

6.3.5 Concept Card

The Curriculum Management process in MCAIMS for Windows is based on the Design Phase of the Systems Approach to Training (SAT). Logically, before you can work on the concept card menu option, a duty, a task, and learning objectives must already exist for the course. However, if a concept card meeting the needs for your course already exists in another course or has been archived, you may copy or retrieve the concept card, with all the data used to build it. The copied concept card will include ELOs, parent TLOs, tasks, and duties. You should edit the copied elements to ensure they are appropriate for your course. Note that concept cards copied to the Locally Approved version do not include test items; concept cards from another course, archived concept cards, and retrieved concept cards may contain test items under certain conditions.

Concept cards provide formal schools/training centers with "snapshots" of individual lessons and administrative events. They are critical to the production of CDDs and POIs. Consequently, a concept card must exist for each lesson or administrative event in the course. Collectively, these concept cards reflect the instruction each student will receive in a course.

A concept card outlines a lesson in terms of its unique identifier, title, annex, and total hours of student instruction. Also depicted are the methods (with their associated hours and student-to-instructor ratios) and media employed in the lesson. Learning objectives or a lesson purpose statement are clearly identified as are any references associated with the lessons. Concept cards may also include ammunition requirements and applicable notes.

Lessons/events are of two basic types:

- Academic - Associated with Annexes A through Y, these lessons address required instructional content (theory and practical) or evaluation of such subject matter.

Academic lessons fall into two categories:

- Task Oriented - Instructional content relates to at least one task in the task list for the course and, therefore, addresses one or more TLO/ELOs being taught or evaluated.
- Lesson Purpose - Instructional content is not specifically related to a task in the task list for the course and does not address any TLO/ELOs. Each lesson includes a clearly defined lesson purpose statement reflecting the content. They are not evaluated.
- Administrative - Associated with Annex Z, these events include all of the non-instructional hours required to efficiently conduct the course.

It is important to complete your concept cards for all lessons before creating the CDD and POI for two reasons. First of all, a course cannot be upgraded to a higher status if it contains any draft concept cards.

A draft concept card is any of the following:

An academic concept card without:

- Either a lesson purpose statement or learning objectives
- At least one method code
- Valid ratios assigned to all method codes
- Valid hours assigned to all method codes
- At least one media code.

An administrative concept card without:

- At least one method code
- Valid hours and ratios assigned to all method codes.

There is another compelling reason to complete all your concept cards and to develop them accurately and completely before attempting to create the CDD and POI. These two documents summarize the information contained within the concept cards. Note that the CDD and POI reflect the number of hours a student receives in instruction for a particular course (vice how long it takes the instructors to teach the course). The information contained in the CDD/POI is critical for several reasons:

- It serves as the primary resource document for the course.
- It identifies the learning objectives that the students must master.
- It provides structure to the course by associating hours and methods to periods of instruction.
- The POI documents a formal military course; the POI is evaluated by the American Council of Education (ACE) in determining equivalent college-level educational credit for a military course.

1. From the Maintenance drop-down menu, choose Concept Card. The Concept Card Maintenance selection list box (Figure 6-72) opens.

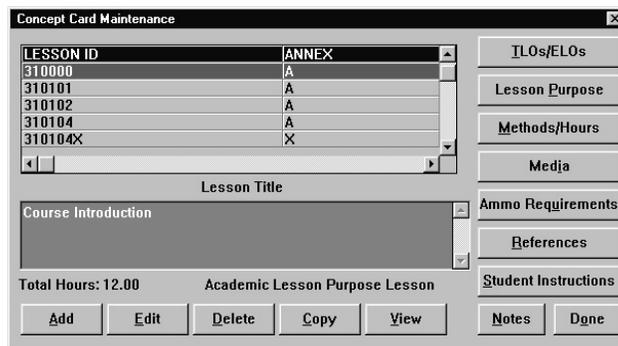


Figure 6-72. Concept Card Maintenance

2. Refer to Table 6-134 for an explanation of the data fields appearing in the selection list box.

Table 6-134. Concept Card Maintenance

ITEM	DESCRIPTION
Lesson ID	Non-editable field displaying the unique code assigned to a single, specific lesson or exam within the course.
Annex	Non-editable field displaying the subject area groupings. A-Y are reserved for academic lessons; Z is reserved for administrative time.

ITEM	DESCRIPTION
Lesson Title	Non-editable field displaying the title of the highlighted lesson.
<p>Note that when you highlight a lesson id in the concept card maintenance selection list box, its total hours and concept card type appear in the fields below the lesson title. The hours reflect the total hours that have been assigned to the methods of instruction used to teach the lesson.</p> <p>Table 6-137 explains the requirements for each type of concept card depicted. If a concept card does not contain all of the required elements for a specific type, it will be labeled as one of the following: a Draft Academic Lesson, a Draft Task-Oriented Lesson, a Draft Lesson Purpose Lesson, a Draft Academic Exam, or a Draft Administrative Event.</p>	

Table 6-137. Concept Card Requirements by Type

Type	Annex	Exam Box	Learning Objectives	Lesson Purpose	Methods	Ratio	Hours	Media	Ammo
Academic Task-Oriented Lesson	A-Y	Not checked	At least one must be present	Not allowed	At least one must be present	Must be assigned to each method	Must be assigned to each method	At least one must be present	Optional
Academic Lesson Purpose Lesson	A-Y	Not checked	Not allowed	Must be present	At least one must be present	Must be assigned to each method	Must be assigned to each method	At least one must be present	Not allowed
Academic Task-Oriented Exam	A-Y	Checked	At least one must be present	Not allowed	At least one must be present	Must be assigned to each method	Must be assigned to each method	At least one must be present	Optional
Administrative Event	Z	Not checked	Not allowed	Not allowed	At least one must be present	Must be assigned to each method	Must be assigned to each method	Optional	Not allowed

- As summarized in Table 6-136, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-136. Access to Concept Card Functions

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Add		Yes	No	No
Edit	*Edit Phase, Group, & Last Review Only **View Only	Yes	Yes*	Yes**
Delete		Yes	Yes	No
Copy	*Archive Only	Yes	Yes*	Yes*
View		Yes	Yes	Yes
TLOs/ELOs	*View Only	Yes	Yes*	Yes*
Lesson Purpose	*View Only	Yes	Yes*	Yes*
Methods/Hours	*View Only	Yes	Yes*	Yes*
Media	*View Only	Yes	Yes*	Yes*
Ammo Requirements	*View Only	Yes	Yes*	Yes*
References	*View Only	Yes	Yes*	Yes*
Student Instructions	*View Only	Yes	Yes	Yes*
Notes	*View Only	Yes	Yes	Yes*

6.3.5.1 **Add**

This command allows you to add a concept card for your course. Note that the basic information you enter in this dialog box will be included in the Concept Card Report.

Table 6-137 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-137. Access to Add Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Add	Yes	No	No

1. From the Concept Card Maintenance selection list box (Figure 6-72), click on **Add**. The Concept Card Add dialog box (Figure 6-73) opens.

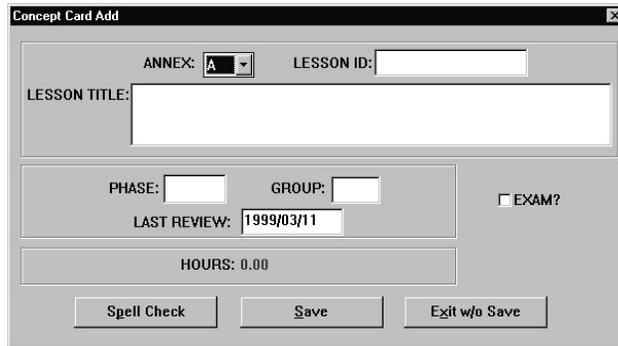


Figure 6-73. Concept Card Add

2. Referring to Table 6-138 for an explanation of the data fields, enter the required information to create a concept card for a lesson.

Table 6-138. Concept Card Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Annex	From the drop-down list, select the annex (subject area) to which you want to assign this concept card. Use Annex Z for all administrative events.	1 alpha character
Lesson ID	Unique code assigned to this specific lesson or administrative event. You must complete this field to save this record.	Up to 10 alphanumeric characters, default uppercase
Lesson Title	Title (generally reflecting content) assigned to lesson or administrative event. You must complete this field to save this record.	Up to 75 alphanumeric characters.
Phase	The phase of the course (week, month, etc.) during which the specific lesson or event takes place. Optional field entry.	Up to 4 alphanumeric characters
Group	The instructional group or section responsible for developing or teaching this lesson. Optional field entry.	Up to 3 alphanumeric characters
Last Review	Date this concept card was last modified or reviewed. Entry not required but may be important for historical purposes.	yyyy/mm/dd
Hours	System-generated total of all hours currently assigned to methods on this concept card.	
Exam	If this concept card is for an exam, check this checkbox. Do not select this field if this concept card is not for an exam.	

- Click on **Save**. This returns you to the Concept Card Maintenance selection list box. Note that beneath the Lesson Title, the system will indicate whether the new concept card is for a Draft Academic Lesson, a Draft Academic Exam, or a Draft Administrative Event.

6.3.5.2 **Edit**

This command allows you to edit the basic information concerning the concept card, but not specific elements such as **TLOs/ELOs**, methods, hours, or media.

Table 6-139 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-139. Access to Edit Concept Card

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Edit	*Edit Phase, Group, & Last Review Only **View Only	Yes	Yes*	Yes**

- From the Concept Card Maintenance selection list box (Figure 6-72), highlight the desired lesson by clicking on it.
- Click on **Edit**. A dialog box similar to the one in Figure 6-73 opens.

HINT: If you attempt to change an academic lesson from any annex between A and Y to an administrative event in Annex Z, you will receive a message advising you that you must first remove all learning objectives and ammunition (for a task-oriented lesson) or the lesson purpose (for a lesson purpose lesson) before continuing. This is because such items are inappropriate for an administrative event.

HINT: If you attempt to change an academic exam from any annex between A and Y to an administrative event in Annex Z, you will receive a message advising you that you must first remove all learning objectives and ammunition and uncheck the Exam box before continuing.

- Referring to Table 6-138 for an explanation of the data fields, edit the information as needed.
- Click on **Save**. This returns you to the Concept Card Maintenance selection list box.

6.3.5.3 **Delete**

This command allows you to delete the highlighted concept card record. If you are deleting a concept card from a Locally Approved course, other elements of information may also be deleted if they are not required for other concept cards. Deleting a concept card from a Locally Approved course deletes all test items assigned to learning objectives. Note that test items deleted from a concept card will also be deleted from any unlocked tests to which the test items were assigned.

Table 6-140 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-140. Access to Delete Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Delete	Yes	Yes	No

1. From the Concept Card Maintenance selection list box (Figure 6-72), highlight the desired lesson by clicking on it.
2. Click on **Delete**.
 - a. If the concept card is in the Working status, a message appears to confirm your wish to delete this concept card. Click on **Yes**. MCAIMS depicts the deletion of the concept card and returns you to the Concept Card Maintenance selection list box.
 - b. If the concept card is in the Approved status, you do not have access to Evaluation Maintenance, and there are test items assigned to at least one learning objective on the concept card being deleted, you receive a message advising you that you cannot delete the concept card. Click on OK. MCAIMS returns you to the Concept Card Maintenance selection list box.
 - c. If the concept card is in the Approved status and (1) you have access to Evaluation Maintenance or (2) you do not have access to Evaluation Maintenance but there are no test items assigned to any learning objectives on the concept card being deleted, a message appears to confirm your wish to delete this concept card. Click on **Yes**. MCAIMS depicts the deletion of the concept card and the deletion of any orphaned elements of information in the Locally Approved course. When the deletion process is complete, the system responds in one of two ways.
 - (1) If the deletion of the concept card did not create orphaned (unassigned) elements of information in the Locally Approved course, a message appears to advise you that the concept card has been deleted. Click on **OK**. This returns you to the Concept Card Maintenance selection list box.
 - (2) If the deletion of the concept card did create orphaned (unassigned) elements of information in the Locally Approved course, MCAIMS generates a report alerting you that such items were deleted. You are also alerted about any tests that were affected by the deletion of test items. If tests were affected, you should regenerate test keys.

The following deletions will initiate a report:

- (a) The annex for the deleted concept card is not used on any other concept card. MCAIMS deletes that annex along with the concept card.
- (b) None of the learning objectives associated with a duty are used on any other concept card. MCAIMS deletes the duty and all subordinate tasks, TLOs, ELOs, and test items along with the concept card.
- (c) None of the learning objectives associated with a task are used on any other concept card. MCAIMS

deletes the task, its TLO, and all subordinate ELOs and test items along with the concept card.

- (d) An ELO is not used on any other concept card. MCAIMS deletes the ELO and all subordinate test items along with the concept card.
- (e) A method of instruction is not associated with any other concept card or learning objective. MCAIMS deletes the method from the Method Table (unless it is a mandatory method in the table).
- (f) A medium is not associated with any other concept card or learning objective. MCAIMS deletes the medium from the Media Table (unless it is a mandatory medium in the table).
- (g) A reference is not associated with any other concept card or learning objective. MCAIMS deletes the reference from the Reference Table (unless it is a mandatory reference in the table).

d. Click on **Print** or **Quit**. This returns you to the Concept Card Maintenance selection list box.

6.3.5.4 **Copy**

In a Working course, this command allows you to copy a concept card to the Locally Approved status, copy a concept card from another course, archive the current concept card, or retrieve an archived concept card. In a Locally Approved or Submitted course, pressing the **Copy** button automatically initiates the archive process, the only option available.

When copying a concept card, MCAIMS copies virtually everything associated with the selected concept card. All of the following elements are included: any learning objectives on the concept card including all parent TLOs, tasks, duties, and annexes; lesson purpose statement; methods (with student: instructor ratios and hours); media; ammunition requirements; references; student instructions; and notes.

HINT: If you plan to copy a concept card to the Locally Approved status or to archive a concept card, you must first highlight the concept card you wish to copy or archive before you click on the **Copy** button.

Table 6-141 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-141. Access to Copy Concept Card

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Copy	*Automatically initiates Archive Concept Card	Yes	Yes*	Yes*
OPTION BUTTON		WORKING	APPROVED	SUBMITTED
Copy Concept Card to Locally Approved Status		Yes	No	No
Copy Concept Card From Another Course		Yes	No	No
Archive Concept Card *Archive process initiated by Copy button		Yes	No*	No*
Retrieve a Concept Card		Yes	No	No

1. From the Concept Card Maintenance selection list box (Figure 6-61), click on **Copy**.

- a. In a Working course, the Current Concept Card dialog box (Figure 6-74) opens. Proceed to Step 2.

