

# PLACING COURSES INTO AREAS OF NONCREDIT

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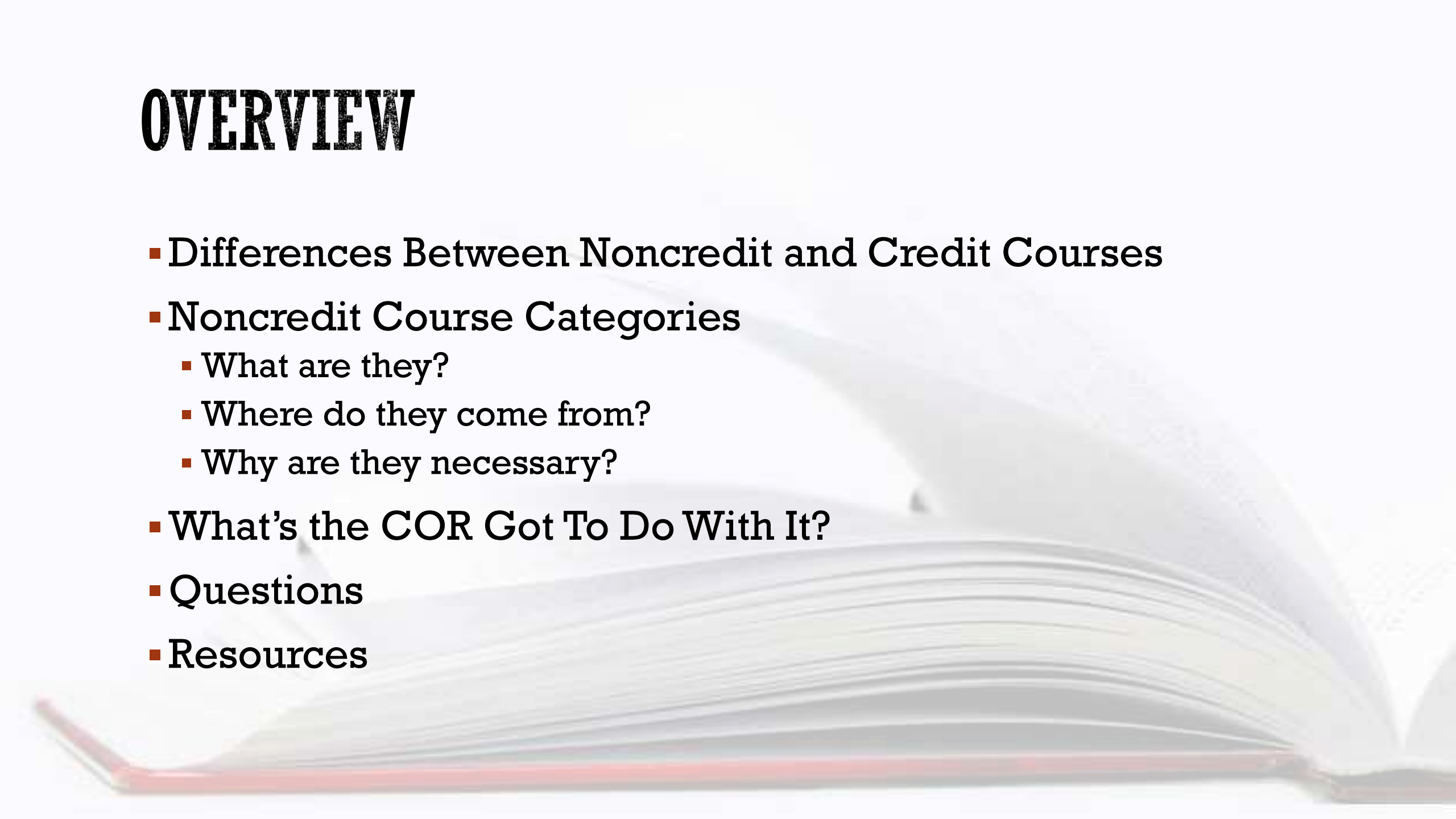


ACADEMIC SENATE  
for CALIFORNIA COMMUNITY COLLEGES



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

# OVERVIEW

- Differences Between Noncredit and Credit Courses
  - Noncredit Course Categories
    - What are they?
    - Where do they come from?
    - Why are they necessary?
  - What's the COR Got To Do With It?
  - Questions
  - Resources
- 

# **DIFFERENCES BETWEEN NONCREDIT AND CREDIT COURSES**



# CREDIT

VS.

