

Accessing Reports

You can export your search results as a report that may be saved, printed, and shared. Click the **Expand Arrow** on the **Search** button to display your export options. Select the output format you desire from the dropdown that will appear. A report can take up to a few minutes to generate and download, depending on the format chosen and the number of courses in the report.

In the **Search** screen, click the **Page** icon (📄) in the **Reports** column. Click on the icon again to close it.

Courses					
<input checked="" type="radio"/> My Courses <input type="radio"/> My Institution		Subject: All	Draft, In Review	Title / Course #	Search
Subject	Course #	Title	Status	Created On	Reports
AENR1-UC	0707	AENR1-UC 0707 - Computer Recitation	In Review	1/22/2016	📄
DESL1-GC	9034	DESL1-GC 9034 - ESL Skills 4	In Review	1/22/2016	📄
ARTS1-UC	2116	Art today	In Review	2/2/2016	📄

A menu will appear with the report options. Select the report you wish to view.

Subject	Course #	Title	Status	Created On	Reports
ARTH1-UC	2216	History	In Review	2/2/2016	[Icon]
ARTS1-UC	2116	Art today	In Review	2/2/2016	[Icon] Course Outline Impact All Fields
ARTS1-UC	2116	Art today	Draft	2/2/2016	[Icon]

When in the proposal itself, click the **Page** icon under the proposal name.

New Course: Art today
 Status: In Review View Proposal History
 Impact
 Course Outline
 All Fields
 Main
 Last updated by Non-admin User on 2/2/2016 at 10:21 AM
 Course Prefix * Test-A

If a proposal has been launched or approved, clicking the proposal name in the search results will present this screen. Select the report you wish to view from the buttons at the top of the screen.

Deactivate Course: DESL1-GC 9034 - ESL Skills 4
 View Course Proposal Course Outline Comparison Impact All Fields
 History Status

Course Reports

Standard course reports include the **Course Outline**, **Impact**, **All Fields**, and **Comparison** reports. Your institution may have additional or different reports, or may have customized these reports.

Course Outline

The Course Outline report is a summary of the course. A completed outline should include the course name and number, credit hours, requisites and prerequisites, a description, and student outcomes.

COLLEGE COMPOSITION

Course Number: ENGL 001

Credit Hours: 4.00
Lecture: 4.00 hours
Lab: 0.00 hours

Prerequisite: A high school GPA of 2.7 or better; OR a "B" or better in Junior or Senior High school English; or a "C+" or better in AP English; or a score of 90 or better within on the sentence skills section of the assessment test; or SAT verbal score of at least 500; or ACT score of at least 23; or a grade of "Pass" in ENGL 370 or 348E or 380 or 348G or 360; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or concurrent enrollment in English 348D or 310D

Corequisite: LR 010

Advisory: None

Other: None

Description: A writing course which emphasizes critical reading, expository and argumentative writing, and mastery of library research techniques. It includes instruction and practice in critical thinking, in analytical reading and evaluation of written work, and in the methods of clearly communicating and supporting ideas in organized, coherent essays (min 750 words each). Students are required to write an average of 7500 formal words, including a research paper, based on essays, literature read in class, personal experience, and college-level research.

Student Learning Outcomes:

By the end of this course, a student will be able to:

1. Identify and evaluate main ideas, themes and logic in college-level reading, and use as the basis for text-based essays.
2. Write logical, effective analytical essays which are coherent, well-organized, and well-supported.
3. Apply proper methods of research and documentation.

Lab Content:

1. Assist students in the writing of complete compositions through general instruction in the discovery and limiting of subject, the definition of purpose and identification of audience, the development of the topic, the grouping of ideas, the development of the thesis, and the final organization of the essay. The reinforcement of the general principles of essay writing will be accomplished by instruction in the following:
 - a. The Informal Essay

Impact Reports

The Impact report is only for modification and deactivation proposals. This report lists the courses for which this course is a requisite, and the programs to which the program belongs.