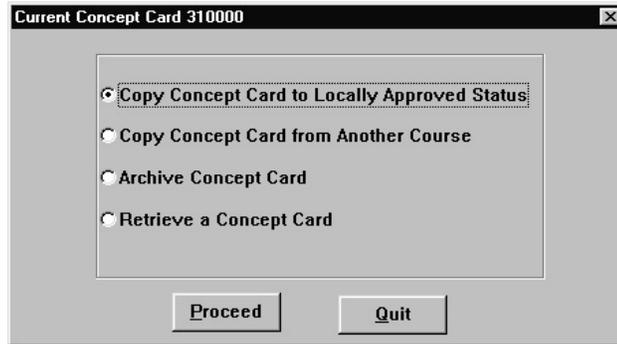


Figure 6-74. Current Concept Card

- b. In a Locally Approved or Submitted course, the Archive Concept Card dialog box opens. Skip to Paragraph 6.3.5.4.3.

2. Choose the appropriate option.

6.3.5.4.1 Copy Concept Card to Locally Approved Status (Option Available From Only a Working Course)

This command allows you to take a concept card that was created in the Working course and copy it to the Locally Approved version of the same course.

- If the concept card you have chosen to copy does not already exist in the Locally Approved course, it will be added.
- If the concept card you have chosen to copy already exists in the Locally Approved course, the existing one will be deleted and replaced with the newly copied one.

When you copy the highlighted concept card, MCAIMS includes all of the data used to build it (comprising ELOs, parent TLOs, tasks, and duties). Any existing test items associated with the learning objectives at the Working level will not be copied to the Approved version. Test items must be imported using the Test Item option under the Evaluation module.

HINT: If you are not sure that the correct lesson is highlighted, select **Quit** to return to the Concept Card Maintenance selection list box. Highlight the correct concept card and click **Copy** again. Note that MCAIMS for Windows will not allow the copying of a DRAFT concept card to a Locally Approved status.

HINT: Proper execution of this function requires (1) that the concept card being copied not be a draft; (2) that there be a Locally Approved version of the same course; (3) that you have access to the Locally Approved version of the same course; and (4) that you are not attempting to replace a task-oriented concept card with a lesson purpose concept card containing the same Lesson ID.

Table 6-142 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-142. Access to Copy Concept Card to Locally Approved Status

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Copy Concept Card to Locally Approved Status	Yes	No	No

1. From the Current Concept Card dialog box, choose Copy Concept Card to Locally Approved Status and click on **Proceed**. MCAIMS conducts a number of checks that are invisible to you. You will receive a message advising you that you cannot proceed with the copy process if (1) the concept card being copied is a Draft, (2) there is no Locally Approved version of the course, (3) you do not have access to the Locally Approved version of the course, or (4) you attempt to replace a task-oriented concept card with a lesson purpose concept card containing the same Lesson ID.
2. If you meet the four conditions for proceeding with the copy process, you will receive one of two messages.

- a. If there is no corresponding concept card in the Locally Approved course, you receive a message explaining that the Working concept card, with all elements used to build it, will be added to the Locally Approved course. Note that no test items will be copied and no tests will be impacted by this process. Click on Continue. MCAIMS depicts the copy process. Then the system returns you to the Concept Card Maintenance selection list box.

If other concept cards were affected or new **TLOs/ELOs** were added to the Locally Approved course, MCAIMS provides lists for you to review. (Note that the Test ID column will always be empty.) Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.

- b. If there is a corresponding concept card that will be overwritten in the Locally Approved course, you receive a message explaining that the Working concept card, with all the elements used to build it, will replace the Locally Approved concept card and all of its corresponding elements. ELOs, TLOs, tasks, and duties will be replaced.

Click on **Continue**. MCAIMS depicts the copy process.

- (1) If no other concept cards or tests in the Locally Approved course were affected by this action, no new **TLOs/ELOs** were added, and no orphans were created, the system returns you to the Concept Card Maintenance selection list box.
- (2) If any other concept cards or any tests in the Locally Approved course were impacted or if any new **TLOs/ELOs** were added to the Locally Approved course, MCAIMS provides lists for you to review. Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.

WARNING: In the process of copying a concept card from the Working course to the Locally Approved course, you must remember that learning objectives

from the Working concept card will replace corresponding learning objectives in the Locally Approved course.

6.3.5.4.2 Copy Concept Card From Another Course (Option Available From Only a Working Course)

This command allows you to copy a concept card to the current Working course from any other course on the same MCAIMS for Windows installation/server to which you have been granted access. Note that the desired concept card may exist in a Working, Locally Approved, or Submitted course. However, you may copy only to a Working course.

- If the concept card you have chosen to copy does not already exist in the Working course, it will be added.
- If the concept card you have chosen to copy already exists in the Working course, you must either rename it to add it to the Working course or choose to have the existing one deleted and replaced with the newly copied one.

When you copy a concept card, MCAIMS includes all of the elements used to build the concept card (including but not limited to ELOs, parent TLOs, tasks, duties, methods, media, and references). If you have access to Evaluation Maintenance, you may elect to include test items. If you do not have access to Evaluation Maintenance, you cannot proceed with the copy process if test items in either course are associated with at least one learning objective on the concept card being copied.

HINT: Proper execution of this function requires (1) that the course from which you wish to copy exist on the same MCAIMS for Windows installation/server and that you have access to it and (2) that you have access rights to Evaluation Maintenance if test items in either course are associated with any learning objective on the concept card you wish to copy.

Table 6-143 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-143. Access to Copy Concept Card From Another Course

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Copy Concept Card From Another Course	Yes	No	No

1. From the Current Concept Card dialog box (Figure 6-74), choose Copy Concept Card From Another Course and click on **Proceed**. If there are no other courses to which you have access, you will receive a message to that effect. Otherwise, the Select Course selection list box (Figure 6-75) opens with a list of other courses to which you have been granted access.

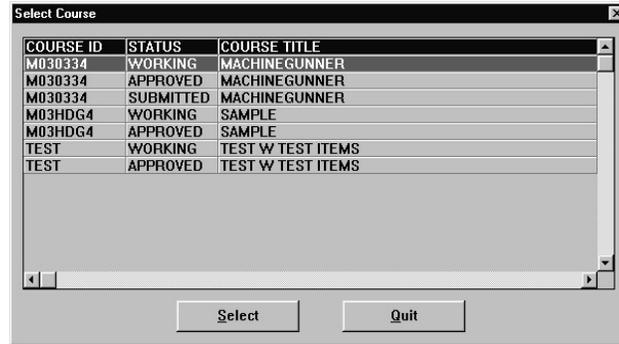


Figure 6-75. Select Course

2. Choose the desired course and click on **Select**. The Select Concept Card To Copy selection list box (Figure 6-76) opens. Note the lesson title of the highlighted lesson appears in the field below the list of concept cards.

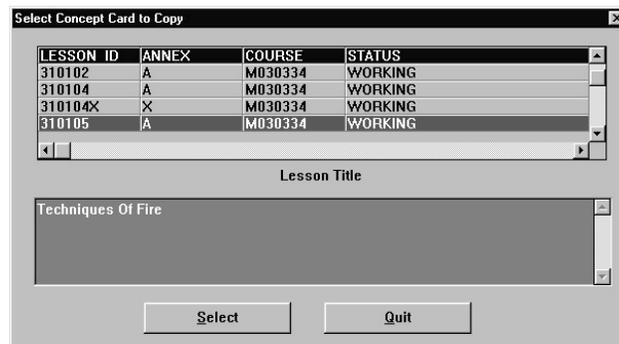


Figure 6-76. Select Concept Card To Copy

3. Choose the desired lesson and click on **Select**. If you do not have access to Evaluation Maintenance and test items in either course are associated with at least one of the learning objectives on the concept card being copied, you will receive a message advising you that you cannot proceed with the copy process. Otherwise, you will receive one of four messages.
 - a. If (1) you do not have access to Evaluation Maintenance, (2) there are no test items in either course associated with any learning objective on the concept card being copied, and (3) there is no corresponding concept card in the Working course, you receive a message explaining that the selected concept card, with all elements used to build it, will be added to the Working course. Click on **Continue**.
 - b. If (1) you do not have access to Evaluation Maintenance, (2) there are no test items in either course associated with any learning objective on the concept card being copied, and (3) there is a corresponding concept card in the Working course, you receive a message explaining that all elements used to build the concept card you wish to copy will replace the corresponding elements in the Working course. Click on **Continue**.
 - c. If (1) you do have access to Evaluation Maintenance and (2) there is no corresponding concept card in the Working course, you receive a message explaining that the selected concept

card, with all elements used to build it, will be added to the Working course. You must choose whether to copy the test items (if any exist) associated with the learning objectives on this concept card. (MCAIMS does not actually check beforehand to see if there are any test items in either course associated with any learning objective on the concept card being copied.) Click on **Yes or No**.

- d. If (1) you do have access to Evaluation Maintenance and (2) there is a corresponding concept card in the Working course, you receive a message explaining that all elements used to build the concept card you wish to copy will replace the corresponding elements in the Working course. You must choose whether to include test items (if any exist) in the copy process. (MCAIMS does not actually check beforehand to see if there are any test items in either course associated with any learning objective on the concept card being copied.) Click on **Yes or No**.

WARNING: In the process of copying a concept card from another course, you must remember that all learning objectives associated with the concept card being copied will also be copied and will replace corresponding learning objectives in the current Working course (if any exist). If you choose to include test items in the copy process, test items associated with an overwritten Working course learning objective will be deleted even if there are no test items associated with the corresponding learning objective being copied from the other course.

4. Before continuing with the copy process, MCAIMS checks the annex designator associated with the concept card being copied and compares it to all existing annex designators in the Working course. If it finds a match, it also compares the title and scope associated with that annex in each course. In the dialog box that follows, MCAIMS will present you with one of these messages depending upon which of these conditions is true:

The annex designator associated with the concept card being copied does not already exist in the Working course. Proceed to Step 5 for an explanation of the options associated with this message.

The annex designator associated with the concept card being copied already exists in the Working course, but with a different title and/or scope. Proceed to Step 6 for an explanation of the options associated with this message.

The annex designator, title, and scope associated with the concept card being copied already exists in the Working course. Proceed to Step 7 for an explanation of the options associated with this message.

5. If the annex designator associated with the concept card you chose to copy does not already exist in the current Working course, MCAIMS offers you two options. Choose the appropriate option and click on **Proceed**.
 - a. If you choose Add as New Annex, you are instructing MCAIMS to copy the annex designator, title, and scope associated with the incoming concept card and to add that annex to the Working

course. MCAIMS will then assign the incoming concept card to that annex. Proceed to Step 8.

- b. If you choose Select Another Annex, the Select Different Annex To Copy To selection list box (Figure 6-77) opens. You are presented with a list of all existing annexes in the Working course.

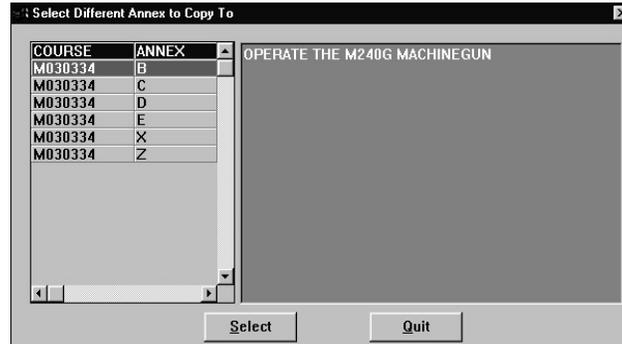


Figure 6-77. Select Different Annex To Copy To

Highlight the annex to which you wish to assign the incoming concept card and click on **Select**. Proceed to Step 8.

6. If the annex designator associated with the concept card you have chosen to copy already exists in the Working course, but with a different title and/or scope, MCAIMS offers you three options. Choose the appropriate option and click on **Proceed**.
 - a. If you choose Overwrite Current Annex Information, MCAIMS will assign the incoming concept card to the same annex designator that it had in its original course. MCAIMS will also copy the annex title and scope from the original course and overwrite those same elements in the Working course. These changes will affect every other concept card assigned to that annex in the Working course. Proceed to Step 8.
 - b. If you choose Select an Existing Annex, the Select Different Annex To Copy To selection list box (Figure 6-77) opens. You are presented with a list of every annex in the Working course including the one with the matching designator. Highlight the annex to which you wish to assign the incoming concept card. If you choose the annex with the same designator, MCAIMS will not overwrite the annex title and scope in the Working course. Proceed to Step 8.
 - c. If you choose Create a New Annex, the Enter New Annex To Create dialog box (Figure 6-78) opens.

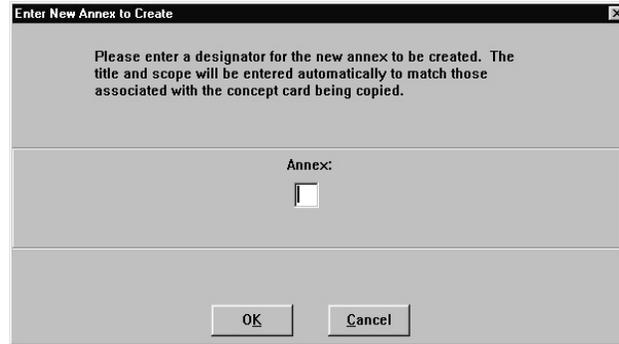


Figure 6-78. Enter New Annex to Create

Enter a new annex designator (one alphanumeric character) that does not already exist in the Working course. MCAIMS will automatically add the same annex title and scope that is associated with the concept card being copied. You must complete this field to save the record. Click on **OK**. Proceed to Step 8.

