
TABLE OF CONTENTS

CHAPTER 1: Outline: Modify Frozen Proposal

| | |
|--------------------------------------|------|
| A: Modify a Frozen Proposal- - - - - | -1-2 |
|--------------------------------------|------|

CHAPTER 2: Outline: Edit Approved Course

| | |
|--------------------------------------|------|
| A: Edit an Approved Course - - - - - | -2-2 |
|--------------------------------------|------|

CHAPTER 3: Implementation: Course Approval

| | |
|---------------------------------|------|
| A: Approving a Course - - - - - | -3-2 |
|---------------------------------|------|

CHAPTER 4: Utilities: Degree and Certificate Code Maintenance

| | |
|--|------|
| A: Creating a New Degree or Certificate - - - - - | -4-2 |
| B: Modifying an Existing Degree or Certificate - - - - - | -4-9 |
| C: Viewing One or More Degrees or Certificates - - - - - | 4-11 |

CHAPTER 5: Utilities: Repeat Maintenance

| | |
|--|------|
| A: Adding Repeat Codes and Groups - - - - - | -5-2 |
| Code Maintenance - - - - - | -5-2 |
| Group Maintenance - - - - - | -5-6 |
| B: Modifying Repeat Codes and Groups - - - - - | 5-10 |
| Modifying a Repeat Code - - - - - | 5-10 |
| Modifying a Repeat Group - - - - - | 5-13 |

CHAPTER 6: Utilites: Same as Course Maintenance

| | |
|--|------|
| A: Same As Course Master Maintenance - - - - - | -6-2 |
| Adding a New Linking Key - - - - - | -6-4 |
| Deleting a Linking Key - - - - - | -6-9 |

CHAPTER 7: Utilities: Vertical Group Maintenance

| | |
|---|------|
| A: Creating a New Vertical Group - - - - - | -7-2 |
| B: Modifying an Existing Vertical Group - - - - - | -7-8 |
| Example A - Renumbering - - - - - | -7-8 |
| Example B - Resequencing - - - - - | 7-11 |
| C: Vertical Group Lookup - - - - - | 7-18 |

TABLE OF CONTENTS

CHAPTER 8: Utilities: Course Periodic Review Selection

| | |
|--|------|
| A: Course Periodic Review | -8-2 |
| STEP 1 : IDENTIFY THE COURSE(S) NEEDING REVIEW | -8-2 |
| STEP 2 : CREATE AND DISTRIBUTE THE REPORT- | -8-7 |
| STEP 3 : REVIEW THE COURSE (S) | 8-11 |
| STEP 4 : SIGN THE COURSE (S) | 8-12 |
| STEP 5: UPDATE THE REVIEW DATE | 8-15 |

CHAPTER 9: Utilities: Prerequisite Review Selection

| | |
|--|------|
| A: Prerequisite Review | -9-2 |
| STEP 1 : IDENTIFY THE PREREQUISITES(S) NEEDING REVIEW- | -8-2 |
| STEP 2 : CREATE AND DISTRIBUTE THE REPORT- | -9-7 |
| STEP 3 : REVIEW THE COURSE PREREQUISITES | 9-11 |
| STEP 4 : SIGN THE COURSE (S) | 9-12 |
| STEP 5: UPDATE THE PREREQUISITE REVIEW DATE | 9-15 |

CHAPTER 10: Function Keys

| | |
|----------------------------------|------|
| A: Functions Keys for Super User | 10-2 |
|----------------------------------|------|

CHAPTER 11: Speedware Overview

| | |
|------------------------|------|
| A: Speedware® Overview | 11-2 |
| MENUS | 11-2 |
| SCREENS- | 11-3 |
| FUNCTION KEYS | 11-3 |
| At next event- | 11-4 |

CHAPTER 12: Curriculum Developer Glossary

| | |
|----------------------|------|
| A: Glossary of Terms | 12-2 |
|----------------------|------|

TABLE OF CONTENTS

APPENDICES A - I:

| | |
|---|------|
| Appendix A: Abbreviations- - - - - | -A-1 |
| Appendix B: Advisory Type Codes - - - - - | B-1 |
| Appendix C: Types of Articulation - - - - - | C-1 |
| Appendix D: Basic Skills Codes - - - - - | D-1 |
| Appendix E: Classification Codes - - - - - | -E-1 |
| Appendix F: Matriculation Requiring Codes - - - - - | -F-1 |
| Appendix G: Method of Instruction Codes - - - - - | G-1 |
| Appendix H: Program Award Codes - - - - - | H-1 |
| Appendix I: SAM Advisory Codes - - - - - | I-1 |