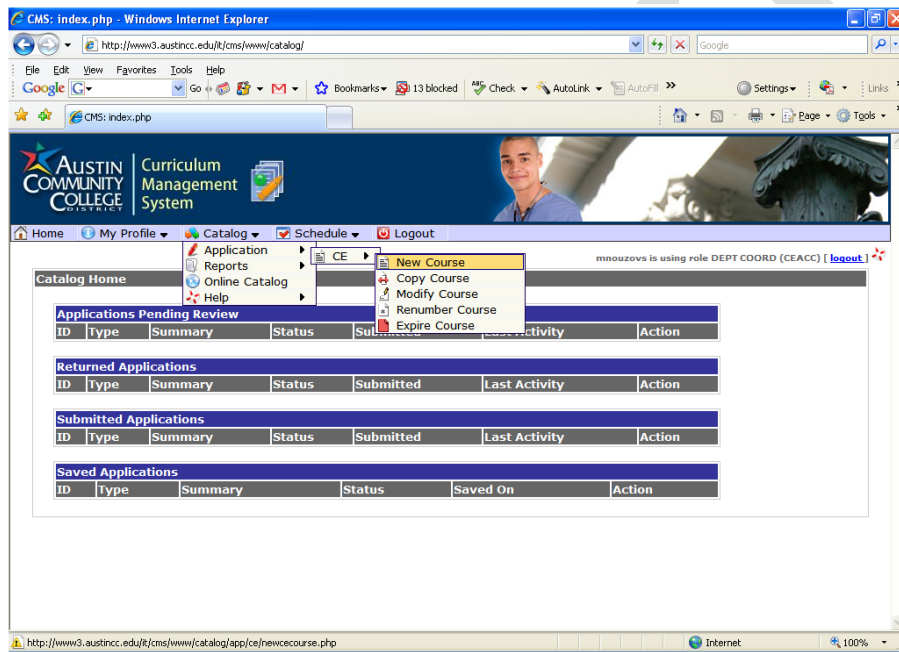


## Catalog - Application

If the user uses the **Catalog** → **Application** → **CE** drop down list, then the options are expanded to include the following:

- New Course
- Copy Course
- Modify Course
- Renumber Course
- Expire Course



**Figure 6 -- Catalog Page with Application CE drop down menu open  
(New Course is highlighted)**

## New Course

Use **New Course** when the course application is for a course completely brand new to the college inventory. See Appendix A for appropriate course numbering.

Figure 7 – New Course Application

1. Fill in the fields accordingly. The course field definitions and helps can be found at the front of this training document or on the web: <http://www.austincc.edu/schedev/CMS/CMSCECourseApplicationFieldDefinitions.pdf>

**Note:** If your department has a new course rubric, please contact Instructional Support Services prior to completing the application.

2. To add another title for the course, click **Add Another Title**. Use this with Special Topics courses for additional topics to the master title.
3. If all of the information is correct, click **Save and Close Application** to finish the application at a later date, or click **Continue Course Application** to continue with the application.

**Note:** Saved courses will be deleted from the system after 60 days.

4. After all titles have been entered, you need to respond to a series of questions relating to the course type. Use the yes/no buttons to answer the questions and click **Continue Course Application**.

If there are any **Red** errors or required fields left blank in your application, a list of errors will appear on the next screen and you will be required to make the corrections before proceeding to the next screen. **Orange** warnings that appear may be ignored if not applicable to the application.

**Note:** Continuing Education Local Need or Special Topic courses require additional supporting documentation that will need to be submitted to the CE Dean and CE Reports & Records Assistant.

