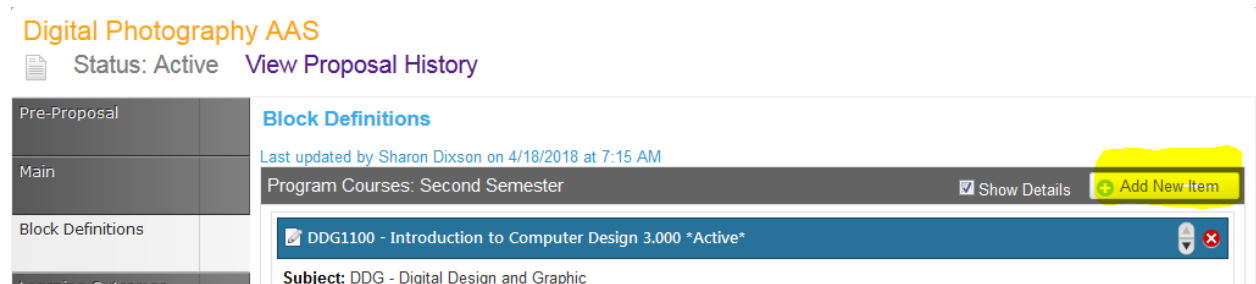


Creating a HUM XXXX option

This is a 2 step process; A) create the HUM XXXX course and then B) create the HUM XXXX list of courses the student can choose from.

A) Create the HUM XXXX course

From the Block Definitions Tab, under the semester that you want to add the HUM XXXX course, click the “Add New Item” (highlighted in yellow) in the upper right corner of the Program Courses banner.



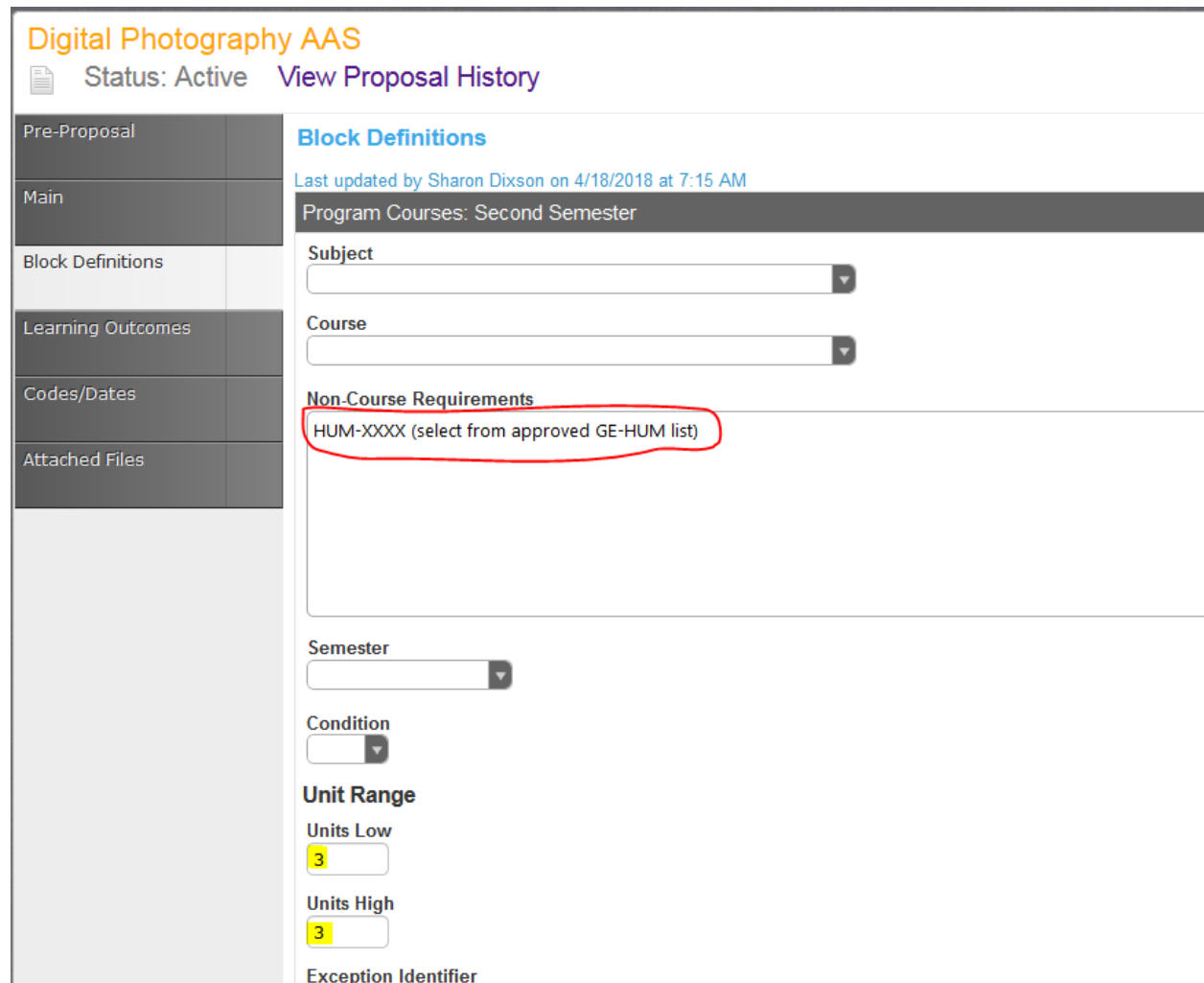
Digital Photography AAS
Status: Active View Proposal History

