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Rodger B. Campbell

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STUDYPLN: A Tutorial and Reference Manual

**by
Rodger B. Campbell**

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Introduction

This manual is divided into two parts. The first is a tutorial for the new comer to the STUDYPLN. It takes you through each phase of the program step-by-step. The second part is more of a refresher for the different options. In this part, you will find all of the important details for each phase.

Throughout this manual, the contents of screens from the program are shown. They are not necessarily accurate in terms of spacing, but they are accurate in terms of content.

If at some time during the tutorial you must end the session, just get to a point where the main menu is displayed. Then, by simply following the first few steps to get the main menu, you can easily start at any point in the tutorial where a new option is started.

Throughout the program, lower case letters are treated as the same as upper case letters. So in many instances you can just use the lower case and avoid hitting the shift.

Starting Up

With the computer turned on, insert the STUDYPLN disk into the disk drive, and close the door. With the display reading "C>", type in "a:" and hit <return>. (From now on, after typing the required information, if nothing happens, be sure and hit return. It will not be placed in the text to avoid a cluttering.) You should then have an "a:" displayed on the screen. To run the program, just type its name, "studypln." The disk drive should whirl, and the screen will present you with a message similar to the following.

Welcome

to the

Student Study Plan System

Please enter today's date (mm/dd/yy):

At this point, type in today's date in that format. For instance, if it is February 13, 1986, type in 02/13/86. This date is used to record the date a student's plan was last updated. The program will then present you with the menu, which you will become very familiar with while running the program.

The menu looks something like this.

Student Study Plan System
Master Menu

1. Enter a new Study Plan
2. Update student Information
3. List a Study Plan
4. List students for a particular course
5. List number of students for each course
6. Update course file
7. Help
8. Done (Exit)

Which option would you like?

We will go over each of these options in turn. Firstly, the Help option (number 7) gives a listing of each of the options and what they can be used for. If you would like to read these, just type in a 7, and the program will type out a description of option 1 and ask you to hit return to go on to option 2. Since the names in the above menu are accurate and you will be going through each of the options in this tutorial, it is not absolutely necessary for you to select this option. After you have gone through all the descriptions, it will return you to the main menu again.

Option 1: Enter a New Study Plan

The first option that you will use fairly often is "Enter a new Study Plan" which is option 1. So begin by typing in a 1 to begin the procedure to add a new student plan. The screen will then send you the message:

This segment of the Student Study Plan System is for adding a new student to the system.

Please press RETURN to Continue.

Next hit RETURN, and the screen will transform into the one to enter in the student's information, such as his or her name, emphasis, etc. It will contain the following information.

Student Information

SSN #_	Emphasis (1, 2, or 3)
Last Name	Major (1 or 2)
First Name	
Middle Initial	

At the bottom of the screen, there will be a message telling you what piece of data to enter. The cursor will also show you where the data is to

be entered. Naturally, the first piece of information to enter is the student's social security number. So let's type in one, say 000-00-0001. I doubt if any student has this number so it will not cause a problem with trying to add a plan for an already existent student. Type this number in, making sure to include the hyphens. The hyphens are very important to include in every social security number you will ever enter. Next it will ask you to enter the student's last name. Type in a last name you always wished you had, your last name, or if you are not feeling creative, you can type in Quirk. The next piece of information requested is the first name. Again type in any first name you would like to. If none comes to mind, you can use Quincy. The middle initial is the last part of the name to enter. Type in a letter, any letter, or choose Q. Next you will need to type in the student's Emphasis. This should be a 1, 2 or a 3 based on the number assigned by the department. For this tutorial, just choose your favorite from among these three and enter it. Don't try to get cute and enter a 7, or the program will print an error message and ask you to re-enter either the 1, 2 or the 3. The last piece of student information needed is the Major. This is the number that this major is for the student, for example, whether it is his first or second major. In this case, it doesn't really matter so type in either "1" or "2." Again, the program will make sure that what you enter is valid.

Now that you have finished entering this part of the student information, the program will give you the following message: "Please enter student courses in chronological order. To exit, enter 'x' for the course number." This will be followed by a screen formatted to enter in the courses. It will look like this.

