

C H A P T E R  
**7**

## UTILITIES: VERTICAL GROUP MAINTENANCE

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

## A. Creating a New Vertical Group

**Definition** Vertical Group: A hierarchy of course prerequisites. A student can complete a course in the group, or any course ranked higher in the group, to fulfill a prerequisite requirement.

**Function and Use:** To set up vertical prerequisite groups. If you do not have a vertical group set up, you must specify all courses that satisfy the prerequisite. The vertical group is a shortcut way of ranking courses in a sequence, which thereby **reduces the data entry of prerequisite rules**. Using this feature, you can create a new vertical group or modify an existing group.

### Step

1. Choose Utilities > Vertical Groups Maintenance. You can also type in 'UVG' and then press <ENTER> as a shortcut.

### Illustration

Curriculum Management	
Lookup/Reports	Utilities
Printer selection	(UPS)
Word processor selection	(UWP)
Code maintenance...	(UCM)
Repeat maintenance...	(URM)
Same as course master maintenance	(USA)
<b>Vertical groups maintenance</b>	<b>(UVG)</b>
Course periodic review selection	(UCR)
Prerequisite review selection	(UPR)
Global dept name change	(UGC)

In the screen below, you can either select the vertical group you wish to modify, or press the <ADD> function key to create a new group.

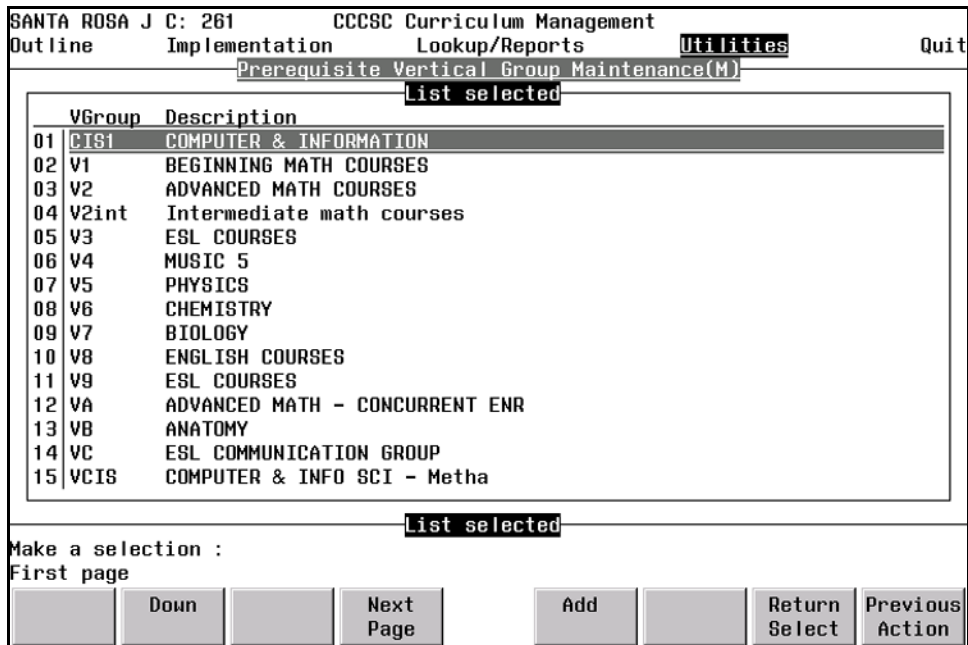


Figure 7.1 List of Existing Vertical Groups

Select the <ADD> function key and press enter. Below is the screen that will be displayed:

