

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DOMAIN	RECORD	LENGTH
<b>CB</b>	<b>COURSE DATA RECORD</b>	
DED#	DATA ELEMENT NAME	FORMAT
CB00	COURSE-CONTROL-NUMBER	X(12)
CB01	COURSE-DEPARTMENT-NUMBER	X(12)
CB02	COURSE-TITLE	X(68)
CB03	COURSE-TOP-CODE	X(6)
CB04	COURSE-CREDIT-STATUS	X(1)
CB05	COURSE-TRANSFER-STATUS	X(1)
CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99v99
CB07	COURSE-UNITS-OF-CREDIT-MINIMUM	99v99
CB08	COURSE-BASIC-SKILLS-STATUS	X(1)
CB09	COURSE-SAM-PRIORITY-CODE	X(1)
CB10	COURSE-COOP-WORK-EXP-ED-STATUS	X(1)
CB11	COURSE-CLASSIFICATION-CODE	X(1)
CB12	COURSE-REPEATABILITY	DELETED
CB13	COURSE-SPECIAL-CLASS-STATUS	X(1)
CB14	COURSE-CAN-CODE	X(6)
CB15	COURSE-CAN-SEQ-CODE	X(8)
CB16	COURSE-SAME-AS-DEPARTMENT-NUMBER1	DELETED
CB17	COURSE-SAME-AS-DEPARTMENT-NUMBER2	DELETED
CB18	COURSE-SAME-AS-DEPARTMENT-NUMBER3	DELETED
CB19	COURSE-CROSSWALK-CRS-DEPT-NAME	X(7)
CB20	COURSE-CROSSWALK-CRS-NUMBER	X(9)
CB21	COURSE-PRIOR-TO-COLLEGE-LEVEL	X(1)
CB22	COURSE-NONCREDIT-CATEGORY	X(1)
CB23	FUNDING-AGENCY-CATEGORY	X(1)
CB24	COURSE-PROGRAM-STATUS	X(1)
CB25	COURSE-GENERAL-EDUCATION-STATUS	X(1)
CB26	COURSE-SUPPORT-COURSE-STATUS	X(1)
CB27	COURSE-UPPER-DIVISION-STATUS	X(1)

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DOMAIN	RECORD	LENGTH
<b>CB</b>	<b>COURSE DATA RECORD</b>	<b>220</b>
<b>Reporting Domain</b>		
Report one record for each course listed in the reporting college's catalog or in supplements to the catalog. A course may or may not have sections associated with it this term.		
The file with these records is submitted approximately one month following the end of the term. This record is 220 characters long and the first two positions contain the record code "CB".		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	"CB"	001-002
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(3)	003-005
GI03	TERM-IDENTIFIER	X(3)	006-008
CB00	CONTROL-NUMBER	X(12)	009-020
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	021-032
CB02	COURSE-TITLE	X(68)	033-100
CB03	COURSE-TOP-CODE	X(6)	101-106
CB04	COURSE-CREDIT-STATUS	X(1)	107
CB05	COURSE-TRANSFER-STATUS	X(1)	108
CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99v99	109-112
CB07	COURSE-UNITS-OF-CREDIT-MINIMUM	99v99	113-116
CB08	COURSE-BASIC-SKILLS-STATUS	X(1)	117
CB09	COURSE-SAM-PRIORITY-CODE	X(1)	118
CB10	COURSE-COOP-ED-STATUS	X(1)	119
CB11	COURSE-CLASSIFICATION-CODE	X(1)	120
CB12	COURSE-REPEATABILITY	DELETED	121
CB13	COURSE-SPECIAL-CLASS-STATUS	X(1)	122
CB14	COURSE-CAN-CODE	X(6)	123-128
CB15	COURSE-CAN-SEQ-CODE	X(8)	129-136
CB16	COURSE-SAME-AS-DEPARTMENT-NUMBER1	DELETED	137-148
CB17	COURSE-SAME-AS-DEPARTMENT-NUMBER2	DELETED	149-160
CB18	COURSE-SAME-AS-DEPARTMENT-NUMBER3	DELETED	161-172
CB19	COURSE-CROSSWALK-CRS-DEPT-NAME	X(7)	173-179
CB20	COURSE-CROSSWALK-CRS-NUMBER	X(9)	180-188
CB21	COURSE-PRIOR-TO-COLLEGE-LEVEL	X(1)	189
CB22	COURSE-NONCREDIT-CATEGORY	X(1)	190
CB23	FUNDING-AGENCY-CATEGORY	X(1)	191
CB24	COURSE-PROGRAM-STATUS	X(1)	192
CB25	COURSE-GENERAL-EDUCATION-STATUS	X(1)	193
CB26	COURSE-SUPPORT-COURSE-STATUS	X(1)	194
CB27	COURSE-UPPER-DIVISION-STATUS	X(1)	195
	FILLER CB-2	X(25)	196-220

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB00</b>	<b>COURSE-CONTROL-NUMBER</b>	<b>X(12)</b>
<p>This data element is generated by the Chancellor's Office.</p> <p>The element uniquely identifies a course.</p> <p>The control number is not to be altered by the reporting college/district.</p> <p>All new courses will require a control number from the Chancellor's Office before the course may be reported in a MIS data submission.</p> <p>Note: If a course has not been assigned a Control number and it has no related records (SSX and XB) in the MIS submission, it can still be reported in the CB file. Default the Control Number to the value 'YYYYYYYYYYYY'.</p>		

**CB00 COURSE-CONTROL-NUMBER**

<b>Processing Edits</b>	
FIELD CHECK	

**CB00 COURSE-CONTROL-NUMBER**

<b>Change History</b>
Re-Implemented: 08/01/07 Course-Control-Number
Deleted: 10/01/00 Data Element
Implement: 06/01/89 Course-Permanent-District-Identifier

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB01</b>	<b>COURSE-DEPARTMENT-NUMBER</b>	<b>X(12)</b>

This data element is the identifier of the course as reflected in the college's current catalog of courses.

**Coding**

This identifier should be structured to include an abbreviation of the DEPARTMENT to which the course belongs, followed by the numbers and /or letters used to distinguish it from other courses in the same department. It is the identifier that occurs on the student's academic transcript.

Note: This data needs to be unique within the term submitted.

