

NONCREDIT COURSE APPROVAL PROCESS

The instructions that follow are a step-by-step procedure for completing the **Application for Approval of New Noncredit Course Form CCC-456**. It is imperative that the form be legible for data entry purposes: therefore, please type or print legibly.

On the following pages a complete set of instructions has been provided, with a special description of each data element, where necessary, to indicate what the expected use of that element will be. The special descriptive set of instructions provides a common base of interpreting and reporting the information requested in each data element. It is expected that a simple statement of the use of each element will help in reporting the data from the same philosophic point of view.

Instructions for Completing the Heading

Type the application date, name of your college and address. "Requested by" refers to the local college administrator who is responsible for completing the form and submitting the request for approval to the System Office. This request should not be made by an instructor. The title of the administrator making the request should appear in the next line. The complete phone number including the area code of the administrator submitting the request should be given, preferably a direct line with the proper extension number.

NOTE: The step numbers and the data element numbers are identical to the numbers of the data elements of the application form.

INSTRUCTIONS FOR COMPLETING THE DATA ELEMENTS

1. **Date of Approval**

For System Office use only -- please leave blank. If approved the date received at the System Office will be entered into this field as the date approved.

2. **Course Title**

This element identifies the title of the course as used in the schedule of classes or as approved by the college curriculum committee. Abbreviate words in the course title as needed since only fifty spaces have been provided for the course title. The course title should reflect the content of the course.

If the title of a course as approved by the college curriculum committee is changed for purposes of advertising and public appeal in the published Schedule of Classes, it is essential that both titles be identified with one, unique, static course identifier or number. It is the static course identifier which will certify that a course appearing under different titles, for whatever reason, it is the same course and therefore eligible for state apportionment. (See Data Element 4.)

3. **College Code**

The college code is a three-digit code that uniquely identifies a community college. See list of College Codes on this website, and Appendix ___ of this document.

4. **Static Course Identifier**

This element is a locally-assigned permanent, official number, which uniquely identifies a course. The same static course identifier assigned to a course must be used in all reports to the System Office, i.e., Course Activities Measure, Course Classification File, etc. However, the static course identifier may be duplicated in more than one record if a course has more than one section. Failure to establish a permanent number for each course will result in a breakdown of the information system.

Course identifier may be alpha or numeric. It may be a course code or number, combination of department number and course number or subject field and course number. The course identifier will be entered exactly as listed on the CCC-456 form; therefore, please pay particular attention to spacing, etc.

5. **Taxonomy of Programs (TOP)**

The TOP Code is a six-digit code that identifies a discipline or subdiscipline, and subsets of the subdiscipline. Using the System Office publication Taxonomy of Programs, assign an appropriate code.

6. **FTES-Eligible Area**

Assign the code that best describes the primary area in which the course is offered. For each area, specific TOP codes and/or other Form CCC-456 codes must be entered. These codes are listed under each area and must be consistent where applicable.

Code Category

1 Parenting, including parent cooperative pre-schools, classes in child growth and development and parent-child relationships, and classes in parenting. TOP Codes. For Item 5, please select from: 1305.00 – 1305.20, 1305.40. Item 6 must be a 1, Item 7 must be a 3 or 4. Item 8 must be a 0.

2 Elementary and secondary basic skills and other courses and classes such as remedial academic courses or classes in reading, mathematics, and language arts. TOP Codes. For Item 5, please select from the following: 4930.00 – 4930.72.

Or

CCC-456: Adult Basic Education – Item 7 must be a 0

High School Diploma – Item 7 must be a 1, Top Code 4930.62

Postsecondary, Item 7 must be a 4

Item 6 must be a 2. Item 7 must be a 0, 3 or 4. Item 8 must be a 0.