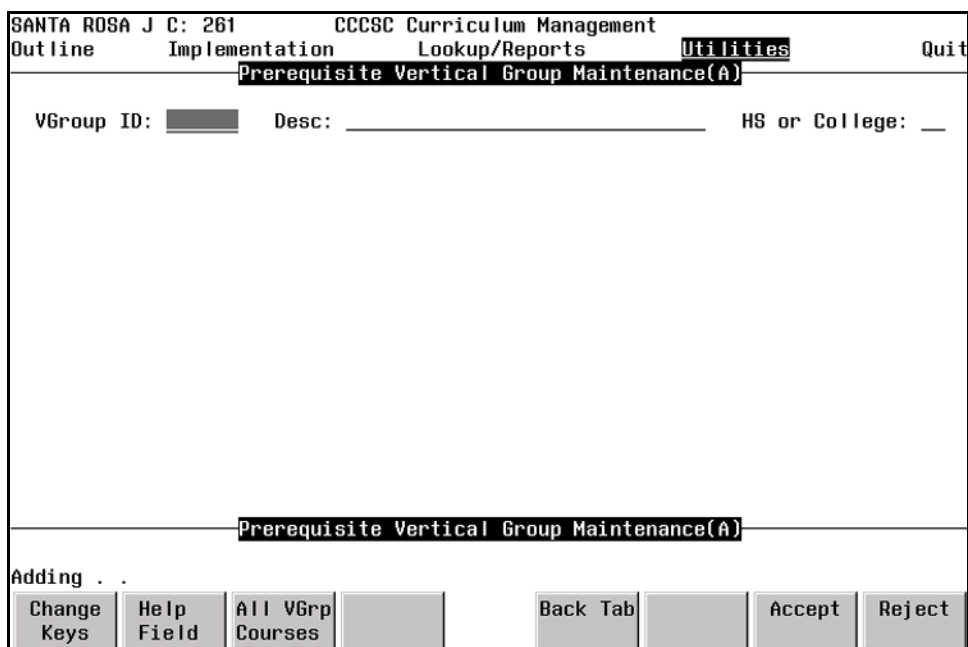


Figure 7.2 Adding a Vertical Group

Below is an explanation of the fields in: *Prerequisite Vertical Group Maintenance*:

<b>VGroup ID</b>	Vertical Group ID. This one to six character field is the identifying key for the vertical group. Make this key meaningful so that it is easy to identify when needed.
<b>Desc</b>	Description. Meaningful description of the vertical group. Thirty character maximum.
<b>HS or College</b>	High School or College. C=college equivalency. H=high school equivalency or above.

Assume that you want to add a vertical group of English course prerequisites at your college. The group includes:

- CSKL 350E
- ENGL 305
- ENGL 80
- ENGL 302
- ENGL 100

Below is the screen from Figure 7.2 'Adding a Vertical Group', but the fields now have data entered into them.

The screenshot shows a terminal window titled 'SANTA ROSA J C: 261 CCCSC Curriculum Management'. The menu bar includes 'Outline', 'Implementation', 'Lookup/Reports', 'Utilities', and 'Quit'. The current screen is 'Prerequisite Vertical Group Maintenance(A)'. The data entry fields are: 'VGroup ID: V13', 'Desc: English Courses', and 'HS or College: C'. At the bottom, there are several function keys: 'Change Keys', 'Help Field', 'All VGrp Courses', 'Back Tab', 'Accept', and 'Reject'.

Figure 7.3 Prerequisite Vertical Group Maintenance

Press the <ACCEPT> function key to process this data entry.

Below is the screen that will be displayed:

SANTA ROSA J C: 261 CCCSC Curriculum Management  
 Outline Implementation Lookup/Reports Utilities Quit  
 Prerequisite Vertical Group Maintenance(A)

VGroup ID: V13 Desc: English Courses HS or College: C

Seq : █	Term begin : _____	Term End : _____	Terms Valid : _____
Seq : _____	Term begin : _____	Term End : _____	Terms Valid : _____
Seq : _____	Term begin : _____	Term End : _____	Terms Valid : _____
Seq : _____	Term begin : _____	Term End : _____	Terms Valid : _____
Seq : _____	Term begin : _____	Term End : _____	Terms Valid : _____
Seq : _____	Term begin : _____	Term End : _____	Terms Valid : _____
Seq : _____	Term begin : _____	Term End : _____	Terms Valid : _____

Adding . . .

Change Keys Help Field Previous Record Next Record Back Tab Accept Reject

Figure 7.4 Prerequisite Vertical Group Maintenance

Below is an explanation of the fields in: *Prerequisite Vertical Group Maintenance*:

- Seq** Sequence. This field is mandatory and must be a four digit number greater than '0100'.
- Term begin** First term in which the course satisfies the prerequisite. If left blank, the course satisfies the prerequisite regardless of when taken.
- Term End** Last term in which the course satisfies the prerequisite. If left blank, the course satisfies the prerequisite regardless of when taken.
- Terms Valid** Number of terms the course satisfies the prerequisite.

Remember the five courses for which we wanted to create this vertical group? This screen is where will enter the following courses:

- CSKL 350E
- ENGL 305
- ENGL 80
- ENGL 302
- ENGL 100

The sequence number determines the ranking of the courses within the hierarchy. Recall that when a vertical group prerequisite is assigned to a course, a course within the vertical group is also identified. That course or any course in the group which is ranked higher (via a higher sequence number) will satisfy the prerequisite requirement.

Therefore, lower-level courses should be given lower sequence numbers and higher-level courses should be given higher sequence numbers.

Below is the screen from Figure 7.4 'Prerequisite Vertical Group Maintenance', but the fields now have data entered into them. Particular attention was paid to the sequence number given to the individual courses in the group.

Additionally, we allowed enough room between the numbers so that if a course were to be later added to this group, it could be done without the requiring the renumbering of other courses in the hierarchy.

