

Course Field Definitions

Fields marked with * are required.

Terminology	Definition
Dean*	5 character alpha code for instructional deans. For example: DTARH - Dean, Arts & Humanities
Department Chair *	5 character alpha code for department chair. For example: PCFOA - Arabic
Department*	4 character alpha code for department. For example: FOLA – Foreign Language
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 Workforce Education Course Manual (http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/) or Lower Division Academic Course Guide Manual (http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm). 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. If the subject code does not exist, please contact Instructional Support Services prior to entering new information in CMS.
Integrated Course Rubric - Number	Corresponding course number used by credit or continuing education. List the rubric and the course number. For college credit courses, the integrated course must be a continuing education course. Please be sure the appropriate office is adding the integrated course to the inventory.
Credit Type *	For College Credit: DV - Developmental or IN - Institutional For Continuing Education: CE
Hours *	Total semester credit hours for credit courses. Total contact hours for Continuing Education course. For an institutional course, the number of credit hours should match the second digit in the course number. If the course is lecture only, leave the non-lecture hours blank.

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Fees *	<p>Use the pull down menu to select fees associated with this course and add amount. All fees must have two-decimal places indicated on the fee. Example: \$75.00. Every college credit course must include the FODDC fee.</p> <p>Select Add Another Fee to identify each required fee relative to this course: FCRBC course fee, FSITC college credit site fee, FRDOC college credit ride-out fee, FINSC college credit insurance fee, FMUSC Private Music Lessons fee, FFIRC Fire Academy Fee, FDHLF Dental Hygiene Leasing fee, etc.</p> <p>To remove a fee, select the Blank space from the drop-down menu and delete the fee amount.</p>
Section Size (Maximum Students) *	<p>Maximum number of students per section per course.</p> <p>This is subject to change by the owner department and Curriculum and Programs Committee. CMS will automatically calculate the minimum needed to make a section.</p>
Prerequisite (TSI) Skills *	<p>Texas Success Initiative (TSI) skills mastered before registration in this course. If your course does not need a TSI skill code, please select "0-None".</p> <p>If you select any code with a Special Approval, staff in the department will have to go into Datatel to approve each student registering for the course.</p>
Repeatable for Credit *	<p>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.</p>
Rider 50/Rule of 3 *	<p>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.</p>
Prerequisites - Course	<p>Course prerequisites which must be completed prior to enrollment in this course. Type the Rubric in uppercase followed by a space followed by the 4 digit number. For example, ENGL 1301. Other text may also be added such as "with a minimum grade of C."</p> <p>If your prerequisites are a series or have options, please keep the wording as simple as possible. For example: Take ENGL 1301 and MATH 1314 or ENGL 1301 and MATH 1332. Add a period at the end of the prerequisite list and proof spelling. Avoid using the phrase "or with department approval". It is always up to the department to approve a student taking a course without the prerequisites.</p>

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Prerequisites - Noncourse	<p>Non-course activities which must be completed prior to enrollment in this course.</p> <p>For example: Must have sophomore standing.</p>
Corequisites - Course	<p>Courses which must be taken at the same time as this course. Type the Rubric in uppercase followed by a space followed by the 4 digit number. For example, ENGL 1301.</p> <p>If the corequisite is not required for all instances, please reconsider using a corequisite. Please make sure to also put the corequisite on all courses in the group. Add a period at the end of the corequisite list and proof spelling.</p>
Corequisites - Noncourse	<p>Non-course activities which must be taken at the same time as this course.</p>
Student Outcomes and Objectives *	<p>Learning outcomes and objectives published in the Workforce Education Course Manual. This will not print in the catalog.</p> <p>Workforce departments should use the WECM student outcomes and objectives. Academic departments should develop student outcomes and objectives.</p>
Student Evaluation *	<p>Mechanisms instructor will use to evaluate students performance in this course. This will not print in the catalog.</p>
Course Titles	
Master Title *	<p>First/main occurrence of the course title. Additional titles may be added under the same course record. For workforce courses, use the Workforce Education Course Manual title.</p> <p>WECM course titles may have additional words added, but you may not take away part of the WECM title.</p>
Terms Offered: First Term *; Last Term	<p>The first and/or last term this course will be offered.</p> <p>The First Term is required, Last term is optional. Use the format: 212F000 for credit or 212FCE for Continuing Education where: 212=calendar year 2012 S=Spring U=Summer F=Fall</p>

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Description *	<p>The course description as it will appear in the ACC Catalog.</p> <p>For workforce courses, use the course description from the <u>Workforce Education Course Manual</u>. WECM course descriptions may be appended with additional information. For an academic course, use the owner department created course description. Spelling and punctuation are important to follow since this is what will ultimately appear in the print catalog.</p>
Published Notes	<p>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."</p> <p>Spelling and punctuation are important to follow since this is what will ultimately appear in the print and online catalog.</p>
Additional Questions	
Course Type *	<ul style="list-style-type: none"> • Workforce Education Course Manual (WECM) – Courses published in <u>Workforce Education Course Manual</u> (http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/) • Academic Course Guide Manual (ACGM) – Courses published in <u>Lower Division Academic Course Guide Manual</u> (http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm) • Workforce Local Needs Course – Workforce courses not published in the WECM. The course will have a “7” in the third digit. • Transfer/Academic Unique Needs Course – Academic courses which are not listed in the ACGM. See ACGM for specifics.
Is this course offered only in a certificate? *	<p>Please answer this question carefully. If yes, no degree plan in any department can use this course. This affects SACS faculty eligibility for hiring qualifications.</p> <p>If there is any question about a course being used in a degree, please mark no.</p>
Is this a published course? *	<p>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.</p>