**CB01 COURSE- DEPARTMENT -NUMBER**

<b>Processing Edits</b>	
FIELD CHECK	Greater than spaces with at least one alpha character.

**CB01 COURSE- DEPARTMENT -NUMBER**

**Change History**

Revision: 10/01/00 This data element is the identifier of the course as reflected in the college's current catalog of courses. Note: This data element needs to be unique within the term submitted

Implement: 06/01/89

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB02</b>	<b>COURSE-TITLE</b>	<b>X(68)</b>

This element is the district-specified name of the course used in the catalog of courses.

**Coding**

The course title may not exceed 68 characters in length.

Note: When entering the course title in the Curriculum Inventory, there is no limit to the length of the title. Enter the course title exactly as it appears in the course outline of record and the college catalog. If the college uses long and short titles, enter the long title. When the Curriculum Inventory exchanges data with COMIS, the title will be truncated to 68 characters in COMIS.

**CB02 COURSE-TITLE**

**Processing Edits**

FIELD CHECK	Greater than spaces with at least one alpha character.
-------------	--

**CB02 COURSE-TITLE**

**Change History**

Revision: 07/01/11 Added Note: When entering the course title in the Curriculum Inventory, there is no limit to the length of the title. Enter the course title exactly as it appears in the course outline of record and the college catalog. If the college uses long and short titles, enter the long title. When the Curriculum Inventory exchanges data with COMIS, the title will be truncated to 68 characters in COMIS.

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB03</b>	<b>COURSE-TOP-CODE</b>	<b>X(06)</b>
<p>The Taxonomy of Programs (TOP) code should be assigned which best indicates the subject matter of the course. The TOP code assigned to a course is not to be linked to the TOP code of a particular program for Chancellor's Office approval purposes.</p> <p>See the Taxonomy of Programs manual for the specific code and their values.</p> <p>Academic Affairs website, under Resources: <a href="http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum.aspx">http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum.aspx</a></p> <p>Curriculum Inventory: <a href="http://curriculum.cccco.edu/ReportsPublic/CoursesReport/Report">http://curriculum.cccco.edu/ReportsPublic/CoursesReport/Report</a></p>		

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB03 COURSE-TOP-CODE**

<b>Processing Edits</b>	
FIELD CHECK	Must be one of the TOP codes provided by the Academic Affairs division of the Chancellor's Office.
INTEGRITY CHECK	<p>These checks are also in Noncredit Category (CB22).</p> <p>If CB22 = A (ESL), CB03 must = 4930.84 – 4930.87, 4931.00.</p> <p>If CB22 = B (Citizenship for Immigrants), CB03 must = 2201.20, 2205.00, 2207.00, or 4930.90.</p> <p>If CB22 = C (Elementary &amp; Secondary Basic Skills), CB03 must be one of the basic skills TOP code, except ESL, as specified in the TOP code manual and CB08 (COURSE-BASIC-SKILLS-STATUS) must = B.</p> <p>If CB22 = D (Health &amp; Safety), CB03 must = one of the following: 0835.10, 0835.70, 0835.80, 0837.00, 0899.00, 1299.00, 1306.00, 1306.99, 2104.00, 2104.40, 2104.50, 2105.30, 2133.00, or 2199.00.</p> <p>If CB22 = E (Courses for Persons with Substantial Disabilities), CB03 must = any valid TOP code except those used for Basic Skills.</p> <p>If CB22 = F (Parenting) CB03 must = 1305.00 – 1305.90, or 1308.00</p> <p>If CB22 = G (Home Economics) CB03 must = 1301.00 – 1399.00.</p> <p>If CB22 = H (Courses for Older Adults) CB03 must = any valid TOP code except those used for basic skills.</p> <p>If CB22 = I (Short-term Vocational) CB03 must = any vocational TOP code except 4931.00 and the SAM Priority Code (CB09) must = A, B, C, or D.</p> <p>If CB22 = J (Workforce Preparation) CB03 must = one of the following: 4930.10 – 4930.13, 4930.71, 4930.72</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB03 COURSE-TOP-CODE**

**Change History**

Revision: 10/01/00 The Taxonomy of Programs (TOP) code should be assigned which best indicates the subject matter of the course. The TOP code assigned to a course is not to be linked to the TOP code of a particular program for Chancellor's Office approval purposes.

Revision: 02/01/91 Changed format from 999v99 to X(06)

Implement: 06/01/89



California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB04</b>	<b>COURSE-CREDIT-STATUS</b>	<b>X(01)</b>
<p>This element indicates the credit status of a course (defined in Title 5, Section 55002.)</p> <p>Status of course as reported here should be consistent with status of the course as indicated in the published catalog, the Course Outline of Record on file at the college, and the Curriculum Inventory.</p>		

<b>Coding</b>	<b>Meaning</b>
D	Credit – Degree Applicable
C	Credit – Not Degree Applicable
N	Noncredit

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB04 COURSE-CREDIT-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	D, C, or N
INTEGRITY CHECK	<p>If Course Transfer Status (CB05) is coded as "Transferable to both UC and CSU" or "Transferable to CSU only" (A or B), then this element must be coded as Credit - Degree Applicable (D").</p> <p>If Basic Skills Status (CB08) is coded as a Basic Skills course (B), then this element must be coded either "Credit - Not Degree Applicable" or "Noncredit" (C or N.)</p> <p>If Credit Status (CB04) is coded as "Non-Credit" (N), then Units of Credit Maximum (CB06) must be coded as zeros.</p> <p>If Credit Status (CB04) is coded as "Non-Credit" (N), then Classification Status (CB11) must = J, K, or L.</p> <p>If Noncredit Category (CB22) is not "Y" (Not Applicable, Credit course) then Credit Status (CB04) must be coded N (Noncredit).</p> <p>If this element is coded as C or D, Noncredit Category (CB22) must be coded "Y" (Not Applicable, Credit course.)</p> <p>If Credit Status (CB04) is coded "N", Noncredit Category (CB22) must not be "Y" (Not Applicable, Credit course.)</p>
REFERENTIAL CHECK	<p>If Enrollment Grade (SX04) is reported as SP or UG, then CB04 of the associated course record must = N.</p> <p>If CB04 = N (noncredit) the Section Units Maximum (XB05) and Section Units Minimum (XB06) must = 0000 (zeros).</p> <p>If Enrollment Grade (SX04) is reported as "I*", "IP", or "RD" and Course Credit Status (CB04) = "C" or "D", then Enrollment Units Earned (SX03) must be 9999.</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB04 COURSE-CREDIT-STATUS**

**Change History**

Revision: 09/04/15 Deleted referential check:

If SX04 is reported as A, B, C, D, F, P, or NP, the CB04 of the associated Course record MUST be coded as C or D.

