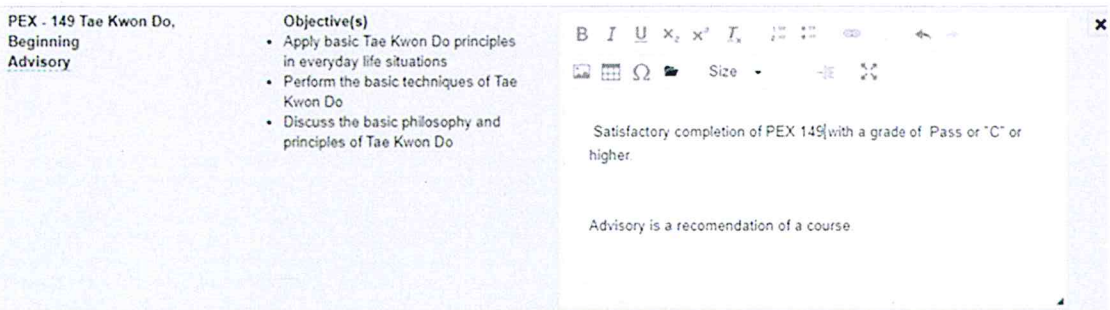


# eLumen Curriculum Reference Guide for FAQ

Requirement:	How it should be entered into eLumen
<p><b>Retake Policy:</b> Policy for Cerritos College is 0.</p>	<p><b>More Options</b></p> <p>Course Basic Skill Status (CB08)</p> <p>Course is a basic skills course. ▾</p> <p>Allowed Number of Retakes</p> <p>0</p> <p>Retake Policy Description</p> <p>Short explanation of the Retake Policy for this course.</p>
<p><b>Submission Rationale:</b> Include the words:</p> <ul style="list-style-type: none"> <li>• “Justification:”</li> <li>• “Multicultural Statement”</li> <li>• “Class Size:”</li> </ul> <p><i>*Class size text box coming soon!</i></p>	<p><b>Submission Rationale *</b></p> <p>JUSTIFICATION: This course provides students the opportunity to explore songwriting and the creative process. With the growth of the commercial music program, students entering the program wish to expand their technical training with performance and songwriting skills. By studying music in a variety of genres and styles they will explore their own creativity and develop their own style in songwriting. Students will learn the craft of lyric writing and learn the relationship of words, melody, and harmony.</p> <p>MULTICULTURAL STATEMENT: The course will train students to develop workflows for writing songs and they will learn to collaborate with other musicians in order to create a performance of their work.</p> <p>CLASS SIZE: 48</p> <p><i>*Print out will not keep this format</i></p>
<p><b>Special Requisite Wording:</b> <i>Example:</i> Advisory (Recommendation): Satisfactory completion of PEX 149 with a <u>grade of Pass or “C” or higher.</u></p> <p>*PEX-149 and objectives (CSLOs) are selected in the drop box.</p>	 <p>The screenshot shows a dropdown menu for 'PEX - 149 Tae Kwon Do, Beginning Advisory'. The selected objective is: 'Apply basic Tae Kwon Do principles in everyday life situations'. The text in the main area reads: 'Satisfactory completion of PEX 149 [with a grade of Pass or "C" or higher]. Advisory is a recommendation of a course'.</p>

**Methods of Evaluation:**

Select "Other" in the drop down box and add DSPTS statement

"Instruction utilizing Electronic Information Technology (EIT) (ie., video, audio, websites, web services, and software) must comply with Cerritos College BP and AP 3720, Cerritos College BP and AP 3411 and Section 508 standards (law). When the instructor's course materials are not compatible with a student's disability, the instructor will develop an Equally Effective Alternative Access Plan (EEAAP)."

Other

B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List of icons]

"Instruction utilizing Electronic Information Technology (EIT) (ie., video, audio, websites, web services, and software) must comply with Cerritos College BP and AP 3720, Cerritos College BP and AP 3411 and Section 508 standards (law). When the instructor's course materials are not compatible with a student's disability, the instructor will develop an Equally Effective Alternative Access Plan (EEAAP)."