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Prerequisite Vertical Group Maintenance(A)			
VGroup ID: <u>V13</u>	Desc: <u>English Courses</u>	HS or College: <u>C</u>	
Seq : <u>1000</u>	<u>CSKL 350E</u>	Term begin : _____	Term End : _____
Seq : <u>1100</u>	<u>ENGL 305</u>	Term begin : _____	Term End : _____
Seq : <u>1200</u>	<u>ENGL 80</u>	Term begin : _____	Term End : _____
Seq : <u>1300</u>	<u>ENGL 302</u>	Term begin : _____	Term End : _____
Seq : <u>1400</u>	<u>ENGL 100</u>	Term begin : <span style="background-color: gray; color: black;">██████</span>	Term End : _____
Seq : _____	_____	Term begin : _____	Term End : _____
Seq : _____	_____	Term begin : _____	Term End : _____

Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept	Reject
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Figure 7.5 Prerequisite Vertical Group Maintenance

Press the <ACCEPT> function key to process this data entry. To view a list of the courses that have been added, press the <LIST SELECTED> function key:

SANTA ROSA J C: 261		CCCSC Curriculum Management			Utilities		Quit	
Outline		Implementation		Lookup/Reports		Prerequisite Vertical Group Maintenance(A)		
VGroup ID: <u>V</u>		List selected					College: <u>C</u>	
	Seq	Dept/Nbr	Begin	End	Terms	Valid		
Seq : <u>1000</u>	01	1000 CSKL 350E					s Valid :__	
	02	1100 ENGL 305					s Valid :__	
Seq : <u>1100</u>	03	1200 ENGL 80					s Valid :__	
	04	1300 ENGL 302						
Seq : <u>1200</u>	05	1400 ENGL 100					s Valid :__	
Seq : <u>1300</u>	<u>ENGL 302</u>	Term begin : ____	Term End : ____	Terms Valid : ____				
Seq : <u>1400</u>	<u>ENGL 100</u>	Term begin : ____	Term End : ____	Terms Valid : ____				
Seq : ____	____	Term begin : ____	Term End : ____	Terms Valid : ____				
Seq : ____	____	Term begin : ____	Term End : ____	Terms Valid : ____				
List selected								
Make a selection :								
Only one page								
Up				Add			Return Next	

Figure 7.6 List of Courses in the Vertical Group 'V13'

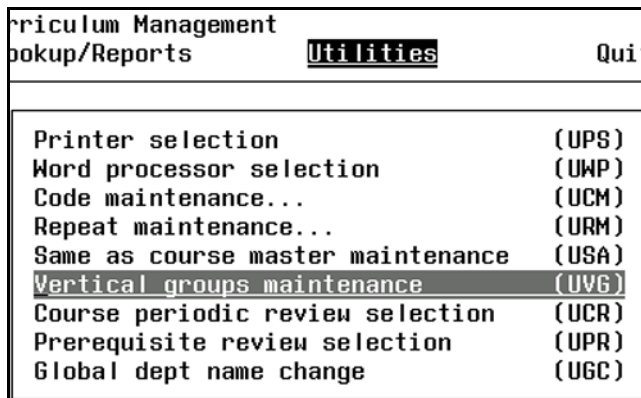
## B. Modifying an Existing Vertical Group

If you have already created a new vertical group, modifying a group will be fairly intuitive. You will enter the screen to modify information by following step one as shown below:

### Step

1. Choose Utilities > Vertical Groups Maintenance. You can also type in 'UVG' and then press <ENTER> as a shortcut.

### Illustration



### Example A - Renumbering

In the screen below, <TAB> to the existing vertical group you wish to modify (or use the <UP> and <DOWN> function keys). In this case, we will modify the VGroup 'CIS 1':