# NONCREDIT

Degrees Certificates of Achievement	Certificate of Completion Certificate of Competency
Unit bearing	Hour bearing
Designated lecture & lab hours	No lecture or lab designation
Grades (A-F or P/NP)	Grades dependent on district (P/SP/NP, A-F)
Transcript	Not transcribed at most colleges...yet
Generates apportionment	Generates apportionment: CDCP or regular noncredit rate
Student fees apply	No student fees
Not repeatable	Re-enrollment allowed



# NONCREDIT COURSE CATEGORIES (ELIGIBLE FOR FUNDING)

What are  
the  
categories?

Where do  
the  
categories  
come from?

Why are  
there  
categories?

What's  
the COR  
got to do  
with it?



# NONCREDIT COURSE FUNDING

In order to be eligible to be claimed for state apportionment, a noncredit course must be approved pursuant to sections 55002 and 55150 and **fall into one of the following statutory categories...**

*CCR Title 5, § 58160  
Ed. Code, § 84757*





# Noncredit Course Categories

**Elementary and  
Secondary Basic  
Skills**

**ESL (and VESL)**

**Short-term  
Vocational w/High  
Employment  
Potential**

**Workforce  
Preparation\***

**Citizenship for  
Immigrants\***

**Parenting**

**Persons  
w/Substantial  
Disabilities**

**Older Adults**

**Home Economics**

**Health and Safety  
Education**

*\*Note: EC 84757(a)(4) combines Immigrants and Workforce Preparation into one category, whereas title 5 § 58160(a)(4)(5) separates the two into distinct categories*



# Noncredit Course Categories for Special (Target) Populations



**Citizenship for  
Immigrants**

**Parenting**

**Persons  
w/Substantial  
Disabilities**

**Older Adults**

*\*Note: EC 84757(a)(4) combines Immigrants and Workforce Preparation into one category, whereas title 5 § 58160(a)(4)(5) separates the two into distinct categories*