For Comparable Course, include wording and format in the text box after requesting the GE Areas

Institution:  
Catalog Year:  
Course No.  
Title:  
Units:  
Lecture:  
Lab:  
Prerequisite:  
Description:

PLAN B -- CSU General Education	Categories	Transferability Status	Comparable Course
C1. Fine Arts (Arts, Cinema, Dance, Music, Theater)	Fine Arts (Arts, Cinema, Dance, Music, Theater)	09/12/2017 Requested	Institution: CSU, Bakersfield Catalog Year: 2016-2017 Page: 292 Course No. KIN 4000 Title: Street Fighting 101 Units: 3 Lecture: 3.0 Lab: 0 Prerequisite: None Description: CSU, Bakersfield course description copied here.

\*Comparable Courses from CSU/UC are not provided to faculty.

**Content (Course) Outline Format:**

- A. Text
  - 1. Text
  - 2. Text
  - 3. Text
- B. Text
  - 1. Text
    - i. Text
    - ii. Text
- C. Text
- D. Text
- E. Text
- F. Text

[List of icons]

- A. Principles and philosophy of Tae Kwon Do
  - 1. History
  - 2. Duality and harmony
  - 3. Concept of "Present Time"
  - 4. Tae Kwon Do as a way of life (do = path) Rules and regulations: proper etiquette
- B. Demonstration of basic techniques
- C. Warm up one-person and two-person exercises
  - 1. Basic Techniques
  - 2. Stances
  - 3. Blocks
  - 4. Strikes
  - 5. Kicks
- D. Discussion of forms-Taegeuk II Jang
- E. Demonstrate self defense combinations: basic movement drills
- F. Discussion of theory and application of sparring: sparring drills and techniques
- G. Theory and application of practical defense

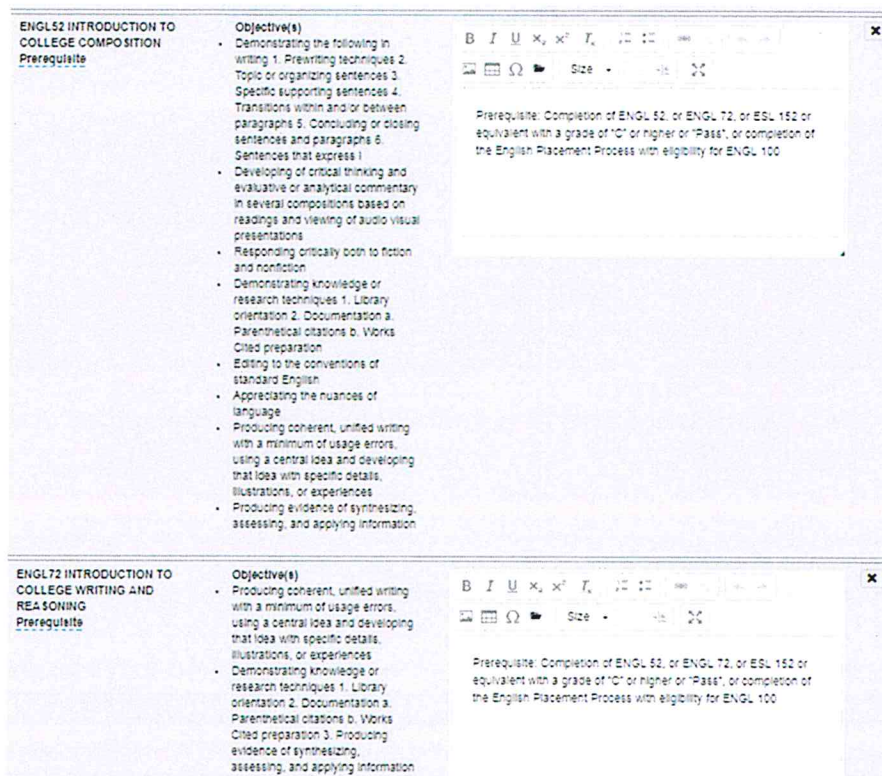


If more than one requisite required or advised add all courses from drop down box and add requisite wording into the text box

*Example:*

Prerequisite: Completion of ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100

"Special" wording should be written how it would appear in the catalog.

