.00

**Grading Policy**

**Grading Method**

- ☐ Letter Grade or P/NP
- ☐ P/NP Only
- ☐ Letter Grade Only
- ☐ Non-credit Course
- ☒ Non-Credit Gradeable Course/SP

**Repeatability**

For repeatability information, please consult the college catalog

☐ Is this course repeatable?

Fields marked with \* are required

## 19 "Cross-Listed Courses" are set up by the curriculum coordinator.

**New Course Proposal: Metal Fabrication**

Status: Draft

**Co-Contributor**

**Basic Course Information** 7/7

**Credits and Hours**

**Cross-Listed Courses**

**Minimum Qualifications**

**Methods of Instruction**

**Student Learning Outcomes** 0/1

**Objectives** 0/1

**Topics and Scope** 1/1

Lab Hours per week - in class
Lab Hours per week - out of class
Additional Instructor Contact Hours per week
Total Contact Hours per week
Total Lecture Hours:
Total Lab Hours:
Total Contact Hours:
Units of Credit:

**Grading Policy**

**Grading Method**

- ☐ Letter Grade or P/NP
- ☐ P/NP Only
- ☐ Letter Grade Only

## 20 Click "Minimum Qualifications"

The screenshot shows a web interface for editing a course draft. At the top, it says "Status: Draft". Below this is a sidebar with several tabs: "Co-Contributor", "Basic Course Information" (with a green "7/7" indicator), "Credits and Hours", "Cross-Listed Courses", "Minimum Qualifications" (highlighted with an orange circle), "Methods of Instruction", "Student Learning Outcomes" (with an orange "0/1" indicator), "Objectives" (with an orange "0/1" indicator), "Topics and Scope" (with a green "1/1" indicator), and "Assignments". To the right of the sidebar, under the heading "Cross-Listed Courses", there is a link to the Cuesta CurrIQnet Meta Help Page and a checkbox labeled "This Course Is Cross-Listed".

## 21 Click "Add"

The screenshot shows a web interface for editing a course draft. At the top, it says "Status: Draft". Below this is a sidebar with several tabs: "Co-Contributor", "Basic Course Information" (with a green "7/7" indicator), "Credits and Hours", "Cross-Listed Courses", "Minimum Qualifications" (highlighted with an orange circle), "Methods of Instruction", "Student Learning Outcomes" (with an orange "0/1" indicator), "Objectives" (with an orange "0/1" indicator), "Topics and Scope" (with a green "1/1" indicator), and "Assignments". To the right of the sidebar, under the heading "Cross-Listed Courses", there is a link to the Cuesta CurrIQnet Meta Help Page and a checkbox labeled "This Course Is Cross-Listed".



## 22 Click "Minimum Qualifications"

Remaining Launch Requirements: 2

Launch

[Reset CB Codes](#)

Delete Draft

for help, instructions, and tutorials:  
[s.pdf](#)

+ Add

Minimum Qualifications

## 23 Click this button.

New Course Proposal: Metal Fabrication

Status: Draft

Remaining Launch Requirements: 2

Co-Contributor	
Basic Course Information	7/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	1/1
Topics and Scope	1/1

Minimum Qualifications

Please visit the Cuesta CurrIQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

Minimum Qualifications

+

## 24 Select from dropdown.

Status: Draft Remaining Launch Requirements: 2

Co-Contributor	
Basic Course Information	7/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	1/1
Topics and Scope	1/1
Assignments	

### Minimum Qualifications

Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

☰ Minimum Qualifications

Minimum Qualification	
Condition	

## 25 Click "Methods of Instruction"

Sandbox

Co-Contributor	
Basic Course Information	7/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1
Topics and Scope	1/1
Assignments	
Methods of Evaluation	

### Minimum Qualifications

Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

☰ Minimum Qualifications

Minimum Qualification	
Condition	

Welding



**26** Click the applicable Methods of Instruction

**COLLEGE**

### New Course Proposal: Metal Fabrication

Status: Draft Remaining Launch

Co-Contributor	
Basic Course Information	7/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1

#### Methods of Instruction

Please visit the Cuesta Curr/Qunet Meta Help Page for help, instructions, and [https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

- ☐ Lab
- ☒ Lecture
- ☐ Activity
- ☐ Distance Education
- ☐ Correspondence Education
- ☐ Work Experience
- ☐ Directed Study
- ☐ Field Trips

**27** See additional Training Documents on how to complete the remainder of the tabs for a new course proposal.

**COLLEGE**

### New Course Proposal: Metal Fabrication

Status: Draft Remaining Launch

Co-Contributor	
Basic Course Information	7/7
Credits and Hours	
Cross-Listed Courses	
Minimum Qualifications	
Methods of Instruction	
Student Learning Outcomes	0/1
Objectives	0/1
Topics and Scope	1/1
Assignments	
Methods of Evaluation	
Course Cap	

#### Methods of Instruction

Please visit the Cuesta Curr/Qunet Meta Help Page for help, instructions, and [https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

- ☒ Lab
- ☒ Lecture
- ☐ Activity
- ☒ Distance Education
- ☐ Correspondence Education
- ☐ Work Experience
- ☐ Directed Study
- ☐ Field Trips
- ☐ Field Experience
- ☐ Tutor Non-credit
- ☐ DE Synchronous
- ☐ DE Asynchronous
- ☒ Lecture/Lab