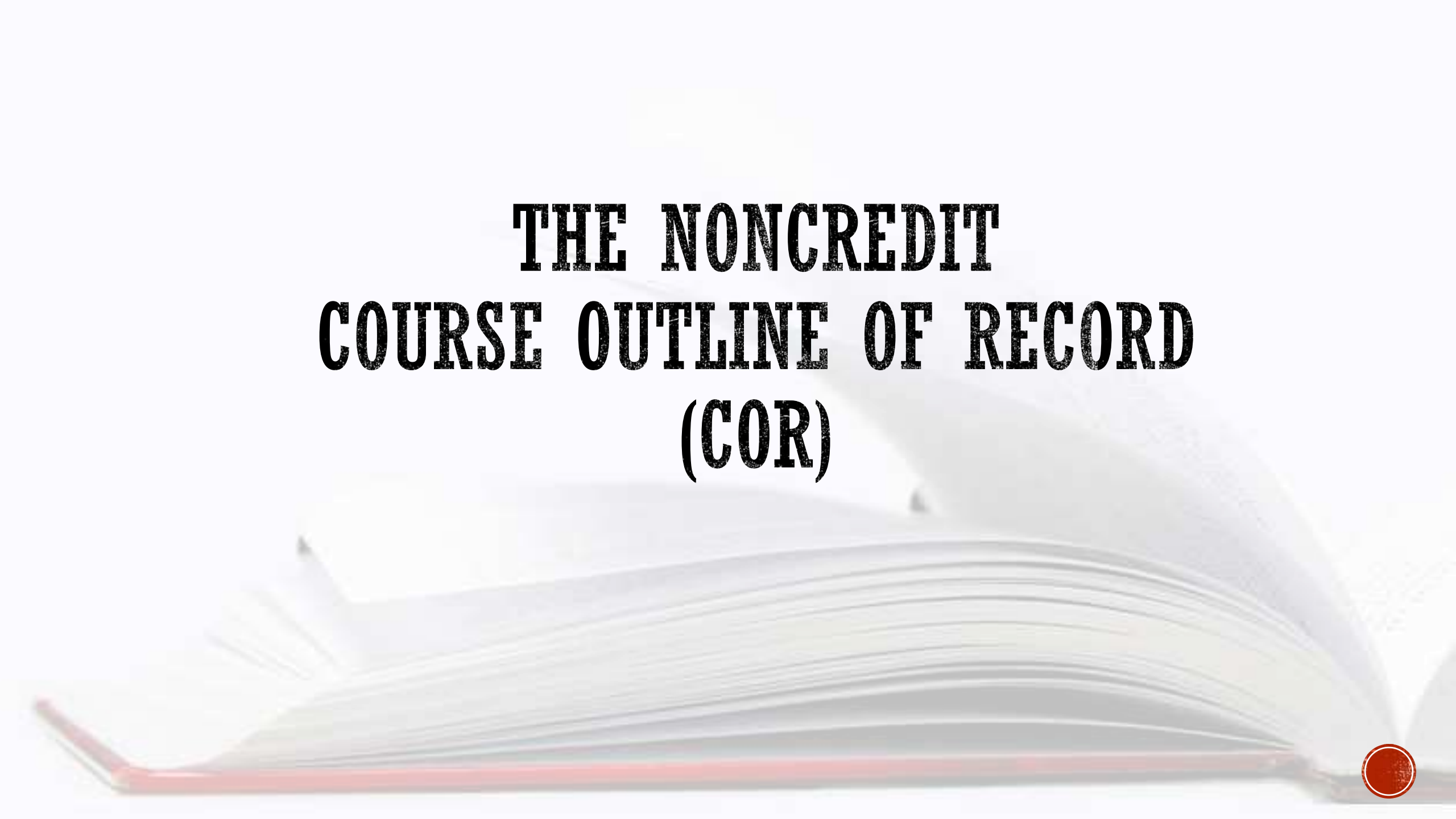
# CAREER DEVELOPMENT & COLLEGE PREPARATION (CDCP)

- Noncredit courses in preparation for employment or success in college-level credit coursework
- In accordance with provisions of **Edu Code 84760.5**, a sequence of noncredit courses leading to a:
  - Certificate of Competency, or
  - Certificate of Completion
- CDCP courses eligible for “enhanced funding” apportionment equal to credit FTES rate; courses must be attached to a Certificate of Competency or Certificate of Completion



**CDCP categories are NOT “Special Populations” categories**





**THE NONCREDIT  
COURSE OUTLINE OF RECORD  
(COR)**



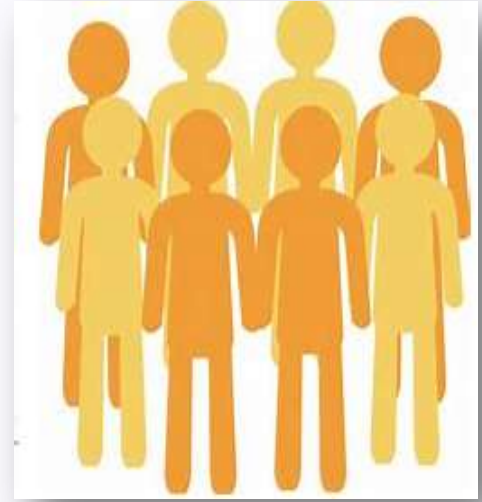
# TITLE 5 REQUIRED ELEMENTS OF THE COR FOR NONCREDIT

- Course Number and Title
- Course Description
- Total Contact Hours
- Course Objectives
- Course Content
- Method of Instruction
- Methods of Evaluation
- Assignments and/or Other Activities