Home | My Profile | Catalog | Schedule | Logout

mmmmmmmm is using role DEPT COORD (CEACC) | Logout

**Form Errors:**  
The following form field(s) must be corrected before proceeding:  
• Credit hours cannot have a zero value

**New Course Application**

Dean: CEBUS  
Department Chair: CEACC  
Department: DEBT  
Budget #: 07008 - COMPUTER TECHNICAL  
CIP Code: 5203010000 - Accounting  
Course Rubric - Number: ACNT - 2009 (AAAA - 0000)  
Integrated Course Rubric - Number: (AAAA - 0000)  
Credit Type: CE  
Hours: CE Units: 0, Lecture Hours: 0  
Repeatable for Credit:  Yes  No  
Rider 50 (Rule of Three) Applies?:  Yes  No  
Student Outcomes and Objectives: Define cost accounting concepts and terminology with emphasis on the manufacturing environment; apply basic cost accounting concepts using job order and process costing; and prepare cost  
Student Evaluation: Attendance, class participation, and homework.

**Course Titles**

Master Title: Cost Accounting  
Title: Cost Accounting  
Terms Offered: 2009UCE First Term Final Term (Optional)  
Description: A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to  
Published Notes: Add Another Title

**Additional Questions**

Is this a contract training course?  Yes  No  
Is this an apprenticeship course?  Yes  No  
Is this course from the Workforce Education Course Manual (WECM)?  Yes  No  
Is this a published course?  Yes  No

Save and Close Application OR Continue Course Application

Figure 8 – Review Application

**Finalize Application**

Justification (255 char max)

Save and Close Application OR Submit Application

Figure 9 – Justification

- Review the application for any changes. At the bottom of the screen enter the justification for the application. Click either **Save and Close Application** or **Submit Application** (Figure 8). Part of the justification will need to state what was changed and why (Figure 9).
- If you need to make changes to the application, click the back button or **Save and Close Application**. Use the reports menu to access your saved applications and make the necessary changes. You can then continue with the application process.

**Caution: If you Save and Close, you will need to return to this application to complete it before it will go forward for review.**

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services.

## Copy Course

Use **Copy Course** to develop a new course based on an existing course.

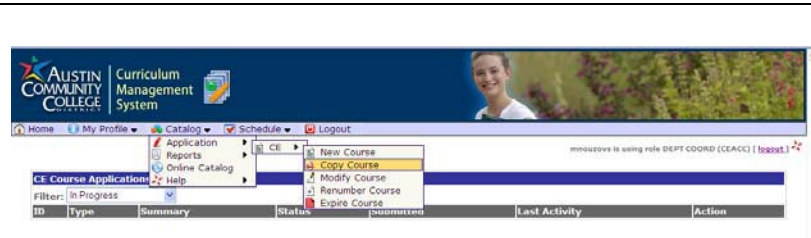


Figure 10 – Copy Course



Figure 11 – Select Rubric

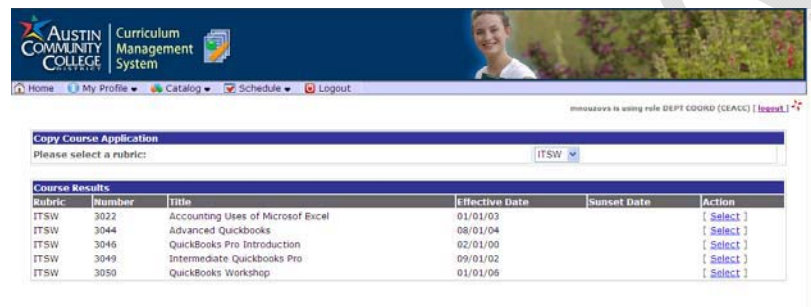


Figure 12 – Select Course

1. Select **Copy Course** from the **Catalog Application** drop down menu.
2. The **Copy Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to copy.
4. A list of matching courses will open.
5. Click Select for the course you want to copy.

Figure 13 – Copy of Existing Course

6. The **Copy Course Application** screen opens with the information from the existing course entered in the application.
7. You must enter the new rubric and/or course number.

**Note:** If your department has a new course rubric, please contact Instructional Support Services prior to completing the application.

8. Modify data as needed to reflect the new course. (See [Course Field Definitions](#) for making changes to the fields.) Fill in the fields accordingly. The course field definitions and helps can be found at the front of this training document or on the web: <http://www.austincc.edu/schedev/CMS/CMSCECourseApplicationFieldDefinitions.pdf>.
9. Answer the series of questions by clicking the Yes/No buttons. Click **Continue**.
10. Click **Continue Course Application** or **Save and Close Application**.

