

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.

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mmwzavrs 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 #: 0700B-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.