7. If the annex designator, title, and scope associated with the concept card being copied already exist in the Working course, MCAIMS offers you three options. Choose the appropriate option and click on **Proceed**.
 - a. If you choose Retain Current Annex, the concept card will be assigned the same annex designator in the Working course that it had in the course from which it was copied. In this case, the annex title and scope will also be identical. Proceed to Step 8.
 - b. If you choose Select Another Annex, the Select Different Annex To Copy To selection list box (Figure 6-77) opens. You are presented with a list of all other annexes in the Working course to which you could assign the incoming concept card. Highlight the desired annex and click on **Select**. Proceed to Step 8.
 - c. If you choose Create a New Annex, the Enter New Annex to Create dialog box (Figure 6-71) opens. Enter a new annex designator (one alphanumeric character) that does not already exist in the Working course. MCAIMS will automatically add the same annex title and scope that is associated with the concept card being copied. You must complete this field to save the record. Click on **OK**. Proceed to Step 8.
8. After MCAIMS knows to which annex in the Working course to assign the concept card being copied, it will perform one of two actions.
 - a. If there is no corresponding concept card in the Working course with the same Lesson ID, MCAIMS will copy the concept card and add it to the Working course.
 - (1) If no other Working concept cards were affected by this process and no new TLOs or ELOs were added to the Working course, you receive a message to that effect. Click on **OK** to return to the Concept Card Maintenance selection list box.

- (2) If other Working concept cards were affected by this process or new TLOs or ELOs were added to the Working course, MCAIMS provides a list for your review. Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.
- b. If there is a corresponding concept card in the Working course with the same Lesson ID, the Copy Concept Card from Another Course dialog box opens with three options.
- (1) If you click on **Rename**, the Rename Concept Card dialog box (Figure 6-79) appears to allow you to enter a new lesson ID and title for the concept card being copied, thus preventing the corresponding Working concept card from being overwritten.

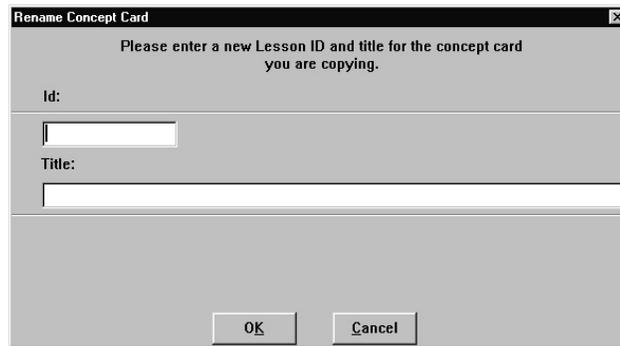


Figure 6-79. Rename Concept Card

- (a) Referring to Table 6-144, complete the information in the dialog box.

Table 6-144. Rename Concept Card

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
ID	Unique code assigned to this specific lesson or event. You must complete this field to save this record.	Up to 14 alphanumeric Characters
Title	Title (generally reflecting content) assigned to the lesson or administrative event. You must complete this field to save this record.	Up to 30 alphanumeric Characters

- (b) Click on **OK**. MCAIMS copies the concept card to the Working course and assigns it the new Lesson ID and title at the same time.
 - 1 If no other Working concept cards were affected by this process and no new TLOs or ELOs were added to the Working course, you receive a message to that effect. Click on **OK** to return to the Concept Card Maintenance selection list box.
 - 2 If other Working concept cards were affected by this process or new TLOs or ELOs were added to the Working course, MCAIMS provides a list for your review. Click on **Print** or **Quit**. Either

selection returns you to the Concept Card Maintenance selection list box.

- (2) If you click on **Overwrite**, MCAIMS deletes the corresponding concept card in the Working course and replaces it with the concept card being copied.
 - (a) If no other Working concept cards were affected by this process and no new TLOs or ELOs were added to the Working course, you receive a message to that effect. Click on **OK** to return to the Concept Card Maintenance selection list box.
 - (b) If other Working concept cards were affected by this process or new TLOs or ELOs were added to the Working course, MCAIMS provides a list for your review. Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.
- c. If you click on **Quit**, the copy process will halt and you are returned to the Concept Card Maintenance selection list box.

6.3.5.4.3 Archive Concept Card

This command allows you to archive the concept card you highlighted in the Concept Card Maintenance selection list box before you clicked on the **Copy** button. The archived concept card with all of its descriptive information (including but not limited to **TLOs/ELOs**, tasks, duties, methods, media, references, and in some cases, test items) can be distributed to and used at another MCAIMS site or installation/server. Note that this function differs from copying a concept card in that the process creates a compressed (zipped) file that can be retrieved at a later date rather than immediately affecting another course.

HINT: If you are not sure that the correct lesson is highlighted, select **Quit** to return to the Concept Card Maintenance selection list box. Highlight the correct concept card and click **Copy** again.

Table 6-145 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-145. Access to Archive

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Archive Concept Card	Yes	No*	No*
*Archive process initiated by Copy button			

1. From the Current Concept Card dialog box (Figure 6-74) in a Working course, choose Archive Current Concept Card and click on **Proceed**. (In a Locally Approved or Submitted course, click on **Copy** from the Concept Card Maintenance selection list box.) The Archive Concept Card dialog box opens for you to designate a file name and destination.
2. After assigning the desired name and location, click on **OK**. The meter bar depicts the status of the copy process.
 - a. If you do not have access to Evaluation Maintenance, a message appears to advise you that you may not archive the test items

associated with any learning objectives on the concept card. Click on **OK**. After completing the copy process depicted in the meter bar, your screen briefly turns black while it adds records (excluding the test items) to the Zip file. A message then appears for you to confirm the completion of the copy process; click on **OK**. A message appears to advise you that the Zip file has been created in the directory you specified.

- b. If you have access to Evaluation Maintenance, your screen completes the copy process depicted in the meter bar and then briefly turns black while it adds records to the Zip file. A message then appears for you to confirm the completion of the copy process; click on **OK**. A message appears to advise you that the Zip file has been created in the directory you specified.
3. Click on **OK**. The system returns you to the Concept Card Maintenance selection list box.

6.3.5.4.4 Retrieve a Concept Card (Option Available From Only a Working Course)

This command allows you to retrieve an archived concept card file, whether it was archived from the current course or from another course that may not even be on the same MCAIMS for Windows installation/server. This process is nearly identical to the copy process (Copy Concept Card from Another Course) described in Paragraph 6.3.5.4.2.

- If the concept card you have chosen to retrieve does not already exist in the Working course, it will be added.
- If the concept card you have chosen to retrieve already exists in the Working course, you must either rename it to add it to the Working course or choose to have the existing one deleted and replaced with the retrieved one.

When you retrieve a concept card, MCAIMS includes all of the elements used to build the concept card (including but not limited to ELOs, parent TLOs, tasks, duties, methods, media, and references). If you have access to Evaluation Maintenance, you may elect to include test items. If you do not have access to Evaluation Maintenance, you cannot proceed with the retrieval process if test items are present in the archived file or if test items in the Working course are associated with at least one learning objective on the concept card being retrieved.

HINT: Proper execution of this function requires that you have access rights to Evaluation Maintenance if test items in the archived file or in the Working course are associated with any learning objective on the concept card you wish to retrieve.

Table 6-146 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-146. Access to Retrieve

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Retrieve a Concept Card	Yes	No	No

1. From the Current Concept Card dialog box (Figure 6-74), choose Retrieve a Concept Card and click on **Proceed**. The Retrieve From dialog box opens allowing you to choose the file from which you wish to retrieve a concept card.
2. Locate and highlight the file for the archived concept card you wish to retrieve. Be sure it is a file for an archived concept card. If not, you will receive an advisory message.
3. Click on **OK**. Your screen will turn black while it expands and checks records from the designated Zip file. Then a message appears for you to confirm completion of the copy process; click on **OK**. If you do not have access to Evaluation Maintenance and test items in the archived file or in the Working course are associated with at least one of the learning objectives on the concept card being retrieved, you will receive a message advising you that you cannot proceed with the retrieval process. Otherwise, you will receive one of four messages.
 - a. If (1) you do not have access to Evaluation Maintenance, (2) there are no test items in the archived file or in the Working course associated with any learning objective on the concept card being retrieved, and (3) there is no corresponding concept card in the Working course, you receive a message explaining that the selected concept card, with all elements used to build it, will be added to the Working course. Click on **Continue**.
 - b. If (1) you do not have access to Evaluation Maintenance, (2) there are no test items in the archived file or in the Working course associated with any learning objective on the concept card being retrieved, and (3) there is a corresponding concept card in the Working course, you receive a message explaining that all elements used to build the concept card you wish to retrieve will replace the corresponding elements in the Working course. Click on **Continue**.
 - c. If (1) you have access to Evaluation Maintenance and (2) there is no corresponding concept card in the Working course, you receive a message explaining that the selected concept card, with all elements used to build it, will be added to the Working course. You must choose whether to retrieve the test items (if any exist) associated with the learning objectives on this concept card. (MCAIMS does not actually check beforehand to see if there are any test items in the archived file or in the Working course associated with any learning objective on the concept card being retrieved.) Click on **Yes** or **No**.
 - d. If (1) you have access to Evaluation Maintenance and (2) there is a corresponding concept card in the Working course, you receive a message explaining that all elements used to build the concept card you wish to retrieve will replace the corresponding elements in the Working course. You must choose

whether to include test items (if any exist) in the retrieval process. (MCAIMS does not actually check beforehand to see if there are any test items in the archived file or in the Working course associated with any learning objective on the concept card being retrieved.) Click on Yes or No.

WARNING: In the process of retrieving a concept card, you must remember that all learning objectives associated with the concept card being retrieved will also be copied and will replace corresponding learning objectives in the current Working course (if any exist). If you choose to include test items in the retrieval process, test items associated with an overwritten Working course learning objective will be deleted even if there are no test items associated with the corresponding learning objective being retrieved from the other course.

4. Before continuing with the retrieval process, MCAIMS checks the annex designator associated with the concept card being retrieved and compares it to all existing annex designators in the Working course. If it finds a match, it also compares the title and scope associated with that annex in each location. In the dialog box that follows, MCAIMS will present you with one of these messages depending upon which of these conditions is true:

The annex designator associated with the concept card being retrieved does not already exist in the Working course. Proceed to Step 5 for an explanation of the options associated with this message.

The annex designator associated with the concept card being retrieved already exists in the Working course, but with a different title and/or scope. Proceed to Step 6 for an explanation of the options associated with this message.

The annex designator, title, and scope associated with the concept card being retrieved already exists in the Working course. Proceed to Step 7 for an explanation of the options associated with this message.

5. If the annex designator associated with the concept card you chose to retrieve does not already exist in the current Working course, MCAIMS offers you two options. Choose the appropriate option and click on Proceed.
 - a. If you choose Add as New Annex, you are instructing MCAIMS to copy the annex designator, title, and scope associated with the retrieved concept card and to add that annex to the Working course. MCAIMS will then assign the retrieved concept card to that annex. Proceed to Step 8.
 - b. If you choose Select Another Annex, the Select Different Annex To Copy To selection list box (Figure 6-80) opens. You are presented with a list of all existing annexes in the Working course.

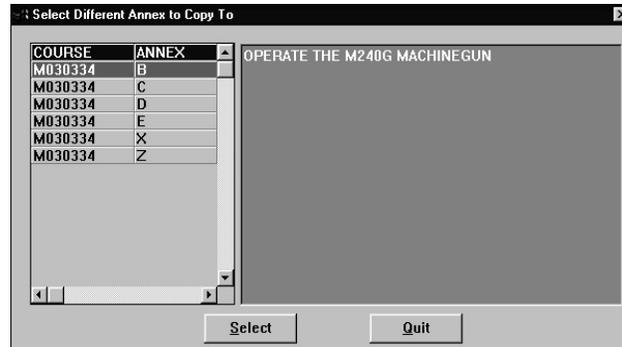


Figure 6-80. Select Different Annex To Copy To

Highlight the annex to which you wish to assign the retrieved concept card and click on **Select**. Proceed to Step 8.

6. If the annex designator associated with the concept card you have chosen to retrieve already exists in the Working course, but with a different title and/or scope, MCAIMS offers you three options. Choose the appropriate option and click on **Proceed**.
 - a. If you choose Overwrite Current Annex Information, MCAIMS will assign the retrieved concept card to the same annex designator that it had in its original course. MCAIMS will also copy the annex title and scope from the archived file and overwrite those same elements in the Working course. These changes will affect every other concept card assigned to that annex in the Working course. Proceed to Step 8.
 - b. If you choose Select an Existing Annex, the Select Different Annex To Copy To selection list box (Figure 6-80) opens. You are presented with a list of every annex in the Working course including the one with the matching designator. Highlight the annex to which you wish to assign the retrieved concept card. If you choose the annex with the same designator, MCAIMS will not overwrite the annex title and scope in the Working course. Proceed to Step 8.
 - c. If you choose Create a New Annex, the Enter New Annex To Create dialog box (Figure 6-81) opens.

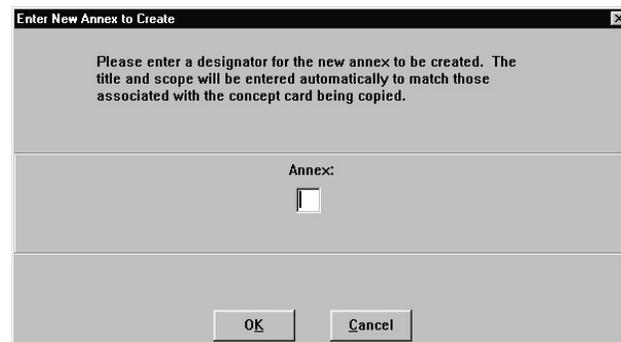


Figure 6-81. Enter New Annex to Create

Enter a new annex designator (one alphanumeric character) that does not already exist in the Working course. MCAIMS will automatically add the same annex title and scope that is associated with the concept card being retrieved. You must

complete this field to save the record. Click on **OK**. Proceed to Step 8.

7. If the annex designator, title, and scope associated with the concept card being retrieved already exist in the Working course, MCAIMS offers you three options. Choose the appropriate option and click on **Proceed**.
 - a. If you choose Retain Current Annex, the concept card will be assigned the same annex designator in the Working course that it had in the archived file. In this case, the annex title and scope will also be identical. Proceed to Step 8.
 - b. If you choose Select Another Annex, the Select Different Annex To Copy To selection list box (Figure 6-80) opens. You are presented with a list of all other annexes in the Working course to which you could assign the retrieved concept card. Highlight the desired annex and click on **Select**. Proceed to Step 8.
 - c. If you choose Create a New Annex, the Enter New Annex to Create dialog box (Figure 6-81) opens. Enter a new annex designator (one alphanumeric character) that does not already exist in the Working course. MCAIMS will automatically add the same annex title and scope that is associated with the concept card being retrieved. You must complete this field to save the record. Click on **OK**. Proceed to Step 8.
8. After MCAIMS knows to which annex in the Working course to assign the concept card being retrieved, it will perform one of two actions.
 - a. If there is no corresponding concept card in the Working course with the same Lesson ID, MCAIMS will retrieve the concept card and add it to the Working course.
 - (1) If no other Working concept cards were affected by this process and no new TLOs or ELOs were added to the Working course, you receive a message to that effect. Click on **OK** to return to the Concept Card Maintenance selection list box.
 - (2) If other Working concept cards were affected by this process or new TLOs or ELOs were added to the Working course, MCAIMS provides a list for your review. Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.
 - b. If there is a corresponding concept card in the Working course with the same Lesson ID, the Copy Concept Card dialog box opens with three options.
 - (1) If you click on **Rename**, the Rename Concept Card dialog box (Figure 6-82) appears to allow you to enter a new lesson ID and title for the concept card being retrieved, thus preventing the corresponding Working concept card from being overwritten.

