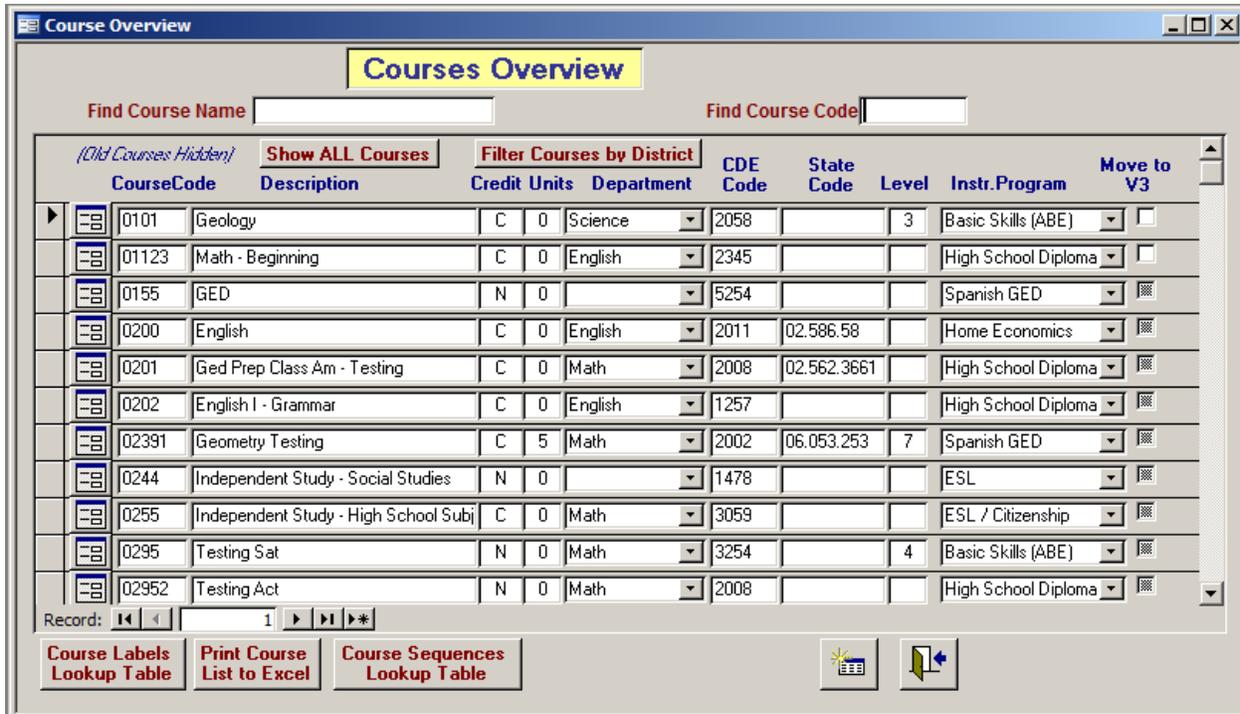


## Setup – Courses

The **Course Overview** shows all courses at a glance.



