explained in the Noncredit Course Standards section of this Handbook. Submission and approval of noncredit courses is conducted through review of the following components submitted by local colleges:

- Completed Curriculum Inventory Proposal Fields for Data Elements
- COR meeting the standards in title 5, section 55002, and approved by the local governing board

B. Criteria for Data Elements

The following data elements are entered into the COCI and evaluated by Chancellor's Office staff during the submission review process. The CCCCO MIS Division identifies some of these data elements as Course Basic (CB) codes. Many course elements require CB codes. Other course elements such as District Governing Board Approval Date and Catalog Description do not require CB codes, but are critical components of the review process. Entry errors associated with these elements and inconsistencies can result in course submissions being returned to the college for revisions.

DED NO.	DATA ELEMENT NAME
CB00	Course Control Number (this number is assigned by the Chancellor's Office, it is not necessary for new courses)
CB01	Department Number
CB02	Course Title
CB03	TOP Code
CB04	Credit Status
CB05	Transfer Status
CB08	Basic Skills Status
CB09	SAM Priority Code
CB10	Cooperative Work Experience
CB11	Course Classification Status
CB13	Educational Assistance Class Instruction (Approved Special Class)
CB21	Prior Transfer Level
CB22	Noncredit Category
CB23	Funding Agency Category
CB24	Program Status

CB01: Department Number

This identifier should be structured to include an abbreviation of the department to which the course belongs, followed by the numbers and/or letters used to distinguish it from other courses in the same department. It is the identifier that occurs on the student's academic transcript, for example, ESL501. The department number must be entered exactly as it is entered into the college and/or district's enterprise resource system. If there are no spaces between the department and course number, do not add a space in the CI. Inconsistencies in data entry will impact MIS reporting.

CB02: Course Title

This data element records the course title exactly as it appears in the COR and the college catalog. If the college uses long and short titles, enter the long title. This field is limited to a maximum of 68 characters including punctuation and spaces, and the title must be different from what is entered in CB01.

CB03: TOP Code

This field is for recording the appropriate TOP Code for the course. An asterisk (*) in this field denotes a vocational TOP Code. A link to the [Taxonomy of Programs (TOP) Code Manual, 6th Edition](#) is available on the Chancellor's Office website, under Academic Affairs Curriculum and Instruction page.

The TOP Code should be assigned according to the content and outcomes of the course, and must conform closely to the TOP Code given to similar courses at other colleges around the state. The TOP Code reflects the main discipline or subject matter and is not based on local departmental structure, faculty qualifications, or budget groupings. A college that has difficulty identifying the most appropriate TOP Code should contact the Chancellor's Office; if the proposed TOP Code does not seem appropriate, the Chancellor's Office will advise the college.

CB04: Credit Status

This element indicates the credit status of a course (defined in Cal. Code Regs., tit.5, § 55002). All noncredit courses will select "N" (noncredit) in this field, indicating the course is noncredit.

CB05: Transfer Status

This element indicates the transfer status of a course. COCI automatically populates this field with C-Not Transferable, the only available option for noncredit courses.

Course Hours Minimum

This field indicates the minimum number of contact hours for the course as a whole. Enter the minimum number of regularly scheduled hours of instruction that are normally required for a student to achieve the course objectives, sufficiently covering the course scope and breadth of topics. This number must be entered in CI as a decimal. For example, ten and one-half hours would be entered as 10.5.

Course Hours Maximum

This field indicates maximum number of contact hours of the course as a whole. Enter the maximum number of regularly scheduled hours of instruction that are normally required for a student to achieve the course objectives, sufficiently covering the course scope and breadth of topics. This number must be entered in CI as a decimal. For example, ten and one-half hours would be entered as 10.5. This number must be greater than or equal to the number entered in the course hours minimum field.

CB08: Basic Skills Status

The basic skills status is indicated as either B (Course is a basic skills course) or N (course is not a basic skills course).

CB09: Student Accountability Model (SAM) Priority Code

This element is used to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs. This element corresponds with the CB03 TOP Code selected. For example, if a vocational TOP Code is selected as denoted by an asterisk (*), then CB09: SAM Priority Code must equal A (Apprenticeship), B (Advanced Occupational), C (Clearly Occupational), or D (Possibly Occupational), and respectively cannot equal E (Non-occupational).