**Caution:** If you **Save and Close**, you will need to return to this application to complete it before it will go forward for review.

The screenshot shows the 'Copy Course Application' form in the Austin Community College Curriculum Management System. At the top, a red banner indicates 'Form Errors' with the message: 'The following form field(s) must be corrected before proceeding: Student Outcomes and Objectives (0), Student Evaluation (0)'. The form fields include: Copying From (ITSW - 3046), Dean (CEBUS), Department Chair (CEACC), Department (DEBT), Budget # (07008 - COMPUTER TECHNICAL), CIP Code (1103010000 - Data Processing Technology), Course Rubric - Number (ITSW - 2046), Integrated Course Rubric - Number, Credit Type (CE), Hours (1.6 Semester Credit Hours/CE Units, 0 Lecture Hours), Repeatable for Credit (Yes/No), Rider 50 (Rule of Three) Applies? (Yes/No), Student Outcomes and Objectives, Student Evaluation, Course Titles (Master Title: Introduction to QuickBooks Pro, Terms Offered: 20PUCE), Description, Published Notes, and Additional Questions (Is this a contract training course?, Is this an apprenticeship course?, Is this course from the Workforce Education Course Manual (WECM)?, Is this a published course?). At the bottom, there are buttons for 'Save and Close Application' and 'Continue Course Application'.

Figure 14 – Copy Course with Form Errors  
(see red section at the top of the form)

11. When you get to the next screen, if you get an **Orange** warning, you may continue as long as you agree with the message that is given. If you receive a **Red** alert, you will not be allowed to continue your application.
12. After you click **Continue**, review the application and enter the required justification for the application. Part of the justification will need to state what was changed and why.
13. Click **Submit**.

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services.

## Modify Course

Use this form to change an aspect of a current course in the ACC CE catalog/schedule. Examples of changes could include: change in course description, change in the course title, or maximum enrollments, etc. This application is also used when adding or deleting a topic in special topic course.

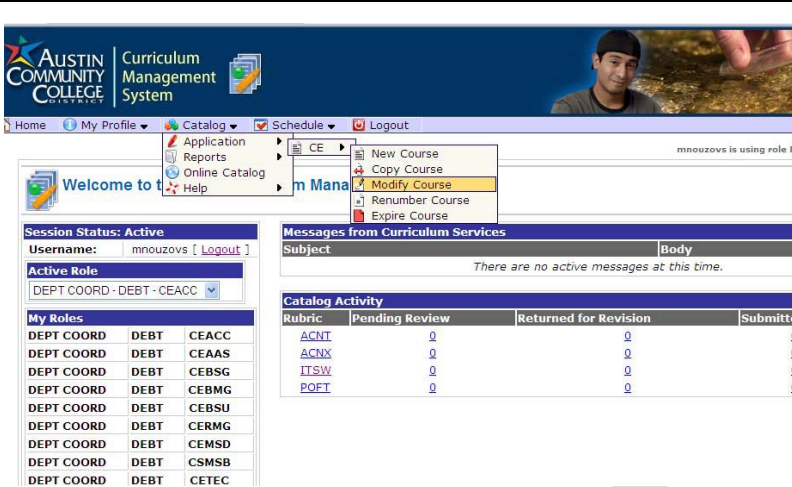


Figure 15 – Modify Course

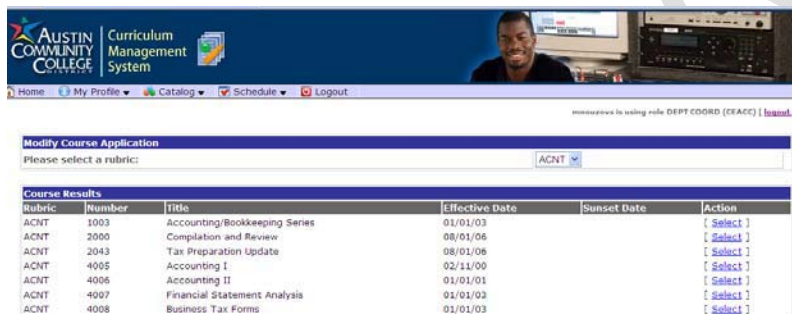


Figure 16 – Select Course to Modify

1. Select **Modify Course** from the **Catalog Application** menu.
2. The **Course Search** screen opens. Use the down arrows to select the **Rubric** of the course you want to modify.
3. A list of courses will open applicable to the role chosen on the home page.
4. Click **Select** for the course you want to modify.