Course Information Menu

```
Course Number _  
Semester scheduled (S=spring, M=summer, F=fall)  
Year Scheduled (85, 86, etc.)  
Completed (Y or N)
```

It is very, very, very important to enter the courses in chronological order. Otherwise, when the course plan is displayed in other menu options, it will not be in chronological order. So let's begin by entering some course information for our student.

First, try to enter an invalid course number, say 333. The screen will then tell you that you have entered an invalid course number and to hit return to continue. (It will also detect errors for the other pieces of requested data.) This time let's include COBOL in the study plan. For the course number enter in 260C. Then for the semester, the year, and completed type in "F", "86", and "Y". Be certain to only type in "86" for the year, as the program will only pick up the first two digits of what you type

in. If you were to type in "1986", the year would later be displayed as "19." The program will then give you the same screen to allow you to enter more courses into the student's plan. Just to make things interesting, let's give our student one more course. This type how about giving him Assembler. Then, you should type in "360", "S", "87", and "N." Notice that this is in chronological order.

Again, you will see the same screen for more courses, but this time, enter "x" to say that you have no more courses to enter. Of course, for a real student, you would continue to enter courses in this fashion until you were done, and then type in the "x." The screen will then give you the message, "Do you wish to enter data for another new student? (y or n)." In this tutorial, one student is sufficient as an example. If you would like to type in another or are entering many students' plans, you would enter "y" and you would then be prompted for the student's social security number, name, courses, etc. just as we did for this one student. Otherwise, type in "n," and you will be returned to the main menu with the eight options.

Option 2: Update Student Information

Now, let's choose option 2. This will let us either change a student's plan or delete the student's plans. Enter in a 2. The screen will then display the following:

Update/Delete Student Plan

Use SSN or name to Update/Delete [S/N]?

You can of course use either the ssn or the name depending on which you know. In this case let's use the ssn, so type in an "S." Then, the line, "Enter SSN (include hyphens)," will appear below the above lines. Type in our student's social security number of "000-00-0001."

After you have done this, the screen will show you another menu which looks like this.

Please enter your choice of Update function

1. Update information in Study Plan
2. Delete all study plans of a student
3. Exit

Your choice is [1/2/3]:

If you try to enter a number other than 1, 2, or 3, you will see an error message and be asked to re-enter your choice. We will go through each of these three options in turn, but first let's make some changes to our

student's plan. This means you should enter in a "1." The screen will then display the student's plan the way it currently is. Our student's plan should look something like this.

```

SSN: 000-00-0001      Name: Quirk Q Quincy      PLAN: Current
EMPHASIS: (2) Applied  MAJOR: (1) First  LAST UPDATED: 02-13-64

(1)  Fall 86          (2) Spring 87          (3) Summer YY
    260C (Y)          360 (N)              ____ ( )
    ____ ( )          ____ ( )              ____ ( )
    ____ ( )          ____ ( )              ____ ( )
  
```

(And so on for a total of 9 semesters down the screen.)

Update options S(SN) N(ame) E(mphasis) M(ajor) P(lan) C(ancel)
Please enter option

Now, we're ready to make some changes. Let's change at least one of the SSN, the name, the emphasis, or the major. All of these changes are essentially the same, so making one would be enough to illustrate all of them. So just hit the first letter for whichever of these you would like to change. The cursor will then go to that area on the screen and wait for you to retype the information. If you, for instance, you want to change the major section, hit "M" for major. The cursor will then flash at the point for the major. Since in the above screen it was a "1", hit "2" and change it to

his second major. Any on these pieces of information can be changed in the same way. After you have finished making the first change, the program will ask "more updates for this student? (Y/N or C=Cancel)." If you would like, go ahead and change all or as many as you would like to do. But when you are finished with these changes, we still want to change the plan so do hit the "Y" when you are finished with these changes. If you do wish to change the social security number, you should be sure to re-enter the hyphens when you are changing it. The program, as usual, will check the input to be sure it is in the right range for the major or the emphasis, or that it does have the hyphens for the social security number and give you an error message.

For a slight break, let's now consider the "c=Cancel" option from above. This would allow you to remove all the changes you have made on the student you are currently working on. This option would be used if you realized you had made from one to many changes on a student that you did not mean to make. If you had made only one error, you could easily go back and change it, though, and would not have to use the cancel choice. When you choose this option, it will tell you "*** Update aborted ***" and ask if you want to update another student.