CB10: Cooperative Work Experience

This element indicates whether the course is part of a cooperative work experience program, according to the provisions of title 5, section 55252. In COCI, select N if the course is not part of a cooperative work experience program or select C if the course is part of a cooperative work experience program. N indicating noncredit should be for CB04 not CB10.

CB11: Course Classification Status

This element identifies courses eligible for enhanced funding. In COCI, select one of the following codes: Use code "J" if the course is part of an approved noncredit program in the area of Workforce Preparation authorized by title 5, section 55151; use code "K" if the course has been approved for

noncredit enhanced funding, but does not meet the criteria for "J"; or use code "L" if the course has not been approved for noncredit enhanced funding.

CB13: Educational Assistance Class Instruction (Approved Special Class)

This data element indicates whether the course is "educational assistance class instruction" according to the provisions of title 5, section 56028, and will be coded "S" (Course is designated as an approved special class for disabled students) or "N" (Course is not a special class).

CB21: Prior Transfer Level

This element indicates course level status for English, writing, ESL, reading, and mathematics courses. Indicate the relationship of the course to college level by selecting one of the following eight options: Y (Not applicable), A (One level below transfer), B (Two levels below transfer), C (Three levels below transfer), D (Four levels below transfer), E (Five levels below transfer), F (Six levels below transfer), G (Seven levels below transfer), or H (Eight levels below transfer).

The selected code must correspond with the CB05: Transfer Status selected, as well as with processing edit checks in the MIS Data Element Dictionary (DED); please consult the DED for a complete listing of fidelity and integrity checks for this element. Additionally, extensive rubrics were created to determine appropriate coding for this element. These rubrics can be found on the Basic Skills Initiative website at http://www.cccbsi.org.

CB22: Noncredit Category

This element classifies a noncredit course in accordance with its primary objective within the ten state-supported noncredit categories set forth in Education Code section 84757(a). Select the appropriate noncredit category: A=ESL; B=Citizenship for Immigrants; C=Elementary and Secondary Basic Skills; D=Health and Safety; E=Courses for Persons with Substantial Disabilities; F=Parenting; G=Home Economics; H=Older Adults; I=Short-term Vocational; and J=Workforce Preparation.

CB23: Funding Agency Category

This element describes whether or not a Chancellor's Office Economic Development Grant was used to fully or partially develop a course and/or curriculum. Select one of the following three options: A (primarily developed using Economic Development funds), B (partially developed using Economic Development Funds, exceeding 40 percent of total development costs), or Y (not applicable).

CB24: Program Status

This element indicates whether or not a course is part of an educational program as defined in title 5, section 55000. Select one of the two following options: 1 (Program-applicable – the noncredit course is part of a sequence of courses or program that results in a certificate of completion or certificate of competency) or 2 (Not Program-applicable – the noncredit course is not part of a sequence of courses or program that results in a certificate of completion or certificate of competency).

Special Characteristics Code Descriptor

This code is used to identify special characteristics of the noncredit course. Select the appropriate characteristic(s) from the following seven options (if applicable):

- Learning Assistance – a form of supplemental instruction
- Bilingual Instruction – a system of instruction that builds upon the language skills of a pupil whose primary language is not English or derived from English
- Convalescent Setting – a course taught in a convalescent home, skilled nursing facility, residential care home, day care center, or nursing home
- Correctional Facility – a course taught either at or through a federal, state, or local correctional institution
- Apprenticeship – a course that provides related and supplemental instruction for apprenticeship and coordination of instruction with job experience, upon agreement with the program sponsor/employer and the California Division of Apprenticeship Standards
- Persons of Substantial Disabilities – a course designed to serve persons with substantial disabilities
- Citizenship for Immigrants – a course designed to provide instruction and services in citizenship

District Governing Board Approved

The college certifies that the local district governing board, pursuant to title 5, sections 55002 and 55100, approved the course by selecting "yes".

District Governing Board Approval Date

This section requires the date that the local governing board, pursuant to title 5, sections 55002 and 55100, originally approved the course.

Catalog Description

Enter the catalog description exactly as it appears in the COR and the college catalog.