Title 5 §55002(c) 1



# NONCREDIT COR – COURSES FOR SPECIAL POPULATIONS



- CORs for courses intended for *special populations* must clearly demonstrate that the course meets the needs of those target populations
  - Immigrant Education
  - Parenting
  - Persons with Substantial Disabilities
  - Older Adults





# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>ENGLISH AS A SECOND LANGUAGE (ESL)</b>
<b>Description</b>	Provide instruction in the English language to adult, non-native English speakers with varied academic, career technical, and personal goals. Courses include, but are not limited to: skills or competencies needed to live in society; skills and competencies needed to succeed in an academic program; preparation for students to enter career and technical programs at the community colleges; programs focusing on skills parents need to help their children learn to read and succeed in society; skills needed to fully participate in the United States civic society or to fulfill naturalization requirements; ESL-based skills and competencies in computer software, hardware, and other digital information resources; and functional language skills.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = A</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	4930.84, 4930.85, 4930.86, 4930.87, 4931.00

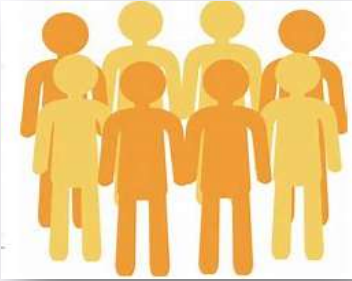

TOP Discipline:  
"49" -  
Interdisciplinary  
Studies







# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>IMMIGRANT EDUCATION</b>
<b>Description</b> 	Designed for immigrants eligible for educational services in citizenship, ESL, and workforce preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision-making and problem-solving skills, and other classes required for preparation to participate in job-specific technical writing. Instructional courses and programs should support the intent of the Immigrant Workforce Preparation Act.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = B</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	2201.20; 2205.00; 2207.00; 4930.90  <div data-bbox="1951 1115 2461 1325" style="border: 2px solid red; padding: 5px;"><b>TOP Discipline:</b> “22” – Social Sciences, “49” - Interdisciplinary Studies</div>




# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>ELEMENTARY AND SECONDARY BASIC SKILLS</b>
<b>Description</b>	<b>Elementary and Secondary Basic Skills</b> includes basic skills academic courses in reading, mathematics, and language arts. Basic skills courses provide instruction for individuals in elementary and secondary-level reading, writing, computation and problem-solving skills in order to assist them in achieving their academic, career, and personal goals. Elementary-level coursework addresses the content and proficiencies at levels through the eighth grade. Secondary-level coursework focuses on the content and proficiencies at levels through the twelfth grade and may incorporate the high school diploma.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = C</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	<p>1501.00, 1520.00, 1701.00, 1702.00,</p> <p>4930.09, 4930.14, 4930.30, 4930.31, 4930.32, 4930.33, 4930.60, 4930.60</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <p><b>“15” – Humanities,</b> <b>“17” – Mathematics</b> <b>“49” –</b> <b>Interdisciplinary</b> <b>Studies</b></p> </div>





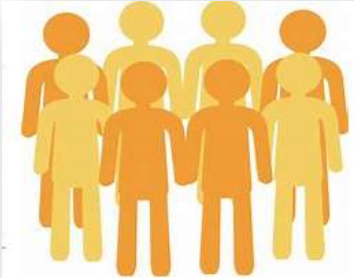
# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>HEALTH AND SAFETY</b>
<b>Description</b>	Lifelong education to promote health, safety, and the wellbeing of individuals, families, and communities. Courses and programs in health and safety provide colleges with the opportunities to network or partner with other public welfare and health organizations.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = D</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	0835.10; 0835.70; 0835.80; 0837.00; 0899.00; 1299.00  <div data-bbox="1860 1092 2407 1235" style="border: 2px solid red; padding: 5px; display: inline-block;"><b>“08” – Education, “12” – Health</b></div>