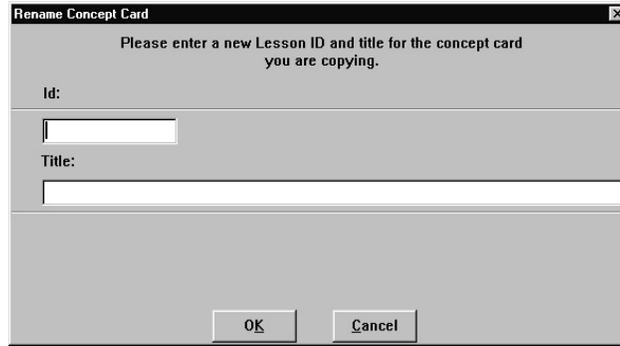


Figure 6-82. Rename Concept Card

- (a) Referring to Table 6-147, complete the information in the dialog box.

Table 6-147. Rename Concept Card

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
ID	Unique code assigned to this specific lesson or event. You must complete this field to save this record.	Up to 14 alphanumeric Characters
Title	Title (generally reflecting content) assigned to the lesson or administrative event. You must complete this field to save this record.	Up to 30 alphanumeric Characters

- (b) Click on **OK**. MCAIMS retrieves the concept card to the Working course and assigns it the new Lesson ID and title at the same time.
 - 1 If no other Working concept cards were affected by this process and no new TLOs or ELOs were added to the Working course, you receive a message to that effect. Click on **OK** to return to the Concept Card Maintenance selection list box.
 - 2 If other Working concept cards were affected by this process or new TLOs or ELOs were added to the Working course, MCAIMS provides a list for your review. Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.
- (2) If you click on **Overwrite**, MCAIMS deletes the corresponding concept card in the Working course and replaces it with the concept card being retrieved.
 - (a) If no other Working concept cards were affected by this process and no new TLOs or ELOs were added to the Working course, you receive a message to that effect. Click on **OK** to return to the Concept Card Maintenance selection list box.
 - (b) If other Working concept cards were affected by this process or new TLOs or ELOs were added to the Working course, MCAIMS provides a list for your review.

Click on **Print** or **Quit**. Either selection returns you to the Concept Card Maintenance selection list box.

- c. If you click on **Quit**, the retrieval process will halt and you are returned to the Concept Card Maintenance selection list box.

6.3.5.5 **View**

This command allows you to view a selected concept card. Note that MCAIMS identifies the report date in the upper right corner and places the Marine Corps symbol in the lower right corner.

Concept cards differ depending upon their types and whether optional elements of information (such as ammunition or notes) are present. MCAIMS includes a warning message on all draft concept cards and also alerts you to any code changes affecting the concept card. That is, if you had previously selected an ammunition code that is no longer valid or no longer exists in the current database, the report will state "invalid ammunition code" in lieu of the DODIC code on the report.

Table 6-148 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-148. Access to View Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
View	Yes	Yes	Yes

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.
2. Click on **View**. A message advises you the system is building a report before the system displays the report.
3. After viewing the concept card, click on either the Printer or Door icons. Either selection returns you to the Concept Card Maintenance selection list box.

6.3.5.6 **TLOs/ELOs**

This command allows you to assign TLOs and ELOs to a task-oriented academic lesson or exam.

Table 6-149 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-149. Access to TLOs/ELOs on Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
TLOs/ELOs *View Only	Yes	Yes*	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.

HINT: Be sure the concept card type below the lesson title states that you are selecting a Draft Academic Lesson, a Draft Academic Exam, a Draft Task-Oriented Lesson, an Academic Task-Oriented Lesson, or an Academic Task-Oriented Exam.

- Click on **TLOs/ELOs**. The Concept Card Learning Objectives for Lesson selection list box (Figure 6-83) opens. Note that MCAIMS identifies the lesson in the title bar.

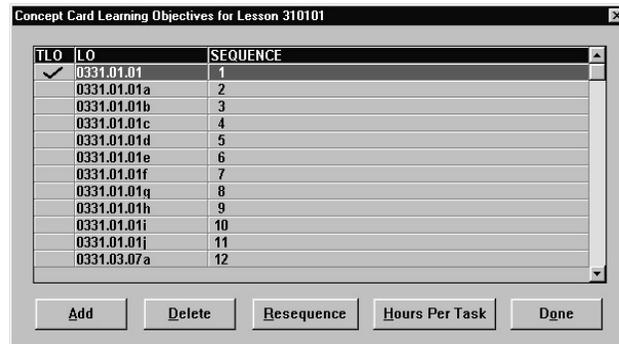


Figure 6-83. Concept Card Learning Objectives for Lesson

HINT: If you selected a concept card that already contains a Lesson Purpose statement, a message appears to advise you to delete the lesson purpose statement if you wish to add learning objectives. Note that you must select the Lesson Purpose button to delete this statement. If you selected an administrative event, you receive a message advising you that learning objectives are not appropriate. In either case, click on OK. This returns you to the Concept Card Maintenance selection list box.

- Refer to Table 6-150 for an explanation of the data fields appearing in the selection list box.

Table 6-150. Concept Card Learning Objectives for Lesson

ITEM	DESCRIPTION
TLO	A check mark in this column indicates the corresponding learning objective is a TLO rather than an ELO.
LO	Non-editable field displaying the designators for the learning objectives assigned to the concept card.
Sequence	Non-editable field displaying the sequential order in which learning objectives are to be taught. Regardless of the assigned sequence numbers, TLOs will always precede ELOs on the printed concept card.

- As summarized in Table 6-151, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-151. Learning Objectives Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
TLOs/ELOs - Add	Yes	No	No
TLOs/ELOs - Delete	Yes	No	No
TLOs/ELOs - Resequence *View Only	Yes	Yes	Yes*
TLOs/ELOs - Hours Per Task *View Only	Yes	Yes	Yes*

6.3.5.6.1 **Add**

This command allows you to add a learning objective to the highlighted concept card.

Table 6-152 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-152. Access to Add LOs to Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
TLOs/ELOs - Add	Yes	No	No

1. From the Concept Card Learning Objectives for Lesson selection list box (Figure 6-83), click on **Add**. The Concept Card LO Add selection list box (Figure 6-84) opens.

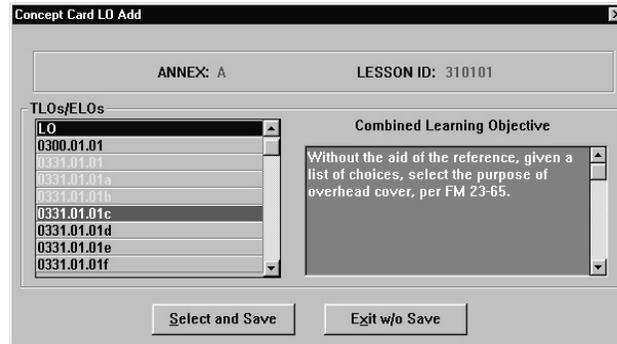


Figure 6-84. Concept Card LO Add

2. Referring to Table 6-153 for an explanation of the data fields, use the multiple select feature to mark the desired learning objectives to add to the selected lesson.

HINT: The learning objectives selected should be those taught during a lesson. There is no requirement to include the parent TLO for any ELO on a concept card. The learning objectives should reflect the content of a lesson.

Table 6-153. Concept Card LO Add

ITEM	DESCRIPTION
Annex	Non-editable field displaying the annex designator for the concept card to which you will be adding learning objectives.
Lesson ID	Non-editable field displaying the lesson ID for the concept card to which you will be adding learning objectives.
TLOs/ELOs	List of all learning objectives entered for this course from which you may make selections for this concept card.
Combined Learning Objective	Description that includes the condition, behavior, and standard for the highlighted learning objective.

HINT: Only those learning objectives that have been edited so that a combined LO is created will appear as available. If you suspect that learning objectives are missing, go to the Learning Objective menu option and ensure that a combined learning objective has been created and saved for each LO ID listed (Paragraph 6.3.4.2).

3. Click on **Select** and **Save**. A message appears to advise you of the potential impact on this concept card from the addition of new methods, media, or references. You may need to adjust the method hours associated with the concept card. If references, methods, and media assigned to these learning objectives are later updated,

these updates will not automatically alter this concept card. Note that methods, media, or references will not be duplicated except for method codes with different student:instructor ratios.

4. Click on **OK**. This returns you to the Concept Card Learning Objectives for Lesson selection list box.

6.3.5.6.2 **Delete**

This command allows you to delete the selected learning objective(s) from this concept card.

Table 6-154 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-154. Access to Delete LOs From Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
TLOs/ELOs - Delete	Yes	No	No

1. From the Concept Card Learning Objectives for Lesson selection list box (Figure 6-83), mark the learning objectives you wish to remove from the concept card using the multiple select feature.
2. Click on **Delete**. One of two messages appears depending upon the situation.
 - a. If you are deleting only a portion of the learning objectives from the concept card, a message advises you that none of the concept card's methods, media, or references is affected. You should review these items and the ammunition requirements for the lesson to see if they are still required to support the learning objectives remaining on the concept card.
 - b. If you are deleting all of the learning objectives from the concept card, a message advises you that all methods, media, references, and ammunition will also be removed from the concept card.
3. Click on **Yes**. The appropriate items are removed from the concept card and you are returned to the Concept Card Learning Objectives for Lesson selection list box.

6.3.5.6.3 **Resequence**

This command allows you to rearrange the order of the highlighted learning objectives on this concept card. The learning objectives should appear in the order they will be presented during the period of instruction, although on the printed concept card, TLOs will precede ELOs.

Table 6-155 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-155. Access to Resequence LOs on Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
TLOs/ELOs - Resequence *View Only	Yes	Yes	Yes*

1. From the Concept Card Learning Objectives for Lesson selection list box (Figure 6-83), highlight the desired learning objective.

2. Click on **Resequence**. The Concept Card LO Resequence dialog box (Figure 6-85) opens. Note that MCAIMS identifies the annex, Lesson ID, and designator for the TLO/ELO being resequenced.

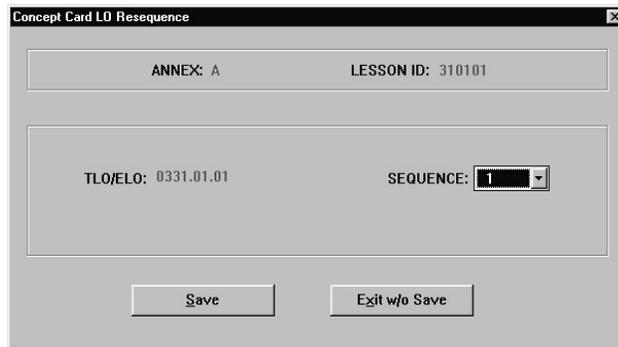


Figure 6-85. Concept Card LO Resequence

3. Click on the desired sequence number for the learning objective in the Sequence drop-down selection list.
4. Click on **Save**. This returns you to the Concept Card Learning Objectives for Lesson selection list box. Note that the highlighted learning objective and all subsequent learning objectives are appropriately reordered.

6.3.5.6.4 Hours Per Task

This command allows you to assign hours to each task associated with this concept card. Note that task hours may overlap because you can perform some tasks concurrently. Method hours, on the other hand, may not overlap.

Table 6-156 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-156. Access to Hours Per Task

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
TLOs/ELOs - Hours Per Task *View Only	Yes	Yes	Yes*

1. From the Concept Card Learning Objectives for Lesson selection list box (Figure 6-83), click on **Hours Per Task**. The Task Hours dialog box (Figure 6-86) opens with a consolidated list of the parent tasks associated with all learning objectives on this concept card.

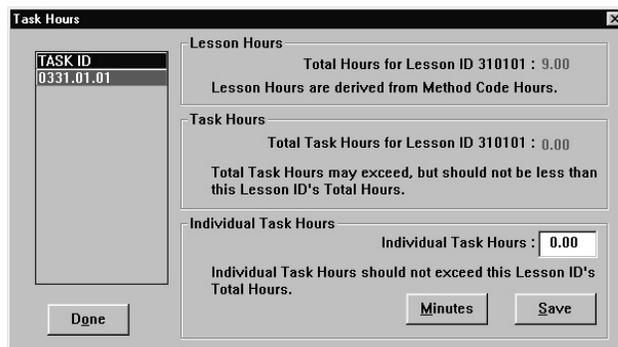


Figure 6-86. Task Hours

2. Referring to Table 6-157 for an explanation of the data fields, assign individual task hours to each task for this concept card.

Table 6-157. Task Hours

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Task ID	Non-editable field displaying a consolidated list of parent tasks associated with all learning objectives on this concept card.	
Lesson Hours	Non-editable field displaying length of lesson based on hours per method.	
Task Hours	Non-editable field displaying total hours currently assigned to tasks associated with this concept card. This field reflects the combined hours assigned to individual tasks, some of which may be performed concurrently. The total task hours should be equal to or greater than lesson hours (derived from hours per method).	
Individual Task Hours	Hours associated with a specific task. Enter time in hundredths of an hour, using the minutes conversion chart accessed in this dialog box.	Up to 2 numeric characters plus decimal

- a. Highlight the task to which you wish to assign hours.
 - b. Enter Individual Task Hours in minutes and hundredths of a minute. For example, to reflect 2 hours and 30 minutes, enter 2.50. MCAIMS permits no substitutions. (If necessary, click on Minutes to access a reference chart converting minutes to hundredths of an hour.)
3. Click on **Save**. This returns you to the Concept Card Learning Objectives for Lesson selection list box. If you choose not to enter Task Hours, click on **Done** to return to the Concept Card Learning Objectives for Lesson selection list box.

6.3.5.7 Lesson Purpose

This command allows you to input a lesson purpose statement on an academic concept card that is not related to any task in the task list.