Added referential check:

If Enrollment Grade (SX04) is reported as "I\*", "IP", or "RD"  
and Course Credit Status (CB04) = "C" or "D",  
then Enrollment Units Earned (SX03) must be 9999.

Added SP to first remaining referential check and Section Units Minimum to second ref check.

Revision: 10/01/00 Added Note:

If a course is coded as Credit (D or C) then CB22 must be coded as (Y). If a course is coded as Noncredit (N) then CB22 cannot be coded as (Y).

Revision: 01/02/91 Deleted Code S = Community Services (if not one of the above)

Implementation: 06/01/89

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB05</b>	<b>COURSE-TRANSFER-STATUS</b>	<b>X(01)</b>
<p>This element indicates whether or not the course is transferable to the University of California (UC) and/or to the California State University (CSU) systems on the basis of articulation agreements.</p>		

Coding	Meaning
A	Transferable to both UC and CSU
B	Transferable to CSU only
C	Not transferable

**CB05 COURSE-TRANSFER-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	A, B, or C
INTEGRITY CHECK	<p>If this element is coded as "A" or "B" (Transferable to both UC and CSU) or (Transferable to CSU only), then Course Credit Status (CB04) must be coded as "D" (Credit - Degree Applicable.)</p> <p>If a course is coded as (N) for CB04, then CB05 must be coded as (C).</p>

**CB05 COURSE-TRANSFER-STATUS**

<b>Change History</b>
<p>Revision: 10/01/00 Added Note: If a course is coded as Transferable (A or B) then CB04 Credit Status must be coded as "D" (Credit-Degree Applicable)</p> <p>Implement: 06/01/89</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB06</b>	<b>COURSE-UNITS-OF-CREDIT-MAXIMUM</b>	<b>99V99</b>
<p>The maximum number of units of academic credit a student may earn from enrolling in a single section of this course.</p>		

<b>Coding</b>
<p>This is a numeric field with four digits, two before and two after the implied decimal point. The decimal point itself must <b>not</b> be included in the field.</p> <p>If sections with variable units of credit are not permitted for this course, enter the same value in this field and in Units of Credit Minimum (CB07).</p> <p>Legal Advisory A_08-02, October 2008, prohibits offering credit courses with zero units.</p>

**CB06 COURSE-UNITS-OF-CREDIT-MAXIMUM**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	<p>Units of Credit Maximum (CB06) must be &gt; or = to Units of Credit Minimum (CB07.)</p> <p>If a course is coded as (C or D) in CB04 then CB06 may not be coded as (zero)</p> <p>If Course Credit Status (CB04) is coded as Noncredit (N), then this element must be coded as zeros.</p> <p>If Course Noncredit Category (CB22) is <b>not</b> coded 'Y' (Not Applicable, Credit course), Units of Credit Maximum (CB06) must be zero.</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB06 COURSE-UNITS-OF-CREDIT-MAXIMUM**

**Change History**

Revision: 7/1/11 If a course is coded as (A or B) in CB04 then CB06 may not be coded as (zero).  
Legal Advisory A\_08-02 October 2008 prohibits offering credit courses with zero units.

Revision: Added: If a course is coded as (N) Noncredit in (CB04) Course Credit Status then CB06  
must be coded as (zeros). In certain situations a credit course can have zero maximum units such as  
an 'ungraded dependent course'

Implement: 06/01/89

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB07</b>	<b>COURSE-UNITS-OF-CREDIT-MINIMUM</b>	<b>99V99</b>
<p>The minimum number of units of academic credit a student may earn from enrolling in a single section of this course.</p>		

<b>Coding</b>
<p>This is a numeric field with four digits, two before and two after the implied decimal point. The decimal point itself must <b>not</b> be included in the field.</p> <p>If sections with variable units of credit are not permitted for this course, enter the same value in this field and in Units of Credit Maximum (CB06).</p> <p>In certain situations, a credit course can have zero maximum units, such as an 'ungraded dependent course'.</p> <p>Legal Advisory A_08-02 October 2008, prohibits offering credit courses with zero units.</p>

**CB07 COURSE-UNITS-OF-CREDIT-MINIMUM**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	If Course Credit Status (CB04) is coded as Noncredit (N), then this element must be coded as zeros.
	If Course Credit Status (CB04) is coded as Credit – Not Degree Applicable (C) or Credit–Degree Applicable (D), then this element must be coded as zeros.
	If Course Noncredit Category (CB22) is Not Equal to 'Y' (Not Applicable, Credit course), this element (CB07) must be zero.

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB07 COURSE-UNITS-OF-CREDIT-MINIMUM**

**Change History**

Revision: 07/01/11 Added: If a course is coded as (A or B) in CB04 then CB06 may not be coded as (zero). Legal Advisory A\_08-02 October 2008, prohibits offering credit courses with zero units.

Revision: 10/01/00 Added: If a course is coded as (N) Noncredit in (CB04) Course Credit Status then CB07 must be coded as (zeros). In certain situations a credit course can have zero maximum units such as an 'ungraded dependent course'.

Implement: 06/01/89



California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB08</b>	<b>COURSE-BASIC-SKILLS-STATUS</b>	<b>X(01)</b>
This element indicates whether the course is a basic skills course.		

Coding	Meaning
B	Course is a basic skills course.
N	Course is not a basic skills course.

Basic skills courses are those courses which have been designated as such by the district, pursuant to the provisions of Title 5: Section 55035.

Total units earned in credit remedial coursework is limited by Title 5, Section 55035.

**CB08 COURSE-BASIC-SKILLS-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	N or B
INTEGRITY CHECK	If this element is coded as a Basic Skills course (B), then Course Credit Status (CB04) must be coded either "Credit - Not Degree Applicable" or "Noncredit" (C or N).