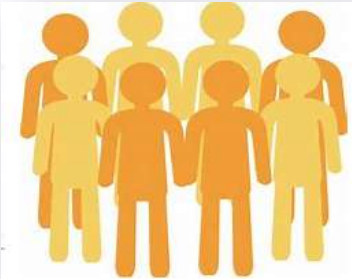

# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>SUBSTANTIAL DISABILITIES</b>
<b>Description</b> 	Designed to provide individuals with life-skill proficiencies essential to the fulfillment of academic, career technical, and personal goals. A student with a disability is a person who has a verified disability which limits one or more major life activities, as defined in 28 Code of Federal Regulations section 35.104, resulting in an educational limitation as defined in title 5, section 56001. Courses for students with substantial disabilities are an “assistance class” according to provisions of title 5, section 56028, and Education Code section 84757(a)(5).
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = E</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	<b>Any TOP Code</b>



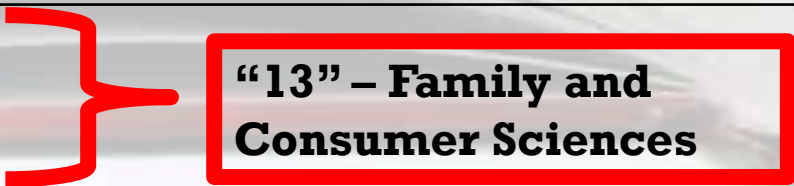


# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>PARENTING</b>
<b>Description</b> 	Designed to offer lifelong education in parenting, child development, and family relations in order to enhance the quality of home, family, career, and community life. Instructional areas may include, but are not limited to the following: ages and stages of child growth and development; family systems; health nutrition and safety; family resources and roles; family literacy; fostering and assisting with children's education; guiding and supporting children; and court-ordered parenting education
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = F</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	1305.00; 1305.20; 1305.40; 1305.50; 1305.60; 1305.70; 1305.80; 1305.90; 1308.00  <div data-bbox="1951 1158 2448 1372" style="border: 2px solid red; padding: 5px; display: inline-block;"><b>"13" – Family and Consumer Sciences</b></div>



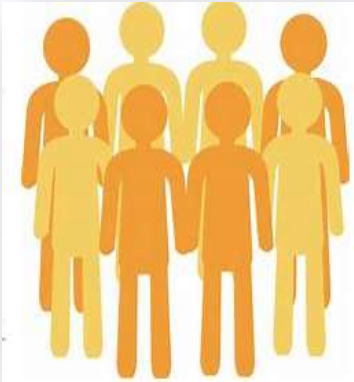
# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>HOME ECONOMICS</b>
<b>Description</b>	Courses and programs designed to offer lifelong education to enhance the quality of home, family, and career and community life. This area of instruction provides educational opportunities that respond to human needs in preparing individuals for employment, advanced study, consumer decision making, and lifelong learning. Instruction in family and consumer sciences emphasizes the value of homemaking. The focus of the categories of coursework includes, but is not limited to, child development, family studies and gerontology, fashion, textiles, interior design and merchandising, life management, nutrition and foods, and hospitality and culinary arts.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = G</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	1301.00 through 1399.00 





# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>OLDER ADULTS</b>
<b>Description</b> 	Lifelong education that provides opportunities for personal growth and development, community involvement, skills for mental and physical well-being, and economic self-sufficiency. Courses in the category of noncredit instruction for older adults may include, but are not limited to, health courses focusing on physical and mental processes of aging, changes that occur later in life, and steps to be taken to maintain independence in daily activities; consumer resources, self-management and entitlement; creative expression and communication; or family, community, and global involvement.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = H</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	<b>Any TOP Code</b>







# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>SHORT-TERM VOCATIONAL</b>
<b>Description</b>	Designed for high employment potential that lead to a career-technical objective, or a certificate or award directly related to employment. Short-term vocational programs should be designed to: improve employability; provide job placement opportunities; or prepare students for college-level coursework or transfer to a four-year degree program. They shall also be mission appropriate (Ed. Code § 66010.4(a)(1)), meet a documented labor market demand, ensure there is no unnecessary duplication of other employment training programs in the region, demonstrate effectiveness as measured by the employment and completion success of students, and be reviewed in the institution's program review process every two years.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = I</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	<b>Any Vocational TOP Code</b>