Table 6-158 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-158. Access to Lesson Purpose

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Lesson Purpose *View Only	Yes	Yes*	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.

HINT: Be sure the concept card type below the lesson title states that you are selecting a Draft Academic Lesson, Draft Academic Lesson Purpose Lesson, or an Academic Lesson Purpose Lesson.

2. Click on **Lesson Purpose**. The Concept Card Lesson Purpose memo text box (Figure 6-87) opens.

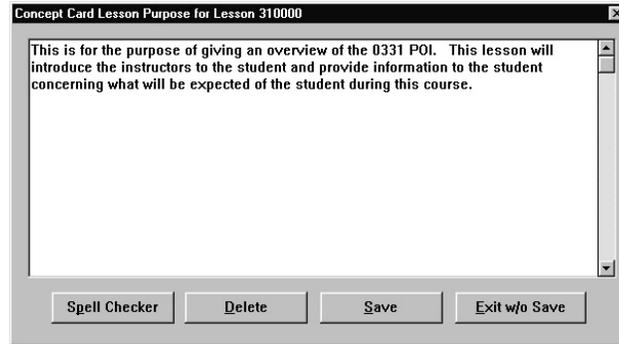


Figure 6-87. Concept Card Lesson Purpose

HINT: If you selected a task-oriented concept card, a message appears to advise you to delete all TLOs and ELOs associated with this concept card in order to add a lesson purpose statement. Note that you must select the TLOs/ELOs button to delete the learning objectives. If you selected an administrative event, you receive a message advising you that a lesson purpose statement is not appropriate. In either case, click on OK. This returns you to the Concept Card Maintenance selection list box.

3. Add or edit the lesson purpose statement for this concept card. This statement is required for a lesson that is not related to any task in the task list and that will not be evaluated. You must complete this field to save the record.
4. Click on Save. This returns you to the Concept Card Maintenance selection list box.

6.3.5.8 Methods/Hours

This command allows you to access and maintain methods of instruction, student:instructor ratios, and hours for the selected lesson. Methods and ratios added to a learning objective are brought forward to any concept card to which that learning objective is assigned. Although several learning objectives on the same concept card may employ the same method of instruction, a method will appear only once on a concept card for a given student: instructor ratio. You may add, edit, or delete methods, ratios, and hours associated with the concept card as appropriate. You should remember, however, that if you later add or delete the methods and ratios associated with a learning objective already assigned to concept cards, those concept cards are not automatically updated. (See Learning Objective, Paragraphs 6.3.4.5.1 and 6.3.4.5.2.)

Since lesson purpose lessons and administrative events do not contain learning objectives, you must manually add methods, ratios, and hours to all these type concept cards.

Be particularly careful when assigning ratios to methods on a concept card. Default ratios brought to a concept card with the learning objectives may not be appropriate for a particular lesson. The ratio assigned to a given method on a concept card should reflect the exact numbers of students and instructors present at the time instruction on that learning objective using that method takes place. If the entire class of students is present, use the maximum class size for the number of students. MCAIMS will calculate the number of students per instructor so there is no need for you to reduce the ratio. Any changes made to ratios

on the concept card do not affect the default ratios assigned to the learning objectives or to the methods in the Method Table.

Be very careful, also, when assigning hours to each method/ratio combination on the concept card. The sum of all such hours determines the length of the lesson and ultimately the length of the course.

HINT: Accuracy is extremely important when assigning ratios and hours to the methods of instruction on all concept cards. MCAIMS consolidates this information and uses it to determine the curriculum breakdown and the instructor computation worksheet requirements for the course, both of which are reported in the course descriptive data (CDD) and Program of Instruction (POI).

Table 6-159 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-159. Access to Methods/Hours for Concept Card

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Methods/Hours	*View Only	Yes	Yes*	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.
2. Click on **Methods/Hours**. The Concept Card Methods for Lesson selection list box (Figure 6-88) opens. The listing displays any methods that have already been added to the concept card.

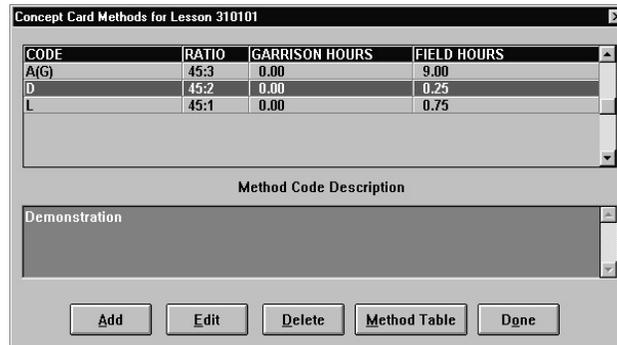


Figure 6-88. Concept Card Methods for Lesson

3. Refer to Table 6-160 for an explanation of the data fields appearing in the selection list box.

Table 6-160. Concept Card Methods for Lesson

ITEM	DESCRIPTION
Code	Non-editable field displaying the abbreviation for a method of instruction assigned to the lesson listed in the title bar.
Ratio	Non-editable field displaying the student:instructor ratio associated with a specific method of instruction assigned to the lesson listed in the title bar.
Garrison Hours	Non-editable field displaying the number of instructional hours spent in a garrison environment using a specific method of instruction at a specific student:instructor ratio during the lesson listed in the title bar.

Field Hours	Non-editable field displaying the number of instructional hours spent in a field environment using a specific method of instruction at a specific student:instructor ratio during the lesson listed in the title bar.
Method Code Description	Non-editable field displaying the name of the highlighted instructional method.

4. As summarized in Table 6-161, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-161. Access to Methods/Hours Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Methods/Hours - Add	Yes	No	No
Methods/Hours - Edit	Yes	No	No
Methods/Hours - Delete	Yes	No	No
Methods/Hours - Method Table *View Only	Yes	Yes*	Yes*

6.3.5.8.1 **Add**

This command allows you to add methods of instruction, student:instructor ratios, and hours to the concept card appearing in the title bar. The hours assigned to individual methods on a concept card determine the total hours, both for the concept card and the course. You must add methods, ratios, and hours to all Lesson Purpose and Administrative Event concept cards. You may also use this command to add additional methods (not brought forward with the learning objectives) to task-oriented concept cards.

It is imperative that each concept card reflect the instruction the student will receive. The lesson or syllabus hours on the concept card signifies individual student hours. The student-to-instructor ratio reflects the number of instructors required to teach that lesson. Precision is required in assigning student-to-instructor ratios and hours to methods of instruction in all courses of instruction. The following examples will clarify how the hours and student-to-instructor ratio that you establish under this command should be portrayed on the ICW:

Example 1. Class size of 15 students

- a. If a concept card represents a lecture for three hours and is taught by one instructor, the student-to-instructor ratio is 15:1. The total concept card hours are 3.0. See ICW example below:

TRAINING SITUATION	MAX CLASS SIZE	MAX RATIO (X:1)	INSTRUCTOR(S) REQUIRED	SYLLABUS HOURS	INSTRUCTOR MAN-HOURS
Lecture	15	/ 15	= 1	x 3.0	= 3.0

- b. If a concept card represents a demonstration for one-half hour with two instructors assisting the primary instructor and each of the three instructors handling five students at a time, the student-to-instructor ratio is 15:3 or 5:1 reduced. The total concept card hours for the class are 0.5. See ICW example below:

TRAINING SITUATION	MAX CLASS SIZE	MAX RATIO (X:1)	INSTRUCTOR(S) REQUIRED	SYLLABUS HOURS	INSTRUCTOR MAN-HOURS
Demonstration	15	/ 5	= 3	x 0.5	= 1.5

c. If a performance exam (PE) is given for two hours and only one instructor and one student can use the only piece of equipment available during the PE (e.g., AN/TPS-59 Radar), the ratio is 15:15 or 1:1 reduced. The total hours for that concept card are 2.0. The hours on the concept card must be the total hours required to complete the block of instruction for one student. The two hours would be transferred to the syllabus hours on the ICW. Note that the PE may have to be given 15 times to get the entire class evaluated. See ICW example below:

TRAINING SITUATION	MAX CLASS SIZE	MAX RATIO (X:1)	INSTRUCTOR(S) REQUIRED	SYLLABUS HOURS	INSTRUCTOR MAN-HOURS
PE	15	/ 1	= 15	x 2.0	= 30.00

Example 2. Class size of 5 students. If a PE is given for two hours to a class of five students, but only four can be evaluated at one time by four instructors because of resource constraints (a tactical air control center simulator where tasks are performed simultaneously) and the fifth student must also be evaluated by four instructors, the concept card ratio will reflect 5:8 for two hours. See ICW example below:

TRAINING SITUATION	MAX CLASS SIZE	MAX RATIO (X:1)	INSTRUCTOR(S) REQUIRED	SYLLABUS HOURS	INSTRUCTOR MAN-HOURS
PE	5	/ 0.63	= 7.94	x 2.0	= 15.87

Example 3. Class size of 28 students. If a PE is given for four hours to a class of 28 students, but only 14 students can be evaluated at one time by three instructors because of resource constraints, and the remaining 14 students must also be evaluated by three instructors, the concept card will reflect 28:6 for 4 hours. See ICW example below:

TRAINING SITUATION	MAX CLASS SIZE	MAX RATIO (X:1)	INSTRUCTOR(S) REQUIRED	SYLLABUS HOURS	INSTRUCTOR MAN-HOURS
PE	28	/ 4.67	= 6.0	x 4.0	= 23.98

Table 6-162 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-162. Access to Add Methods/Hours to Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Methods/Hours - Add	Yes	No	No

1. From the Concept Card Methods for Lesson selection list box (Figure 6-88), click on **Add**. The Add Methods to Lesson dialog box (Figure 6-89) opens.

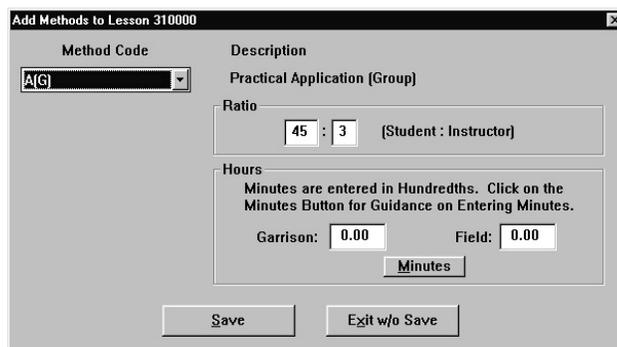


Figure 6-89. Add Methods to Lesson

- Referring to Table 6-163 for an explanation of the data fields, add a method of instruction to this concept card.

Table 6-163. Add Methods to Lesson

ITEM	DESCRIPTION	PARAMETER/ FORMAT
Method Code	<p>A drop-down list of all methods in the Method Table for this course. Note that the description of the highlighted method is displayed to the right of the box. Scroll through the drop-down list and click on the desired code.</p> <p>HINT: This listing displays all methods for the selected course. If you cannot find the method you desire in this list, select <u>Exit</u> w/o Save to return to the Concept Card Methods for Lesson selection list box. You can then access the Method Table by clicking on the <u>Method Table</u> button (see Paragraph 6.3.5.8.4.1). After you add the method to the Method Table, it will be available to add to the lesson.</p>	
Ratio	<p>The student:instructor ratio associated with the selected method of instruction when applied to this lesson. The first field represents the number of students present during instruction using that instructional method. The second field represents the number of instructors required to present the instruction to those students using that method. If you choose to add a duplicate method of instruction to a concept card, it must be at a different student:instructor ratio in order to save the record.</p>	<p>Up to 3 numeric characters for students; 2 for instructors</p>
Hours: Garrison	<p>Number of lesson hours devoted to the selected method and ratio in a garrison environment. If needed, click on the Minutes button for guidance in entering minutes as hundredths of an hour.</p>	<p>Up to 3 numeric characters plus decimal</p>
Hours: Field	<p>Number of lesson hours devoted to the selected method and ratio in a field environment. If needed, click on the Minutes button for guidance in entering minutes as hundredths of an hour.</p>	<p>Up to 3 numeric characters plus decimal</p>

HINT: Curriculum designers should be precise in assigning ratios and hours to methods. If the lecture portion of a lesson will be 1 hour long and taught to 150 students by one instructor, the ratio should be 150:1 and the hours should be 1.0. If the lesson also includes demonstration for one-half hour with two instructors assisting the primary instructor, the ratio is 150:3 and the hours are 0.50. It is not necessary to reduce the ratio to 50:1 for the demonstration portion of the lesson.

- Click on **Save**. A message appears to inquire if you want to add another method.

- a. Clicking on **Yes** returns you to the Add Methods to Lesson dialog box.
- b. Clicking on **No** returns you to the Concept Card Methods for Lesson selection list box if the total hours for the concept card have not changed. If the total hours for the concept card have changed, a message appears to advise you of a possible impact on task hours. Click on OK. This returns you to the Concept Card Methods for Lesson selection list box.

6.3.5.8.2 **Edit**

This command allows you to change a concept card's highlighted method of instruction to a different method or edit its associated student:instructor ratio or hours. All task-oriented concept cards must be edited to assign hours to the methods brought forward with the assigned learning objectives.

Table 6-164 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-164. Access to Edit Methods/Hours for Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
<u>Methods/Hours - Edit</u>	Yes	No	No

1. From the Concept Card Methods for Lesson selection list box (Figure 6-88), highlight the record you wish to edit by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-89 opens.
3. Referring to Table 6-164 for an explanation of the data fields, edit the method, ratio, or hours as appropriate.

HINT: Curriculum designers should be precise in assigning ratios and hours to methods. If the lecture portion of a lesson will be 1 hour long and taught to 150 students by one instructor, the ratio should be 150:1 and the hours should be 1.0. If the lesson also includes demonstration for one-half hour with two instructors assisting the primary instructor, the ratio is 150:3 and the hours are 0.50. It is not necessary to reduce the ratio to 50:1 for the demonstration portion of the lesson.

4. Click on **Save**.
 - a. If the total hours for the concept card have not changed, this returns you to the Concept Card Methods for Lesson selection list box.
 - b. If the total hours for the concept card have changed, a message appears to advise you of a possible impact on task hours. Click on **OK**. This returns you to the Concept Card Methods for Lesson selection list box.

6.3.5.8.3 **Delete**

This command allows you to remove the selected method(s) of instruction from the concept card listed in the title bar. When you remove a method, the student: instructor ratio and hours associated with that method are also removed. Any change to hours on a concept card has a direct effect on the total course hours as reported in the CDD and POI.

