

Coding in META

Code	Description	Definition
CB03	TOP Code (<i>Taxonomy of Programs Guide</i>) http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf	
CB04	Credit Course Status	C- Credit Non-Degree Applicable D- Credit Degree Applicable N- Noncredit
CB08	Course Basic Skill Status	B- Course is a Basic Skills Course N- Course is not a Basic Skills Course
CB09	SAM Priority Code	A. Apprenticeship (<i>offered to apprentices only</i>) B. Advanced Occupational (<i>not limited to apprentices</i>) C. Clearly Occupational (<i>but not advanced</i>) D. Possibly Occupational E. Non-Occupational
CB11	Course Classification Code	J- (NON) Workforce Prep – enhanced funding K- (NON) Other noncredit – enhanced funding L- (NON) Not eligible for enhanced funding Y-Credit Course
CB22	Course Non-Credit Category	A. English as a Second Language 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. Courses for Older Adults I. Short-Term Vocational J. Y-Not Applicable
CB24	Course Program Status	1-Program Applicable 2-Stand-alone

Calculating Outside of Class Hours

From the Course Outline of Record (COR)

- Minimum Contact Hours = (Total minimum lec hrs + total minimum lab hours)
- Maximum Contact Hours = (Total maximum lec hrs + total maximum lab hrs)
- Minimum Outside of Class Hours = minimum lec hrs * 2
- Maximum Outside of Class Hours = maximum lec hrs * 2

Example: CSCI 112 Programming Fundamentals

Course Number and Title: CSCI 112 Programming Fundamentals I	
Unit Value: 4	Total Lecture Hours: 56-63
Lecture Hours Per Week: 3.5	Total Lab Hours: 24-27
Lab Hours Per Week: 1.5	

Minimum Contact Hours = 56 + 24 = 80

Maximum Contact Hours = 63 + 27 = 90

Minimum Outside of Class Hours = 56 * 2 = 112

Maximum Outside of Class Hours = 63 * 2 = 126

} **LEC hrs only**