- 3 English as a Second Language. TOP Codes For Item 5 please select from the following: Item 5, 4930.80 – 4930.82. Item 6 must be a 3. Item 7 must be a 3 or 4. Item 8 must be 0.
- 4 Citizenship for immigrants. TOP Codes. For Item 5 please select the following: 4930.90. Item 6 must be a 4. Item 7 must be a 3. Item 8 must be a 0.
- 5 Education programs for the disabled. TOP Codes. For Item 5 any TOP Code. Item 6 must be a 5. Item 7 must be a 3 or 4. Item 8 must be a 1, 5 or 6.
- 6 Short-term vocational programs with high employment potential. TOP Code. For Item 5 any TOP Code. Item 6 must be a 6. Item 7 must be a 2 or 4. Item 8 must be a 0. For Apprenticeship courses Item 8 must be a 4.
- 7 Education programs for older adults. TOP Codes. For Item 5 please select from the following: 0502.00, 0504.00, 0511.00, 0512.00, 0603.00, 0808.00, 0835.10, 0837.00, 0899.00, 1001.00 – 1007.00, 1009.00 – 1013.00, 1201.20, 1223.00, 1250.00, 1302.00 – 1300.00, 1401.00, 1501.00, 1507.00, 2001.00, 2101.00, and 2204.00. Item 6 must be a 7. Item 7 must be a 3 or 4. Item 8 must be a 3.

Eligible courses for older adults may include offerings in the following subjects and must be reported as indicated above.

- A. Health
Includes physical and mental health.
 - B. Consumer Resources, Self-Management and Entitlements
Consumer Resources includes safety and security, orientation and training for employment, economic survival, consumer skills, nutrition, and appropriate purchase and use of prescription drugs.
Self-Management includes management of leisure time, managing money and self-maintenance such as budgeting, marketing, banking, investment, real estate, taxes, estates and wills, identification of fraud schemes, individual and family financial planning and skills in reading, writing and math comprehension.
 - C. Creative Expression
Creative Expressions are courses that promote the socialization and development of an older adult as distinguished from the objective of perfecting a skill, including courses in activities for living such as music, art, and creative writing.
- 8 Education Programs in home economics. TOP Codes. For Item 5 please select from the following: 1302.00 – 1399.00. Item 6 must be an 8. Item 7 must be a 3 or 4. Item 8 must be a 0.

- 9 Health and safety. TOP Codes. For Item 5 please select from the following: 0808.00, 0809.00, 0835.10, 0837.00, 0899.00, 0959.10, 1201.00 – 1299.00, 1304.00, 1305.30, 1306.00, 1306.20, 1306.40, 2101.20, 2104.40, 2107.80 and 2102.00. Item 6 must be a 9. Item 7 must be a 3. Item 8 must be a 0.

7. Certification of Mutual Agreement

This data element identifies the existence of mutual agreement under Education Code Sections 8531 – 8534. With the 19th Appellate Court decision, CCs do not need a mutual agreement to offer noncredit. If a mutual agreement exists please enter 0, 1 or 3. If no mutual agreement exists, please enter 4 or 5.

Code Category

- 0 Approval requested for "adult basic education" course in communication and computational skills up to and including 12th grade level (EC 8531). District certifies that certification of mutual agreement has been completed according to provisions of Education Code Sections 8530 and 8538.
- 1 Approval requested for high school diploma course. District certifies that certification of mutual agreement has been completed according to the provisions of Education Code 8531 and 8538.
- 2 Approval requested for high vocational education course. District certifies that certification of mutual agreement has been completed according to the provisions of Education Code 8532.
- 3 Approval requested for other education courses. District certifies that certification of mutual agreement has been completed according to the provisions of Education Code Section 8533.
- 4 Approval requested for 13th or 14th Grade Level Course. District certifies that course offered is in accordance with Education Code Section 8534 and mutual agreement is not required.
- 5 No mutual agreement has been completed. No mutual agreement is required

8. Special Program Identifier

1. Disabled or related disabled: These are special classes to serve the educational needs of disabled adults. Do not include courses offered for regular student use incidentally attended by disabled persons. Disabled includes physical disability and developmentally-limited learners, communication disability, and learning disability as defined in the referenced Education Code and Title 5 sections listed above. "Related" refers to those non-disabled students attending special classes the disabled for the purpose of giving assistance to the disabled or for other purposes.
2. Bilingual: Few, if any, noncredit courses can be identified under this category. Bilingual means those courses in which two languages are used, English and a target foreign-language. Some credit courses are offered as bilingual classes.

3. Older Adults:
Data element indicates course and section are part of a special program and the nature of that program. If a mutual agreement exists please enter code 0, 1, 2 or 3. If no mutual agreement exists, please enter code 4 or 5.

