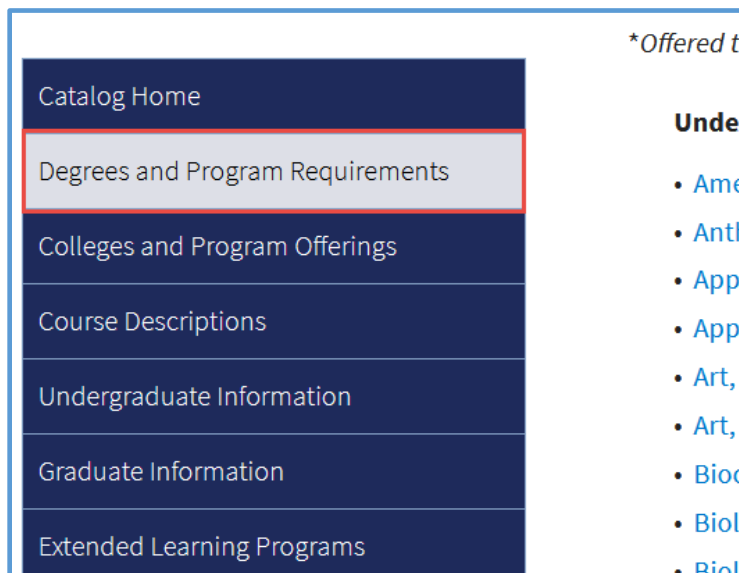
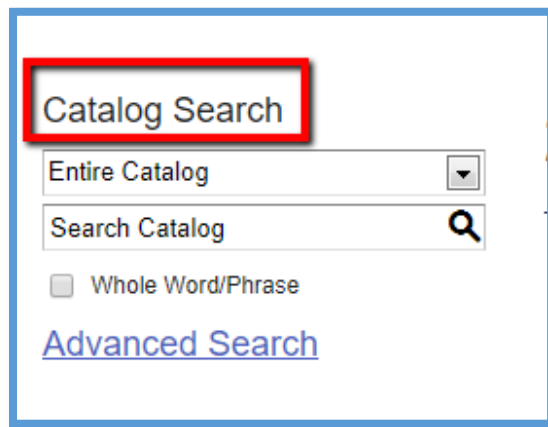


How to Submit Marked-Up Catalog Copy for a Program

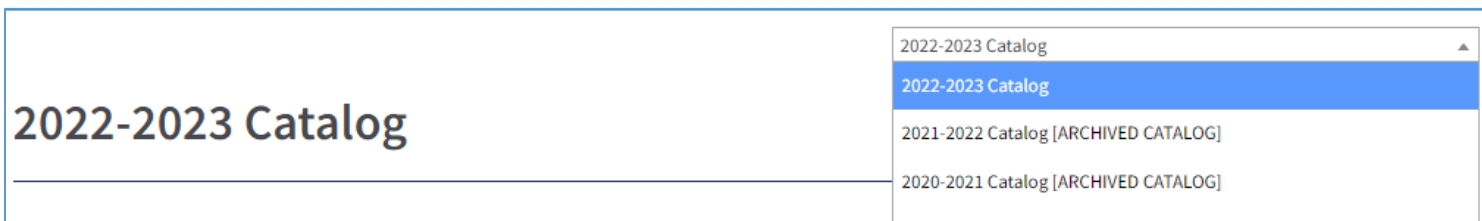
1. Go to <http://catalog.csusm.edu/>
2. **Navigate to your Program**, using the **Menu Bar**: “Degrees and Program Requirements”




OR using the **Search Function**



****Make sure you are using the current PUBLISHED catalog, not an archived version****



3. Next, open a **new blank Word document** 
4. Back on the catalog page, **highlight and select** the text of your program, then **“copy”**

Accounting (51 Units)

Accounting has often been called “the language of business.” Through its accounting system, an organization records its transactions and communicates its performance to stakeholders. In today’s increasing complex and dynamic business environment, accounting professionals are an integral member of the team of business decision-makers. Our program emphasizes building strong technical knowledge, developing written and oral communication skills, fostering lifelong learning and critical thinking ability, and offering opportunities to interact with the local professional accounting community. The accountancy curriculum at CSUSM is designed, in part, to prepare students for careers as accounting professionals. Through its relevant and rigorous curriculum, the option prepares students for careers in public accounting, managerial accounting, government accounting, not-for-profit accounting, and other business-related areas.

Foundations of Business Courses (10 Units)

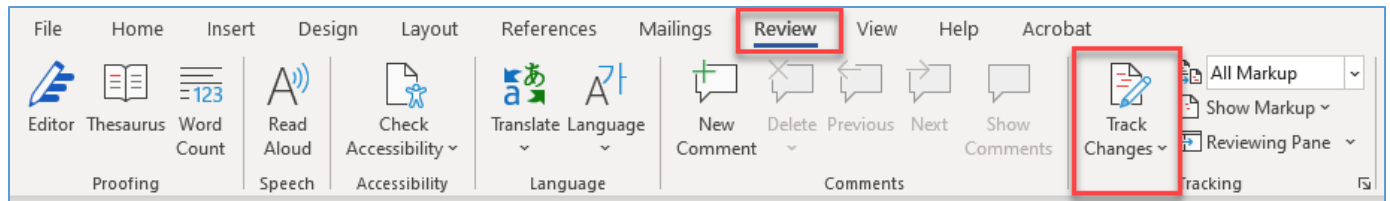
- BUS 302 - Foundations of Business Environments Units: 2
- BUS 322 - Introduction to Data Analytics Units: 2
- MGMT 302 - Foundations of Organizational Behavior Units: 2
- MKTG 302 - Foundations of Marketing Units: 2
- OM 302 - Foundations of Operations Management Units: 2

Note:

Transfer credit for upper-division Accounting courses will not be accepted from any institution outside of CSUSM. Accounting courses can be attempted a total of only two times. Exceptions can be made on a case-by-case basis if a student submits a petition that explains what happened.

