

How to Add Courses to a Degree, Certificate, or Elective List

To add a course to a degree, certificate, or elective list:

1. Log on to [Degree, Certificate and Policy Management](#).
2. Search for a program with the Program Code or use a keyword with asterisks. For example, to find Early Childhood Education, you can search for *Early* to pull up anything with the word Early in the title. You should see this:

Degrees, Certificate, & Policy Management

Search, edit, add, and deactivate Programs.

To search for a partial title or keyword, use the wild card character * or % before and after your term. For example, *math*.

☐ History - OR -

Program Code	Title	Workflow
AAS-ECH	Early Childhood Education AAS Degree	
ACERTP-ECHE	Early Childhood Education Less Than One-Year: Career Pathway Certificate	
ELECTV-EEFS01	Early Childhood Education Electives	

3. Click on the program you want to add a course to.
4. Click on the green "Revise Degree/Certificate" button.

Program Code	Title	Workflow	Status
AAS-ECH	Early Childhood Education AAS Degree		
ACERTP-ECHE	Early Childhood Education Less Than One-Year: Career Pathway Certificate		
ELECTV-EEFS01	Early Childhood Education Electives		

Viewing: **AAS-ECH : Early Childhood Education AAS Degree**

Last approved: 06/18/26 12:08 pm

[Preview Workflow](#)

History

- 1. Oct 25, 2013 by jkillgore
- 2. Jul 18, 2014 by sally.earl

5. Scroll down to where you see the Plan of Study Grid, or Course List, as seen below:

Course List		
ECE 120	Introduction to Early Education and Family Studies	3
ECE 121	Observation and Guidance I	3
ECE 122I	Environments and Curriculum for Infants and Toddlers	4
ECE 123P	Environments and Curriculum for Preschool	4
ECE 124	Multicultural Practices: Exploring Our Views	3
ECE 130A	Practicum Seminar 1 ²	2
ECE 130B	Practicum Seminar 2 ²	2
ECE 130C	Practicum Seminar 3 ²	2
ECE 133 or ECE 131A	Practicum 1 in Early Childhood Education Practicum for Experienced Teachers 1	3
ECE 134 or ECE 131B	Practicum 2 in Early Childhood Education Practicum for Experienced Teachers 2	3
ECE 135	Practicum 3 in Early Childhood Education	3
ECE 196	Teaming and Communication in ECE Settings	2
ECE 200	The Professional in Early Education and Family Studies	3

6. Double-click anywhere inside the blue box to open up the course list editor.

7. You can select courses from a specific prefix using the drop-down menu on the left. Click on the right arrows button in the center of the screen to add a course to the list on the right. When finished, click the green "OK" button.

Course List

Portland Community

Early Childhood Education (ECE)

ECE 165 Nature Based Curriculum and Environments

ECE 131A Practicum for Experienced Teachers 1

ECE 131B Practicum for Experienced Teachers 2

ECE 137 Creative Arts in Early Childhood Education

ECE 138 Introduction to Montessori Philosophy

ECE 281 Administration in ECE

ECE 282 Leadership in Early Care and Education

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ECE 120 Introduction to Early Education and Family Studies

ECE 121 Observation and Guidance I

ECE 122I Environments and Curriculum for Infants and Toddlers

ECE 123P Environments and Curriculum for Preschool

ECE 124 Multicultural Practices: Exploring Our Views

ECE 130A Practicum Seminar 1

Comment:

Sequence:

Cross Reference:

Or Class:

Credits:

Footnote:

☐ Indent

☐ Area Header

☐ Hide Credits

Move Up

Move Down

Quick Add:

Add Course

Add Comment Entry

Sum Credits

OK

Cancel

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8. Scroll to the bottom of the program page and click on one of the green buttons:
- a. **Save and Submit** will start the approval workflow so the edits can go to the dean, Degrees & Certificates committee, etc. so we can then get them approved by the state and published in the next available catalog.
 - b. **Save** will save what you've just done, and allow you to go back in and make more edits later if needed. Be sure to use the "Save and Submit" button when you are ready to get approvals for the edits you've made.
 - c. Be sure to **Save and Submit** all changes by the [required deadline](#) in order to ensure changes are implemented in the upcoming catalog year.

For further assistance using CourseLeaf, check for upcoming [Drop-In Sessions](#).