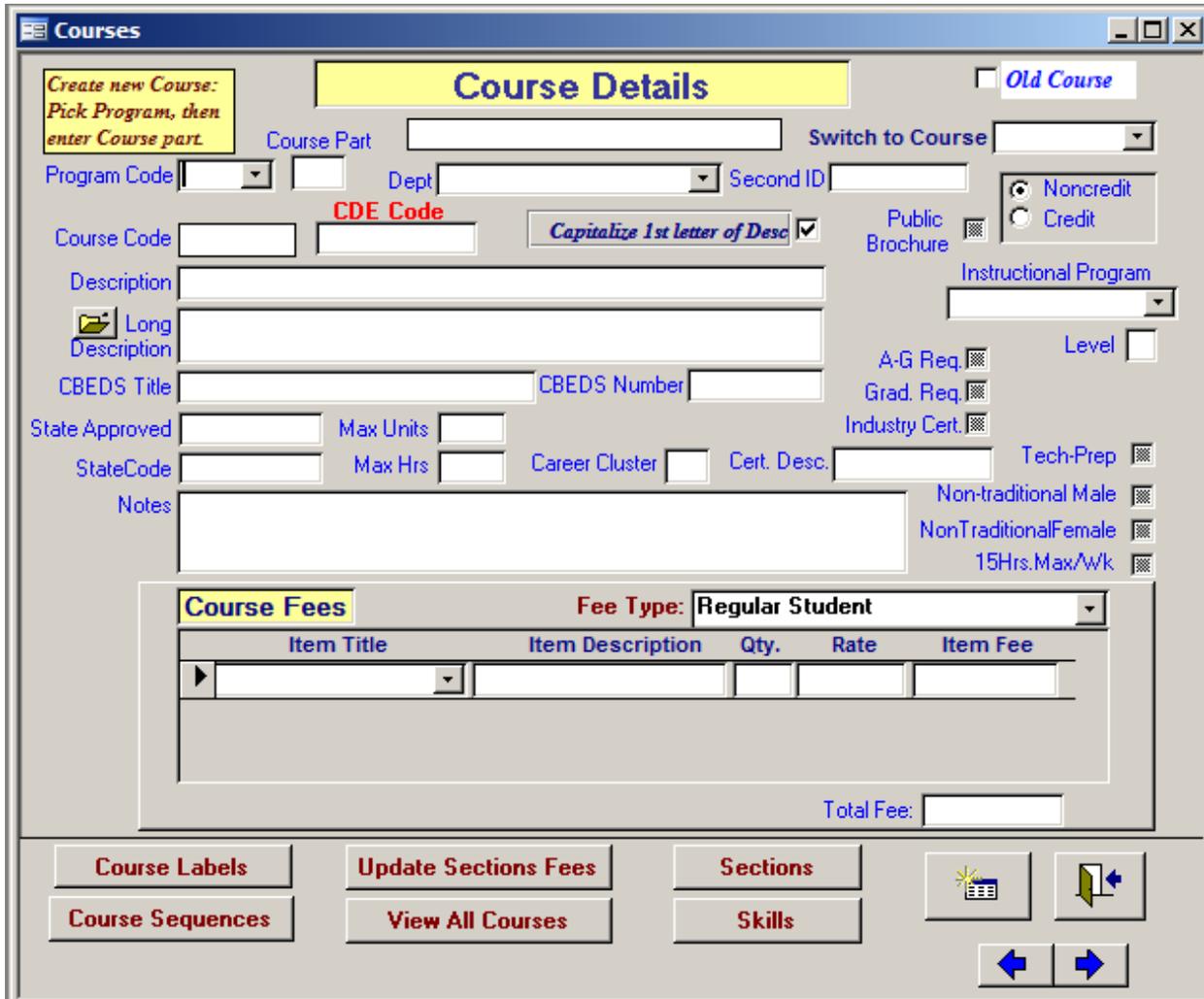
CourseCode	Description	Credit Units	Department	CDE Code	State Code	Level	Instr. Program	Move to V3
0101	Geology	C 0	Science	2058		3	Basic Skills (ABE)	<input type="checkbox"/>
01123	Math - Beginning	C 0	English	2345			High School Diploma	<input type="checkbox"/>
0155	GED	N 0		5254			Spanish GED	<input type="checkbox"/>
0200	English	C 0	English	2011	02.586.58		Home Economics	<input type="checkbox"/>
0201	Ged Prep Class Am - Testing	C 0	Math	2008	02.562.3661		High School Diploma	<input type="checkbox"/>
0202	English I - Grammar	C 0	English	1257			High School Diploma	<input type="checkbox"/>
02391	Geometry Testing	C 5	Math	2002	06.053.253	7	Spanish GED	<input type="checkbox"/>
0244	Independent Study - Social Studies	N 0		1478			ESL	<input type="checkbox"/>
0255	Independent Study - High School Subj	C 0	Math	3059			ESL / Citizenship	<input type="checkbox"/>
0295	Testing Sat	N 0	Math	3254		4	Basic Skills (ABE)	<input type="checkbox"/>
02952	Testing Act	N 0	Math	2008			High School Diploma	<input type="checkbox"/>

- Find a course by typing the course number or description.
- Sort on any of the columns: click anywhere in the column and do an A-Z or Z-A sort. (The A-Z icon can be found at the very top of the screen). 
- Close the screen with the “Close” icon: 
- Access a course with the “Open” icon next to the course: 
- Open a new, empty screen with the “Add Record” icon: 
- The number of records will display at the bottom of the screen.

*Note: All Overview screens in ASAP work the same as this one.*

## Setup – Courses

Create a new course as follows:



**Course Details**

Create new Course: Pick Program, then enter Course part.

Old Course

Course Part  Switch to Course

Program Code  Dept  Second ID

Course Code  CDE Code  Capitalize 1st letter of Desc

Description

Long Description

CBEDS Title  CBEDS Number

State Approved  Max Units

StateCode  Max Hrs  Career Cluster  Cert. Desc.

Notes

Public Brochure  Noncredit  Credit

Instructional Program

Level

A-G Req  Grad. Req  Industry Cert.

Tech-Prep  Non-traditional Male  NonTraditionalFemale  15Hrs.Max/Wk

**Course Fees** Fee Type: Regular Student

Item Title	Item Description	Qty.	Rate	Item Fee
<input type="text"/>				

Total Fee:

Course Labels Update Sections Fees Sections Course Sequences View All Courses Skills

- In the Program field, type the two digits of the program code, followed by two or three digits in the Course Part. The Program Code and description of the program will automatically be filled in.
- Enter the CDE Code.
- Enter the department for a High School Subjects course. Click the “Credit” button on if this is a High School course.
- Type a description.
- Complete the Long description if you want a detailed description (for your public brochure, for instance). Otherwise, leave blank.
- If you click “Public Brochure” on, you can run a query to pull the long description into Page Maker.
- Enter the level of the course. If you want your TOPS Entry Form to be pre-slugged for ABE and ESL in the “Instructional Level” box, type the number that corresponds to the level on the form (e.g. ESL Int. Low = 3).
- All fees that you enter will default to the section screen for this course.



## Setup – Courses

- Click if the course has max units, max hours or 15 hour restrictions.
- Enter the State Code and approval date, and CBEDS information.  
*Note: Only the Course Code and Course Description are mandatory on this screen.*

Click on the “Sections” to see the sections in the current Time Period for this course.