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB08 COURSE-BASIC-SKILLS-STATUS**

**Change History**

Revision: 01/21/08: Dropped 'P' as a value value.

Basic skills courses are those courses which have been designated as such by the district, pursuant to the provisions of Title 5: Section 55035.

Total units earned in credit remedial coursework is limited by Title 5, Section 55035.

Revision: 10/01/00 Revised Note: Precollegiate basic skills courses are those courses which have been designated as such by the district , pursuant to the provisions of Title 5: Section 55002(b) which defines non-degree credit courses, and Section 55502(d) which defines precollegiate basic skills courses. Accumulation of units in precollegiate basic skills courses and non-degree credit courses is limited by Title 5, Section 55756.5(b). If a course is coded as (P) then CB04 must equal (C).

Revision: 02/19/91 Changed name from Course-Remedial-Status to Course-Basic Skills-Status

This element indicates whether the course is a basic skills course, and if so, if it is a designated precollegiate basic skills (PBS) course.

P = Course is a designated precollegiate basic skills course.

B = Course is a basic skills course, but is not a designated precollegiate basic skills course.

N = Course is not a basic skills course.

New Note: Title 5, Section 55002(b)

Implement: 01/02/91

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 occupational, 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</u> and clearly labels its taker as a major in this area. <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>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB09 COURSE-SAM-PRIORITY-CODE**

<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.

**CB09 COURSE-SAM-PRIORITY-CODE**

<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

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB10</b>	<b>COURSE-COOP-WORK-EXP-ED-STATUS</b>	<b>X(01)</b>
This element indicates whether the course is part of a cooperative work experience education program, according to the provisions of Title 5, Section 55252.		

Coding	Meaning
N	is not part of a cooperative work experience education program.
C	is part of a cooperative work experience education program.

**CB10 COURSE-COOP-WORK-EXP-ED-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	N or C

**CB10 COURSE-COOP-WORK-EXP-ED-STATUS**

<b>Change History</b>
<p>Last Revision: 01/02/91 New Name: Course-Coop-Work-Experience-Education-Status</p> <p>Implement: 06/01/89 Original Course-Coop-Education-Status</p> <p>This element indicates whether or not the course belongs to a Cooperative Education program.</p> <p>N = is not a Cooperative Education Course</p> <p>C = is a Cooperative Education Course.</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB11</b>	<b>COURSE-CLASSIFICATION-STATUS</b>	<b>X(01)</b>
This element classifies a course in accordance with its primary objective.		

CODING	MEANING
<b>Credit Courses</b>	
Y	Credit Course
<b>Noncredit Courses</b>	
J	Workforce Preparation Enhanced Funding Use code "J" if the course is part of an approved noncredit program in the area of Workforce Preparation authorized by CCR Title 5, §55151.
K	Other Noncredit Enhanced Funding Use code "K" if the course has been approved for noncredit enhanced funding but does not meet the criteria for "J".
L	Non-Enhanced Funding Use code "L" if the course has not been approved for noncredit enhanced funding.

CALIFORNIA EDUCATION CODE – §70901 as amended by AB 1943 (Nava)  
70901. (b) (3) Conduct necessary system wide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

70901. (b) (5) (C) (10) Review and approve all educational programs offered by community college districts. The board of governors shall adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the board of governors, a credit course that is not part of an approved educational program. Regulations adopted under this paragraph shall ensure that appropriate safeguards involving training and monitoring are in place, and shall ensure that the authority to offer credit courses that are not part of an approved educational program does not have the effect of permitting community college districts to operate educational programs without the approval of the board of governors.

CALIFORNIA EDUCATION CODE – §84760.5 as amended by SB 361 (Scott)  
84760.5. (a) For purposes of this chapter, the following career development and college preparation courses and classes for which no credit is given, and that are offered in a sequence of courses leading to a certificate of completion, that lead to improved employability or job placement opportunities, or to a certificate of competency in a recognized career field by articulating with college-level coursework, completion of an associate of arts degree, or for transfer to a four-year degree program, shall be eligible for funding subject to subdivision (b):

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

- (1) Classes and courses in elementary and secondary basic skills.
- (2) Classes and courses for students, eligible for educational services in workforce preparation classes, in the basic skills of speaking, listening, reading, writing, mathematics, decision making, and problem solving skills that are necessary to participate in job-specific technical training.
- (3) Short-term vocational programs with high employment potential, as determined by the chancellor in consultation with the Employment Development Department utilizing job demand data provided by that department.
- (4) Classes and courses in English as a second language and vocational English as a second language.
  - (b) The board of governors shall adopt criteria and standards for the identification of career development and college preparation courses and the eligibility of these courses for funding, including the definition of courses eligible for funding pursuant to subdivision (a). The criteria and standards shall be based on recommendations from the chancellor, the statewide academic senate, and the statewide association of chief instructional officers. The career and college preparation courses to be identified for this higher rate of funding should include suitable courses that meet one or more of the qualifications described in subdivision (a).
  - (c) A district that offers courses described in subdivision (a), but that is not eligible for funding under subdivision (b), shall be eligible for funding under §84757.
  - (d) The chancellor, in consultation with the Department of Finance and the Office of the Legislative Analyst, shall develop specific outcome measures for career development and college preparation courses for incorporation into the annual report required by subdivision (b) of §84754.5.

**CB11 COURSE-CLASSIFICATION-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	Y, J, K, L
INTEGRITY CHECK	If Course Credit Status (CB04) is Noncredit (N), CB11 must be coded J, K, or L (Noncredit.)  If CB04 is C or D, CB11 = Y.

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB11 COURSE-CLASSIFICATION-STATUS**

**Change History**

Revision: 01/14/13 In Def Log: K Other Noncredit Enhanced Funding

Changed this wording to current:

Use code "K" if the course has been approved for noncredit enhanced funding in noncredit categories (CB22) A, C or I and does not meet the criteria for "J".

Changed this wording to current Integrity Check:

If Course Credit Status (CB04) is Noncredit (N), this element must be coded J, K, or L (noncredit.)

Revision: 01/01/11 Delete Codes A thru I and add code Y. Mandatory for Fall 2012

(Until then all codes are available now with any submission or resubmission.

Revision: 01/21/08 Added verbiage to J, K and L.