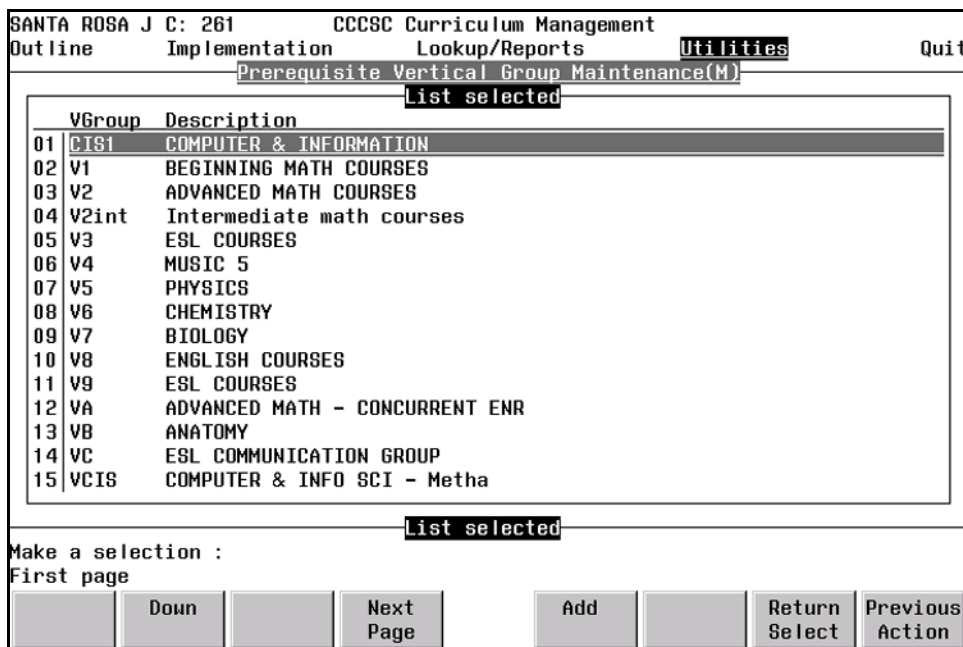


Figure 7.7 List of Existing Vertical Groups

Press <ENTER> to display the first screen of the Prerequisite Vertical Group Maintenance screens:

SANTA ROSA J C: 261		CCCSC Curriculum Management					
Outline	Implementation	Lookup/Reports	<u>Utilities</u>	Quit			
<u>Prerequisite Vertical Group Maintenance(M)</u>							
VGroup ID: <u>CIS1</u>		Desc: <u>COMPUTER &amp; INFORMATION</u>		HS or College: <u>  </u>			
<u>Prerequisite Vertical Group Maintenance(M)</u>							
Modifying . .							
Change Keys	Help Field	All VGrp Courses	VGroup Courses	Back Tab		Accept	Reject

Figure 7.8 Prerequisite Vertical Group Maintenance

Press the <ACCEPT> function key to confirm this selection. The second screen where you will work with the course information will be displayed:

SANTA ROSA J C: 261		CCCSC Curriculum Management																																																													
Outline	Implementation	Lookup/Reports	<u>Utilities</u>	Quit																																																											
<u>Prerequisite Vertical Group Maintenance(M)</u>																																																															
VGroup ID: <u>CIS1</u>		Desc: <u>COMPUTER &amp; INFORMATION</u>		HS or College: <u>  </u>																																																											
<table border="1"> <tr> <td>Seq : <u>1000</u></td> <td><u>CIS 101A</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> <tr> <td>Seq : <u>1005</u></td> <td><u>CIS 105A</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> <tr> <td>Seq : <u>1010</u></td> <td><u>CIS 101B</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> <tr> <td>Seq : <u>1011</u></td> <td><u>CIS 105B</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> <tr> <td>Seq : <u>1015</u></td> <td><u>CIS 84.61A</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> <tr> <td>Seq : <u>1020</u></td> <td><u>CIS 58.61A</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> <tr> <td>Seq : <u>1025</u></td> <td><u>CIS 58.53B</u></td> <td>Term begin : <u>  </u></td> <td>Term End : <u>  </u></td> <td>Terms Valid : <u>  </u></td> <td colspan="3"></td> </tr> </table>								Seq : <u>1000</u>	<u>CIS 101A</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>				Seq : <u>1005</u>	<u>CIS 105A</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>				Seq : <u>1010</u>	<u>CIS 101B</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>				Seq : <u>1011</u>	<u>CIS 105B</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>				Seq : <u>1015</u>	<u>CIS 84.61A</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>				Seq : <u>1020</u>	<u>CIS 58.61A</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>				Seq : <u>1025</u>	<u>CIS 58.53B</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>			
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Seq : <u>1020</u>	<u>CIS 58.61A</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>																																																											
Seq : <u>1025</u>	<u>CIS 58.53B</u>	Term begin : <u>  </u>	Term End : <u>  </u>	Terms Valid : <u>  </u>																																																											
Modifying . .																																																															
Change Keys	Help Field	Previous Record	Next Record	Back Tab		Accept	Reject																																																								

Figure 7.9 Prerequisite Vertical Group Maintenance

In this example, we are going to change the numbering sequence to reflect groups of 100 as shown below. This allows more flexibility if you are planning to add additional courses in the sequence.

SANTA ROSA J C: 261		CCCSC Curriculum Management			
Outline	Implementation	Lookup/Reports	<b>Utilities</b>	Quit	
<u>Prerequisite Vertical Group Maintenance(M)</u>					
VGroup ID: <u>CIS1</u>		Desc: <u>COMPUTER &amp; INFORMATION</u>		HS or College: <u>  </u>	
Seq :	<u>1100</u>	<u>CIS 101A</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Seq :	<u>1200</u>	<u>CIS 105A</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Seq :	<u>1300</u>	<u>CIS 101B</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Seq :	<u>1400</u>	<u>CIS 105B</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Seq :	<u>1500</u>	<u>CIS 84.61A</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Seq :	<u>1600</u>	<u>CIS 58.61A</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Seq :	<u>1700</u>	<u>CIS 58.53B</u>	Term begin :	<u>  </u>	Term End : <u>  </u> Terms Valid : <u>  </u>
Modifying . . .					
			First record/page		
Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept Reject

Figure 7.10 Prerequisite Vertical Group Maintenance

## Example B - Resequencing

In the next example we are going to resequence a course within the Prerequisite Vertical Group.

