
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 - S:

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