Revision: 11/09/07 Added codes J, K, and L and Education Codes.

Revision: 08/01/94 This element classifies a course in accordance with its primary objective.

Implement: 06/01/89



California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB12</b>	<b>COURSE-REPEATABILITY</b>	<b>X(01)</b>
<p>This data element indicates whether the credit course has been designated by the district as one for which repetitions may be claimed for state apportionment according to the provisions of Title 5, Section 55041.</p>		

**DELETED**

**CB12 COURSE-REPEATABILITY**

<b>Processing Edits</b>	
FIELD CHECK	

**DELETED**

**CB12 COURSE-REPEATABILITY**

<b>Change History</b>
Deleted: 10/01/00
Revision: 11/01/98 Added Title 5 numbers
Revision: 09/25/92 Revised Codes A, B, C, D, E, F, Y and Notes
Revision: 01/02/91 Revised Codes N, A, Y
Implement: 06/01/89 Original

**DELETED**

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB13</b>	<b>COURSE-SPECIAL-CLASS-STATUS</b>	<b>X(01)</b>
<p>This data element indicates whether the course is an "approved special class" according to the provisions of Title 5, Section 56028, and is, therefore, repeatable for apportionment purposes under the provisions of Title 5, Section 56029.</p>		

Coding	Meaning
S	Course is designated as an "approved special class" for students with disabilities. The district may permit repetitions of this course under the provisions of Title 5, Section 56029, based on the specific circumstances of the student.
N	Course is not a special class.

**CB13 COURSE-SPECIAL-CLASS-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	S or N

**CB13 COURSE-SPECIAL-CLASS-STATUS**

<b>Change History</b>
Revision: 10/01/00 Deleted Note:
Revision: 05/01/93 Changed Title 5 to Section 56029.
Implement: 12/18/92

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB14</b>	<b>COURSE-CAN-CODE</b>	<b>X(06)</b>

This element is the California Articulation Number (CAN) code for which the course has been qualified. CAN code numbers are used to identify similar courses throughout the various systems of higher education in California, University of California, California State University, California Community Colleges, and independent colleges and universities.

CODING

Code this element with the C.A.N. code for which this course has been specifically qualified. Left justify the code number. Exclude the "CAN" portion of the code, and embedded spaces.

Example: Code the C.A.N code "CAN HIST 10" as "HIST10".

- a) If this course has not been qualified for a C.A.N. code, code this element with "YYYYYY".
- b) If this course has qualified for the C.A.N. number as a corequisite with one or more other courses, this element should be coded with the same C.A.N. code as it is for all of this course's corequisite courses.
- c) If this course is a component of a multi-course sequence of courses which share a C.A.N. "SEQ" number, report the CAN SEQ code in CB15.
- d) If this course is qualified only as SEQ, this element should be coded with "XXXXXX".

**CB14 COURSE-CAN-CODE**

<b>Processing Edits</b>	
FIELD CHECK	
INTEGRITY CHECK	

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB14 COURSE-CAN-CODE**

**Change History**

Revision: 08/01/94 Updated definition

Implement: 12/18/92

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB15</b>	<b>COURSE-CAN-SEQ-CODE</b>	<b>X(08)</b>
<p>This element is the California Articulation Number (CAN) code for which the course has been qualified as a component of a sequence of courses. CAN code numbers are used to identify similar courses throughout the various systems of higher education in California, University of California, California State University, California Community Colleges, and independent colleges and universities.</p> <p><u>CODING</u></p> <p>Code this element with the C.A.N. 'SEQ' code for which this course has been qualified as a member of a sequence of courses. Left justify the code number. Exclude the "CAN" portion of the code, and all embedded spaces. Example: code the C.A.N code "CAN ENGL SEQ B" as "ENGLSEQB".</p> <ul style="list-style-type: none"> <li>a) If this course has not been qualified for a C.A.N. code, code this element with "YYYYYYYY".</li> <li>b) If this course has been qualified for a C.A.N. code but not for a C.A.N. 'SEQ' code, code this element with "XXXXXXXX".</li> <li>c) If this course has also qualified for a C.A.N. code as an individual course or as a corequisite course, report that C.A.N. code in CB14.</li> </ul> <p>NOTE: For a complete discussion of the C.A.N. code, refer to the "California Articulation Number manual".</p>		

**CB15 COURSE-CAN-SEQ-CODE**

<b>Processing Edits</b>	
FIELD CHECK	
INTEGRITY CHECK	

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB15 COURSE-CAN-SEQ-CODE**

<b>Change History</b>
Implement: 12/18/92

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB16</b>	<b>COURSE-SAME-AS-DEPARTMENT-NUMBER1</b>	<b>X(12)</b>
<p>This element identifies the department number of a cross-listed course. Cross-listed courses are those courses offered by different departments which are actually the same course.</p>		

**DELETED**

**CB16 COURSE-SAME-AS-DEPARTMENT-NUMBER1**

<b>Processing Edits – (DELETED)</b>	
FIELD CHECK	

**CB16 COURSE-SAME-AS-DEPARTMENT-NUMBER1**

<b>Change History</b>
Deleted: 10/01/00
Implement: 12/18/92

**DELETED**

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB17</b>	<b>COURSE-SAME-AS-DEPARTMENT-NUMBER2</b>	<b>X(12)</b>
<p>This element identifies the department number of a cross-listed course. Cross-listed courses are those courses offered by different departments which are actually the same course.</p>		

**DELETED**

**CB17 COURSE-SAME-AS-DEPARTMENT-NUMBER2**

<b>Processing Edits – (DELETED)</b>	
FIELD CHECK	

**CB17 COURSE-SAME-AS-DEPARTMENT-NUMBER2**

<b>Change History</b>
Deleted: 10/01/00
Implement: 12/18/92

**DELETED**



California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB18</b>	<b>COURSE-SAME-AS-DEPARTMENT-NUMBER3</b>	<b>X(12)</b>
<p>This element identifies the department number of a cross-listed course. Cross-listed courses are those courses offered by different departments which are actually the same course.</p>		

