

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB09</b>	<b>COURSE-SAM-PRIORITY-CODE</b>	<b>X(01)</b>
This code is used to indicate the degree to which a course is <u>occupational</u> , and to assist in identifying course sequence in occupational programs.		

Coding	Meaning
<b>A</b>	<p><b>Apprenticeship</b> (offered to apprentices only) The course is designed for an 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 Electrician.</p>
<b>B</b>	<p><b>Advanced Occupational</b> (not limited to apprentices) Courses are those taken by students in the <u>advanced</u> stages of their occupational programs. A "B" course is offered in <u>one specific occupational area only and clearly labels its taker as a major in this area.</u> <u>The course may be a "capstone course" that is taken as the last requirement for a career technical education program.</u> Priority letter "B" should be assigned sparingly; in most cases <u>no more than two courses in any one program</u> 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 Radiology Technology, Fire Hydraulics, Livestock and Dairy Selections, Real Estate Finance, Cost Accounting.</p>
<b>C</b>	<p><b>Clearly Occupational</b> (but not advanced) 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, Principles of Advertising, Air Transportation, Clinical Techniques, Principles of Patient Care, Food and Nutrition, Sanitation/Safety, Small Business Management, Advanced Keyboarding, Technical Engineering.</p>
<b>D</b>	<p><b>Possibly Occupational</b> "D" courses are those taken by students in the <u>beginning</u> 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, Keyboarding (Beginning or Intermediate), Accounting (Beginning).</p>
<b>E</b>	<p><b>Non-Occupational</b> These courses are non-occupational.</p>

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<b>Processing Edits</b>	
FIELD CHECK	A, B, C, D, or E
INTEGRITY CHECK	If CB22 (Course Noncredit Category) = I (Short-term Vocational: Includes programs with high employment potential), the Course TOP Code (CB03) must = any vocational TOP code except 4931.00 and this element (CB09) must be coded A, B, C, or D.

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<b>Change History</b>
Revision: 07/01/11 Changed Wording
Revision: 10/01/00 Reworded Meanings.
Revision: 12/18/92 Updated definition: This code is used to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs. Deleted codes "F, O, and X".
Implement: 06/01/89