Table 6-165 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-165. Access to Delete Methods/Hours From Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Methods/Hours - Delete	Yes	No	No

1. From the Concept Card Methods for Lesson selection list box (Figure 6-88), mark the method(s) you wish to remove from the concept card using the multiple select feature.
2. Click on **Delete**. A message appears to confirm your wish to delete this method.
3. Click on **Yes**.
 - a. If the total hours for the concept card have not changed, this returns you to the Concept Card Methods for Lesson selection list box.
 - b. If the total hours for the concept card have changed, a message appears to advise you of a possible impact on task hours. Click on **OK**. This returns you to the Concept Card Methods for Lesson selection list box.

6.3.5.8.4 **Method Table**

This command allows you to access the Method Table to add or copy a method to the table for the course, thus making it available to add to the concept card with which you are working.

Table 6-166 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-166. Access to Method Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Methods/Hours - Method Table *View Only	Yes	Yes*	Yes*

1. From the Concept Card Methods for Lesson selection list box (Figure 6-88), click on **Method Table**. The Method Table Maintenance selection list box (Figure 6-90) opens.

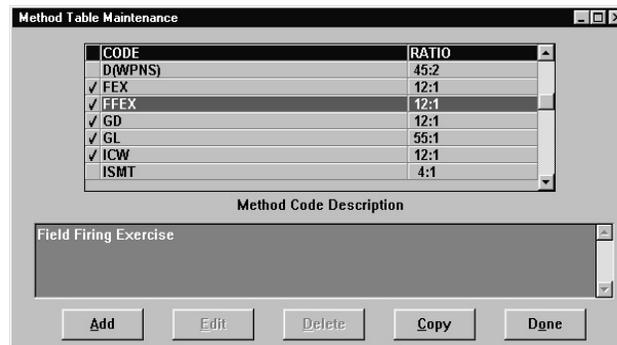


Figure 6-90. Method Table Maintenance

2. As summarized in Table 6-167, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-167. Access to Method Table Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
<u>M</u> ethods/ <u>H</u> ours - <u>M</u> ethod Table - <u>A</u> dd	Yes	No	No
<u>M</u> ethods/ <u>H</u> ours - <u>M</u> ethod Table - <u>C</u> opy	Yes	No	No

HINT: Only the Add and Copy buttons are accessible from this selection list box. You must return to the method option under the Tables drop-down menu to edit or delete any method listed in this selection list box.

6.3.5.8.4.1 Add

This command allows you to add a new method to the Method Table for your course. After you update the Method Table, you may then add the selection to your concept card.

HINT: Before adding a new method to your course, check the copy list for methods added to other courses. If the method you desire is present, copy it rather than add it.

Table 6-168 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-168. Access to Add Method Codes to Method Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
<u>M</u> ethods/ <u>H</u> ours - <u>M</u> ethod Table - <u>A</u> dd	Yes	No	No

1. From the Method Table Maintenance selection list box (Figure 6-90), click on Add. The Method Code Add dialog box (Figure 6-91) opens.

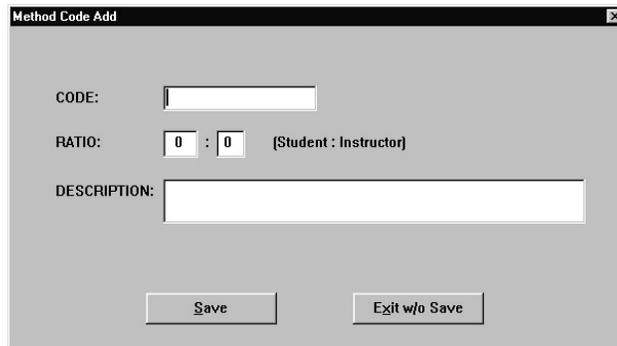


Figure 6-91. Method Code Add

2. Referring to Table 6-169 for an explanation of the data fields, enter the required information to add a method of instruction to your Method Table.

Table 6-169. Method Code Add

ITEM	CONTENTS	PARAMETERS/ FORMAT
Code	Abbreviation for a method of instruction used in a course. You must complete this field to save this record.	Up to 10 alphanumeric characters

Ratio	Default (most common) student-instructor ratio associated with a specific method of instruction used in a course. The first field represents the number of students generally taught using that instructional method. The second field represents the number of instructors necessary to teach those students using that instructional method.	Up to 3 numeric characters for 1st field, 2 for 2nd field
Description	Name of the instructional method. You must complete this field to save this record.	Up to 112 alphanumeric characters

3. Click on **Save**. The method is added and you are returned to the Method Table Maintenance selection list box.

HINT: If you wish to add the new method to the concept card with which you are working, click on **Done** to return to the Concept Card Methods for Lesson selection list box. Then click on **Add**. Follow the instructions listed in Paragraph 6.3.5.8.1.

6.3.5.8.4.2 Copy

This command allows you to access a list of all methods not contained in the Method Table of the current course, but that have been added to other courses on the same computer or server as your MCAIMS installation. From that list, you may copy selected methods to the Method Table for the course you are developing.

Table 6-170 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-170. Access to Copy Methods to Method Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Methods/Hours - Method Table - Copy	Yes	No	No

1. From the Method Table Maintenance selection list box (Figure 6-90), click on **C**opy. The Copy Method Codes selection list box (Figure 6-92) opens with a list of all method codes added to other courses on the same computer or server as your MCAIMS installation.

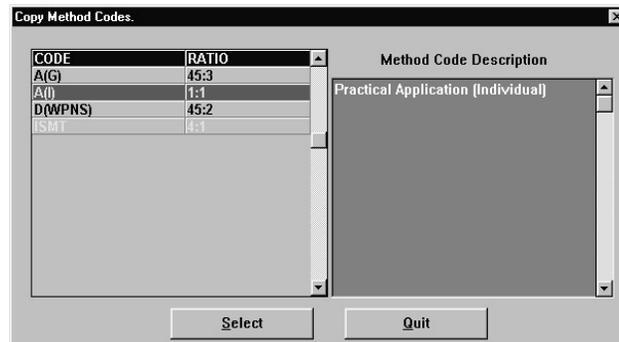


Figure 6-92. Copy Method Codes

2. Using the multiple select feature, mark the method(s) you want to copy to the Method Table for the course with which you are working.
3. Click on **S**elect. Each method is copied, and you are returned to the Method Table Maintenance selection list box.

HINT: If you wish to add the newly copied method(s) to the concept card with which you are working, click on Done to return to the Concept Card Methods for Lesson selection list box. Then click on Add. Follow the instructions listed in Paragraph 6.3.5.8.1.

6.3.5.9 Media

This command allows you to access and maintain instructional media for the selected lesson. Media added to a learning objective are brought forward to any concept card to which that learning objective is assigned. Although several learning objectives on the same concept card may employ the same media, a medium will appear only once on a concept card. You may add or delete media associated with the concept card as appropriate. You should remember, however, that if you later add or delete media associated with a learning objective already assigned to concept cards, those concept cards are not automatically updated. (See Learning Objectives, Paragraphs 6.3.4.6.1 and 6.3.4.6.2.)

Since they do not contain learning objectives, you must manually add media to all lesson purpose concept cards. Media are not required for administrative events.

Table 6-171 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-171. Access to Media

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Media	*View Only	Yes	Yes*	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.
2. Click on **Media**. The Concept Card Media for Lesson selection list box (Figure 6-93) opens. The listing displays any media that have already been added to the concept card.

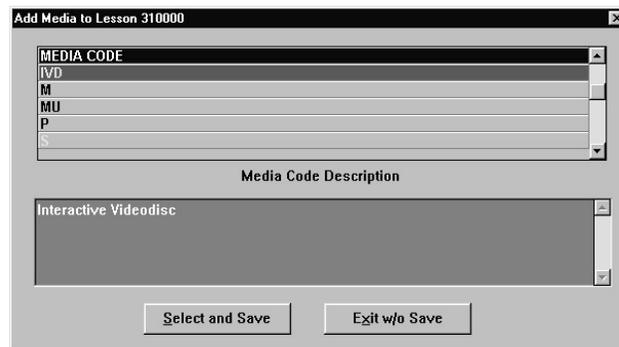


Figure 6-93. Concept Card Media for Lesson

3. Refer to Table 6-172 for an explanation of the data fields appearing in the selection list box.

Table 6-172. Concept Card Media for Lesson

ITEM	DESCRIPTION
Media Code	Non-editable field displaying the abbreviation for a medium of instruction assigned to the lesson listed in the title bar.
Media Code Description	Non-editable field displaying the name of the highlighted instructional medium.

- As summarized in Table 6-173, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-173. Access to Concept Card Media for Lesson

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Add	Yes	No	No
Media - Delete	Yes	No	No
Media - Media Table *View Only	Yes	Yes*	Yes*

6.3.5.9.1 **Add**

This command allows you to add media to the concept card listed in the title bar. You must add media to all Lesson Purpose concept cards. You may also use this command to add additional media (not brought forward with the learning objectives) to task-oriented concept cards. You may add media to Administrative Events although it is not required.

Table 6-174 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-174. Access to Add Media to Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Add	Yes	No	No

- From the Concept Card Media for Lesson selection list box (Figure 6-86), click on **Add**. The Add Media to Lesson dialog box (Figure 6-94) opens. Note that this listing displays all available media that have not already been added to the concept card.

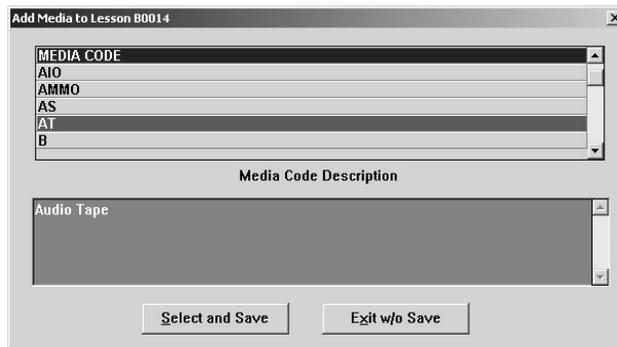


Figure 6-94. Add Media to Lesson

- Referring to Table 6-175 for an explanation of the data fields, use the multiple select feature to mark the media you want to add to your concept card.

Table 6-175. Add Media to Lesson

ITEM	DESCRIPTION
Media Code	Non-editable field displaying the abbreviation for all media in the Media Table for this course that are not already assigned to the lesson listed in the title bar.
Media Code Description	Non-editable field displaying the name of the highlighted instructional medium.

HINT: This media listing displays all media that have not already been added to the concept card for the selected course. If you cannot find a medium you desire in this list, select Exit w/o Save to return to the Concept Card Media for Lesson selection list box. You can then access the Media Table by clicking on the Media Table button (see Paragraph 6.3.5.9.3.1). After you add the medium to the Media Table, it will be available to add to the lesson.

- Click on **Select** and **Save**. This returns you to the Concept Card Media for Lesson selection list box.

6.3.5.9.2 **Delete**

This command allows you to remove selected media from the concept card listed in the title bar.

Table 6-176 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-176. Access to Delete Media From Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Delete	Yes	No	No

- From the Concept Card Media for Lesson selection list box (Figure 6-93), mark the media you wish to remove from the concept card using the multiple select feature.
- Click on **Delete**. A message appears to confirm your choice.
- Click on Yes. This returns you to the Concept Card Media for Lesson selection list box.

6.3.5.9.3 **Media Table**

This command allows you to access the Media Table to add or copy a medium to the table for the course, thus making it available to add to the concept card with which you are working.

Table 6-177 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-177. Access to Media Table for Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Media Table	*View Only	Yes*	Yes*

- From the Concept Card Media for Lesson selection list box (Figure 6-93), click on **Media Table**. The Media Table Maintenance selection list box (Figure 6-95) opens.

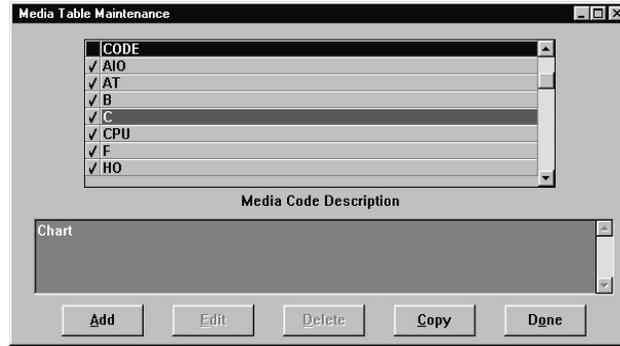


Figure 6-95. Media Table Maintenance

- As summarized in Table 6-178, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-178. Access to Media Table Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Media Table - Add	Yes	No	No
Media - Media Table - Copy	Yes	No	No

HINT: Only the Add and Copy buttons are accessible from this selection list box. You must return to the Media option under the Tables drop-down menu to edit or delete any media listed in this selection list box.

6.3.5.9.3.1 Add

This command allows you to add a new medium to the Media Table for your course. After you update the Media Table, you may then add the selection to your concept card.

HINT: Before adding a new medium to your course, check the copy list for media added to other courses. If the medium you desire is present, copy it rather than add it.

Table 6-179 summarizes the availability of this command based on course status. If available, continue with the following steps.

6-179. Access to Add Media Codes to Media Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Media Table - Add	Yes	No	No

- From the Media Table Maintenance selection list box (Figure 6-95), click on Add. The Media Code Add dialog box (Figure 6-96) opens.

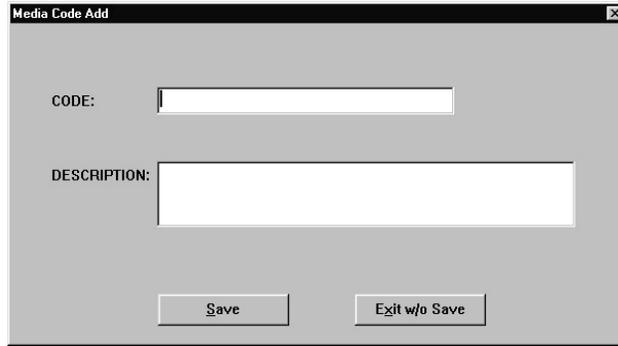


Figure 6-96. Media Code Add

- Referring to Table 6-180 for an explanation of the data fields, enter the required information to add a medium of instruction to your Media Table.

Table 6-180. Media Code Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Code	Abbreviation for a medium used to deliver instruction in a course. You must complete this field to save this record.	Up to 20 alphanumeric characters
Description	Name of the instructional medium. You must complete this field to save the record.	Up to 130 alphanumeric characters

- Click on **Save**. The medium is added and you are returned to the Media Table Maintenance selection list box.

