

If a community or technical college wishes to offer a course not listed here, or offer an ACGM course for more credit or contact hours than listed, it must request approval for such a course on the basis of unique need. There are no provisions in the 2003 edition for special topics courses. A resulting inventory of Unique Need Courses is the only academic inventory required of individual institutions. Colleges must continue to report academic courses according to instructions in the most recent edition of the *Reporting and Procedures Manual for Public Community and Technical Colleges* published by the Educational Data Center of the Coordinating Board. All "edits" of reports must be in accordance with the ACGM and the individual institutions' Unique Need Course inventories. The state will not fund academic courses at community and technical colleges that are not listed either in the ACGM or on the college's Academic Unique Need inventory.

Instructions: How to Read and Use the ACGM

The 2003 edition of the ACGM is organized alphabetically by academic disciplines currently taught at community and technical colleges. All common courses listed in the 2003 ACGM have been numbered to correspond to course numbers assigned by the Texas Common Course Numbering System (TCCNS).

Where available, each entry begins with a list of common course prefixes and numbers; for course descriptions with no common numbers currently assigned, a content descriptor (for example, "Environmental Science") is listed. Beneath the course list appears a line listing the 10-digit approval number for the course, the matching content descriptor, and information about maximum semester credit hours (SCH) per student, maximum SCH per course, and maximum content hours per course. This information is underlined. Finally, a brief course description appears.

For example:

BIOL 1106 (*lab, 1st semester, for Biology majors*)
BIOL 1107 (*lab, 2nd semester, for Biology majors*)
BIOL 1306 (*lecture, 1st semester, for Biology majors*)
BIOL 1307 (*lecture, 2nd semester, for Biology majors*)
BIOL 1406 (*lecture + lab, 1st semester, for Biology majors*)
BIOL 1407 (*lecture + lab, 2nd semester, for Biology majors*)
BIOL 1108 (*lab, 1st semester*)
BIOL 1109 (*lab, 1st semester*)
BIOL 1308 (*lecture, 1st semester*)
BIOL 1309 (*lecture, 2nd semester*)
BIOL 1408 (*lecture + lab, 1st semester*)
BIOL 1409 (*lecture + lab, 2nd semester*)

26.0101.51 03 General Biology

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification.

Lower-Division Academic Course Guide Manual (Revised 2003)

Concepts of reproduction, genetics, ecology, and the scientific method are included.

Approval Number	26.0101.51 03
CIP Area	Life Sciences
Maximum SCH per student	8
Maximum SCH per course.....	4
Maximum contact hours per course.....	96

In this example, the 10-digit approval number is 26.0101.5103. The first six digits of the approval number indicate subject matter and are based upon the *new* CIP codes implemented for Fall 2003. The Coordinating Board staff assigns the last four digits. The 7th and 8th digits further delineate course content, sequence, or approval category. The 9th and 10th digits indicate the funding category. **Reporting officials should review the approval numbers carefully because some of them have changes.**

26.0101 is the CIP code for General Biology

51 is the code for the content listed in the course description. The range for these numbers is typically 51 to 59. However, if a course is approved as a Unique Need Course (as opposed to general approval), the 7th digit will be a 9 instead of a 5. If a course is approved as a permanent unique need, the 7th digit will be a 7 instead of a 5 or 9. If the course is approved for excessive credit and/or contact hours (more than allowed in the approved listing), the 7th digit will be an 8 instead of a 5 or 9.

3 is the current state funding code for biological sciences in public community and technical colleges. These codes range from 01 to 26.

A complete listing of the academic funding codes is contained in Appendix E.

(IMPORTANT NOTE: The 2003 edition of the ACGM reflects new state funding codes adopted this year. Some of these codes will not match funding codes found in the 2002 ACGM.)

After the CIP descriptor, "General Biology," the maximum hours per student, semester credit hours (SCH) per course, and contact hours per course are listed:

8 is the maximum number of semester credit hours (SCH) per student for courses applicable toward an associate degree under this specific approval number. In this example, a college may allow students to take eight SCH of general biology courses and count them toward an associate degree.

4 is the maximum number of semester credit hours per course under this specific approval number. In this case, the maximum number is four. A college could offer a course under this approval number for four or fewer SCH, but not more. The college should award the SCH in proportion to the number of contact hours and type of instruction under the assigned common course number.

A traditional Biology (or any other discipline) lecture course offered for three contact hours of lecture over a 16-week semester will earn three semester credit hours and carry a "3" in the second digit of the common course number. Similarly, a traditional lecture/lab course offered for three contact hours of lecture and three contact hours of laboratory over a 16-week semester would earn four semester credit hours and carry a "4" in the second digit of the common course number. In general, one semester credit hour is awarded per one contact hour of lecture instruction and one semester credit hour is awarded per two to four contact hours of laboratory instruction.

96 is the total maximum number of contact hours per course according to this specific approval number. Thus, a college can offer a course under the General Biology approval number for 96 or fewer contact hours, but not more. In this example, a four SCH biology course can be offered for up to a maximum 96 contact hours. During a regular 16-week semester, 96 contact hours in this particular course might be broken down into three hours of lecture per week and three hours of lab per week or into other combinations that total 96 contact hours.

In rare cases, no common courses have been identified for specific approval numbers. Approval numbers for religion courses, listed under the heading "REL" in this manual, are an example. In such cases, the college may designate its own course prefixes and numbers.

The Texas Common Course Numbering System (TCCNS)

The TCCNS is a cooperative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic courses.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with the same TCCNS designation at the receiving institution.

For additional information about the TCCNS, consult the following web sites:

The TCCNS Matrix Online (<http://www.tccns.org/ccn/>) is hosted by Texas A&M University at Commerce. This web site contains a list of participating TCCNS institutions, the TCCNS taxonomy, the TCCNS history, and the TCCNS board members. The site also contains the master list of the common courses offered in Texas. The list is organized by institution and by TCCNS designation.

The Texas Higher Education Coordinating Board's web site is <http://www.thecb.state.tx.us>. TCCNS Transfer Guides are available at the site.