

Description of Higher Education Measures

In the Student Accounting Component, occupational courses are classified by assigning priority letters or major code numbers (described below); a student's major is then defined according to the occupational courses in which he is or she is enrolled at the time of the first census. *

The most critical aspect, therefore, of the entire model is the careful *classification of occupational courses*.

A. Classification of Occupational Courses

1. Definition of Occupational Course

An occupational course is defined as one which is (all three):

- a. intended to develop skills and related knowledge for job performance.
- b. part of the course sequence of an occupational program offered by the college.
- c. designed primarily for job preparation and / or upgrading or updating and not for general education purposes.

The occupational administrator (or delegate) should examine all courses offered by occupational departments, and assign each a priority letter and major code number, as described on the following pages. This should be done at least annually and whenever additions and changes are made to programs.

2. Assigning Priority Letters

Course titles can be misleading; priority assignments should be based on course content, not course title only. Each course offered by occupational departments should be assigned a "Priority" code describing the degree to which a course is "occupational," as follows:

Priority "A": Apprenticeship

The course is designed for an indentured apprentice and must have the approval of the State of California, Department of Industrial Relations, Division of Apprenticeship Standards. Some examples of apprenticeship courses are: Carpentry, Plumbing and Machine Tool.

Priority "B": Advanced Occupational

Priority "B" courses are those taken by students in the *advanced* stages of their occupational programs. A "B" course is offered in *one specific occupational area only* and clearly labels its taker as a major in this area.

Priority letter "B" should be assigned sparingly; in most *cases no more than two courses in any one program* should be labeled "B". Each "B" level course must have a "C" level prerequisite in the same program area. Some examples of 'B' level courses are: Dental Pathology, Advanced Video Tape, Advanced Applied Acting, Legal Secretarial Procedures, Contact Lens Laboratory, Advanced Radiology Technology, Fire Hydraulics, Livestock and Dairy Selections, Real Estate Finance, Cost Accounting.

Priority "C": Clearly Occupational

Priority "C" courses will generally be taken by students in the middle stages of their programs and should be of difficulty level sufficient to detract "drop-ins". A "C" level course may be offered in several occupational programs within a broad area such as business or agriculture. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C" level course should provide the student with entry-level job skills. Some examples of "C" level courses are: Soils, Credits and Collections, Principles of Advertising, Air Transportation, Clinical Techniques, Principles of Patient Care, Food and Nutrition, Sanitation/Safety, Shorthand, Small Business Management, Advanced Typing, Technical Engineering.

Priority "D": Possibly Occupational

"D" courses are those taken by students in the *beginning stages* of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational Programs. Some examples of "D" level courses are: Technical Mathematics, Graphic Communications, Elementary Mechanical Principles, Fundamentals of Electronics, Typing (Beginning or Intermediate), Accounting (Beginning).

Priority "E": Non-Occupational

"E" courses are non-occupational.

Note: Work Experience courses not tied to a specific occupational program should be assigned the "E" priority. If the course is tied to a specific program, a "C" priority is appropriate.