Code Category

- 0 Not Applicable
- 1 Handicapped or related -- E.C. 8450, 78012, 78440, 78441, 78600, 84850, and T5/56016, 56018, 56019, 56020, 56022, 56024, 56044
- 2 Bilingual
- 3 Older Adults -- E.C. 84711
- 4 Apprenticeship -- Labor Code Section 3074
- 5 Sheltered Workshops -- E.C. 78440, 78441 and T5/56350-56360
- 6 Convalescent Home -- E.C. 78440, 78441 and T5/56000-56088
- 7 IRCA
- 8 Distance Education

Special Description

1. Handicapped or related: These are special classes to serve the educational needs of handicapped adults. Do not include courses offered for regular student use incidentally attended by handicapped persons. Handicapped includes physical disability and developmentally-limited learner, communication disability, and learning disability as defined in the referenced Education Code and Title 5 sections listed above. "Related" refers to those nonhandicapped students attending special classes for the handicapped for the purpose of giving assistance to the handicapped or for other purposes.
2. Bilingual: Few, if any, noncredit courses can be identified under this category. Bilingual means those courses in which two languages are used, English and a target foreign-language. Some credit courses are offered as bilingual classes.
3. Older Adults: Courses specifically designed to serve the interests of older adults, regardless of title, are authorized under Education Code Section 84757. The purpose of this sorting is to identify those course offerings which by title, location, or content primarily serve the interests or needs of older citizens, although anyone may attend. Course titles include Planning for Retirement, Physical Fitness for Older Adults, Consumer Education for Older Adults. This sorting aims to identify all course offerings primarily serving older adults, whether or not that fact is revealed in the title of the course.
4. Apprenticeship: Curriculum development and supplemental instruction for apprentices and coordination of instruction with job experiences is the responsibility of the state and local boards of education upon agreement with the local joint apprenticeship committee or other program sponsor. Such instruction shall be made available to apprentices through classroom

instruction, self-study or other means of instruction approved by state and local public education agencies authorized to provide vocational education.

9. Primary Method of Course Evaluation

This element identifies the primary method utilized to evaluate the degree of accomplishment of course objectives.

Code Category

- 1 Standardized instrument measuring student subjective opinion
- 2 Standardized instrument objectively measuring student knowledge
- 3 Student satisfaction with their educational experience
- 4 Competency based written and practical tests which demonstrate the students' ability to apply skills and concepts learned to minimum standards established by the instructor
- 5 Labor Market Information (LMI)

Special Description

Note that this data-element does not ask for an evaluation of the students in the course but an evaluation of the degree of accomplishment of the course in terms of the stated course objectives. Student satisfaction with their educational experience may be based on an average student-reported score on a scale measuring the degree of satisfaction with their knowledge gain in the course, or with their ability to apply what they know both in breadth and depth (based on a student or former student survey).

10. Teaching Materials

This element identifies the primary teaching materials utilized in the course/program.

Code Category

- 1 Published textbook
- 2 District/College-prepared instructional materials
- 3 Teacher-prepared materials
- 4 Equipment, tools and materials
- 5 Tapes, videotapes, films, slides or other audio-visual materials
- 6 Computer-assisted instruction

Special Description

The aim of this data element is to provide substantive proof that some important identifiable teaching material is being used. The greatest accuracy in reporting should be the objective. The fact of whether four different sections of the course or that the primary teaching material may change from year to year is of less importance than the identification of a substantive primary teaching material initially.

11. Method of Instruction Field

The categorization of the methods by which organized instruction is conducted reflecting educational technology and use of the facilities, materials, equipment and aides.

Refer to codes and categories listed below. Use of a methodology is indicated by an "1" in the block corresponding to that methodology. More than one method may be reported. Nonuse is indicated by placing an "0" in applicable blocks.

<u>Code</u>	<u>Category</u>	<u>Description</u>
"1"	Lecture,	Includes formal presentations and , demonstrations which are as primarily one-way
"0"	Discussion	communication of course materials, interspersed a with discussions which are two-way s communication of course material.
A P L i c a b l e	Laboratory	Includes instructing, preparing and supervising student investigators and supervising activities where students perform individually or collectively as a group or team.
	Workshop	Intensive one-day study of a subject matter area by means of lecture, discussion, seminar, laboratory techniques or any combination of these.
	Instructional Aide	Noncertificated person acting as an intermediary between student and instructor and trained in carrying out nonteaching duties, as well as performing tutorial support services under the immediate supervision of a credentialed instructor.
	Lecture Series	Lecture series offered under a general blanket theme, year after year, will have permanent approval by overall title or theme. The individual lectures may change; however, should a new theme be offered, new approval must be obtained as a new course with a unique static course identifier.
	Computer-Assisted	A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal.