In the screen below, <TAB> to the existing vertical group you wish to modify (or use the <UP> and <DOWN> function keys). In this case, we will modify the VGroup 'V13-English Courses':

SANTA ROSA J C: 261 CCCSC Curriculum Management  
 Outline Implementation Lookup/Reports Utilities Quit  
 Prerequisite Vertical Group Maintenance(M)  
 List selected

VGroup	Description
01	CIS1 COMPUTER & INFORMATION
02	V1 BEGINNING MATH COURSES
03	V13 English Courses
04	V2 ADVANCED MATH COURSES
05	V2int Intermediate math courses
06	V3 ESL COURSES
07	V4 MUSIC 5
08	V5 PHYSICS
09	V6 CHEMISTRY
10	V7 BIOLOGY
11	V8 ENGLISH COURSES
12	V9 ESL COURSES
13	VA ADVANCED MATH - CONCURRENT ENR
14	VB ANATOMY
15	VC ESL COMMUNICATION GROUP

List selected

Make a selection :  
 First page

Up Down Next Page Add Return Select Previous Action

Figure 7.11 Prerequisite Vertical Group Maintenance

Press <ENTER> to display the first screen of the Prerequisite Vertical Group Maintenance screens:

SANTA ROSA J C: 261		CCCSC Curriculum Management		Utilities		Quit
Outline	Implementation	Lookup/Reports		Utilities		Quit
Prerequisite Vertical Group Maintenance(M)						
VGroup ID:	V13	Desc:	English Courses	HS or College:	C	
Prerequisite Vertical Group Maintenance(M)						
Modifying . .						
Change Keys	Help Field	All VGrp Courses	VGroup Courses	Back Tab	Accept	Reject

Figure 7.12 Prerequisite Vertical Group Maintenance

Press the <ACCEPT> function key to confirm this selection. The second screen where you will work with the course information will be displayed:

SANTA ROSA J C: 261		CCCSC Curriculum Management		Utilities		Quit
Outline	Implementation	Lookup/Reports		Utilities		Quit
Prerequisite Vertical Group Maintenance(M)						
VGroup ID:	V13	Desc:	English Courses	HS or College:	C	
Seq :	1000	CSKL 350E	Term begin :	Term End :	Terms Valid :	
Seq :	1100	ENGL 305	Term begin :	Term End :	Terms Valid :	
Seq :	1300	ENGL 302	Term begin :	Term End :	Terms Valid :	
Seq :	1400	ENGL 100	Term begin :	Term End :	Terms Valid :	
Seq :	1500	ENGL 80	Term begin :	Term End :	Terms Valid :	
Seq :			Term begin :	Term End :	Terms Valid :	
Seq :			Term begin :	Term End :	Terms Valid :	
Modifying . .						
Change Keys	Help Field	Previous Record	Next Record	Back Tab	Accept	Reject

Figure 7.13 Prerequisite Vertical Group Maintenance

Assume that the course, 'CSKL 350E', should actually be at a higher level in the sequence. All that needs to be done is to change the sequence number from '1000' to '1200'.

SANTA ROSA J C: 261 CCCSC Curriculum Management  
 Outline Implementation Lookup/Reports Utilities Quit  
 Prerequisite Vertical Group Maintenance(M)

VGroup ID: V13 Desc: English Courses HS or College: C

Seq : 1200	CSKL 350E	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1100	ENGL 305	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1300	ENGL 302	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1400	ENGL 100	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1500	ENGL 80	Term begin : ____	Term End : ____	Terms Valid : __
Seq : ____	____	Term begin : ____	Term End : ____	Terms Valid : __
Seq : ____	____	Term begin : ____	Term End : ____	Terms Valid : __

Modifying . .

Change Keys Help Field Previous Record Next Record Back Tab Accept Reject

Figure 7.14 Resequencing a Course

If you back out of this screen and return to the vertical group, you will see that CSKL 350E is now in a new position in the sequence:

SANTA ROSA J C: 261 CCCSC Curriculum Management  
 Outline Implementation Lookup/Reports Utilities Quit  
 Prerequisite Vertical Group Maintenance(M)

VGroup ID: V13 Desc: English Courses HS or College: C

Seq : 1100	ENGL 305	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1200	CSKL 350E	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1300	ENGL 302	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1400	ENGL 100	Term begin : ____	Term End : ____	Terms Valid : __
Seq : 1500	ENGL 80	Term begin : ____	Term End : ____	Terms Valid : __
Seq : ____	____	Term begin : ____	Term End : ____	Terms Valid : __
Seq : ____	____	Term begin : ____	Term End : ____	Terms Valid : __

Modifying . .