Pre-Proposal
Main
Block Definitions
Learning Outcomes
Codes/Dates
Attached Files

Block Definitions
Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM
Program Courses: Second Semester Show Details **Add New Item**

DDG1100 - Introduction to Computer Design 3.000 *Active*
Subject: DDG - Digital Design and Graphic

Leave the Subject and Course fields blank and in the Non-Course Requirements field enter “HUM XXXX (select from approved GE-HUM list)”. Make certain to enter the number of credit hours that the student will need to complete in the Units Low and Units High fields. Save out of this page.



Digital Photography AAS
Status: Active View Proposal History

Pre-Proposal
Main
Block Definitions
Learning Outcomes
Codes/Dates
Attached Files

Block Definitions
Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM
Program Courses: Second Semester

Subject
Course

Non-Course Requirements
HUM-XXXX (select from approved GE-HUM list)

Semester
Condition

Unit Range
Units Low
3
Units High
3
Exception Identifier

Dependent on which view you are on, you will see one of the following two screens to depict that you have set it up correctly. The requirement is now placed on the appropriate semester that you want it to be completed in.

Digital Photography AAS
Status: Active View Proposal History

Pre-Proposal
Main
Block Definitions
Learning Outcomes
Codes/Dates
Attached Files

Block Definitions

Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM

Program Courses: Second Semester Show Details

- DDG1100 - Introduction to Computer Design 3.000 *Active*
Subject: DDG - Digital Design and Graphic
- FOTO1150 - Digital Photography & Design 3.000 *Active*
Subject: FOTO - Digital Photography
- FOTO2100 - Adv Digital Photography 3.000 *Active*
Subject: FOTO - Digital Photography
- FOTO2120 - Adv Photoshop for Photographers 3.000 *Active*
Subject: FOTO - Digital Photography
- HUM-XXXX (select from approved GE-HUM list)
Units Low: 3.00
Units High: 3.00

