

---

---

# TABLE OF CONTENTS

---

---

## CHAPTER 1: OUTLINE: CREATE NEW COURSE - PART 1

A: Outline: Create New Course - - - - -	1-2
---	-----

## CHAPTER 2: OUTLINE: CREATE NEW COURSE - PART 2

A: Working with the Outline Sections - - - - -	2-2
B: Working with Text - - - - -	2-4
General Guidelines - - - - -	2-4
Wordprocess Text - - - - -	2-4
Edit Text on HP - - - - -	2-5

## CHAPTER 3: CREATE NEW COURSE - ADVISORIES

A: Advisories on Recommended Preparation - - - - -	3-2
Examples of Advisory Codes - - - - -	3-3
Adding a New Rule - - - - -	3-11

## CHAPTER 4: CREATE NEW COURSE- PREREQUISITES/COREQUISITES

A: Prerequisites/Corequisites - - - - -	4-2
Prerequisite - - - - -	4-2
Corequisite - - - - -	4-2
Provisional Prerequisite - - - - -	4-2
Adding a New Rule - - - - -	4-4
Modifying Existing Rules - - - - -	4-14

## CHAPTER 5: CREATE NEW COURSE - LIMITS ON ENROLLMENT

A: Limits on Enrollment- - - - -	5-2
----------------------------------	-----

## CHAPTER 6: CREATE NEW COURSE - CATALOG DESCRIPTION

A: Catalog Description - - - - -	6-2
----------------------------------	-----

## CHAPTER 7: CREATE NEW COURSE - SCHEDULE DESCRIPTION

A: Schedule Description - - - - -	7-2
-----------------------------------	-----

## CHAPTER 8: CREATE NEW COURSE - TOPICS AND SCOPE

A: Topics/Scope - - - - -	8-2
---------------------------	-----

## CHAPTER 9: CREATE NEW COURSE - OUTCOMES AND OBJECTIVES

A: Outcomes/Objectives - - - - -	9-2
----------------------------------	-----

## CHAPTER 10: CREATE NEW COURSE - ASSIGNMENTS

A: Assignments - - - - -	10-2
--------------------------	------

---

---

# TABLE OF CONTENTS

---

---

**CHAPTER 11: CREATE NEW COURSE - METHODS OF EVALUATION**

A: Methods of Evaluation - - - - - 11-2

**CHAPTER 12: CREATE NEW COURSE - TEXTBOOKS**

A: Textbooks- - - - - 12-2

**CHAPTER 13: OUTLINE: CREATE NEW COURSE - COPY FROM A COURSE**

A: Outline: Create New Course - Copy from a Course - - - - - 13-2

**CHAPTER 14: OUTLINE: CREATE VERSION**

A: Outline: Create Version - - - - - 14-2

**CHAPTER 15: OUTLINE: MODIFY / FREEZE PROPOSAL**

A: Outline: Modify / Freeze Proposal - - - - - 15-2

**CHAPTER 16: OUTLINE: TERMINATE COURSE**

A: Outline: Terminate Course- - - - - 16-2  
Propose Course Termination - - - - - 16-2  
Modify/Freeze Termination Proposal- - - - - 16-5

**CHAPTER 17: IMPLEMENTATION: SIGNATURES**

A: Outline: Signatures - - - - - 17-2  
Unsigned Courses - - - - - 17-2  
All Review Types - - - - - 17- 3  
Proposals: new / changed / terminated - - - - - 17- 6  
Course Periodic Review - - - - - 17- 8  
Prerequisite Review - - - - - 17- 10  
Signed Courses - - - - - 17- 12

**CHAPTER 18: UTILITIES: PRINTER AND WORD PROCESSOR SELECTION**

A: Printer Selection- - - - - 18-2  
B: Wordprocessor Selection - - - - - 18-4

**CHAPTER 19: FUNCTION KEYS**

A: Functions Keys for Course Development- - - - - 19-2  
Navigating through the program - - - - - 19-2

---



---

# TABLE OF CONTENTS

---



---

**CHAPTER 20: SPEEDWARE OVERVIEW**

A: Speedware® Overview - - - - -	20-2
MENUS - - - - -	20-2
SCREENS - - - - -	20-3
FUNCTION KEYS- - - - -	20-3
At next event - - - - -	20-4

**CHAPTER 21: CURRICULUM DEVELOPER GLOSSARY**

A: Glossary of Terms- - - - -	21-2
-------------------------------	------

**APPENDICES A - R:**

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
Appendix J: SRJC Course Department Codes - - - - -	-J-1
Appendix K: SRJC Degree Certificate Codes - - - - -	-K-1
Appendix L: SRJC Faculty Service Area Codes - - - - -	-L-1
Appendix M: SRJC Level of Scrutiny Codes - - - - -	M-1
Appendix N: SRJC Non Credit Category Codes - - - - -	N-1
Appendix O: SRJC PACS Program Codes - - - - -	O-1
Appendix P: SRJC Prerequisite Type Codes - - - - -	-P-1
Appendix Q: SRJC Repeat Codes - - - - -	Q-1
Appendix R: SRJC Repeat Group ID Codes - - - - -	R-1