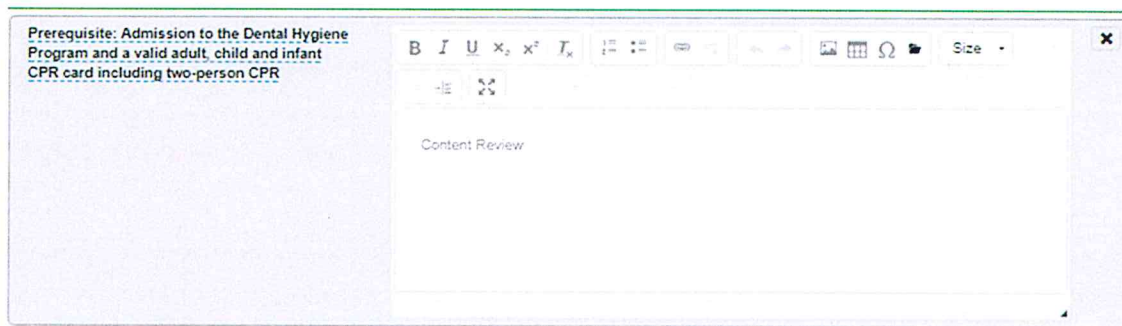


\*ENGL 152 not shown.

If a prerequisite is not a specific course that can be selected in the drop box enter it into the **Limitation Enrollment** text box.

*Example:*

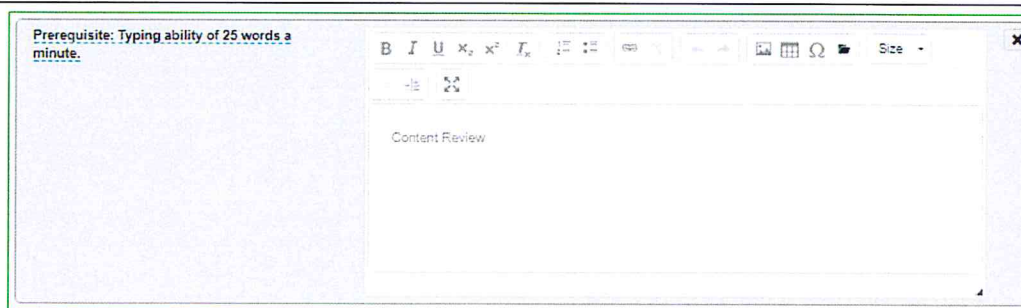
Prerequisite: Admission to the Dental Hygiene Program and a valid adult, child and infant CPR card including two-person CPR



\* Are there other limitations to enrollment, such as audition or acceptance into a limited program. Limitations must be non-discriminatory and should be evaluated periodically.

If a prerequisite is not a specific course enter it into the **Entrance Skills** text box.

- *Example:* Typing ability of 25 words a minute.



\* Are there entrance skills required or recommended beyond the course pre-requisite, co-requisite or recommendation? Example: Typing ability of 25 words a minute. Be sure to indicate whether the skill is required or recommended. If required, be sure to think of how Admissions and Records will be able to measure whether the student meets the skills before enrollment.

**Format for Assignments:**

- A. Reading
  - 1. text
- B. Writing
  - 1. Text
  - 2. Text
- C. Critical Thinking
  - 1. Text
  - 2. Text

**Assignments**



A. Reading

- 1. Related articles and textbook assignments

B. Writing or problem solving or skill attainment

- 1. Develop and improve strength and flexibility
- 2. Demonstration of basic Street Fighting techniques

C. Critical thinking

- 1. Identification and understanding of proper rules and regulations
- 2. Identification and understanding of appropriate techniques and biomechanics of Street Fighting

### Save As Draft Button

*"Green is good"*

Save often! eLumen does not have an auto save feature. A green pop-up message will appear at the bottom of your screen that will say **"Saved Successfully"**.