# A CLOSER LOOK...

<b>Noncredit Category</b>	<b>WORKFORCE PREPARATION</b>
<b>Description</b>	Provides instruction for speaking, listening, reading, writing, mathematics, decision-making and problem-solving skills that are necessary to participate in job-specific technical training.
<b>Course Noncredit Category (MIS Data Element Code)</b>	<b>CB22 = J</b>
<b>Valid T.O.P. Codes (Taxonomy of Programs)</b>	<b>Any VOCATIONAL TOP code</b> <b>or:</b> 4930.10, 4930.11, 4930.12, 4930.13, 4930.72  <div data-bbox="1867 1153 2364 1339" style="border: 2px solid red; padding: 5px; display: inline-block;">"49" - Interdisciplinary Studies</div> 



# RECAP...Noncredit Course Categories

**Elementary and  
Secondary  
Basic Skills**

**ESL (and VESL)**

**Short-term  
Vocational  
w/High  
Employment  
Potential**

**Workforce  
Preparation\***

**Citizenship for  
Immigrants\***

**Parenting**

**Persons  
w/Substantial  
Disabilities**

**Older Adults**

**Home  
Economics**

**Health and  
Safety  
Education**

*\*Note: EC 84757(a)(4) combines Immigrants and Workforce Preparation into one category, whereas title 5 § 58160(a)(4)(5) separates the two into distinct categories*



# Recap...Noncredit Course Categories for Special (Target) Populations



**Citizenship for  
Immigrants**

**Parenting**

**Persons  
w/Substantial  
Disabilities**

**Older Adults**

*\*Note: EC 84757(a)(4) combines Immigrants and Workforce Preparation into one category, whereas title 5 § 58160(a)(4)(5) separates the two into distinct categories*



# POP QUIZ!

*NAME THAT CATEGORY*



# NAME THAT NONCREDIT CATEGORY

I am designed to provide instruction in speaking, listening, reading, writing, mathematics, decision-making and problem-solving skills that are necessary to participate in job-specific technical training.

TOP codes authorized in my category can be vocational (CTE) and/or interdisciplinary general studies (4930.10 – 4930.13, or 4930.72).

What noncredit category am I?

Parenting

ESL

Workforce  
Preparation





# SURVEY SAYS ...

100

**WORKFORCE PREPARATION**

2

3

4



# NAME THAT NONCREDIT CATEGORY



I am designed to provide lifelong education opportunities for personal growth and development, community involvement, skills for mental and physical well-being, and economic self-sufficiency. Courses in my category may include, but are not limited to, health courses focusing on physical and mental processes of aging, changes that occur later in life, and steps to be taken to maintain independence in daily activities; consumer resources, self-management and entitlement; creative expression and communication; or family, community, and global involvement.

Any TOP code is authorized in my category.

What noncredit category am I?

Home  
Economics

Older Adults

Short-term  
Vocational



# SURVEY SAYS . . .

100

**OLDER ADULTS**

2

3

4



# NAME THAT NONCREDIT CATEGORY

Courses in my category provide instruction in the English language to adult, non-native English speakers with varied academic, career technical, and personal goals.

My courses include, but are not limited to: skills or competencies needed to live in society; skills and competencies needed to succeed in an academic program; preparation for students to enter career and technical programs at the community colleges; programs focusing on skills parents need to help their children learn to read and succeed in society; skills needed to fully participate in the United States civic society or to fulfill naturalization requirements; ESL-based skills and competencies in computer software, hardware, and other digital information resources; and functional language skills

TOP codes authorized in my category include: 4930.84; 4930.85; 4930.86; 4930.87; and 4931.00

What noncredit category am I?