Digital Photography AAS
Status: Active View Proposal History

Pre-Proposal
Main
Block Definitions
Learning Outcomes
Codes/Dates
Attached Files

Block Definitions

Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM

Course Block Definitions Show Details

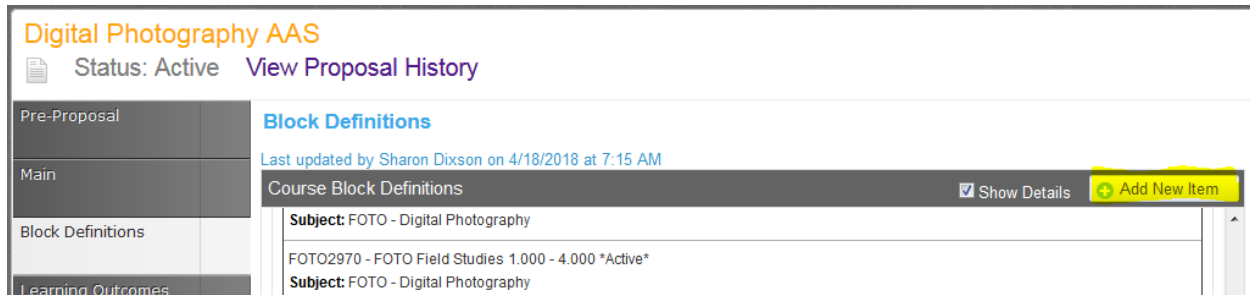
Second Semester

Program Courses

- DDG1100 - Introduction to Computer Design 3.000 *Active*
Subject: DDG - Digital Design and Graphic
- FOTO1150 - Digital Photography & Design 3.000 *Active*
Subject: FOTO - Digital Photography
- FOTO2100 - Adv Digital Photography 3.000 *Active*
Subject: FOTO - Digital Photography
- FOTO2120 - Adv Photoshop for Photographers 3.000 *Active*
Subject: FOTO - Digital Photography
- HUM-XXXX (select from approved GE-HUM list)
Units Low: 3.00
Units High: 3.00

B) Now you will need to create the HUM XXXX selection list

Click on the Course Block Definitions bar “Add New Item” (yellow highlight)



Digital Photography AAS
Status: Active View Proposal History

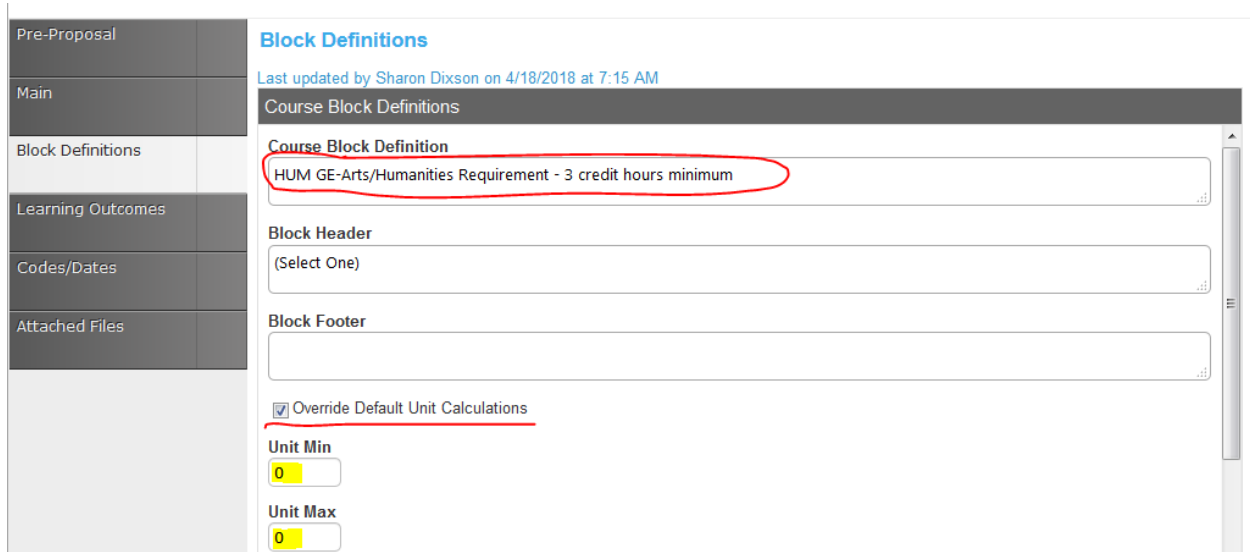
Pre-Proposal
Main
Block Definitions
Learning Outcomes

Block Definitions
Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM

Course Block Definitions Show Details **Add New Item**

Subject: FOTO - Digital Photography
FOTO2970 - FOTO Field Studies 1.000 - 4.000 *Active*
Subject: FOTO - Digital Photography

Enter the Course Block Definition field identifying what you want the section to represent (red circle). Make certain to place a check in the “Override Default Unit Calculations” box – this will keep the credits for the courses in the list from adding into your overall credit total for the program. Set the Unit Min and Unit Max to “0” and save out.