HINT: If you wish to add the new medium to the concept card with which you are working, click on **Done** to return to the Concept Card Media for Lesson selection list box. Then click on **Add**. Follow the instructions listed in Paragraph 6.3.5.9.1.

6.3.5.9.3.2 **C**opy

This command allows you to access a list of all media not contained in the Media Table of the current course, but that have been added to other courses on the same computer or server as your MCAIMS installation. From that list, you may copy selected media to the Media Table for the course you are developing.

Table 6-181 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-181. Access to Copy Media Codes to Media Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Media - Media Table - Copy	Yes	No	No

- From the Media Table Maintenance selection list box (Figure 6-95), click on **C**opy. The Copy Media Codes selection list box (Figure 6-97) opens with a list of all other media added to other courses on the same computer or server as your MCAIMS installation.

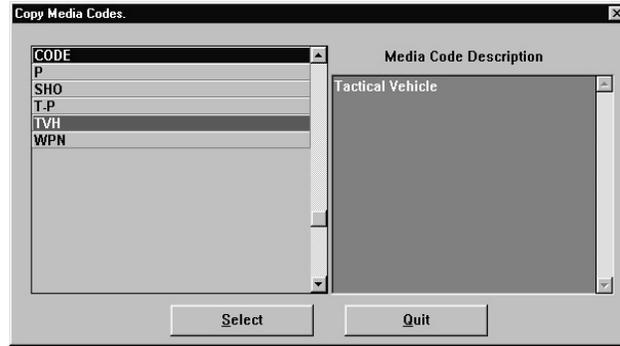


Figure 6-97. Copy Media Codes

2. Using the multiple select feature, mark the media you want to copy to the Media Table for the course with which you are working.
3. Click on **Select**. Each medium is copied, and you are returned to the Media Table Maintenance selection list box.

HINT: If you wish to add the newly copied medium (media) to the concept card with which you are working, click on **Done** to return to the Concept Card Media for Lesson selection list box. Then click on **Add**. Follow the instructions listed in Paragraph 6.3.5.9.1.

6.3.5.10 **Ammo Requirements**

This command allows you to document ammunition requirements for the selected task-oriented lesson. MCAIMS provides a table of Marine Corps DODICs from which you select the desired ammunition. If a school requires DODICs from other service branches, you may identify those DODIC requirements in the Concept Card Notes (Paragraph 6.3.5.13) and in the training/education support notes under CDD Item 23 (Paragraph 6.3.9.5.4). Note that the CDD will reflect only Marine Corps expendable ammunition requirements.

Table 6-182 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-182. Access to Ammo Requirements

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Ammo Requirements	*View Only	Yes*	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired task-oriented lesson by clicking on it.
2. Click on **Ammo Requirements**.
 - a. If you have selected a lesson purpose lesson or an administrative event, you receive a message that you cannot add ammunition to the concept card. Click on **OK**. This returns you to the Concept Card Maintenance selection list box.
 - b. If you have selected a task-oriented lesson, the Concept Card Ammunition for Lesson selection list box (Figure 6-98) opens.

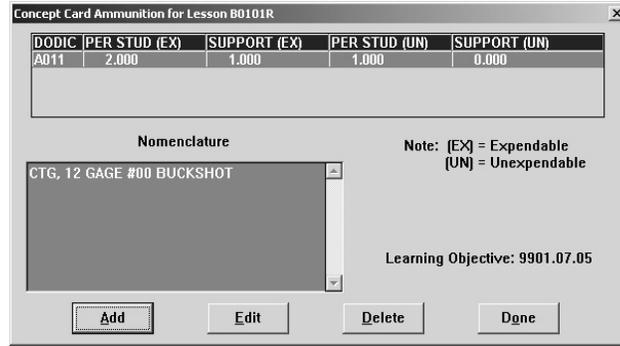


Figure 6-98. Concept Card Ammunition for Lesson

3. Refer to Table 6-183 for an explanation of the data fields appearing in the selection list box.

Table 6-183. Concept Card Ammunition for Lesson

ITEM	DESCRIPTION
DODIC	Non-editable field displaying the Department of Defense Identification Code for each type of ammunition assigned to the lesson listed in the title bar.
Per Stud (Ex)	Non-editable field displaying the number per student of expendable units allotted for each DODIC during the execution of the lesson. Expendable means that the ammunition is actually discharged during the period of instruction.
Support (Ex)	Non-editable field displaying the number of expendable support units (for an entire class of students) allotted for each DODIC during the execution of the lesson.
Per Stud (Un)	Non-editable field displaying the number per student of unexpendable units allotted for each DODIC during the execution of the lesson. Unexpendable means that the ammunition is used during a period of instruction but is not actually discharged.
Support (Un)	Non-editable field displaying the number of unexpendable support units (for an entire class of students) allotted for each DODIC during the execution of the lesson.
Nomenclature	Non-editable field displaying the name of the highlighted DODIC.
Learning Objective	Non-editable field displaying the learning objective to which the highlighted DODIC has been assigned.

4. As summarized in Table 6-184, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-184. Access to Ammo Requirements Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Ammo Requirements - <u>A</u>dd	Yes	No	No
Ammo Requirements - <u>E</u>dit	Yes	No	No
Ammo Requirements - <u>D</u>elete	Yes	No	No

6.3.5.10.1 **Add**

This command allows you to add ammunition requirements to the concept card listed in the title bar. Note that ammunition consists of consumables (replacement required after each use) and nonconsumables (reusable and does not require frequent replacement).

Table 6-185 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-185. Access to Add Ammunition to Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Ammo Requirements - Add	Yes	No	No

1. From the Concept Card Ammunition for Lesson (Figure 6-98) selection list box, click on **Add**. The Add Ammunition Requirements to Lesson dialog box (Figure 6-99) opens.

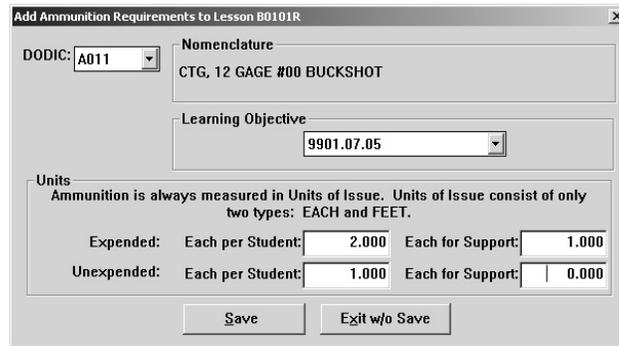


Figure 6-99. Add Ammunition Requirements to Lesson

2. Referring to Table 6-186 for an explanation of the data fields, add ammunition requirements to this concept card.

Table 6-186. Add Ammunition Requirements to Lesson

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
DODIC	A drop-down list of all Department of Defense Identification Codes for ammunition. Note that the nomenclature is displayed to the right of the selected DODIC. Scroll through the drop-down list and click on the desired code.	
Learning Objective	A drop-down list of terminal and enabling learning objectives. Choose the TLO or ELO to which the selected ammunition DODIC will be attached.	
Units		

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ITEM	DESCRIPTION	PARAMETERS/ FORMAT
<p>Each (or Feet) Per Student</p> <p>Note that this title changes depending on whether the unit is "each" or "feet"</p>	<p>Number of units (each or feet) allotted for each student in the class. Enter a number for the expended and unexpended requirements.</p> <p>Examples of DODICs measured in feet include: M670, M980, M981, M982, MU40, MU41, MU42, and MU43. Either this field or the Support field must be greater than zero to save this record.</p> <p>Compute Units (each) Per Student (EPS) with the following formula:</p> $EPS = (W \times U) / C$ <p>W = Number of weapons using the given DODIC U = Units to be fired with each weapon C = Maximum class size</p> <p>Compute Units (feet) Per Student (FPS) with the following formula:</p> $FPS = U / C$ <p>U = Total units (feet) C = Maximum class size</p>	<p>3 digits to right and left of decimal point</p>
	<p>Note that with this formula, EPS may equal less than one unit per student in some cases. Therefore, you may enter units to the third decimal place in this field. Enter a justification for this formula in the Notes Section (Paragraph 6.3.5.13).</p>	
<p>Each (or Feet) for Support</p> <p>Note that this title changes depending on whether the unit is "each" or "feet"</p>	<p>Number of support units (each or feet) allotted for the entire class. Enter a number for the expended and unexpended requirements.</p> <p>A non-consumable DODIC (e.g., K231) is always assigned a value in the Support (vice per student) field. Enter a note about replacement of a non-consumable in the CDD (Paragraph 6.3.9.5.5). Examples of DODICs measured in feet include: M670, M980, M981, M982, MU40, MU41, MU42, and MU43. Either this field or the Per Student field must be greater than zero to save this record.</p>	<p>3 digits to right and left of decimal point</p>

EXCEPTIONS: The treatment of two DODICs causing confusion (M766 and K231) is explained below.

- The M766 (Igniter, Time, Blasting, M60) is considered a consumable and the Unit of Issue is Each. Since not every student will receive this DODIC, calculate the Unit of Issue in one of two ways:
 - Identify the total number of M766s needed and divide that number by the number of students supported and enter this value in the Each per Student field. For example, If one M766 supports five students, the value is 0.20.
 - Identify the total number of M766s needed and enter that value in the Each for Support field.
 - The K231 is considered a nonconsumable, and the Unit of Issue is entered in the Each for Support field. Note anticipated replacement of nonconsumables in the memo field under Trng/Educ Support (Item 23) of the CDD - Course Record 2 (Paragraph 6.3.9.5.4).
3. Click on **S**ave. This returns you to the Concept Card Ammunition for Lesson selection list box.

HINT: When producing the course descriptive data (CDD) or Program of Instruction (POI), the ammunition requirements are totaled for the entire course, not just for individual lessons.

6.3.5.10.2 **Edit**

This command allows you to change a concept card's highlighted DODIC to another DODIC or edit its associated units per student or support units.

Table 6-187 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-187. Access to Edit Ammunition for Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Ammo Requirements - <u>E</u>dit	Yes	No	No

1. From the Concept Card Ammunition for Lesson selection list box (Figure 6-98), highlight the record you wish to edit by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-99 opens.
3. Referring to Table 6-186 for an explanation of the data fields, edit ammunition requirements in the appropriate fields of the dialog box.
4. Click on **S**ave. This returns you to the Concept Card Ammunition for Lesson selection list box.

6.3.5.10.3 **Delete**

This command allows you to remove the selected ammunition requirement(s) from the concept card listed in the title bar.

Table 6-188 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-188. Access to Delete Ammunition From Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Ammo Requirements - Delete	Yes	No	No

1. From the Concept Card Ammunition for Lesson selection list box (Figure 6-98), mark the ammunition you wish to remove from the concept card using the multiple select feature.
2. Click on **Delete**. A message appears to confirm your wish to delete this requirement from the concept card.
3. Click on **Yes**. This returns you to the Concept Card Maintenance selection list box.

6.3.5.11 **References**

This command allows you to access and maintain references for the selected concept card. References added to a learning objective are brought forward to any concept card to which that learning objective is assigned. Although several learning objectives on the same concept card may include the same reference, a reference will appear only once on a concept card. If you later add or delete references associated with a learning objective already assigned to concept cards, those concept cards are not automatically updated. (See Learning Objective, Paragraphs 6.3.4.7.1 and 6.3.4.7.2.)

Since they do not contain learning objectives, you must manually add references to all concept cards for lesson purpose lessons and administrative events, if required.

Table 6-189 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-189. Access to References

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References *View Only	Yes	Yes*	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.
2. Click on **References**. The Concept Card References for Lesson selection list box (Figure 6-100) opens. All references currently assigned to this concept card are listed here. Note that MCAIMS identifies the concept card in the title bar.

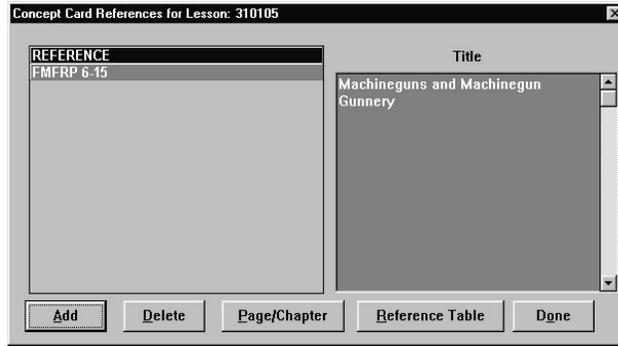


Figure 6-100. Concept Card References for Lesson

3. Refer to Table 6-190 for an explanation of the data fields appearing in the selection list box. All references currently assigned to this concept card are listed here. Note that MCAIMS identifies the concept card in the title bar.

Table 6-190. Concept Card References for Lesson

ITEM	DESCRIPTION
Reference	Non-editable field displaying the code (if one exists) for a reference associated with this learning objective.
Title	Non-editable field displaying the name of the highlighted reference.

4. As summarized in Table 6-191, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-191. Access to Concept Card Reference Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Add	Yes	No	No
References - Delete	Yes	No	No
References - Page/Chapter	Yes	No	No
References - Reference Table *View Only	Yes	Yes*	Yes*

6.3.5.11.1 **Add**

This command allows you to add a reference to the highlighted concept card.

Table 6-192 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-192. Access to Add References to Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Add	Yes	No	No

1. From the Concept Card References for Lesson selection list box (Figure 6-100), click on **Add**. The Add References to Lesson selection list box (Figure 6-101) opens displaying all references currently in the Reference Table for this course.

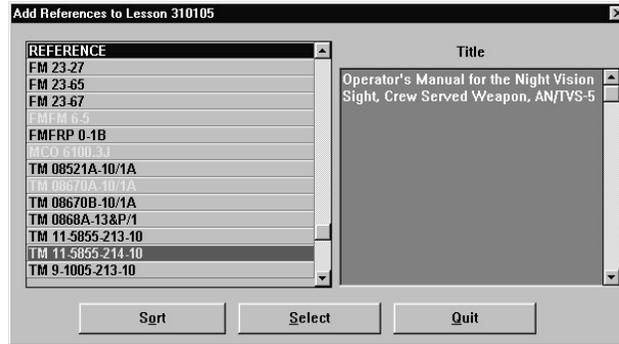


Figure 6-101. Add References to Lesson

2. Use the **S**ort button to sort references by title rather than reference code, if desired.
3. Referring to Table 6-190 for an explanation of the data fields, use the multiple select feature to mark the desired reference(s) to add to the selected lesson.