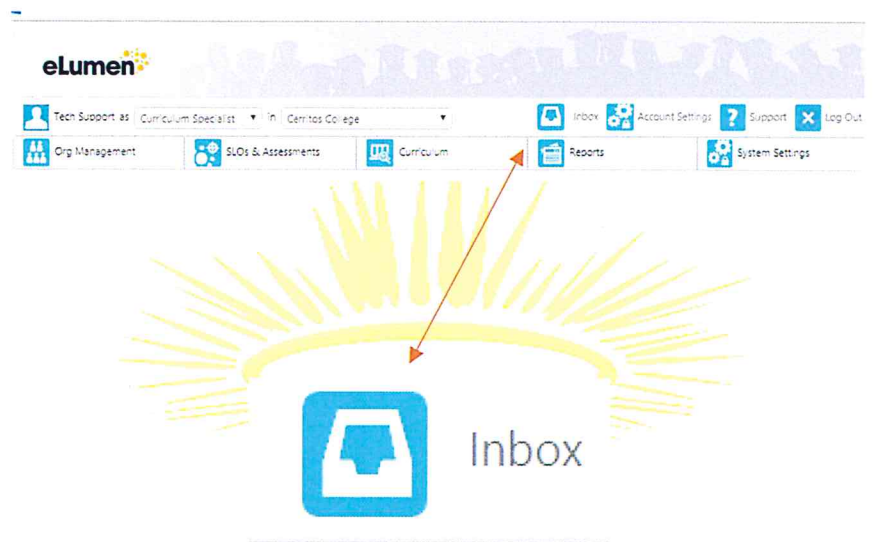
**DON'T EXIT UNTIL YOU HAVE RECEIVED A GREEN MESSAGE!**



### Inbox

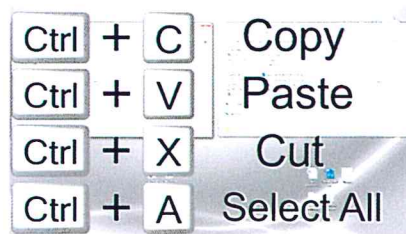
*"Inbox is everything"*

- After you save a course or program it will go into your inbox. Select "Continue Workflow" to continue working
- If you need to review a program, go to your inbox. Select "Start Review" to review the course.
- If you want to see if comments were made to your course submission, go to your inbox and select the course you want to view. And the comment box will be on the bottom of some sections.
- If you were added as a contributor, go to your inbox and select the course that you were added into.



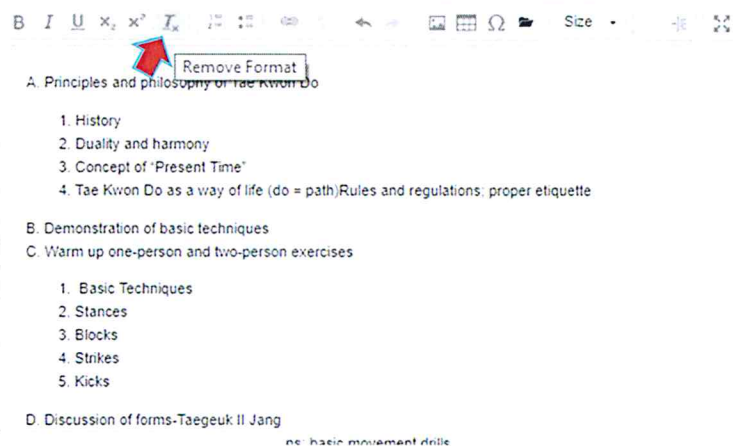
### Copy, Cut, and Paste

In some areas of eLumen the right click to copy or paste is not functional. Use the short cut functions to copy, paste, cut, or select all.



### Format Error

If you are copying and pasting outline style text into eLumen it will not keep your format. After pasting your outline highlight the entire text and click on remove format button



### Spacing

NO spaces between prefix and number or your course will not populate.

MUS143A



MUS 143A