**DELETED**

**CB18 COURSE-SAME-AS-DEPARTMENT-NUMBER3**

<b>Processing Edits – (DELETED)</b>	
FIELD CHECK	

**CB18 COURSE-SAME-AS-DEPARTMENT-NUMBER3**

<b>Change History</b>
Deleted: 10/01/00
Implement: 12/18/92

**DELETED**

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB19</b>	<b>COURSE-CROSSWALK-CRS-DEPT-NAME</b>	<b>X(07)</b>
<p>This element identifies the course department name reported to California State University (CSU) for all articulated and transferred courses. This element, when used in conjunction with element Course Crosswalk CRS Number (CB20), should be unique.</p> <p><u>CODING</u></p> <p>Report the department or subject area abbreviation such as "ENGL" (for English) or "SOC" (for Sociology). This element is just the name portion of the course name and number. When it is combined with the course number stored in element CB20 it should be a unique name and number for the course offering and should be <u>identical</u> to the Course Name and Number supplied to CSU for articulated transfer courses including IGETC and General Education Breadth Courses.</p> <p>The name should be left justified.</p> <p>If this is not an articulated transfer course enter "YYYYYYY".</p> <p>NOTE: If CB05 is coded with "A" or "B", then CB19 MUST be coded with a CRS DEPT NAME. If CB05 is coded with "C", then CB19 MUST be coded with Y's. See CB20 for an additional integrity check.</p>		

**CB19 COURSE-CROSSWALK-CRS-DEPT-NAME**

<b>Processing Edits</b>	
FIELD CHECK	
INTEGRITY CHECK	

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB19 COURSE-CROSSWALK-CRS-DEPT-NAME**

<b>Change History</b>
Last Revision: 11/01/98 Add Note: If CB05 is coded with "A" or "B", then CB19 must be coded with a CRS DEPT NAME. IF CB05 is coded with "C", then CB19 must be coded with Y's. See CB20 for an additional integrity check.
Last Revision: 11/13/92 Original

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB20</b>	<b>COURSE-CROSSWALK-CRS-NUMBER</b>	<b>X(09)</b>
<p>This element identifies the course number reported to California State University (CSU) for all articulated and transferred courses. This element, when used in conjunction with element Course Crosswalk CRS Dept Name (CB19), should be unique.</p> <p><u>CODING</u></p> <p>This course number uniquely identifies the course from among similar department or subject area course offerings. For example "101" (for "ENGL 101") or "101A" (for "BIOL 101A"). This element is just the number portion of the course name and number. When it is combined with the course name stored in element CB19 it should be a unique name and number for the course offering and should be <u>identical</u> to the Course Name and Number supplied to CSU for articulated transfer courses including IGETC and General Education Breadth Courses.</p> <p>The number should be left justified.</p> <p>If this is not an articulated transfer course enter "YYYYYYYYYY".</p> <p>NOTE: If CB05 is coded with "A" or "B", then CB20 MUST be coded with the CRS NUMBER. If CB05 is coded with "C", then CB20 MUST be coded with Y's.</p> <p>In addition, there is one integrity check involving this element and CB19. If CB19 is coded with Y's, then CB20 MUST be coded with Y's. Conversely, if CB20 is coded with Y's, then CB19 MUST be coded with Y's.</p>		

**CB20 COURSE-CROSSWALK-CRS-NUMBER**

<b>Processing Edits</b>	
FIELD CHECK	
INTEGRITY CHECK	

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB20 COURSE-CROSSWALK-CRS-NUMBER**

<b>Change History</b>
Revision: 11/01/98 Added Note: If CB05 is coded with "A" or "B", then CB20 must be coded with the CRS NUMBER. If CB05 is coded with "C", then CB20 must be coded with Y's. If CB19 is coded with Y's, then CB20 must be coded with Y's.
Implement: 11/13/92

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB21</b>	<b>COURSE-PRIOR-TO-COLLEGE-LEVEL</b>	<b>X(01)</b>
This element indicates course level status for English, writing, ESL, reading and mathematics courses.		

Coding	Meaning
Y	Not applicable
A	One level below transfer
B	Two levels below transfer
C	Three levels below transfer
D	Four levels below transfer
E	Five levels below transfer
F	Six levels below transfer
G	Seven levels below transfer
H	Eight levels below transfer

Top Code (CB03)	Credit Status (CB04)	Transfer Status (CB05)	Basic Skills Status (CB08)	Level Below Transfer (CB21)
<b>Credit</b>				
493084-ESL Writing	D	A,B,C	N	Y, A, B, C, D, E, F
493084-ESL Writing	C	C	N	A, B, C, D, E, F
493084-ESL Writing	C	C	B	A, B, C, D, E, F
493085-ESL Reading	D	A,B,C	N	Y,A, B, C, D, E, F
493085-ESL Reading	C	C	N	A, B, C, D, E, F
493085-ESL Reading	C	C	B	A, B, C, D, E, F
493086-ESL Listening & Speaking	D	A,B,C	N	Y,A, B, C, D, E, F
493086-ESL Listening & Speaking	C	C	N	A, B, C, D, E, F
493086-ESL Listening & Speaking	C	C	B	A, B, C, D, E, F
493087-Integrated ESL	D	A,B,C	N	Y, A, B, C, D, E, F
493087-Integrated ESL	C	C	N	A, B, C, D, E, F
493087-Integrated ESL	C	C	B	A, B, C, D, E, F

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

<b>Top Code (CB03)</b>	<b>Credit Status (CB04)</b>	<b>Transfer Status (CB05)</b>	<b>Basic Skills Status (CB08)</b>	<b>Level Below Transfer (CB21)</b>
<b>Credit</b>				
170100 – Mathematics, General	D	A or B	N	Y
170100 – Mathematics, General	D	C	N	A, B
170100 – Mathematics, General	C	C	N	A, B, C, D
170100 – Mathematics, General	C	C	B	A, B, C, D
150100 – Writing	D	A or B	N	Y
150100 – Writing	D	C	N	A
150100 – Writing	C	C	N	A, B, C, D
150100 – Writing	C	C	B	A, B, C, D
152000 – Reading	D	A or B	N	Y
152000 – Reading	D	C	N	A
152000 – Reading	C	C	N	A, B, C, D
152000 – Reading	C	C	B	A, B, C, D

