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

# For Non- GT Courses

## Step 1: Name

* Open Master Course Syllabi Template for Non-GT Courses
* Enter course Name and Number at top of page.

## Step 2: 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 3: Other Information

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

* For example, Communication and Dietary classes use the statewide rubrics even though they are not GT Pathway courses. Paste the appropriate General Education Competencies here.
* If all sections are Service Learning classes, add that information here.

## Step 4: Accessibility

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