Change Keys Help Field Previous Record Next Record Back Tab Accept Reject

Figure 7.15 Course Resequenced

### Example C - Replacing a Course

In this example, we are going to replace an incorrect course from a vertical group with the correct one.

Assume 'ENGL 80' should actually be 'ENGL 84'. To achieve this, the ENGL 80 entry must be deleted and ENGL 84 entry must be added.

First, <TAB> to the existing vertical group you wish to modify (or use the <UP> and <DOWN> function keys). In this case, we will modify the VGroup 'V13-English Courses':

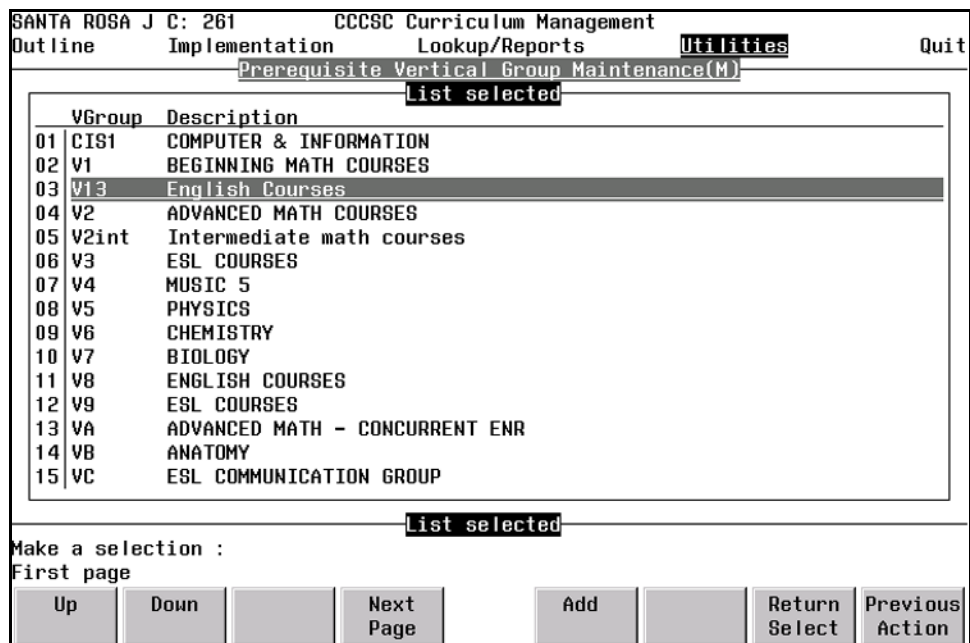


Figure 7.16 Prerequisite Vertical Group Maintenance

Press <ENTER> to display the first screen of the Prerequisite Vertical Group Maintenance screens:

SANTA ROSA J C: 261		CCCSC Curriculum Management					
Outline	Implementation	Lookup/Reports	<b>Utilities</b>	Quit			
<b>Prerequisite Vertical Group Maintenance(M)</b>							
VGroup ID:	V13	Desc:	English Courses	HS or College:	C		
<b>Prerequisite Vertical Group Maintenance(M)</b>							
Modifying . .							
Change Keys	Help Field	All VGrp Courses	VGroup Courses	Back Tab		Accept	Reject

Figure 7.17 Prerequisite Vertical Group Maintenance

Press the <ACCEPT> function key to confirm this selection. The second screen where you will work with the course information will be displayed. Use the <NEXT RECORD> function key to highlight the course that you would like to remove:

SANTA ROSA J C: 261		CCCSC Curriculum Management					
Outline	Implementation	Lookup/Reports	<b>Utilities</b>	Quit			
<b>Prerequisite Vertical Group Maintenance(M)</b>							
VGroup ID:	V13	Desc:	English Courses	HS or College:	C		
Seq :	1100	ENGL 305	Term begin :	Term End :	Terms Valid :		
Seq :	1200	CSKL 350E	Term begin :	Term End :	Terms Valid :		
Seq :	1300	ENGL 302	Term begin :	Term End :	Terms Valid :		
Seq :	1400	ENGL 100	Term begin :	Term End :	Terms Valid :		
Seq :	1500	ENGL 80	Term begin :	Term End :	Terms Valid :		
Seq :			Term begin :	Term End :	Terms Valid :		
Seq :			Term begin :	Term End :	Terms Valid :		
<b>Prerequisite Vertical Group Maintenance(M)</b>							
Change Keys	Help Field	Previous Record	Next Record	Back Tab		Accept	Reject

Figure 7.18 Prerequisite Vertical Group Maintenance

Press the <CHANGE KEYS> function key. Notice that the function keys have changed at the bottom of the screen:

Change Keys	Help Screen				Delete			Print Screen
-------------	-------------	--	--	--	--------	--	--	--------------

Figure 7.19 Function Keys

Press the <DELETE> function key to complete the first step in deleting this course from the vertical group.

