



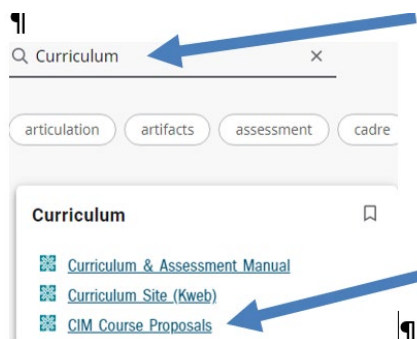
How to Add a 16-Week Syllabus Schedule and Required/Recommended Readings to an Existing Course in CIM (no other revisions being made) for Fall 2026

Step 1: Log into the CIM System

- Open the Firefox browser. This is the vendor-recommended browser.
- Log in to My Tri-C Space.
- From the Main Menu, click All Cards

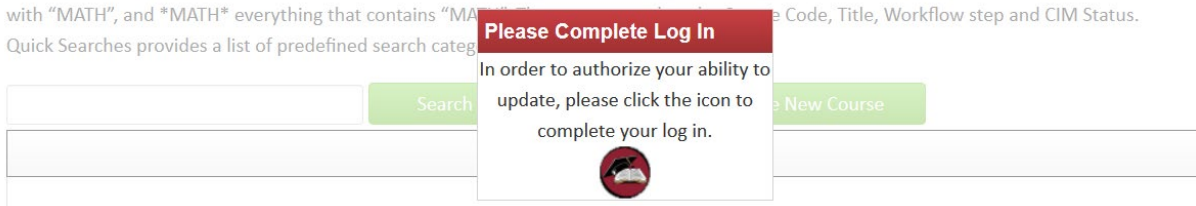


- Type *Curriculum* in the search bar
- Click on the **CIM Course Proposals** link



This will take you to the CIM landing page, seen below. Click the box that appears asking you to complete Log in.

Use an asterisk (*) in the search box as a wild card. For example, MAIH* will find everything that starts with "MAIH", *MAIH everything that ends with "MATH", and *MATH* everything that contains "MATH". Quick Searches provides a list of predefined search categories.





Step 2: Search for the course:

1. From the Course CIM landing page, enter the Subject code and course number of course to be revised (i.e. ENG-1010) in the search box of the course and click the green **Search button**.

Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

HIST-1020 ☐ Archive ☐ History - OR - Quick Searches... ▼

Course Code	Title	Workflow	Status
HIST-1020	History of Civilization II		

You can also do a search with just the subject area (i.e. HIST) to pull up a listing of all courses for that subject.

2. Check the **Status** of the course you wish to view. If the course has a status of "**Edited**", this indicates the course is already in the process of being updated by another faculty member. If this is the case, scroll down to see the name of the faculty member who is already working on the course and contact them directly to collaborate on updating the course.

HIST ☐ Archive ☐ History - OR - Quick Searches... ▼

Course Code	Title	Workflow	Status
HIST-1010	History of Civilization I		
HIST-101H	Honors History of Civilization I		
HIST-1020	History of Civilization II		Edited
HIST-102H	Honors History of Civilization II		
HIST-1510	United States History to 1877		
HIST-151H	Honors United States History to 1877		

Changes saved but not submitted

Viewing: **HIST-1020 : History of Civilization II**

Last approved: 07/14/18 4:32 am

Last edit: 07/19/18 9:59 am

Changes proposed by: Rania Assily

[Preview Workflow](#)

History

1. Jul 14, 2018 by
Cheryl Kovach
(Cheryl.Kovach)



Step 3: Edit the Course

1. If the Status is blank, then scroll down and click the green **Edit course** button to create a new proposal and begin editing the course. A new window will open with the Edit Course Form.

hist Search ☐ Archive ☐ History - OR - Propose New Course Quick Searches... ▾

Course Code	Title	Workflow	Status
HIST-1010	History of Civilization I		
HIST-101H	Honors History of Civilization I		
HIST-1020	History of Civilization II		
HIST-102H	Honors History of Civilization II		
HIST-1510	United States History to 1877		
HIST-151H	Honors United States History to 1877		