Proposal Impact Report

ENGL 001 - College Composition
Modified Course Proposal

Course Requisites

This course is a requisite for the following course(s):

1. **Advisory:** ART 011 - Survey of Modern Art *Active*
2. **Advisory:** ART 012 - Inside/Outside: The Cultures and Identities of Diverse Visual Artists in the U.S. *Approved*
3. **Advisory:** ASTR 045 - Introduction to Astrobiology and the Search for Life in the Universe *In Review*

Programs

This course is a stand-alone course and is not incorporated into any programs

Generated on: 6/20/2017 10:10:25 AM

All Fields

The All Fields report includes every field on the proposal. This is useful for gaining a quick overview of the proposal, as well as being able to check specific details at a glance.

[REDACTED] - All Fields Course Report

Cover

Department ENGL

Course Number 001

Full Course Title College Composition

Computer Title College Composition

Has the Impact report been ran? No

Add Cross Listed

Will this course be part of a program? Yes

Program Information 1 - Program Applicable

CB03 TOP Code 1501.00 - English Language and Literature, General

CB09 SAM Code D - Possibly Occupational

CB11 California Classification Codes A - Liberal Arts and Sciences

Open Entry/Open Exit

Comparison Report

The Comparison report is only for modification and deactivation proposals. Like the All Fields report, this report includes every field on the proposal, with changes made to this version of the proposal highlighted. Deleted information will be highlighted pink, with a strikethrough the words, while new information will be highlighted green and italicized.

Cover	
Department	ENGL
Course Number	001
Full Course Title	College Composition
Computer Title	College Composition
Has the Impact report been ran?	No
<input type="checkbox"/>	Add Cross Listed
Will this course be part of a program?	Yes
Program Information	1 - Program Applicable
CB03 TOP Code	1501.00 - English Language and Literature, General
CB09 SAM Code	D - Possibly Occupational E - Non Occupational
CB11 California Classification Codes	A - Liberal Arts and Sciences

Program Reports

Standard program reports include the **Program Summary**, **All Fields**, and **Comparison** reports. Your institution may have additional or different reports, or may have customized these reports.

Program Summary

The **Program Summary** shows a summary of the program.

PUBLISHING 1

ASSOCIATE IN ARTS

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. They will be able to do this.
2. The student will be able to write this.

Degree Requirements:

ARTS1-UC5414 The Arts: Photography: The World Through the Lens
or
BUSN1-UC0174 Budgetary Process

Generated on: 2/3/2016 10:51:13 AM

[Redacted] - All Fields Program Report	
Main	
Program Information	
Award Type	M.S.: Master of Science
Degree/Certificate Name	Master of Science in Human Resource Management and Development
Department	Leadership and Human Capital Management
Rationale for Proposing New Program	
Educational and Career Objectives	
Relationship to the mission of the school and university	
Proposed Effective Date	
Year	2005
First Semester Intended to Offer	Spring
Co-Contributor	
Co-Contributor	
Co-Contributor	
Description	
Catalog Description	
Course Blocks	
Course Block Definitions	
Program Goals and Outcomes	
Outcomes	
Program Review and Assessment	
Description of Periodic Program Review and Assessment Plan	

Program Summary

The **Program Summary** shows a summary of the program.

PUBLISHING 1	
ASSOCIATE IN ARTS	
Program Learning Outcomes	
Upon successful completion of this program, students will be able to:	
<ol style="list-style-type: none"> 1. They will be able to do this. 2. The student will be able to write this. 	
Degree Requirements:	
ARTS1-UC5414	The Arts: Photography: The World Through the Lens
or	
BUSN1-UC0174	Budgetary Process
Generated on: 2/3/2016 10:51:13 AM	

Comparison Report

For **Program Amendment** or **Program Deactivation** proposals, a **Comparison Report** will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through, and information added will be highlighted green and italicized.

Report Title: Publishing - All Fields Program Report	
Main	
Program Information	
Award Type	G.C.: Graduate Certificate
Degree/Certificate Name	Graduate Certificate in Peacebuilding
Department	<i>Center for Publishing</i> Center for Global Affairs
Rationale for Proposing Changes to Program	
<i>rationale</i>	
Educational and Career Objectives	
<i>Educational</i>	
Relationship to the mission of the school and university	
<i>Relationship</i>	
Proposed Effective Date	
Year	2013
First Semester Intended to Offer	Fall