Next, let's see about changing the student's plan. Hit the P to change

the plan. The program will then ask "Which semester would you like to update, please enter semester number or Q (quit)?" At this stage, we can add a class from the plan, remove a class to the plan, or change the information about a course in the plan. So, first, let's add a class to semester number 4 which is a fall semester. Enter the number 4, and the cursor will move to the year of that semester. Since this is a new semester, we need to fill in the year. Type in "87" since this would be the correct year to keep the plan in chronological order. Then the cursor will move down to the first line for the courses. Let's have the student take 465, so type this in as the course number. Then, we also must fill in whether credit has been granted. Type in an "N" for no credit yet. Then hit return to bypass the other two lines, unless you want to add other courses in these lines. We will again get the option to make more changes to this student's information.

Perhaps we should let a student remove a course from his plan, so let's see how to do this. After adding the course in our example here, we can change another semester by simply typing in the semester number. If we did not have this message, we might need to answer "Y" to make more changes and/or then select a "P" to change the plan. In any case, we would see the message to enter the number of the semester to change. Let's

remove his Assembler class, so hit the 2 in response to the question of which semester you would like to change. Hit return to go over the year. (Hitting return in any of these fields we leave it the same.) When you get to the line with the 360, type spaces over the number, and hit return. The cursor will then be on the credit granted option, and you should hit a space there also. Finally, hit return for the remainder of the spaces in that semester.

By now, I think you might be able to guess how to change some course information, but let's just change the credit on the 465 class. Make sure you have the message to enter the number of the semester you wish to change showing. Since we want to change 465, we must answer "4" to the number of the semester. After you type this in, return past the year and the course number to the credit section. While the cursor is on the "N", type in a "Y". You can then return through the remaining lines.

This time when asked about more changes you can hit the "Q". Then the program will ask if you have "more updates for this student? (Y/N or C=cancel)." Answering "Y" will let you make more changes, "C" will let you void all the changes, and "N" will continue on in the program. Hit the "N" just so we can continue with the tutorial. The program will then ask if you would like to update more students by asking "Would you like to Update

another student (Y/N)?" In other situations you may want to respond with a "Y" and then change more students. In this case, you will go through a process identical to the process described here. In the tutorial, we all answer "N" since we only have one student entered.

Option 3: List a Study Plan

The program will then present you with the main menu. Now that we have a student's study plan entered in, let's view his study plan. To do this we need to select option number "3". Type this in and you will be presented with the following screen:

List Study Plan

Search by SSN or Name? (S/N)

Choose either the "S" or the "N," and enter this. Whichever you choose, the program will ask you to enter the social security number or the name. If it is the social security number, it reminds you to include the hyphens. If you have no preference, choose the "S" to search by the social security number. Then, enter the "000-00-0001" (or the last, first, and middle initials) when it requests them. Then it will ask if you want to view the current plan or an old plan. This will be on a line added to the above which reads "Current or Old Plan (C/O)." In most cases you will probably be concerned with the current plan, and this tutorial is no different. An old plan is one to which changes have been made. The version before the changes is kept as an old plan. Select the "C" to list the current plan. If you type in a wrong social security number, the social security number or the name of a non-existent person, or an old plan which does not exist, you will be greeted by a message

to re-enter the bad data. If the person's plan is found, you will have the option to send the plan to the screen or to the printer for a hard copy. In this tutorial, we will stick to sending things to the screen. So in response to the query "Display or Print Plan? (D/P)" respond with a "D." The plan of the student should look something like this.

