

Course Field Definitions

Fields marked with * are required.

Terminology	Definition
Dean*	5 character alpha code for instructional deans. For example: CEBUS – Business & Industry
Department Chair *	5 character alpha code for department chair/task force. For example: CEACC –Accounting
Department*	4 character alpha code for department. For example: DEBT (default)
Budget # *	5 digit unit account code. For example: 10-1-58200-xxxx-00
CIP code *	Course approval code used to report course section. Published in the Workforce Education Course Manual (http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/). If the CIP is not in CMS, please contact Instructional Support Services to have it added. Please do not use one that “comes close.”
Course Rubric - Number *	4 alpha character subject code for discipline plus 4 digit course number. Course numbers with a 7 in the third digit are Local Needs courses; Course numbers with a 9 in the third digit are Special Topic courses. If the subject code does not exist, please contact Instructional Support Services prior to entering new information in CMS. *See Appendix A for appropriate course numbering
Integrated Course Rubric - Number	Corresponding course number used by credit. List the rubric and the course number. For continuing education courses, the integrated course must be a college credit course. Please be sure the appropriate office is adding the integrated course to the inventory.
Credit Type *	CE (default)
Hours *	Total contact hours for Continuing Education course.
Repeatable for Credit *	Course may be repeated for credit, allowing all grades to count toward the student's overall GPA. If yes, student may apply course more than one time toward an award. If not repeatable, the student may take the course as many times as needed. However, only the highest grade will apply to the GPA.

Terminology	Definition
Rider 50/ Rule of 3 *	This rule applies to most courses. Select YES if the college is reimbursed only for the first two times a student takes the course. Select NO if the course is exempt. For example, the following are typically exempt: special topics, developmental courses, private music classes, woodworking, etc.
Student Outcomes and Objectives *	Learning outcomes and objectives published in the <u>Workforce Education Course Manual</u> . This will not print in the catalog. Workforce departments should use the WECM student outcomes and objectives.
Student Evaluation *	Mechanisms instructor will use to evaluate students performance in this course. This will not print in the catalog.
Course Titles	
Master Title *	First/main occurrence of the course title. Additional titles may be added under the same course record. For workforce courses, use the <u>Workforce Education Course Manual</u> title. WECM course titles may have additional words added, but you may not take away part of the WECM title.
Terms Offered: First Term *; Last Term	The first and/or last term this course will be offered. The First Term is required, Last term is optional. Use the format: 207FCE for Continuing Education where: 207=calendar year 2007 S=Spring U=Summer F=Fall CE=Continuing Education
Description *	The course description as it will appear in the ACC Catalog. For workforce courses, use the course description from the <u>Workforce Education Course Manual</u>. WECM course descriptions may be appended with additional information. Spelling and punctuation are important to follow since this is what will ultimately appear in the print catalog.
Published Notes	Information which WILL appear in the ACC catalog. This space may be used to indicate comments to the student like "You may be more successful in this course if you have taken XXXX course." Spelling and punctuation are important to follow since this is what will ultimately appear in the print and online catalog.

Terminology	Definition
Additional Questions	
Course Type *	<ul style="list-style-type: none"> • Contract Training • Apprenticeship Course • Workforce Education Course Manual (WECM) – Courses published in <u>Workforce Education Course Manual</u> (http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm) • Workforce Local Needs Course – Workforce courses not published in the WECM. The course will have a “7” in the third digit.
Is this a published course? *	The default for this is yes. If you do not want the course to be published in the catalog, you must write your course justification indicating why it shouldn't be published and approval must be given by the appropriate vice president.
Justification	State reason for adding this course to the inventory.