5. **Paste** the text directly into your new Word document. (It’s ok if you keep the format as is.)
6. In the Word document, **activate the “Track Changes” function.**

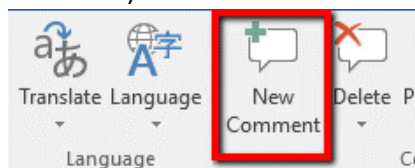
To turn on Track Changes in Word: Navigate to the Review tab → Track Changes



{Using Track Changes allows reviewers and committees **to see any changes you have made**, without having to compare the ‘before’ and ‘after,’ word per word}

*****Be sure to save the new document on your desktop or in a folder! *****

7. **After you activate the Track Changes function**, make any edits, corrections, etc. (Feel free to use the **Comment function** in Track Changes to make additional explanatory comments within the Word doc.)



TIPS FOR USING TRACK CHANGES

DO: Edit the existing text word by word, or line by line:

Correct!

Mission Statement

The mission of the American Indian Studies Department is to provide students an understanding of the diverse history, government-to-government relationship, community, culture, and social needs of American Indians in California and the ~~United States~~, toward the goal of working effectively with and for tribal communities ~~throughout the world~~ as they exercise tribal sovereignty. This integrated approach will include a research-, community- and place-based program of study.

Student Learning Outcomes

Students who graduate with a Bachelor of Arts in American Indian Studies will be able to:

1. Describe the legal and historical foundations of American Indian political identity through an analysis of tribal sovereignty.
2. Apply American Indian epistemologies and other forms of knowledge to evaluate contemporary issues in American Indian communities.
3. Recognize and evaluate the historical, cultural, social, economic and political contributions of American Indian leaders, writers, artists, and activists.
4. Identify stereotypes about American Indian peoples and explain their historical production and contemporary manifestation.
5. Apply research skills through community engagement and experiential learning environment ~~to~~
- 5-6. Communicate knowledge about American Indian sovereignty.

Editing the existing copy helps reviewers and Catalog Specialist determine your changes

Track changes shows deletions or additions of courses in the program

Demonstrated Proficiency through [GRMN 201](#)
[GRMN 101 - Beginning German I](#) Units: ~~3~~4
[GRMN 102 - Beginning German II](#) Units: ~~3~~4
[GRMN 201 - Intermediate German I](#) Units: 3
~~[GRMN 202 - Intermediate German II](#) Units: 3~~

Total Lower-Division Coursework (0-~~9~~14 Units)

Required Upper-Division Coursework (9 Units):

Select three of the following courses:

[GRMN 311 - Advanced German](#) Units: 3
[GRMN 312 - German Composition and Advanced Oral Practice](#) Units: 3
[GRMN 314 - Topics in German Culture](#) Units: 1-3
[GRMN 315 - Introduction to Literature in German](#) Units: 3

DON'T: copy / paste an entire section. This negates the function of Track Changes, which is to show the actual edits, and therefore the changes you are making:

Incorrect

If you simply paste over an entire paragraph, reviewers and Catalog Specialist still have to compare word-by-word to determine your changes.

Mission Statement

The mission of the American Indian Studies Department is to provide students an understanding of the diverse history, government-to-government relationship, community, culture, and social needs of American Indians in California and the United States, toward the goal of working effectively with and for tribal communities throughout the world as they exercise tribal sovereignty. This integrated approach will include a research-, community- and place-based program of study.~~The mission of the American Indian Studies Department is to provide students an understanding of the diverse history, government to government relationship, community, culture, and social needs of American Indians in California and the U.S., toward the goal of working effectively with and for tribal communities as they exercise tribal sovereignty. This integrated approach will include a research-, community- and place-based program of study.~~

Student Learning Outcomes

8. **Name your Word doc** as “program-name –catalogcopy”, eg. “busadminacctoption – catalogcopy”

9. **Upload the Word doc** in the **Files tab** of your proposal in Curriculog:

The screenshot shows the 'Upload File' interface in Curriculog. On the left, there is a 'File' field with a 'Choose File' button and the text 'No file chosen'. Below this is an 'Upload' button, which is pointed to by a red arrow. Underneath, there is an 'Attached Files' section with the text 'There are no attached files.' and a 'Show File Markup' button. On the right side, there is a vertical sidebar with several tabs: 'Discussion', 'Workflow Status', 'Signatures', 'Files', and 'Decisions'. The 'Files' tab is highlighted with a red box, indicating it is the selected tab for uploading the document.