SSN: 000-00-0001	NAME: Quirk, Quincy	PLAN: Current
EMPHASIS: 2	First Major	LAST UPDATE: 02/13/64
Fall 86	Fall 87	
CSCI 260C Y	CSCI 465 N	

At the bottom of this, you will see "Press RETURN to continue." When you do this, you will be asked if you want to see an old study plan too. After you make changes to a plan, the program will keep the plan you started with as an old plan and the new, modified one as the current plan. If you make several changes at different times, it will save these plans by a number. If you answer with a "Y", you will be asked which one you want to see by number. If you enter a number, it will either display this plan or inform you that it does not exist. Since we made changes to our student, he will have an old plan with the number 1. You may view this if you would like. Just respond with a "Y" and then with a number 1 when it asks for the number. If

you are through viewing old plans, signified by answering "N" to the question of whether you want to view an old plan, the program will also ask "List another student's study plan? (Y/N)." If there is another student's study plan you wish to see, select the "Y", and you will go through the same procedure to view this person's. When you are done viewing or printing students' study plans, hit the "N", and it will return you to the main menu.

Option 4: List Students for a Particular Course

The next option to use is the one to list students for a particular course. Type in the "4" to begin running this part of the program. The requests for this type of request looks like the following.

ENTER COURSE NUMBER, WITHOUT CSCI PREFIX.

ENTER SEMESTER; F=FALL, S=SPRING, M=SUMMER.

ENTER SCHOOL YEAR; 85, 86, 87, ETC.

ENTER OUTPUT FILE; P=PRINTER, S=SCREEN

The computer will prompt you for each of these in turn. For the course we wish to see, use 260C since we put our trial student in this class. Then we would need to have the semester be "F", the school year "86", and an "S" for the sending the report to the screen (at least for now). After you have finished entering this, the screen should display the course list similar to what is below. There may be a number of other names included in the list and these would be the real students. Be sure to look down the list for our student.

EXPECTED ENROLLMENT FOR CSCI 260C

FALL 1986

LAST NAME	FIRST NAME	INITIAL	SSN
Quirk	Quincy	Q	000-00-0001

TOTAL NUMBER OF STUDENTS: 1

Any other class lists would be similar but with more or less students depending on the class and the semester. This option also allows you to request another inquiry into a course list by simply entering "Y" in response to the question "Do you want another transaction? Y or N:." "Y" will let you view or print another course and "N" will return you to the main menu. If you wish to see the other course, you would hit "Y" and then "465," "F," "87," and "S" to print the 465 class list for Fall of 1987 on the screen. When you are finished viewing the course lists, hit the "N". You will then be returned to the main menu.

Option 5: List Number of Students for Each Course

From the main menu, we go on to another option: the option to print the number of students for each course for a specific semester. Type in the number 5 for this option. The program will then ask "Which semester? S, M, F, Q" and after your response will ask "for which year? e.g. 85,86,etc." In our case, type in "F" for the semester and "86" for the year. The screen will then display "Please wait ... " while it prepares the list of the numbers. You will then face the option "Please select S=display on screen, P=print on printer, B=both." In the tutorial let's just stick to the screen, and type in the "S." The generated report will resemble the example below.

```

                                SEMESTER: FALL 86
COURSE #   TOTAL   COURSE #   TOTAL   COURSE #   TOTAL
  205       0       260A       0       260B       0
  260C       1       265        0       270        0
  297        0       360        0       365        0
  390        0       461        0       462        0
  463        0       464        0       465        0
  466        0       467        0       468        0
  490        0       497        0

```

Since there may be other students entered into the program, the other classes may have non-zero numbers of students. But at least one student in 260C is ours. At the end of this report, the program will give you the

option "To redisplay this report, select: S=screen, P=printer, B=both, Q=quit." If you would like to see the same semester again, just hit the "S", or to print it, the "P". Let's move on though, so hit the "Q" to continue on with the program. The program will then ask "Do you want to view another semester? Y or N." This time through would follow the exact same format. If you want to see the other course we have entered, hit the "Y" and enter "F" and "87." When you are totally finished viewing these lists, enter the "N", and you will return to the main menu.

Option 6: Update Course File

The last main function, but certainly not the least, will allow us to change the courses which the department is offering. It is extremely important to keep this aspect of the file current, when a course is added or deleted from the department offerings. Type in the "6" for this option, and the screen will display the Current Course Dictionary. It will look like something like this.

Current Course Dictionary

205	260A	260B	260C
265	270	297	360
365	390	461	462
463	464	465	466
467	468	490	497

Choose one of the following options:

D)delete a course number A)add a new course

Since we do not want to change this dictionary permanently, we will add a course and then delete that course from the listing. So your first step is to type an "A." You will then see "Enter new course number: 380, 454, etc." Type in a new course number like "401." The program will then redisplay the dictionary with the new number flashing. It will then allow you to "Select one: N)ext course R)return to main menu" as new options. Since we do not want to leave course 401 in the list, hit the "N" so we can delete it.

