

DATA SHEET BOOKMARK INSTRUCTIONS

The screenshot shows the Adobe Acrobat Pro interface. The title bar reads "Program Data Sheets TOP 1001 to 1601 1994-06 F10.pdf - Adobe Acrobat Pro". The menu bar includes File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, and Help. The toolbar contains various icons for document manipulation. The main content area displays a line graph titled "DISCIPLINE/PROGRAM DATA SHEET" and "CREATIVE ARTS, (TOP CODE 1001.00)". The graph plots "WSCHYTE" (Y-axis, 0-1000) against "FALL TERM" (X-axis, 1994-2010). Below the graph is a data table with columns: TOP, Program, Fall Term, Dept., # Sect., Enr, CSA, Prog WSCH, FTES, FT FTE, PT FTE, Total FTE, Prog Load, LA Load, and CW Load. A red arrow points to the bookmark icon in the left sidebar with the text "Click on Bookmarks".

TOP	Program	Fall Term	Dept.	# Sect.	Enr	CSA	Prog WSCH	FTES	FT FTE	PT FTE	Total FTE	Prog Load	LA Load	CW Load
1000.00	CREATIVE ARTS	1994	THEATRE, DANCE, & FILM	8	591	73.9	1851	61.710	1.528	1.000	2.528	632	518	469
1001.00		1995		8	597	74.6	1835	61.157	1.767	0.500	2.267	668	513	474
		1996		8	584	73.0	1811	60.350	1.867	1.000	2.867	531	482	471
		1997		2	128	64.0	389	12.980	0.200	0.667	0.867	449	523	459
		1998		2	122	61.0	371	12.370	0.200	0.667	0.867	428	501	475
		1999		2	138	69.0	420	14.000	0.000	0.867	0.867	484	500	459
		2000		2	105	53.0	324	10.787	0.200	0.667	0.867	373	486	445
		2001		2	131	65.5	399	13.300	0.000	0.867	0.867	460	493	446
		2002		2	128	64.0	389	12.977	0.000	0.867	0.867	449	539	467
		2003		2	104	52.0	317	10.568	0.000	0.868	0.868	365	523	487
		2004		2	129	64.0	391	13.027	0.000	0.868	0.868	450	519	482
		2005		2	105	52.5	320	10.680	0.200	0.668	0.868	369	497	462
		2006		2	42	21.0	131	4.368	0.000	0.400	0.400	328	511	477
		2007		2	107	53.5	328	10.937	0.000	0.720	0.720	456	513	483
		2008		2	118	59.0	352	11.733	0.000	0.720	0.720	489	519	481
		2009		1	71	71.0	213	7.100	0.167	0.233	0.400	533	584	564
		2010		1	95	95.0	285	9.500	0.130	0.180	0.310	919	576	542

Open up the proper Data Sheet file (you must know what your Top Code is). Refer to the Fall 2010 Top Code Department Name Crosswalk Table if necessary. It can be found on the Academic Services Website under Hiring Priorities at this website: <http://www.lbcc.edu/OAS/hiring-priorities/>

The three Data Sheet sets are in the following ranges:

[Program Data Sheets Top 0109 to 0999 1994-2010](#) |

[Program Data Sheets TOP 1001 to 1601 1994-2010](#)

[Program Data Sheets TOP 1701 to 4931 1994-2010](#)

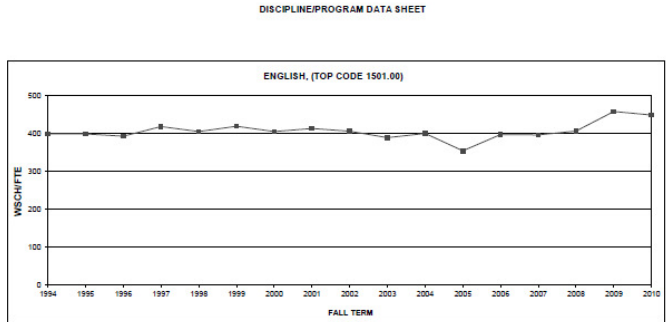
Click on the Bookmark Icon on the left side of the page (middle icon)

