

Copy Course

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

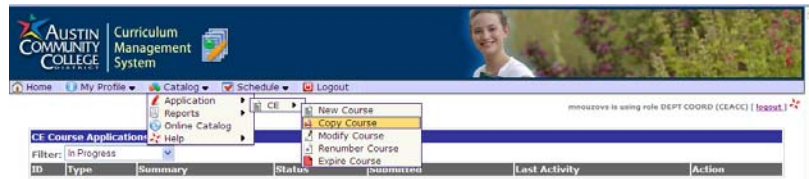


Figure 10 – Copy Course



Figure 11 – Select Rubric

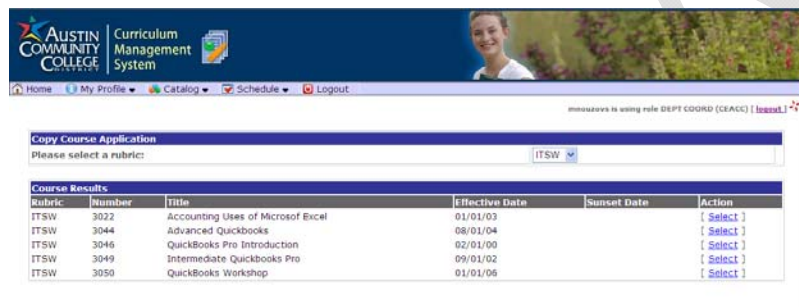


Figure 12 – Select Course

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

- The **Copy Course Application** screen opens with the information from the existing course entered in the application.
- 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.

- 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>.
- Answer the series of questions by clicking the Yes/No buttons. Click **Continue**.
- 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), Repeatable for Credit (Yes), Rider 50 (Rule of Three) Applies? (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?). Buttons for 'Save and Close Application' and 'Continue Course Application' are at the bottom.

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.