Now, choose the "D" to begin the deletion procedure. You will then see "Enter course to be deleted: 360, 464, etc." Enter the number "401" which we just added. The dictionary will again be displayed but without the "401" in it. Now we have added and deleted a course and can leave the dictionary intact, so enter the "R" and the program will return to the main menu.

Option 2: Revisited for a Deletion

We have now covered most of the options, except you might remember we postponed covering the delete option in option 2. We will now cover this option. Type in a 2 to get the Update/Delete Menu that we had earlier. You can use either the social security number or the name. Since the social security number is easy to type in, enter the "S" and when it prompts you for the number type in "000-00-0001." This time choose option 2 from the Update/Delete Menu to delete the student. To prevent an erroneous deletion, the program will ask you to confirm the deletion by replying with "Verify to delete all study plans of Quirk, Quincy Q (Y/N)?" Answer this with a "Y" to delete our made-up student. After just a moment's wait it will respond with "Quirk, Quincy Q's study plans have been successfully deleted." Of course, you will then be given the chance to continue in main option 2 of the Update/Delete procedure or be returned to the main menu.

Option 8: Done (Exit)

Now, we are almost finished with the tutorial. Back at the main menu, the only option we have not covered is number 8, the Done (Exit) option. When you hit this, it will bid you a fond farewell in "Thank you and goodbye." So, you can type in the "8" and end your session. (If you want to go straight to entering or updating student plans, wait to type this until you are done with these functions. With the main menu showing, you can go to any of the options by just choosing the corresponding number.) The display will then become the "A>" that we started with. You can then remove the disk and go about your day's work.

Getting Started and Finishing Up

Getting Started

1. Place the disk in the disk drive.
2. If the display reads a "C>", then type in "a".
3. Type in the name of the program, "studypin".
4. Enter the current date in the requested format (MM/DD/YY).
5. Select the option you wish to use first from the menu menu which has the following format.

Student Study Plan System Master Menu

1. Enter a new Study Plan
2. Update student information
3. List a Study Plan
4. List students for a particular course
5. List number of students for each course
6. Update course file
7. Help
8. Done (Exit)

Which option would you like?

Finishing up

1. Enter the "8" to signify that you are done.
 2. When the disk drive stops running, remove the disk.
 3. Continue with whatever else you have to do.
-
-
-

Reference Sheet for Option 1: Enter a New Study Plan

This option allows you to enter a new students along with their study plans into the program.

SCREEN FORMATS:

Student Information

SSN #_ _ _ _ _ Emphasis (1, 2, or 3)
 Last Name _ _ _ _ _ Major (1 or 2)
 First Name _ _ _ _ _
 Middle Initial _ _ _

Course Information Menu

Course Number _ _ _ _ _
 Semester scheduled (S=spring, M=summer, F=fall)
 Year Scheduled (85, 86, etc.)
 Completed (Y or N)

NOTES:

You must type the hyphens in the social security number: xxx-xx-xxxx. The emphasis is the number given by the department to the three possible emphases. The major is a "1" if it is the student's first major and a "2" if it is his second.

The courses must be entered in chronological order so that they will

be displayed in that order later in the program. After the last course, enter "x" to tell the program you are done with courses for that student. Also, only use the last two digits of the year. If you include the "19", this will show up as the year when the plan is displayed.

The "Completed" choice is whether or not the student has completed the course and received credit for it.

Reference Sheet for Option 2: Update Student Information

This option allows you to change a student's plan or to delete all the plans for a given student.

SCREEN FORMATS:

Please enter your choice of Update function

1. Update information in Study Plan
2. Delete all study plans of a student
3. Exit

Your choice is [1/2/3]:

```

SSN: 000-00-0001      Name: Quirk Q Quincy      PLAN: Current
EMPHASIS: (2) Applied  MAJOR: (1) First    LAST UPDATED: 02-13-64
(1)  Fall 86          (2) Spring 87          (3) Summer YY
    260C (Y)           360 (N)                ____ ( )
    ____ ( )           ____ ( )                ____ ( )
    ____ ( )           ____ ( )                ____ ( )
  
```

(And so on for a total of 9 semesters down the screen.)