<b>Top Code (CB03)</b>	<b>Credit Status (CB04)</b>	<b>Transfer Status (CB05)</b>	<b>Basic Skills Status (CB08)</b>	<b>Level Below Transfer (CB21)</b>
<b>Non-Credit</b>				
493084-ESL Writing	N	C	B	A, B, C, D, E, F
493085-ESL Reading	N	C	B	A, B, C, D, E, F
493086-ESL Listening & Speaking	N	C	B	A, B, C, D, E, F
493087-Integrated ESL	N	C	B	A, B, C, D, E, F,G,H
493090-Citizenship/ESL Civics	N	C	B	A, B, C, D, E, F,G,H
493090-Citizenship/ESL Civics	N	C	N	Y
493100-Vocational ESL	N	C	B	A, B, C, D, E, F
493100-Vocational ESL	N	C	N	Y
170100 – Mathematics, General	N	C	B	A, B, C, D, E, F
170100 – Mathematics, General	N	C	N	Y
150100 – Writing	N	C	B	A, B, C, D, E, F
152000 – Reading	N	C	N	Y
493060 – Elementary Education (Grades 1-8)	N	C	B	D, E, F, Y
493062 – Secondary Education (Grades 9-12) And G.E.D	N	C	B	A, B, C, Y

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL**

<b>Processing Edits</b>	
Only courses with a TOP code listed in the coding instructions can have a value of A through H. All other courses <b>must</b> have a value of Y.	
Except for courses with a TOP code of 4930.84, 4930.85, 4930.86, or 4930.87 transferable credit courses must have a code of Y.	
Noncredit courses with a TOP code listed in the coding instructions will have a code of Y if they are not basic skills.	
The rubrics for coding CB21 can be found at:  <a href="http://cccbsi.org/cb21-information">http://cccbsi.org/cb21-information</a>	
FIELD CHECK	A, B, C, D, E, F, G, H, or Y
INTEGRITY CHECK	Refer to the table of valid combinations of values for CB04, CB05, CB08, and CB21.

**CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL**

<b>Change History</b>	
Revision: 07/01/11 Added rubric address	
Revision: 10/07/2009 Rewrote new instructions New Name: Course-Prior-To-Transfer-Level	
Implement: 08/01/94 Course-Prior-to-Transfer-Level	



California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB22</b>	<b>COURSE-NONCREDIT-CATEGORY</b>	<b>X</b>
This element classifies a noncredit course in accordance with its primary objective within the nine state-supported noncredit categories set forth in the California Education Code (84757.(a)).		
<b>Coding</b>	<b>Meaning</b>	
<b>English as a Second Language (ESL)</b>		
A	Courses providing instruction in the English language to adult, non-native English speakers with varied academic, vocational and personal goals.	
<b>Citizenship for Immigrants</b>		
B	Courses for immigrants eligible for educational services in citizenship, English as a second language, and work force 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 training.	
<b>Elementary and Secondary Basic Skills</b>		
C	Including courses such as remedial academic courses or classes in reading, mathematics, and language arts.	
<b>Health and Safety</b>		
D	Health and safety education.	
<b>Courses for Persons with Substantial Disabilities</b>		
E	Course is an "approved special class" according to the provisions of Title 5, Section 56028.	
<b>Parenting</b>		
F	Including parent cooperative preschools, classes in child growth and development and parent-child relationships.	
<b>Home Economics</b>		
G	Education programs for home economics.	
<b>Courses for Older Adults</b>		
H	Education programs for older adults.	
<b>Short-Term Vocational</b>		
I	Includes courses required for programs with high employment potential.	
<b>Workforce Preparation</b>		
J	Workforce preparation courses provide instruction for speaking, listening, reading, writing, mathematics, decision-making and problem skills that are necessary to participate in job-specific technical training.	
<b>Credit Course</b>		
Y	Not applicable; a credit course.	

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB22 COURSE-NONCREDIT-CATEGORY**

<b>Processing Edits</b>	
No state apportionment shall be made for any course or class that is not set forth in CEC subdivision 84757 (a) and for which no credit is given.	
<b>FIELD CHECKS</b>	A, B, C, D, E, F, G, H, I, J, Y
<b>INTEGRITY CHECKS</b>	If CB22 is A-J: Course Credit Status (CB04) must = N (noncredit), Units of Credit Maximum (CB06) must = 0, Units of Credit Minimum (CB07) must = 0, Course Transfer Status (CB05) must = C (not transferable)
	If Credit Status (CB04) = D or C (credit status), Noncredit Category (CB22) must = Y (credit course)
	If Credit Status (CB04) = N (noncredit), Noncredit Category (CB22) cannot = Y (credit course)
	If CB22 = C, then Basic Skills Status (CB08) must = B (a basic skills course)
	If CB22 = (A,B,C,D, or F) then use the CB22 Lookup Table for valid TOP codes
	If CB22 = G, then the first two digits of Course Top Code (CB03) must be 13
	If CB22 = I or J, then Course Top Code (CB03) cannot = 493100
	If CB22 = A-J, Classification Status (CB11) must be J, K, or L
	If CB22 = I or J, then Course Top Code (CB03) must have TOP_VE_Status =*
	If CB22 = I, then SAM Priority Code (CB09) must be A, B, C, or D

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB22 COURSE-NONCREDIT-CATEGORY**

<b>Noncredit Eligibility Category [CEC, Title 3, § 84757]</b>	<b>CB22 Code</b>	<b>Valid TOP Codes</b>
<b>ESL [English as a Second Language]</b>	<b>A</b>	493084 493085 493086 493087 493100
<b>Immigrant Education [Citizenship/Civic Education]</b>	<b>B</b>	220120 220500 220700 493090
<b>Elementary &amp; Secondary Basic Skills</b>	<b>C</b>	150100 152000 170100 170200 493009 493014 493030 493031 493032 493033 493060 493062

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

<b>CB22 Noncredit Eligibility Category</b>	<b>CB22 Code</b>	<b>Valid TOP Codes</b>
<b>Health &amp; Safety</b>	<b>D</b>	083510 083570 083580 083700 089900 129900 130600 130630 139900 210400 210440 210450 210530 213300 219900
<b>Substantial Disabilities</b>	<b>E</b>	<b>ANY TOP Code</b>
<b>Parenting</b>	<b>F</b>	130500-130590 130800
<b>Home Economics/Family &amp; Consumer Science</b>	<b>G</b>	130100-139900
<b>Older Adults</b>	<b>H</b>	<b>ANY TOP Code</b>
<b>Short-term Vocational Program/Career Technical</b>	<b>I</b>	<b>ANY VOCATIONAL TOP Code</b>
<b>Workforce Preparation</b>	<b>J</b>	<b>ANY VOCATIONAL TOP Code or</b> 493010 493011 493012 493013 493071 493072

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB22 COURSE-NONCREDIT-CATEGORY**

<b>Change History</b>
Revision: 07/01/11 Changes in wording
Revision: 10/07/09 Added definition to Code A and J.
Revision: 01/21/08 Added Code J: and definitions came from education code.
Revision: 10/01/00 Added Note:
Implement: 11/01/98 Original

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB23</b>	<b>FUNDING-AGENCY-CATEGORY</b>	<b>X(01)</b>
This element describes whether or not a Chancellor's Office Economic Development Grant was used to fully or partially develop a course and/or curriculum.		