Pre-Proposal
Main
Block Definitions
Learning Outcomes
Codes/Dates
Attached Files

Block Definitions
Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM

Course Block Definitions

Course Block Definition
HUM GE-Arts/Humanities Requirement - 3 credit hours minimum

Block Header
(Select One)

Block Footer

Override Default Unit Calculations

Unit Min
0

Unit Max
0

Now you can begin to add the courses that you want to be part of the list of HUM XXXX courses.
 Click the “Edit Program Course” button and add courses until you get your entire list complete.

Digital Photography AAS
 Status: Active [View Proposal History](#)

Pre-Proposal	Block Definitions
Main	Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM
Block Definitions	Course Block Definitions <input checked="" type="checkbox"/> Show Details + Add New Item
Learning Outcomes	<input checked="" type="checkbox"/> HUM GE-Arts/Humanities Requirement - 3 credit hours minimum Block Header: (Select One) Override Default Unit Calculations: true
Codes/Dates	Program Courses Edit Program Courses

Make sure to save the list by clicking “Done” before you move on.

Subject: HUM - Humanities

- MUS1251 - Survey of Music History 3.000 *Active*
Subject: MUS - Music
- PHIL1101 - Intro to Philosophy 3.000 *Active*
Subject: PHIL - Philosophy
- PHIL1130 - Ethics 3.000 *Active*
Subject: PHIL - Philosophy

[Done](#) Min Units 0 Max Units 0

This is how it will display in the Catalog Search tool on the CSCC website

Second Semester	
DDG1100 - Introduction to Computer Design	3.000 ▾
FOTO1150 - Digital Photography & Design	3.000 ▾
FOTO2100 - Adv Digital Photography	3.000 ▾
FOTO2120 - Adv Photoshop for Photographers	3.000 ▾
HUM-XXXX (select from approved GE-HUM list)	3.000

Creating a Technical Elective Option

This is a 2 step process; A) Create the TECH XXXX course and B) Create the list of course the student can choose from to fulfill the requirement.

The process is the same as Creating a HUM XXXX option – the labeling is different.

A) Creating the course

If the elective courses will all come from the same Subject area, then it can be labeled as Subject XXXX

FOTO-XXXX (Technical Elective) Units Low: 2.00 Units High: 2.00

If the elective courses will come from different subject areas, then you should use the TECH XXXX naming convention.

B) Creating the list of courses the student may choose from

If there are instructions that are necessary for the student, you may use the Block Header and Block Footer fields for those instructions. Follow the “Edit Program Courses” process to add the courses in.

Digital Photography AAS

Status: Active [View Proposal History](#)

Pre-Proposal	Block Definitions
Main	Last updated by Sharon Dixson on 4/18/2018 at 7:15 AM
Block Definitions	Course Block Definitions
Learning Outcomes	Course Block Definition Technical Electives - 2 credit hours minimum
Codes/Dates	Block Header The following courses are approved for technical elective requirements:
Attached Files	Block Footer * Will only count once toward the degree.
	<input checked="" type="checkbox"/> Override Default Unit Calculations
	Unit Min 0
	Unit Max 0
	Program Courses Edit Program Courses
	FOTO1100 - Black & White Photography 3.000 *Active*
	Subject: FOTO - Digital Photography
	FOTO1130 - Corel Painter for Photographers 3.000 *Active*

Once you have created your TECH elective option, it will display on the website search tool like this

Third Semester		
FOTO2130 - Photoshop for Retouching	3.000	▼
FOTO2600 - Studio & Environmental Portraiture	3.000	▼
FOTO2960 - Business Photography	2.000	▼
FOTO-XXXX (Technical Elective)	2.000	
FOTO2994 - Current Topics in FOTO	1.000 - 3.000	▼
DDG1555 - Adobe Photoshop I/A	3.000	▼
MATH1104 - Mathematical Concepts for Business	3.000	▼