DATA SHEET BOOKMARK INSTRUCTIONS

Bookmarks

- EMERGENCY MEDICAL TECHNOLOGY, (TOP CODE 1250.00)
- HEALTH PROFESSIONS TRANSFER CORE CURRICULUM, (TOP CODE 1260.00)
- CONSUMER EDUCATION, (TOP CODE 1301.00)
- INTERIOR DESIGN, (TOP CODE 1302.00)
- FASHION DESIGN, (TOP CODE 1303.00)
- CHILD DEVELOPMENT, (TOP CODE 1305.00)
- PARENTING, (TOP CODE 1305.60)
- DIETETICS, (TOP CODE 1306.20)
- CULINARY ARTS/FDSRV, (TOP CODE 1306.30)
- FOOD, BEVERAGE AND CATERING MGMT, (TOP CODE 1307.00)
- ENGLISH, (TOP CODE 1501.00)**
- SPEECH, (TOP CODE 1506.00)
- PHILOSOPHY, (TOP CODE 1509.00)
- LIBRARY, (TOP CODE 1602.00)

Scroll down the Discipline Title Bookmark list and click on your Title



TOP	Program	Fall Term	Dept	# Sections	Enr	CSA	Wschifte	FTES	FT	FT	Total FTE	Prog Load	LA Load	CIW Load
1501.00	ENGLISH	1994	ENGLISH	106	2826	29.7	15075	332 617	13 865	11 402	25 267	399	518	469
		1995		96	2294	27.0	9465	316 170	12 866	10 322	23 188	309	513	474
		1996		102	2688	26.4	9931	331 037	13 983	11 331	25 314	393	482	471
		1997		105	2902	27.6	10874	362 463	9 334	16 665	25 999	418	523	459
		1998		109	2918	27.0	10965	362 163	11 667	15 137	26 804	405	501	476
		1999		114	3185	27.9	11822	394 067	13 868	14 336	28 204	419	500	459
		2000		128	3379	27.0	13012	433 723	14 601	17 517	32 118	408	486	448
		2001		135	3702	27.0	14196	468 080	15 207	19 132	34 339	413	493	446
		2002		146	3944	27.0	15255	508 498	17 131	20 462	37 593	406	539	487
		2003		140	3639	26.3	13762	459 730	18 068	17 336	35 403	389	523	487
		2004		132	3265	24.7	13162	438 743	14 668	18 289	32 957	400	519	482
		2005		139	3223	23.2	12230	407 697	17 284	17 288	34 572	384	497	462
		2006		129	3463	27.1	13143	438 087	17 668	15 462	33 130	397	511	477
		2007		131	3273	25.0	13112	437 060	12 934	20 136	33 070	396	513	483
		2008		125	3387	26.9	13267	442 342	12 401	20 269	32 670	405	519	481
		2009		134	4056	30.3	15875	529 186	15 734	18 936	34 670	468	584	564
		2010		167	4712	28.2	19497	649 688	21 070	22 400	43 470	449	576	542

F10 includes former 4930.21

Office Academic Services

Using the scroll bar, find the Discipline and Top Code you are searching for. Click on it. Your Data Sheet should automatically appear. This example shows English.

