Curriculum Inventory Management

Plan of Study Grid Job Aid
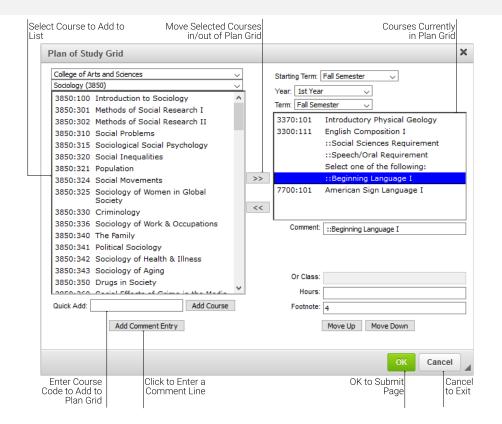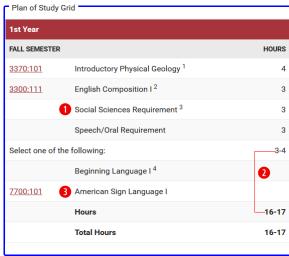
The University of Akron

Overview

The Plan of Study Grid **is a type of table** used to display a suggested sequence of required courses for majors, minors, certificates, etc.

Plan of Study Grid **fields** allow editors the ability to better describe individual courses.
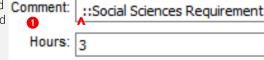
Courses in a Plan of Study Grid **are linked to PeopleSof**t in order to provide immediate access to course information.

A Plan of Study Grid provides information in a pre-formatted table structure. **It is different from a Course List in that it articulates course sequencing.**
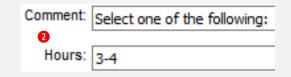

Select Course to Add to List

Move Selected Courses in/out of Plan Grid

Courses Currently in Plan Grid

Enter Course Code to Add to Plan Grid

Click to Enter a Comment Line

OK to Submit Page

Cancel to Exit

---

1. **Format Comments as Courses** -The double colon (::) between the empty space and Social Science Requirement will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

2. **Format Comments as a Range of Credit Hours** -Enter a range of Hours with a Comment entry for 'Select from the following' scenarios. Total Hours reflects the range.

3. **Suppress Course Credit Hours from Display and from Totals Calculation** - Use to place a course in 'Select one of the following' scenarios. The left side of the double colon (::) controls the value displayed and the right side is not reflected in the Total Hours calculation.