Special Description

Note that the categories listed under Methods of Instruction in the Course Activity Measures do not precisely match the categories listed in the Method of Instruction Field of this Course File. The reason for this is that, although this data element in both files deals with methods of instruction, the purpose of the data element in each file is different. In the Course Activity Measures, the reference is to the primary or principal method of instruction. In this Course File, the reference is to all the possible methods used in any particular course.

Instructional Aides: As a principal means of instruction, aides are employed to assist the instructor in the presentation of the course materials and the monitoring of student progress. Some Education Code sections applicable are quoted or cited below:

ECS/88241 and 88244(a) -- Aides may be used to assist classroom instructors and other certificated personnel; aides may not assign grades.

ECS/88243 -- "...instructional aide" means a person employed to assist classroom instructors and other certificated personnel in the performance of their duties and in the supervision of students and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom instructor.'

ECS/88247(a) and 84500(a) (1) state that -- "An instructional aide shall not be deemed a certificated employee for the purposes of apportioning state aid.

12. Total Hours of Instruction

Indicate the number of hours the course actually meets. If there is a minimum and a maximum, indicate the range of hours.

13. Demonstration of Need

This data element identifies the primary method used to determine the need for this course.

Code Category

- 1 Manpower needs projections from the California Occupational Information System (COTS) or the Employment Development Department
- 2 Survey of employer needs in community
- 3 Survey of community and/or student needs or interests
- 4 Administrative judgment
- 5 Student or community petition or demand for program/course
- 6 State licensing and/or certification and mandation

14. Course Objectives

This data element identifies the three most important objectives of the course; however, other objectives may exist. No order of importance is requested and all three objectives may be chosen from any one group. Data element is a six-digit numerical code (a) X, X; (b) Y, Y; (c) Z, Z.

Code Category

GENERAL KNOWLEDGE - BREADTH
THE FAMILIARITY WITH AND UNDERSTANDING OF FACTS AND
PRINCIPLES ACROSS SEVERAL BROAD FIELDS.

01 Broad general theory in the discipline

- 02 Social attitudes in terms of the relationship of the individual student to the discipline.
- 03 Cultural knowledge relating the discipline to the culture.

SPECIALIZED KNOWLEDGE - DEPTH

THE FAMILIARITY WITH AND UNDERSTANDING OF FACTS AND PRINCIPLES IN THE PARTICULAR FIELDS IN WHICH THE STUDENT ELECTS TO STUDY.

- 11 Acquisition of essential abstract theory for the discipline.
- 12 Mastering of facts and basic principles of the discipline.
- 13 Knowledge of vocabulary and meaning of terms related to the discipline.

SKILL DEVELOPMENT - APPLICATION

- 21 Knowledge skills -- The ability to relate general or specialized knowledge relevant to a problem and to implement a solution; also the ability to locate, retain, and apply relevant knowledge.
- 22 Critical thinking and reasoning skills -- The ability to formulate and analyze problems and to employ rational processes to achieve increased understanding (e.g., the recognition of biased points of view in a speech or a book; the recognition of cause-and-effect relationships).
- 23 Creative skills -- The ability to design, produce, or otherwise bring into existence original perspectives, explanations, and implementations (e.g., the productions of unique communication; the development of an effective plan or solution to a problem; or the creation of works of art).
- 24 Communication skills -- The ability or competence to read, write, speak and listen. The ability to convey information, attitudes, emotions, etc.; and also, the ability to receive and interpret communications. These skills also encompass normal, not written expression and perception.
- 25 Motor skills -- The ability or competence in tasks requiring physical dexterity and skill.

PERSONAL DEVELOPMENT

- 31 Physical health -- The physical well-being of students.
- 32 Mental health -- The mental well-being of students.
- 33 Change/Stability -- Attitudes toward new and different ideas, relationships, products or methods. The desire to introduce, avoid, or be associated with changes.
- 34 Self-Concept -- The feeling and acceptance of oneself as having basic worth and value.

Note: Change of one or more of the three identified objectives constitutes a substantive course change and requires the submission of a new CCC 456 Form with a new static course identifier.

15. Start Date