ESL  
(and VESL)

Home  
Economics

Workforce  
Preparation



# SURVEY SAYS ...

100

**ESL**

**2**

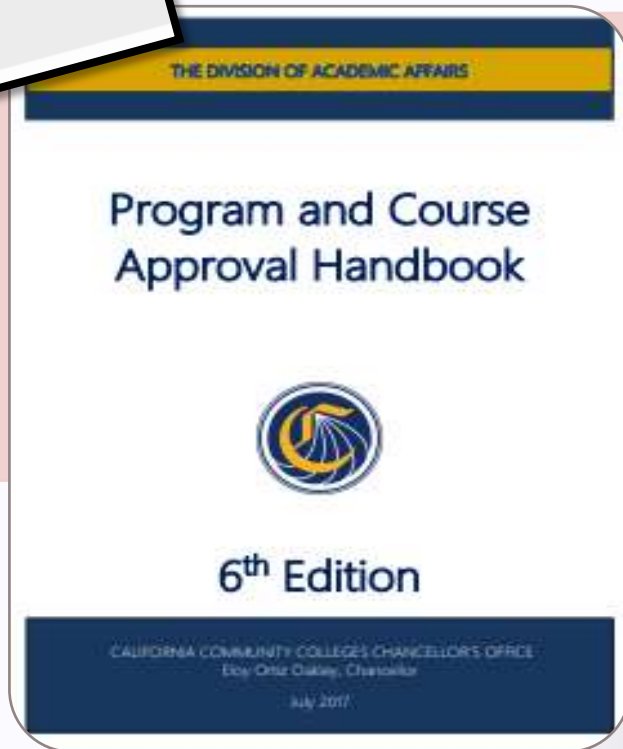
**3**

**4**

COCI 2.0

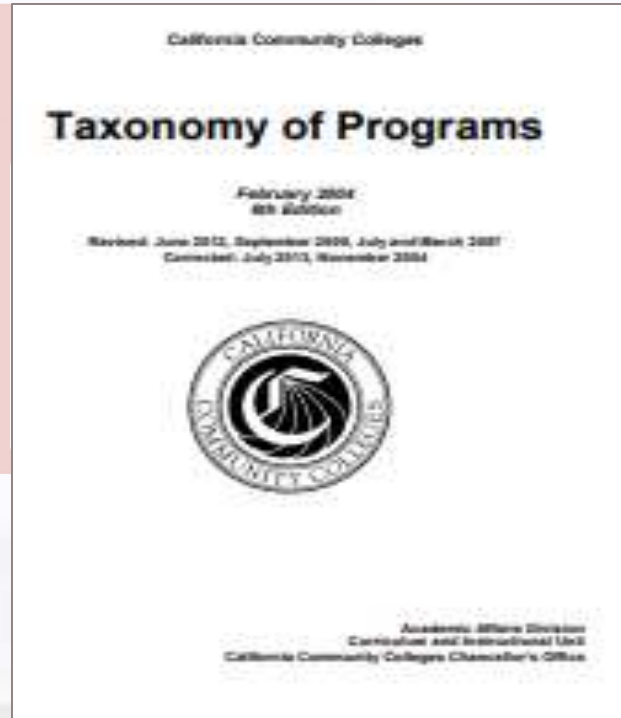
Log In

# BEFORE YOU SUBMIT, MAKE SURE IT'S LEGIT!



PCAH, 6<sup>th</sup> Ed

• Noncredit, Part III



TOP Code  
Manual, 6<sup>th</sup> Ed



CO MIS Data  
Element  
Dictionary  
(Courses)



# RESOURCES

- *Noncredit Instruction: Opportunity and Challenge*, ASCCC, adopted spring 2009.
- *The Role of Noncredit in the California Community Colleges*, ASCCC, adopted fall 2006.
- *The Course Outline of Record: A Curriculum Reference Guide Revisited*, ASCCC, adopted spring 2017.
- *Program and Course Approval Handbook*, 6<sup>th</sup> Edition, Chancellor's Office, 2017.
- *Taxonomy of Programs*, 6<sup>th</sup> Edition, Chancellor's Office, 2013.





# QUESTIONS?

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