Step by Step Guide to Creating Part 2: Master Course Syllabus

# For GT Courses

## Step 1: Name and GT Statement

* Open Master Course Syllabus Template for GT Courses
* Enter course Name and Number at top of page.
* In GT Transferability Statement section replace brackets with course number and then GT Pathway number in second bracket.

## Step 2: Content Criteria and General Education Competencies

* Open the document- Content Criteria & General Education Competencies
* Find your pathway
  + Arts & Humanities (AH1-AH4)
  + History (HI1)
  + Math (MA1)
  + Natural & Physical Sciences (SC1-SC2)
  + Social & Behavioral Sciences (SS1-SS3)
  + Written Communication (CO1-C03)
* Highlight & copy (Control c) Pathway title (**BE SURE TO CAPTURE THE TITLE ABOVE THE PATHWAY NUMBER)** through General Education Competencies to the beginning of the next pathway.
* Paste (Control v) into the template, deleting any extra text in the template, such as “insert here”.

## Step 3: CCNS Course Specifics

* Open CCNS link (Control left mouse click) and find course for correct semester.
  + Highlight & copy Description and paste into template.
  + Format by highlighting section and clicking “Normal” in the style bar.
  + Delete any directions such as “insert…here”
* Enter number of Credit Hours and Contact Hours
* In CCNS highlight & copy Course Learning Outcomes and paste into template.
  + Format by highlighting section and clicking “Normal” in the style bar.
  + Click on the numbered “Outline” in paragraph bar.
  + Clean any remaining alignment issues
  + Delete any directions such as “insert…here”
* In CCNS highlight & copy Topical Outline and paste into template.
  + Format by highlighting section and clicking “Normal” in the style bar.
  + Click on the numbered “Outline” in paragraph bar.
  + Clean any remaining alignment issues
  + Delete any directions such as “insert…here”

## Step 4: Other Transfer Information

If all sections of a course meet other transfer criteria, add that information here.

* For example, History courses are also UCCS Compass Curriculum courses.

## **Step 5: Accessibility**

Check accessibility by clicking on File tab, selecting Check for Issues and Check Accessibility.