Figure 17 – Modify Course Application with Title Change

Figure 18 – Modify Application Review with Justification

5. The **Modify Course Application** screen opens.

**Note:** Not all of the fields are editable. You will not be able to modify the Department, Dean, Department Chair, Budget #, CIP code, or Course Rubric-Number

6. Modify data as needed to reflect the modified course. (See [Course Field Definitions](#) for making changes to the fields.)

7. Click **Save and Close Application** or **Continue Course Application**.

8. Review the application and enter a justification for the changes. **Part of the justification will need to state what was changed and why**

9. Click **Save and Close Application** to finish the application at a later date, or click **Submit Application**.

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services.

## Renumber Course

Department Coordinators use the Renumber Course application to expire a current course and open an application for the new numbered course. These changes are typically mandated by changes in the WECM.

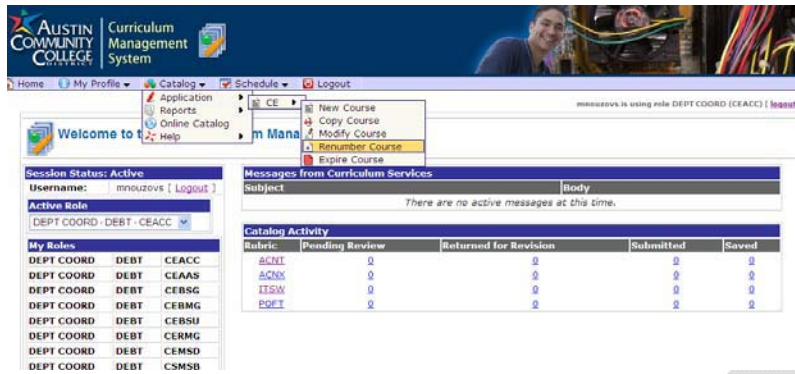


Figure 19 – Renumber Course

1. Select **Renumber Course** from the **Catalog Application** drop down menu.
2. The **Renumber Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to renumber.
4. A list of matching courses will open.
5. Click **Select** for the course you want to renumber

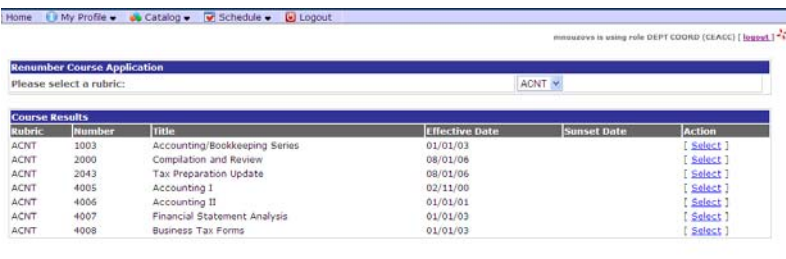


Figure 20 – Select Course to Renumber

Expiring Course Details	
Application Type	RENUMBER
Department	DEBT
Dean	CEBUS
Department Chair	CEACC
Budget #	07008
CIP Code	5216010000
Course Rubric - Number	ACNT-2043
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 0.8 Lecture Hours: Lecture Contact Hours: 8
Credit Type	CE
Course Type	CEW
Department Approval Required	N
Repeatable for Credit	Y
Rider 50 (Rule of Three) Applies?	N

Figure 11 – Renumber Application with New Course Number

Figure 22 – Renumber with Justification

- The **Renumber Course Application** screen opens.

**Note:** There are two sections on the **Renumber Course Application** screen. The top section allows you to renumber the course. The bottom section provides details of the course you will be expiring. You will not be able to edit the expiring course details. (See [Course Field Definitions](#) for definitions of the course detail fields.)

