

**CONTINUING EDUCATION COURSE
SETUP REQUEST FORM**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION COURSE SETUP REQUEST**

Submit your e-mail request to Debra Turner (debra.turner@dcccd.edu) cc: Teresa Moomaw (tmoomaw@dcccd.edu)

TO REQUEST A WECM (FUNDED) COURSE NUMBER

Please check **BEFOREHAND** to determine if the course number is currently in the course master (Datatel CRSE screen) before submitting a request. Provide the following information in an e-mail request:

- | | |
|---|--|
| a) Four-letter courses rubric (example: ACNT) | e) Start date for requested course |
| b) Course number (example: 1011) | (the effective date will be the quarter in |
| c) Course title (exactly as listed in the WECM) | which the course begins) |
| d) Contact hours your college will offer | f) At least one course category with ID# |
| | (course category list is attached as a reference |
| | or contact Debra Turner for the list) |

In addition, please provide the information below:

- 1) Will this course be for open enrollment, grant, or contract training?
- 2) Will this course be included in an existing CE Skills Award (CESA) or CEU award?
- 3) Is this course going to be offered as a single course delivery? If so, the course will be entered in the course master as a single course with a set number of contact hours.

TO REQUEST A WECM LOCAL NEED (FUNDED) COURSE NUMBER

Please check **BEFOREHAND** to determine if the course number is currently in the course master (Datatel CRSE screen) before submitting the form. Local Need Course Forms are submitted electronically via the THECB's Electronic Submission at ([link goes here](#)). For further information regarding the password needed to access the site, contact your college's CE Dean. A Local Need Course Form must be completed for each course request. These requests are forwarded to the DO-Workforce office via web 45 days before the number is to be used. Each local need course number can be used only once within the DCCCD for a specific course title and content. The THECB will refuse duplicate course number requests.

1) Once the online form has been completed, notify Teresa Moomaw (tmoomaw@dcccd.edu) by e-mail so that our office may begin processing the form for submission to the Texas Higher Education Coordinating Board (THECB).

TO REQUEST A WECM SPECIAL TOPICS (FUNDED) COURSE NUMBER

Please check **BEFOREHAND** to determine if the course number is currently in the course master (Datatel CRSE screen) before submitting the form. Special Topics Course Forms are submitted electronically via the THECB's Electronic Submission at ([link goes here](#)). For further information regarding the password needed to access the site, contact your college's CE Dean. Special Topics course forms must be forwarded to the DO- Workforce office via web before offering the course.

1) Once the online form has been completed, notify Teresa Moomaw (tmoomaw@dcccd.edu) by e-mail so that our office may begin processing the form for submission to the Texas Higher Education Coordinating Board (THECB).

NOTE: IF YOU NEED A COURSE NUMBER IMMEDIATELY, PLEASE INDICATE "ASAP" IN YOUR E-MAIL REQUEST.

Revised 06/02/2017

| CAT.ID# | CATEGORY DESCRIPTION |
|----------------|---|
| 1001 | Floral Marketing and Design |
| 1002 | Agricultural |
| 1003 | Horticulture |
| 2001 | Veterinary Technology |
| 9001 | English as a Second Language |
| 10001 | Communications |
| 10002 | Writing |
| 10003 | Radio, Television and Film |
| 10004 | Speech Communications |
| 11001 | Computer and Information Sciences |
| 11002 | Programming Applications |
| 11003 | Computer Maintenance |
| 11004 | Computer Networking/Telecommunications |
| 11005 | Computer Security |
| 11006 | Internet Technology and Web Design |
| 12001 | Food Service |
| 13001 | Teacher Education and Certification |
| 15001 | Architecture, Computer Aided Design, and Drafting |
| 15002 | Computer Graphic Design |
| 15003 | Construction |
| 15004 | Engineering |
| 15005 | Electronics |
| 15006 | Surveying |
| 15007 | Geographic Information Systems |
| 15008 | Manufacturing |
| 15009 | Safety/OSHA |
| 15010 | Heating and Air Conditioning-Residential/Commercial |
| 16001 | English Language, Literature, Philosophy |
| 16002 | Foreign Languages |
| 19001 | Fashion |
| 19002 | Child Development |
| 22001 | Law and Legal Services |
| 23001 | Technical Reading/Writing |
| 26001 | Biology, Physical Science, Science Technology |
| 27001 | Technical Math |
| 31001 | Physical Education and Fitness |
| 31002 | Swimming |
| 32001 | Development Courses and Test Preparation |
| 32002 | Test Preparation |
| 32003 | Defensive Driving |
| 42001 | Counseling |
| 43001 | Criminal Justice/Peace Officer Training |
| 43002 | Fire Protection |
| 44001 | Public Administration |

| CAT.ID# | CATEGORY DESCRIPTION |
|----------------|---|
| 46001 | Building and Carpentry |
| 46002 | Plumbing and Pipefitting |
| 46003 | Electrical Code |
| 47001 | Auto Mechanics and Repair |
| 47002 | Automotive Heating and Air Conditioning |
| 47003 | Diesel Mechanics and Repair |
| 47004 | Small Engines |
| 48001 | Welding |
| 48002 | Machine Shop |
| 49001 | Aviation |
| 49002 | Truck Driving |
| 50001 | Visual and Performing Arts |
| 50002 | Art |
| 50003 | Dance |
| 50004 | Drama |
| 50005 | Music |
| 50006 | Photography |
| 51001 | Health Careers |
| 51002 | Health Administration |
| 51003 | Health Careers - Dental |
| 51004 | Health Careers - Medical Lab |
| 51005 | Health Careers - Nursing |
| 51006 | Health Careers - Radiology |
| 51007 | Medical Terminology |
| 51008 | Emergency Medical Technician |
| 51009 | Pharmacology |
| 51010 | Medical Assisting |
| 51011 | Massage |
| 51012 | Health Careers - Medical Office |
| 52001 | Business Management |
| 52002 | Accounting |
| 52003 | Management |
| 52004 | Banking |
| 52005 | Office Careers |
| 52006 | Sales and Salesmanship |
| 52007 | Small Business |
| 52008 | Business Communications |
| 52009 | Travel and Tourism |
| 52010 | Human Resources Management |
| 52011 | International Business |
| 52012 | Marketing |
| 52013 | Total Quality Management |
| 52014 | Certification Training |
| 52015 | Office Computer Applications |

| CAT.ID# | CATEGORY DESCRIPTION |
|----------------|--|
| 52016 | Hospitality |
| 52017 | Insurance |
| 52018 | Real Estate |
| 52019 | Risk Management |
| 52020 | Logistics/Warehousing |
| 98001 | Professional Development |
| 98002 | Mediation |
| 99001 | Psychology, Sociology, Government, and History |
| 99002 | Human Development |
| 99003 | Personal Interest - Adult |
| 99004 | Dog Obedience |
| 99005 | Children |
| 99006 | Senior Citizens |
| 99007 | GED Training |
| 99008 | College Transition |