Deactivate

Export to PDF

Course Outline Report PDF

Export to Word

Course Outline Report Word

Viewing: **HIST-1020 : History of Civilization II**

Last approved: 04/11/19 4:09 am

Last edit: 04/10/19 2:57 pm

Changes proposed by: Rania Assily

Catalog Pages referencing this course

- [Associate of Applied Business](#)
- [Associate of Applied Science](#)
- [Associate of Arts Degree](#)
- [Associate of Science Degree](#)
- [Associate of Technical Studies](#)

Edit Course

[Preview Workflow](#)

History

1. Jul 14, 2018 by Cheryl Kovach (cheryl.kovach)
2. Apr 11, 2019 by Cheryl Kovach (cheryl.kovach)

2. Select the Moderate ImpactRevision in the **Revision type** drop down box.
3. Select Fall 2026 in **Academic Term** drop down box.
4. Complete the following fields as appropriate:

Rationale. List the following in the rationale field.

- Adding a 16-week Sample weekly schedule of topics and required/recommended readings for SB1 compliance.

If additional course revisions are being made at the same time as adding the sample weekly schedule, then also provide a rationale explaining why the proposed change is needed. This is a required field and must be completed for all proposals.

Student Transition: Leave this field blank.



Grade replacement: Mark not applicable in this field

Scroll down to the new 16-Week Schedule field located below the Course Content field.

Course Content
Outline:

1. Reading texts critically to

- a. Identify main idea and supporting details
- b. Identify themes, images, and motifs
- c. Recognize models for writing
- d. Explore aesthetic values

2. Developing skills for writing expository, argumentative, and persuasive papers

- a. Analyzing the purpose and audience for an assignment

Weekly Schedule

Topics	
Week 1	

Populate lecture and lab topics in the Topics column. Topics should reflect the main topics listed in the course content section of the outline. Topics can be duplicated in multiple weeks if appropriate. Click the plus sign, to add additional weeks. Build a 16-week sample schedule, with the 16th week being listed as finals week.



Enter the agreed upon required/recommended readings in a similar format to what instructors would list on their syllabi (title, author, edition, ISBN). It does not have to be in MLA or APA style format. If a listed text is an open education resources, you can include the weblink to the text.

Sample Listings:

Courses where there is a specific agreed upon text, but with various reading selections (Literature courses) (do not have to specify the reading selections, just the text):

- Norton Anthology of American Literature, (1865 to Present) by Levine, 10th edition.
ISBN 9780393886115

Courses where Instructor may select from various available texts on the course topics (i.e. Anatomy and Physiology, Math). Chapters do not need to be included – just the listing in a similar manner to how you list the required text on your individual syllabus.

Readings will be from one of the below recommended textbooks, as selected by the individual instructors.

- Insert list of potential Anatomy and Physiology Text(s) here that instructors would select from.

Videos and websites do not need to be listed as part of required/recommended readings.

Step Four: Save or submit your proposed changes

After completing the form, click one of the following:

- **Cancel** to not save any changes and return to the previous window
- **Save Changes** to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" or "Edited" and may be edited at a later time by searching for the course.
- **Start Workflow** to save and submit all changes and push the proposal to the faculty counterparts voting stage. All required fields must be filled out before the proposal can be submitted for approval. The course proposal will go to the faculty counterparts vote step. All full-time faculty counterparts will be sent an automated email to notify them that the new course proposal is ready to be reviewed.



Office of Curriculum
Development
For help, call X4912 or X4892

CIM Course Help

Note, proposals to just add the weekly schedule and required/recommended readings will only go to the faculty counterparts for review and vote. Once this step has been completed, the Curriculum Office will proofread for typos and move these proposals forward to the final step in the approval process. The weekly schedule submissions will not require Associate Dean approval or CADRE approval. Required/Recommended Readings can be updated every semester if needed.