DATA SHEET BOOKMARK INSTRUCTIONS

DISCIPLINE/PROGRAM DATA SHEET

ENGLISH, (TOP CODE 1501.00)

WSCHFTE

FALL TERM

TOP	Program	Fall Term	Dept	# Sections	Enr	CSA	Prog WSCH	FTES	FT	PT	Total FTE	Prog Load	LA Load	CW Load
1501.00	ENGLISH		ENGLISH	106	2526	26.7	10075	338.817	13.666	11.402	25.267	399	518	469
1994				96	2394	27.0	9186	316.170	12.896	10.322	23.798	399	513	474
1996				102	2688	26.4	9931	331.037	13.953	11.331	25.284	393	492	471
1997				102	2922	27.6	10874	362.463	9.234	16.665	25.959	418	523	459
1998				108	2918	27.0	10865	362.183	11.667	16.137	26.804	405	501	475
1999				114	3185	27.9	11822	394.027	13.668	14.336	28.204	419	500	459
2000				125	3378	27.0	13012	433.723	14.601	17.617	32.118	406	486	445
2001				136	3702	27.4	14196	488.080	15.267	19.132	34.399	413	493	446
2002				146	3944	27.0	15229	528.498	17.131	20.462	37.593	406	539	467
2003				140	3639	26.3	13762	488.730	18.068	17.338	35.403	389	523	487
2004				132	3266	24.7	13182	438.743	14.668	18.269	32.937	400	519	482
2005				139	3223	23.2	12320	407.667	17.284	17.288	34.572	364	497	462
2006				129	3493	27.1	13143	438.087	17.668	18.402	33.070	397	511	477
2007				131	3273	26.0	13112	437.060	12.934	26.136	33.070	396	513	483
2008				126	3387	26.9	13267	442.242	12.401	20.269	32.670	406	519	481
2009				134	4066	30.3	15879	526.186	15.734	18.936	34.670	428	584	564
2010				167	4712	28.2	19697	648.888	21.070	22.400	43.470	449	676	642

F10 includes former 4330.21

Office Academic Services

Note the page your Discipline Program is on in the lower right corner. This example shows page 29.

If you wish to print out a hard copy, select File.