HINT: If you cannot find the reference you desire in this list, select **Quit** to return to the Concept Card References for Lesson selection list box. You can then access the Reference Table by clicking on the Reference Table button (see Paragraph 6.3.5.11.4). After you add the references to the Reference Table, they will be available to add to the lesson.

4. Click on **S**elect. The reference is added, and you are returned to the Concept Card References for Lesson selection list box.

6.3.5.11.2 **D**elete

This command allows you to delete the selected reference(s) from this concept card.

Table 6-193 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-193. Access to Delete References From Concept Card

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Delete	Yes	No	No

1. From the Concept Card References for Lesson selection list box (Figure 6-100), mark the reference you wish to remove from the concept card using the multiple select feature.
2. Click on **D**elete. A message appears to confirm your choice.
3. Click on **Y**es. The reference is deleted, and you are returned to the Concept Card References for Lesson selection list box.

6.3.5.11.3 **P**age/Chapter

This command allows you to record specific page and chapter assignments for the highlighted reference.

Table 6-194 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-194. Access to Reference Page/Chapter

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Page/Chapter	Yes	No	No

1. From the Concept Card References for Lesson selection list box (Figure 6-100), highlight the desired reference.
2. Click on **Page/Chapter**. The Page/Chapter Notes Edit memo text box (Figure 6-102) opens.

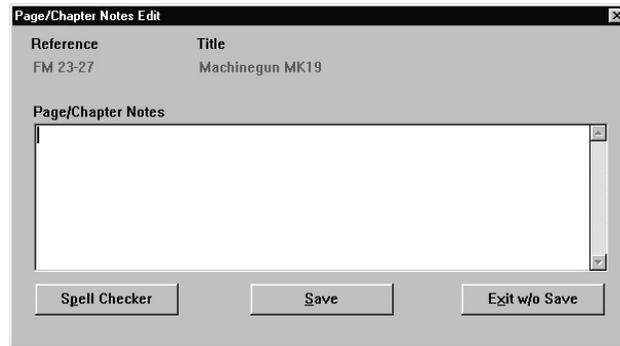


Figure 6-102. Page/Chapter Notes Edit

3. Referring to Table 6-195 for an explanation of the data fields, enter notes about this reference.

Table 6-195. Page/Chapter Notes Edit

ITEM	DESCRIPTION	PARAMETER/ FORMAT
Reference	Non-editable field displaying the code (if one exists) for a reference associated with this concept card. Note that the title of the reference is displayed to the right of the box.	
Page/Chapter Notes	Field for optional user comments about the selected reference relevant to this lesson. You must complete this field to save the record.	Up to 64,000 alphanumeric characters

4. Click on **Save**. This returns you to the Concept Card References for Lesson selection list box.

6.3.5.11.4 **Reference Table**

This command allows you to access the Reference Table to add or copy a reference to the table for this course, thus making it available to add to the concept card with which you are working.

Table 6-196 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-196. Access to Reference Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Reference Table *View Only	Yes	Yes*	Yes*

1. From the Concept Card References for Lesson selection list box (Figure 6-100), click on **Reference Table**. The Reference Table Maintenance selection list box (Figure 6-103) opens.

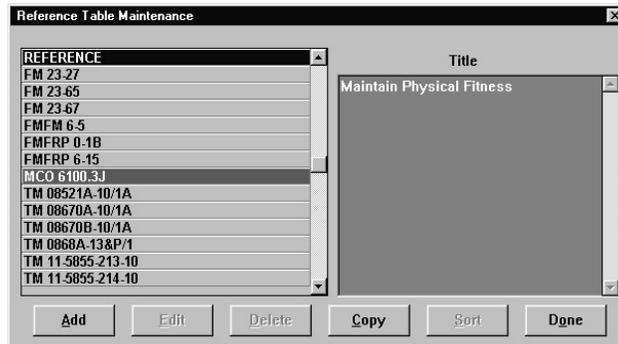


Figure 6-103. Reference Table Maintenance

2. As summarized in Table 6-197, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-197. Access to Reference Table Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Reference Table - Add	Yes	No	No
References - Reference Table - Copy	Yes	No	No

HINT: Only the Add and Copy buttons are accessible from this selection list box. You must return to the References option under the Tables drop-down menu to edit or delete the references listed in this selection list box.

6.3.5.11.4.1 **Add**

This command allows you to add a new reference to the Reference Table for your course.

HINT: Before adding a new reference to your course, check the copy list for references added to other courses. If the reference you desire is present, copy it rather than add it (Paragraph 6.3.5.11.4.2).

Table 6-198 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-198. Access to Add References to Reference Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Reference Table - Add	Yes	No	No

1. From the Reference Table Maintenance selection list box (Figure 6-103), click on **Add**. The Reference Add dialog box (Figure 6-104) opens.

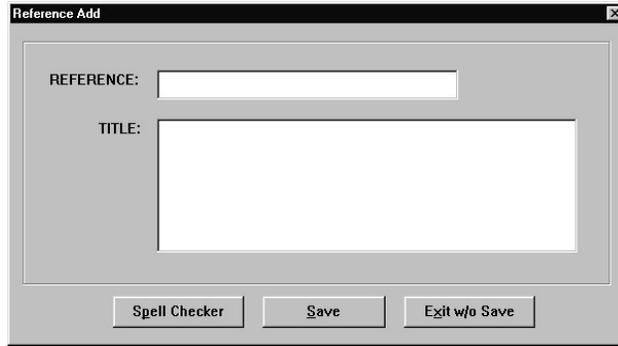


Figure 6-104. Reference Add

2. Referring to Table 6-199 for an explanation of the data fields, enter the required information to add a reference to the Reference Table.

Table 6-199. Reference Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Reference	Code (if one exists) depicting a publication.	Up to 20 alphanumeric characters
Title	Name of the reference. You must complete this field to save the record.	Up to 150 alphanumeric characters

3. Click on **Save**. This returns you to the Reference Table Maintenance selection list box.

HINT: If you wish to add the new reference to the concept card with which you are working, click on Done to return to the Concept Card References for Lesson selection list box. Then click on Add. Follow the instructions listed in Paragraph 6.3.5.11.1.

6.3.5.11.4.2 **C**opy

This command allows you to access a list of all references not contained in the Reference Table of the current course, but that have been added to other courses on the same computer or server as your MCAIMS installation. From that list, you may copy selected references to the Reference Table for the course you are developing.

Table 6-200 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-200. Access to Copy References to Reference Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
R eferences - R eference Table - C opy	Yes	No	No

1. From the Reference Table Maintenance selection list box (Figure 6-103), click on **C**opy. The Copy References selection list box (Figure 6-105) opens with a list of all references added to other courses on the same computer or server as your MCAIMS installation.

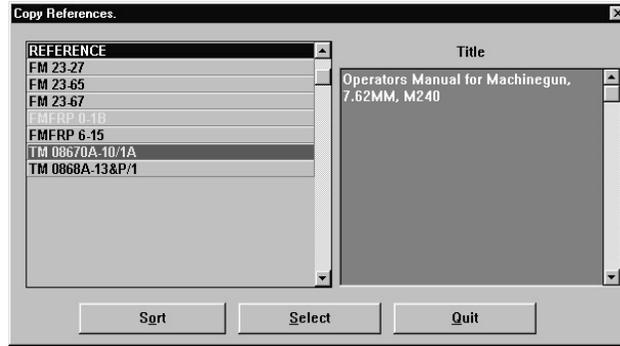


Figure 6-105. Copy References

2. Sort references by title rather than reference code, if desired.
3. Using the multiple select feature, mark the reference(s) you want to copy to the Reference Table for the course with which you are working.
4. Click on **Select**. Each reference is copied, and you are returned to the Reference Table Maintenance selection list box.

HINT: If you wish to add the newly copied reference(s) to the concept card with which you are working, click on Done to return to the Concept Card References for Lesson selection list box. Then click on Add. Follow the instructions listed in Paragraph 6.3.5.11.1.

6.3.5.12 **S Student Instructions**

This command allows you to document student requirements for the highlighted lesson. The student requirements will be provided to students in advance of the class on the Student Advance Sheet, but are not part of and will not appear on the concept card.

Table 6-201 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-201. Access to Student Instructions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Student Instructions *View Only	Yes	Yes	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.
2. Click on **Student Instructions**. The Student Instructions memo text box (Figure 6-106) opens.

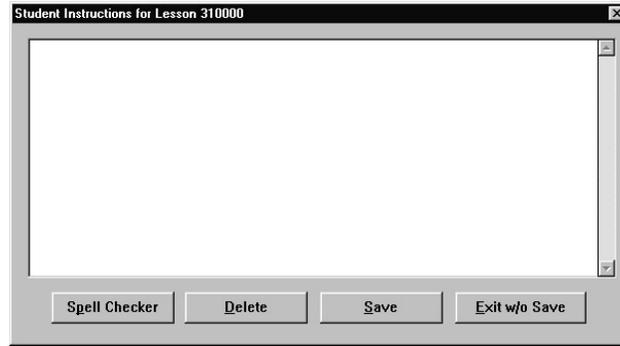


Figure 6-106. Student Instructions

3. Add or edit student instructions for students to read prior to receiving this lesson. You must complete this field to save the record.
4. Click on **Save**. This returns you to the Concept Card Maintenance selection list box. Note that if nothing is entered here, the following statement appears on the Student Advance Sheet for this lesson: "No student information has been entered."

6.3.5.13 **Notes**

This command allows you to document information for the instructor for the highlighted lesson. These notes are an optional entry on the concept card.

Table 6-202 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-202. Access to Notes

	COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Notes	*View Only	Yes	Yes	Yes*

1. From the Concept Card Maintenance selection list box (Figure 6-61), highlight the desired lesson by clicking on it.
2. Click on **Notes**. The Concept Card Notes memo text box (similar to Figure 6-106) opens.
3. Add or edit notes to appear on the concept card for the highlighted lesson, exam, or event. Examples of notes include instructor requirements, scheduling notes, special prerequisites, identification of exams that will test this material, further explanation, logistics. You must complete this field to save the record.
4. Click on **Save**. This returns you to the Concept Card Maintenance selection list box.

6.3.6 Signature Block

This menu option allows you to enter names or titles for up to five officials. This block automatically appears on the bottom of the last page of each concept card for this course. It is also an option on all LOW (Learning Objective Worksheet) reports. You will probably want to

complete this information before printing the Concept Card or an LOW report.

Table 6-203 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-203. Access to Signature Block

MENU OPTION	WORKING	APPROVED	SUBMITTED
Signature Block	Yes	Yes	Yes

- From the Maintenance drop-down menu, choose Signature Block. The Signature Block dialog box (Figure 6-107) opens.

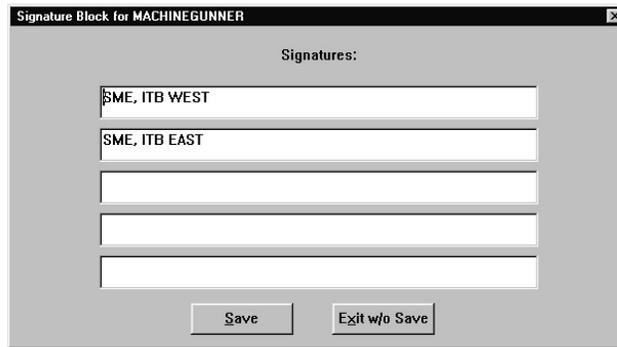


Figure 6-107. Signature Block

- Referring to Table 6-204 for an explanation of the data fields, complete the required information.

Table 6-204. Signature Blocks

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Signatures	These five fields allow up to five different names and titles to be printed on the Concept Card. Begin with the first field for the first official and continue as needed.	Up to 30 capital alphanumeric characters per field

- Click on Save. This returns you to the Curriculum Management window.

6.3.7 Course Statistics

This menu option allows you to maintain a historical record of dates for completion of the Course Descriptive Data (CDD), Program of Instruction (POI), and Course Content Review Board (CCRB). The dates that you enter here appear on the Course Information Maintenance dialog box (Figure 5-03) and the Select a Course selection list box (Figure 6-01). You can obtain a hard copy of this information by printing out the Course Statistics report.

Table 6-205 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-205. Access to Course Statistics

MENU OPTION	WORKING	APPROVED	SUBMITTED
Course <u>S</u> tatistics *Interface invoked between GTB and TRRMS	Yes	Yes	Yes*

- From the Maintenance drop-down menu, choose Course Statistics. The Critical Dates dialog box (Figure 6-108) opens.

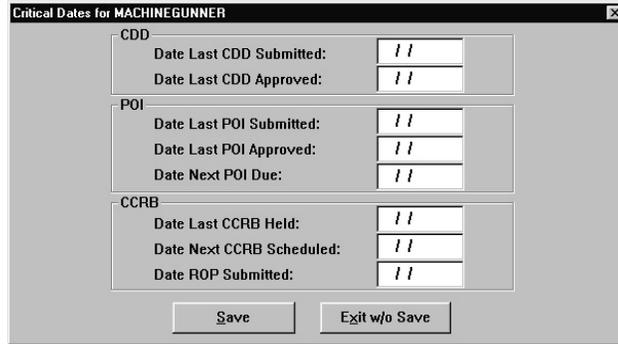


Figure 6-108. Critical Dates

- Referring to Table 6-206 for the format for your entry, enter the appropriate dates in the fields provided. Note that dates entered under any course level (Working, Locally Approved, or Submitted) or reflected in the other two course levels.

Table 6-206. Critical Dates

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
CDD		
CDD Submitted/Received	Enter date submitted to or received by GTB.	yyyy/mm/dd
CDD MCCDC Approved	Enter date approval is granted for the development of a POI.	yyyy/mm/dd
POI		
POI Submitted/Received	Enter date submitted to or received by GTB for consideration.	yyyy/mm/dd
POI MCCDC Approved	Enter date approved by the Commanding General, MCCDC. When entered by a GTB analyst, a process is invoked to transfer selected elements of a CDD to TRRMS.	yyyy/mm/dd
Date Next POI Due	Enter date.	yyyy/mm/dd
CCRB		
Date Last CCRB Held	Enter date.	yyyy/mm/dd
Date Next CCRB Scheduled	Enter date.	yyyy/mm/dd
Date ROP Submitted	Enter date.	yyyy/mm/dd

- Click on Save. This returns you to the Curriculum Management window.