Update options S(SN N(ame E(mphasis M(ajor P(lan C(ancel
Please enter option

NOTES:

1. Update Information in Study Plan

After entering the choice of what you wish to change, retype the new information over the old. If you are changing the plan, enter the number of

the semester and then add the course by typing it in, delete a course by blanking it out, or change the course information. You can pass over a field leaving it unchanged by simply hitting return. The Cancel option allows you to abort all the changes you have made and revert to the original plan.

2. Delete all study plans

After entering this choice and the student's name or social security number, it will verify that you want to delete all the plans for this student. Then it will delete the student upon your verification.

Reference Sheet for Option 3: List a Study Plan

This option allows you to list a student's current or old study plan(s) either on the screen or on the printer.

SCREEN FORMATS:

SSN: 000-00-0001	NAME: Quirk, Quincy	PLAN: Current
EMPHASIS: 2	First Major	LAST UPDATE: 02/13/64
Fall 86	Fall 87	
CSCI 260C Y	CSCI 465 N	

NOTES:

Access is either by social security number (with hyphens) or by name. The only required information is the one of these you know or want to use to get the study plan.

The old plans arise when you update a plan. The update procedure will make the original plan an old plan and the newly updated plan the current plan. To view an old plan just respond with an "O" or when it asks you if you want to see an old plan with a "Y".

The plan can either be displayed on the screen or printed. Again, just choose the desired option when the program asks you for this.

**Reference Sheet for Option 4: List Students for a Particular
Course**

This option allows you to list the students who are or were scheduled to take a certain class in a given semester.

SCREEN FORMATS:

ENTER COURSE NUMBER, WITHOUT CSC1 PREFIX:

ENTER SEMESTER; F=FALL, S=SPRING, M=SUMMER:

ENTER SCHOOL YEAR; 85, 86, 87, ETC.

ENTER OUTPUT FILE; P=PRINTER, S=SCREEN

EXPECTED ENROLLMENT FOR CSC1 260C

FALL 1986

LAST NAME	FIRST NAME	INITIAL	SSN
Quirk	Quincy	Q	000-00-0001
TOTAL NUMBER OF STUDENTS: 1			

NOTES:

The only required information to access a course is the number, the semester (F(all), S(pring), or M(Summer)), the year (last two digits only, i.e. 86), and where you want the report printed (the screen or the printer). This information should be entered when it is requested.

**Reference Sheet for Option 5: List Number of Students for Each
Course**

This option allows you to list the number of students who are or were scheduled to take a certain course in a given semester.

SCREEN FORMATS:

SEMESTER: FALL 86

COURSE #	TOTAL	COURSE #	TOTAL	COURSE #	TOTAL
205	0	260A	0	260B	0
260C	1	265	0	270	0
297	0	360	0	365	0
390	0	461	0	462	0
463	0	464	0	465	0
466	0	467	0	468	0
490	0	497	0		

NOTES:

The requested semester (Fall, Spring, or Summer), the year, and the output destination (screen or printer) are necessary to get a listing in this option. The program prompts you for each of these pieces of information.

The report can be redisplayed to the same or a different destination after it has been displayed for the first time.

Reference Sheet for Option 6: Update Course File

This option allows you to add or remove a course from the list of courses offered by the department.

SCREEN FORMATS:

Current Course Dictionary

205	260A	260B	260C
265	270	297	360
365	390	461	462
463	464	465	466
467	468	490	497

Choose one of the following options:

Delete a course number Add a new course

NOTES:

The only requirements for this option are either the new course or the course to delete. This is simply entered when prompted for it.

An added course will show up flashing so you may check the number. You can simply remove the number if there was an error by requesting the delete option. For a delete, the requested number is removed from the Current Course Dictionary displayed on the screen.

Reference Sheet for Option 7: Help

This option gives a small description of each of the different options in the main menu.

Reference Sheet for Option 8: Done (Exit)

This option allows you to exit the program and return to the normal operation of the computer. This is only for when you are finished using the program at that time.