**Instruction:**

|  |  |
| --- | --- |
| [1] Select a template that works for your course. Delete the unwanted templates.  [2] Directly work on the selected template, draft **in Outline Format**.  [3] Copy and paste the draft table to Curriculog. | |
| [4] Define the column widths in Curriculog:  Right click, choose **table properties**, and adjust the table width to 100%. | Move the cursor to the **Intended Week** cell, right click, choose **Cell**, then **Cell Properties.**  Move the cursor to the **Topic** cell, right click, choose **Cell**, then **Cell Properties.**  (set 12% for Intended Week column) (set 80-88% for the Topic column)    **Or**  split the 88% when multiple columns will be used. Please refer to each template for recommended percentage. |
| [5] Do not upload the template to your proposal. Attachments on proposal WILL NOT be exported to the database. | |

**Template A (define the column widths: 12% for the intended week column, 88% for the Topics column)**

|  |  |
| --- | --- |
| Intended Week | **Topics / Content** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |
| **15** |  |
| Signature Assignment or requirement (optional, leave blank if not applicable) | |

**Template B (define the column widths: 12% for the intended week column, 44% for the Topics column, 44% for the Lab column**

|  |  |  |
| --- | --- | --- |
| Intended Week | **Topics / Content** | **Lab / Activities** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |
| Signature Assignment or requirement (optional, leave blank if not applicable) | |  |

**Template C (define the column widths: 12% for the intended week column, 36% for the Topics column, 26% for the Reading column, 26% for the Assignment column)**

|  |  |  |  |
| --- | --- | --- | --- |
| Intended Week | **Lecture Topics** / **Session Objectives** | **Readings / Materials** | **Report / Project / Assignment Due** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **12** |  |  |  |
| **13** |  |  |  |
| **14** |  |  |  |
| **15** |  |  |  |