Curricunet Course Outline of Record
Style and Formatting Guide

Course Checklist

Main
☑ Basic Course Information
☑ Program Association
☐ Requisites
☑ Course Details
☐ Repeatability
☑ Methods of Instruction
☐ Distance Ed
  ☐ Contact Types
☑ Objectives
  ☑ SLO
☑ Outline
☑ Assignments
☑ Methods of Assessment
☑ Textbooks/Resources
☑ General Ed

1. Effective Date (generally next academic Fall)
2. Long Title
   A. Must be able to be clearly abbreviated.
   B. Ideally, no longer than 30 characters.
3. Short Title
   A. No more than 30 characters including spaces.
   B. Must be clearly abbreviated for class schedule and student transcripts

Planning page for New Courses only

1. Each objective entered separately
2. Each objective capitalized
3. Each objective ends with a semicolon
4. Last objective ends with a period

It is better to type this information directly into the page. If you choose to copy and paste, make sure all formatting is stripped. Even then, you may still need to use the formatting toolbar for proper outlining format (see below).
1. Standard Outline format
2. Capitalize each line

1. At least one dated within 5 years
2. Textbook(s) should be updated every time course is updated
3. Curricunet utilizes MLA formatting for textbooks (Capitalize all important words in a title)

Entering and Formatting an Outline in Curricunet
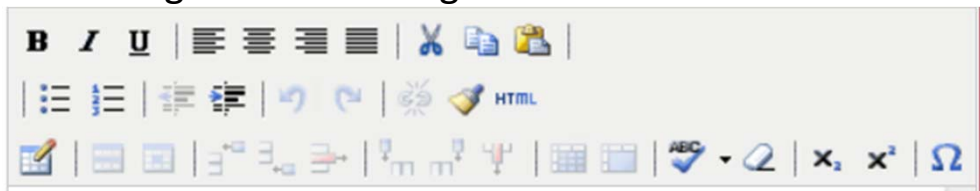
I. Use the numbered List Icon to enter a broad topic. Press enter when finished.
   A. Use the *"Increase Indent" to enter a sub-topic. Press enter when finished.
      1. Use *"Increase Indent" to enter anther sub-level. Press enter when finished.
   B. Use the **"Decrease Indent" to go back up a level.
II. To go back to a major category, use the **"Decrease Indent" again.

*The "Increase Indent" icon has an arrow which points to the right.
** The "Decrease Indent" icon has an arrow which points to the left.