Notice that the function keys have once again changed at the bottom of the screen:

Change Keys	Help Field	Previous Record	Next Record		Delete (Yes)		Continue (No)	Stop (No)
-------------	------------	-----------------	-------------	--	--------------	--	---------------	-----------

Figure 7.20 Function Keys

Press the <DELETE (YES)> function key to complete the final step in deleting this course from the vertical group.

Notice that the course 'ENGL 80' is no longer in the sequence for vertical group 'V13':

SANTA ROSA J C: 261		CCCSC Curriculum Management						
Outline	Implementation	Lookup/Reports	<b>Utilities</b>	Quit				
Prerequisite Vertical Group Maintenance(M)								
VGroup ID: V13		Desc: English Courses		HS or College: C				
Seq :	1100 ENGL 305	Term begin :		Term End :		Terms Valid :		
Seq :	1200 CSKL 350E	Term begin :		Term End :		Terms Valid :		
Seq :	1300 ENGL 302	Term begin :		Term End :		Terms Valid :		
Seq :	1400 ENGL 100	Term begin :		Term End :		Terms Valid :		
Seq :		Term begin :		Term End :		Terms Valid :		
Seq :		Term begin :		Term End :		Terms Valid :		
Seq :		Term begin :		Term End :		Terms Valid :		
Next ?								
Record deleted. . .				No next record/page				
		Previous Page	Next Page		Add	List Selected		Previous Action

Figure 7.21 Prerequisite Vertical Group Maintenance

Press the <STOP (NO)> function key to complete the delete action. Notice that the function keys at the bottom of the screen have changed yet again:



Figure 7.22 Function Keys

Press the <ADD> function key and key the course 'ENGL 84' with a sequence number of '1500' as shown below. Press the <ACCEPT> function key when you are finished:

SANTA ROSA J C: 261		CCCSC Curriculum Management					
Outline	Implementation	Lookup/Reports	<b>Utilities</b>			Quit	
Prerequisite Vertical Group Maintenance(M)							
VGroup ID: V13		Desc: English Courses		HS or College: C			
Seq :	1100	ENGL 305	Term begin :	Term End :	Terms Valid :		
Seq :	1200	CSKL 350E	Term begin :	Term End :	Terms Valid :		
Seq :	1300	ENGL 302	Term begin :	Term End :	Terms Valid :		
Seq :	1400	ENGL 100	Term begin :	Term End :	Terms Valid :		
Seq :	1500	ENGL 84A	Term begin :	Term End :	Terms Valid :		
Seq :			Term begin :	Term End :	Terms Valid :		
Seq :			Term begin :	Term End :	Terms Valid :		
Change Keys	Help Field	Previous Record	Next Record	Back Tab		Accept	Reject

Figure 7.23 Prerequisite Vertical Group Maintenance

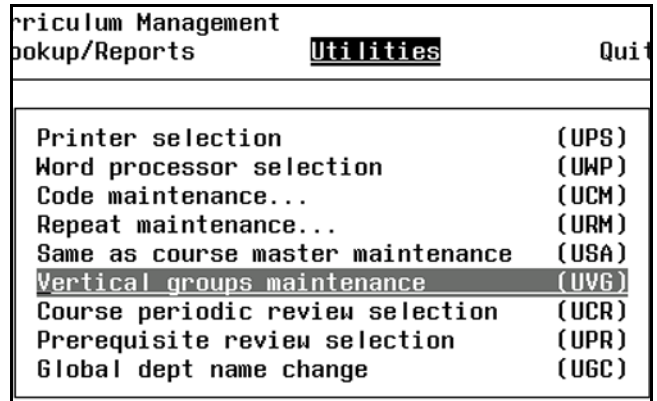
## C. Vertical Group Lookup

You can look up vertical group information by utilizing the <ALL VGRP COURSES> and <VGROUP COURSES> function keys. You find these function keys by following step one as shown below:

### Step

1. Choose Utilities > Vertical Groups Maintenance. You can also type in 'UVG' and then press <ENTER> as a shortcut.

### Illustration



<TAB> to the vertical group that you want to look up. In this example, we chose the vertical group 'V3':