- Use the down arrows to change the course rubric. Type in a number for the new course number. Complete the Expiration Term for Current Course and Starting Term for New Course.

*If your department has a new course rubric, please contact Instructional Support Services prior to completing the application.*

- Click **Save and Close Application** or **Continue Course Application**
- Review the application and add a justification for the renumbering. Part of the justification will need to state what was changed and why.
- Click **Save and Close Application** or **Submit Application**.

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services.

The application is submitted for review. Upon approval, the existing course will be expired and a new course will be created for the terms indicated.

## Expire Course

Department Coordinators use the Expire Course application to remove an existing course from the ACC course inventory in a specified term.

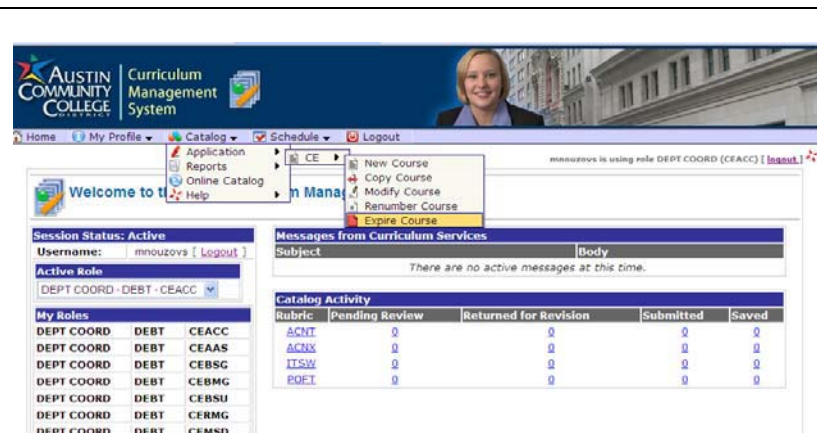


Figure 23 – Select Expire Course

1. Select **Expire Course** from the **Catalog Application** drop down menu.
2. The **Expire Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to expire.
4. A list of matching courses will open.
5. Click **Select** for the course you want to expire.

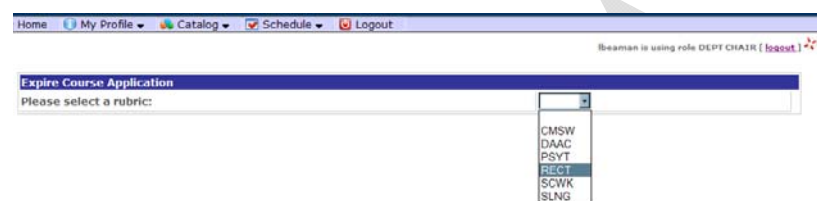


Figure 24 – Select Expire Course Rubric



Figure 25 – Select Expire Course Rubric and Number

Expiring Course Details	
Application Type	EXPIRE
Department	DEBT
Dean	CEBUS
Department Chair	CEACC
Budget #	07008
CIP Code	5216010000
Course Rubric - Number	ACNT-2043
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 0.8 Lecture Hours: Lecture Contact Hours: 8
Credit Type	CE
Course Type	CEW
Department Approval Required	N
Repeatable for Credit	Y
Rider 50 (Rule of Three) Applies?	N
Student Outcomes and Objectives	
Student Evaluation	
Course Titles	
Master Title	

Figure 26 – Completed Expire Course Application

- The **Expire Course Application** screen opens.

**Note:** There are two sections on the **Expire Course Application** screen. The top section allows you to set the expiration for the course. The bottom section provides details of the course you will be expiring. You will not be able to edit the expiring course details.

- Be sure this is the course you wish to expire before proceeding!!!**
- Use the down arrow to set the **Last Term Offered** for the course.
- Click **Save and Close Application** or **Continue Course Application**.
- Review the application and add a justification for the application. Part of the justification will need to state what was changed and why.
- Click **Continue**.

The application will be submitted for review by the next approval level(s).