

## Appendix A

*Workforce Education Course Manual (WECM) Approved Courses:*

You can check for WECM courses by going to  
<http://www.theccb.state.tx.us//AAR/UndergraduateEd/WorkforceEd/wecm/>.

Only WECM courses will begin with a 1 or a 2 (ex. IBUS 1002, IBUS 2002).

Special Topic courses have a 9 as the third digit as well as beginning with a 1 or a 2 (ex. IBUS 1091).  
Special Topic courses must have an approved title (see Kay Forsythe on how to submit this title) before it can be entered into CMS or datatel. The contact hours must also fall within range.

Local Needs courses have a 7 as the third digit as well as beginning with a 1 or a 2 (ex. ITSY 1070)  
Local needs courses must be submitted and approved (See Kay Forsythe on how to submit this) before it can be entered into CMS or Datatel.

*Non-WECM Courses:*

If a course is not in WECM, you must create a non-WECM number. This consists of a rubric ending in X and the number must begin with a 3 or higher (ex. IBUX 3000). The rubric comes from WECM but the last digit is changed to X.