

## Creating a New Number Process

### New Courses and Changing an Existing Course Number



#### Checklist

- No re-using of old or current numbers.
- The first digit indicates the level of the course.
  - 1000 and 2000 level are lower-division (freshman or sophomore) courses,
  - 3000 and 4000 level are upper-division (junior or senior) courses,
  - 5000 level are graduate courses, and
  - 6000 level are doctoral courses.
- The second digit indicates the credit hour value of the course.
- The third and fourth digits differentiate the courses in a particular discipline.

#### New courses/changing an existing course number

When adding a new course or deciding to change an existing course number it is highly recommended to check what numbers are in the system first. In the course inventory management, select the Propose New Course button.

### Course Inventory Management

You are logged in as jvela3   
[Help](#) 

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.


Quick Searches provides a list of predefined search categories to use.

Search

☐ Archive  
☐ History

- OR -

Propose New Course

Quick Searches... 

A pop-up screen will appear, click on the drop down for Subject Code and select the correct prefix.

### Course Inventory

#### New Course Proposal

Propose New from Existing Course

Subject Code	<div>Select...</div>	Course Number	<div></div>
Department	<div>Select Department...</div>		
College	<div>Select College...</div>		

Once you select a prefix, the Course Numbers in Use button will appear.

### Course Inventory

#### New Course Proposal

Propose New from Existing Course

Subject Code	<div>ACCT - Accounting</div>	Course Number	<div></div>	<div>Course Numbers in Use</div>
Department	<div>AFBL - Accounting Finance &amp; Busi Law</div>			
College	<div>Business</div>			

Select that button and a list of courses under that prefix will appear. It will show all course numbers that we have in the system. Any course that is shaded in gray is inactive and cannot be used again. Any course that is shaded in white is currently an active course. Review list of numbers to determine what numbers you can and cannot use.

Course Numbers In Use for ACCT - Accounting	
Active	
Inactive	
Course Code	Title
ACCT 0041	PROFESSIONAL DEVELOPMENT LEVEL
ACCT 0051	PROFESSIONAL DEVELOPMENT LEVEL TWO
ACCT 0100	ACCOUNTING INTERNSHIP
ACCT 2000	INTERNSHIP
ACCT 2301	Financial Accounting
ACCT 2302	Managerial Accounting
ACCT 3311	Intermediate Accounting I
ACCT 3312	Intermediate Accounting II
ACCT 3314	Cost Accounting
ACCT 3315	Multinational Entities: Accounting and Consolidations
ACCT 3316	Governmental and Not-for-Profit Accounting
ACCT 3317	Oil, Gas, & Energy Accounting
ACCT 3321	Federal Income Tax I
ACCT 3322	Federal Income Tax II
ACCT 3340	Fraud Examination
ACCT 3355	ACCOUNTING INFORMATION SYSTEMS
ACCT 4000	INTERNSHIP
ACCT 4311	Auditing Principles and Procedures
ACCT 4314	Advanced Accounting Problems
ACCT 4345	Ethics for Texas CPA Candidates and Business Executives
ACCT 4355	Accounting Information Systems
ACCT 4390	Current Topics in Accounting
ACCT 4396	Directed Individual Study
ACCT 4398	Accounting Internship

If you need help or want to confirm on a course number, please contact the Catalog and Curriculum Coordinator at [jenny.vela@tamucc.edu](mailto:jenny.vela@tamucc.edu) and/or the Registrar's Office.