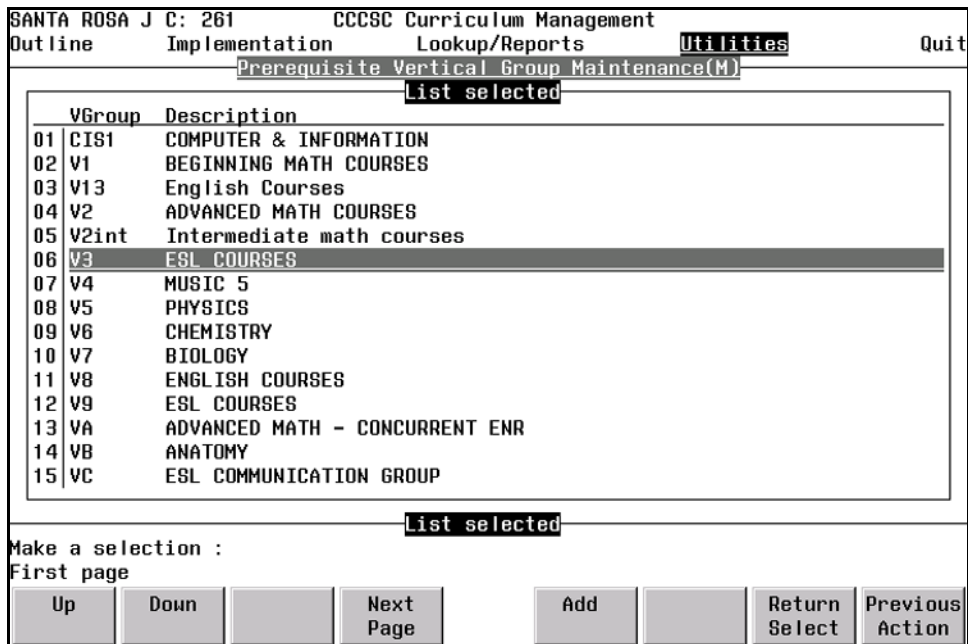


Figure 7.24 Prerequisite Vertical Group Maintenance

When the vertical group is highlighted, press <ENTER> to select this group:

SANTA ROSA J C: 261		CCCSC Curriculum Management		Utilities		Quit	
Outline		Implementation		Lookup/Reports		Utilities	
Prerequisite Vertical Group Maintenance(M)							
VGroup ID: V3		Desc: ESL COURSES		HS or College: __			
Prerequisite Vertical Group Maintenance(M)							
Modifying . .							
Change Keys	Help Field	All VGrp Courses	VGroup Courses	Back Tab		Accept	Reject

Figure 7.25 Prerequisite Vertical Group Maintenance

Notice the function keys at the bottom of Figure 7.20:

Change Keys	Help Field	All VGrp Courses	VGroup Courses	Back Tab		Accept	Reject
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Figure 7.26 Function Keys

You may either choose the <VGROUP COURSES> function key to display the vertical groups courses for group 'V3' or you can view **all** vertical group courses by pressing the <ALL VGRP COURSES> function key.

We are interested only in vertical group 'V3', so we selected the <VGROUP COURSES> function key. A data entry screen will be displayed prompting you to limit your viewing by report term. We entered Fall 2003:

Report term: F2003 FALL 2003
------------------------------

Figure 7.27 Report Term

After pressing the <ACCEPT> function key to process this data entry, the following screen will be displayed:

SANTA ROSA J C: 261		CCCSC Curriculum Management				
CC103-PRE-VG-RPT		PREREQ-VGROUP Report			PAGE: 1	
16:22:00		SANTA ROSA JUNIOR COLLEGE			FALL 2003	
VGroup ID: V3		Descr: ESL COURSES			HS or College:	
Seq	Course	Term Begin	Term End	Terms Valid	User Name	Date Posted
0100	ESL 308A				MGAITAN	06/24/1998
0200	ENGL 308A (Terminated)				MGAITAN	06/24/1998
0300	ESL 308				MGAITAN	06/24/1998
0400	ENGL 308 (Terminated)				MGAITAN	06/24/1998
0500	ESL 308B				MGAITAN	06/24/1998
0600	ENGL 308B (Terminated)				MGAITAN	06/24/1998
0700	ESL 310A				MGAITAN	06/24/1998
0900	ESL 310				MGAITAN	06/24/1998
1100	ESL 310B				MGAITAN	06/24/1998
1300	ESL 312				MGAITAN	06/24/1998
1500	ESL 314				MGAITAN	06/24/1998
1700	ESL 316				MGAITAN	06/24/1998

PREREQ-VGROUP Report

Enter a page number or press Enter to continue \_

Lines:1-19 Columns:1-80

Go to End	Scroll Forward	Scroll Backward			Page Down
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Figure 7.28 Prerequisite Vertical Group Report

Below is an explanation of the fields in: *Prerequisite Vertical Group Report*:

<b>Seq</b>	Sequence. Number which identifies the course ranking
<b>Term begin</b>	First term in which the course satisfies the prerequisite. If left blank, the course satisfies the prerequisite regardless of when taken.
<b>Term End</b>	Last term in which the course satisfies the prerequisite. If left blank, the course satisfies the prerequisite regardless of when taken.
<b>Terms Valid</b>	Number of terms after course completion that the course satisfies the prerequisite
<b>User Name</b>	Name of the person who inputted the data
<b>Date Posted</b>	Date the information was inputted into the system