DATA SHEET BOOKMARK INSTRUCTIONS

Then select Print

Page 29

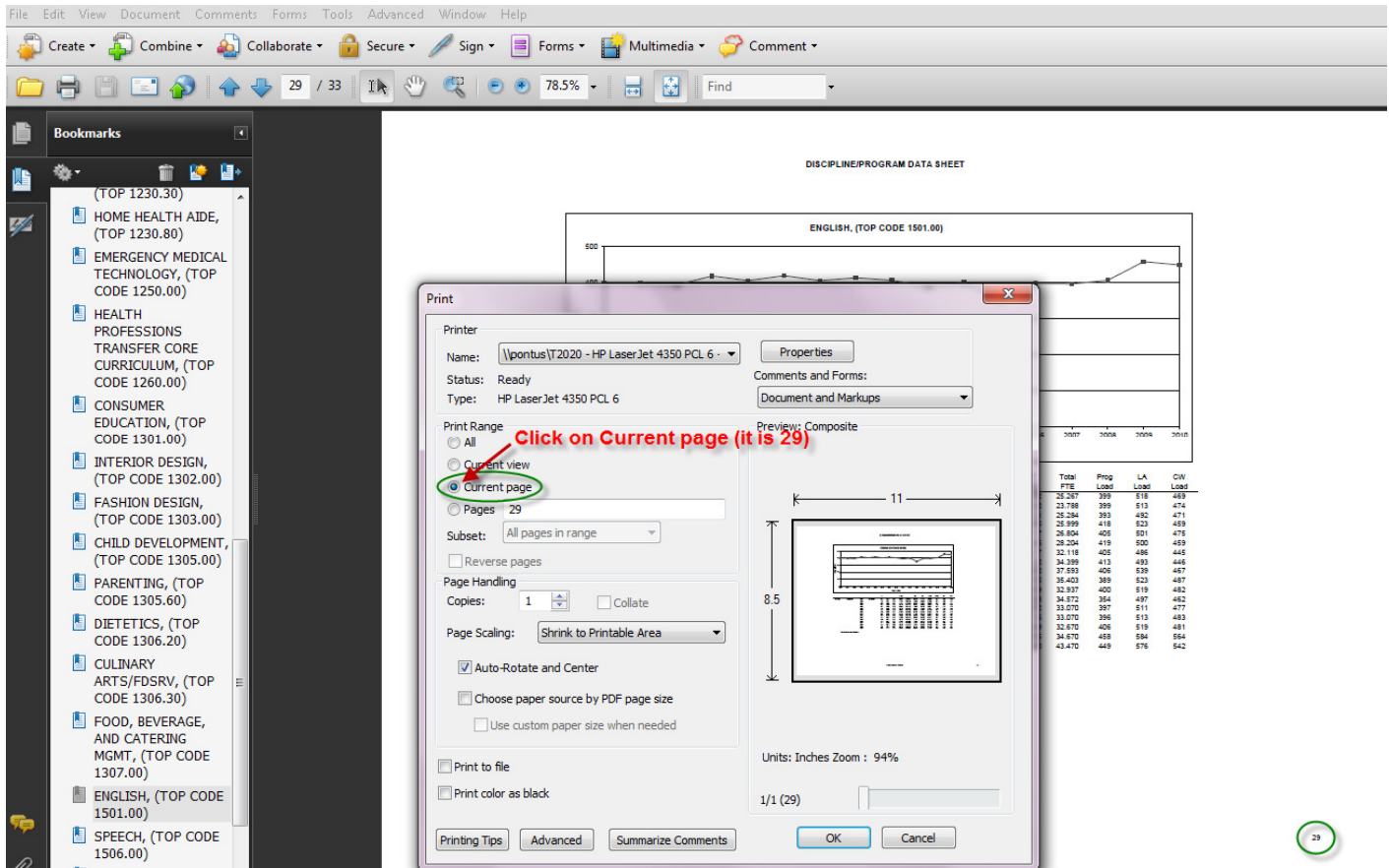
Office Academic Services

TOP	Program	Fal Term	Cost	#	Prog	PTES	FT	PT	Total	Prog	LA	CW	
1501.00	ENGLISH		ENGLISH	sections	Enr	CSA	Wsch	PTES	PTES	Load	Load	Load	
1995			105	2526	25.7	10075	335,917	13,855	11,453	25,257	395	515	459
1996			96	2694	27.0	9485	316,170	12,866	10,922	23,788	399	513	474
1997			102	2688	26.4	9931	331,037	13,953	11,221	25,244	393	492	471
1998			105	2902	27.6	10874	362,463	9,334	16,665	25,999	418	523	459
1999			108	2918	27.0	10865	362,163	11,667	16,137	28,004	405	501	475
2000			114	3185	27.9	11822	394,081	13,868	14,326	28,204	419	500	459
2001			125	3379	27.0	13012	433,723	14,601	17,517	32,118	405	486	445
2002			135	3702	27.4	14196	468,080	15,267	19,132	34,399	413	493	446
2003			146	3944	27.0	15255	508,498	17,131	20,462	37,593	406	539	467
2004			140	3539	26.3	13742	458,730	18,048	17,336	35,403	389	523	487
2005			132	3266	24.7	13162	438,743	14,668	18,269	32,937	400	519	482
2006			139	3223	23.2	12330	407,667	17,284	17,288	34,572	364	497	462
2006			129	3493	27.1	13143	438,097	17,668	16,402	33,070	397	511	477
2007			131	3273	26.0	13112	437,060	12,934	20,136	33,070	396	513	483
2008			126	3387	26.9	13267	442,342	12,401	20,269	32,670	406	519	481
2009			134	4066	30.3	15876	629,186	16,734	18,936	34,670	468	584	564
2010			167	4712	28.2	19497	649,888	21,070	22,400	43,470	449	576	542

F10 includes former 4930.21

Click on Print.

DATA SHEET BOOKMARK INSTRUCTIONS



Click on "Current Page" if you want the one Data Sheet being displayed to print.

The Data Sheet for English from page 29 will print out for you.