



GUIDELINES FOR COURSE NUMBERING

The goal of course numbering is to achieve a consistency and uniformity of course numbers throughout the catalog. It provides for:

1. A clear means of identifying non-degree credit courses, Associate Degree credit courses, and transfer credit courses.
2. The uniform numbering of laboratory courses, dually listed courses, sequences, and special courses such as Directed Studies, Special Topics, etc.

The Curriculum Committee has adopted the following recommendations regarding the numbering of non-degree credit courses, Associate Degree credit courses, transfer credit courses, courses involving laboratories, and noncredit courses. Departments may recommend a course number, but the Curriculum Committee will assign an appropriate course number based on the following guidelines.

Credit Courses

1. Courses numbered 1-49: Remedial or college preparatory courses which do not apply toward an Associate of Arts degree and are not intended to transfer to another community college or four-year college.
2. Courses numbered 50-99: Courses which apply toward the Associate of Arts degree but are not intended to transfer to a four-year college.
3. Courses numbered 100-299: Courses which count toward an Associate of Arts degree and are intended to transfer to a four-year college. Freshmen level courses are generally given numbers from 100-199 and sophomore level courses are numbered 200-299.
4. Sequential courses should be numbered in order, giving the lowest level course the lowest number in the sequence. Courses in a sequence should begin with numbers ending in "0" or "5" whenever possible.
5. Group all courses with the same topic together in a sequence.
6. Leave a gap between sequences whenever possible.
7. Courses with less than two prerequisites should be numbered 100-199 whenever possible (freshmen level courses).
8. Courses with two or more prerequisites should be numbered 200-299 whenever possible (sophomore level courses).
9. All special courses such as projects, topics, directed studies, field studies, etc. should be assigned the following numbers from 195-199 or 295-299 depending upon the number of prerequisites.

<u>Type of Course</u>	<u>Course #</u>
Field Studies, Regional Field Studies	195
Special Problems	196
Topics and workshop courses	197
Skills for and Succeeding in	198

Directed Studies	295
Special Projects	296
Experimental Topics	297
Directed Clinical Experience/Internship	298

- All cross listed courses should be assigned the same number in each department in which it is listed.
- Introductory courses which are designed primarily for General Education credit, should be assigned a number of 100.
- Once a course number is retired, that number shall not be used for ten years.
- Laboratory courses should be given an "L" designation after the course number.

Noncredit Courses

- Course Numbers will consist of three digits.
- The first digit of the course number will reflect the CCC System Office noncredit category which reflects the course's primary objective.

<u>System Office Category</u>	<u>Starting Digit of Course Number</u>	<u>Discipline Name</u>
Parenting Elementary and Secondary Basic Skills	1	Parenting (N PRNT)
Basic Skills	2	Basic Education [non ESL] (N BASC)
English as a Second Language	2	Adult Basic Education [ESL] (NABED)
Citizenship	3	English as a Second Language (N ESL)
Courses for Persons With Substantial Disabilities	4	Citizenship (N CTZN)
Short-term vocational Courses for Older Adults	5	Disability Education (N DSAB)
Home Economics	6	Career and Technical Education (N CTED)
Health and Safety	7	Older Adult Education (N ADLT)
Workforce Preparation	8	Home Economics (N HMEC)
	9	Health and Safety (N HSED)
	11	Workforce Preparation (N WKFC)

- The second and third digits will be assigned in an ascending order as new courses are developed. For example, the next course in category 1 – Parenting will be numbered 100, followed by 101 and so on.
- Once a course number is retired, that number shall not be used for ten years.

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