<b>Coding</b>	<b>Meaning</b>
A	This course was primarily developed using Economic Development funds.
B	This course was partially developed using Economic Development funds. These funds exceed 40% of total development costs.
Y	Not Applicable (funding not used to develop course.)

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB23 FUNDING-AGENCY-CATEGORY**

<b>Processing Edits</b>	
<p>EDUCATION CODE - SECTION 88550</p> <p>88550. (a) The chancellor shall implement accountability measures that provide the Governor, Legislature, and general public with accountability measurements of the program that quantify both employer and student outcomes and seek to specifically isolate the impact of the EDNet Program on participants.</p> <p>(b) The chancellor shall submit a report to the Governor and Legislature on or about March 1 of each year. Sufficient information shall be provided in the report to ensure the understanding of the magnitude of expenditures, by type of expenditure, including those specified in Section 88525, disaggregated by industry cluster and region. The report shall also include the marketing efforts conducted, the type of services provided to colleges and employers, and the number of businesses, students, and employees served, and identify the benchmarks and indicators used to demonstrate the results achieved.</p>	
<p>EDUCATION CODE - SECTION 88525</p> <p>88525. The California Community Colleges Business Resource Assistance and Innovation Network Trust Fund is hereby established in the State Treasury as a special fund administered by the board of governors. The board of governors may solicit direct contributions for deposit in the fund from various nonstate public and private sources for the purpose of funding the California Community Colleges Economic and Workforce Development Program. Special funds in the trust shall be placed in a surplus money investment account to earn interest. Interest generated by funds deposited in this trust fund shall be reinvested in the fund, and may only be used to fund eligible projects and activities of the economic and workforce development program and related board of governors initiatives. Upon appropriation by the Legislature, the fund may be expended for purposes of administering grants and contracts for providing services, through the program, to public and private entities.</p>	
<p>Currently in AB 1800 Oropeza (2004-05 Budget)</p> <p>Budget Control Language</p> <p>(h) A primary objective of the Economic Development program is to maximize instruction, to prepare students for entry-level jobs, to increase skills of the current workforce, and to stimulate the growth of businesses through training so that more jobs are created. The chancellor shall submit an annual report to the Legislative Analyst, the budget and fiscal committees of the Legislature, and the Department of Finance, commencing March 1, 2003, and each March 1 annually thereafter, that includes the amount provided to each economic development regional center and each industry-driven regional education and training collaborative, and to the extent practicable, the total number of hours of contract education services, performance-based training, credit and noncredit instruction, and job placements created as a result of this program by each center and collaborative.</p>	
FIELD CHECK	A, B or Y

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB23 FUNDING-AGENCY-CATEGORY**

<b>Change History</b>
Implement: 01/10/05



California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB24</b>	<b>COURSE-PROGRAM-STATUS</b>	<b>X(01)</b>
This element indicates whether or not a course is part of an educational program (defined in Title 5, § 55000.)		

Coding	Meaning
1	Program applicable
2	Not program applicable

Credit Courses

Use Code 1 if the credit course is part of a certificate or degree that is approved by the System Office. This includes credit courses that are required or restricted electives for an approved certificate or associate degree, including general education requirements. Restricted electives are specifically listed as optional courses from which students may choose to complete a specific number of units required for an approved certificate or degree.

Use Code 2 if the credit course is not required or a restricted elective for any credit program approved by the System Office. This type of course is commonly referred to as "stand-alone."

Noncredit Courses

Use Code 1 if the noncredit course is part of a sequence of courses or program that results in a certificate of completion or a certificate of competency.

Use Code 2 if the noncredit course is **not** part of a sequence of courses or program that results in a certificate of completion or a certificate of competency.

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB24 COURSE-PROGRAM-STATUS**

<b>Processing Edits</b>	
EDUCATION CODE – § 70901 as amended by AB 1943 (Nava)	
<p>70901. (b) (3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.</p> <p>70901. (b) (5) (C) (10) Review and approve all educational programs offered by community college districts. The board of governors shall adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the board of governors, a credit course that is not part of an approved educational program. Regulations adopted under this paragraph shall ensure that appropriate safeguards involving training and monitoring are in place, and shall ensure that the authority to offer credit courses that are not part of an approved educational program does not have the effect of permitting community college districts to operate educational programs without the approval of the board of governors.</p>	
EDUCATION CODE – § 70902 as amended by AB 1943 (Nava)	
<p>70902. (b) (2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.</p> <p>(B) The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.</p>	
FIELD CHECK	1 or 2
QUALITY CHECK	If 100% of courses have a value of '1' or 100% of courses have a value of '2' <b>REJECT THE SUBMISSION.</b>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

**CB24 COURSE-PROGRAM-STATUS**

<b>Change History</b>	
01/16/13	Added the following Quality check: If 100% of courses have a value of `1` or 100% of courses have a value of `2` <b>REJECT THE SUBMISSION.</b>
05/22/07	Broke out Code 1 and 2 with definition.
Implement: Summer 2007	

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB25</b>	<b>COURSE-GENERAL-EDUCATION-STATUS</b>	<b>X(01)</b>
<p>This element indicates whether a course fulfills general education requirements for mathematics/quantitative reasoning or English composition in the context of transfer, degree, and certificate programs.</p>		

Coding	Meaning
A	<p>Course meets any of the following:</p> <p>CSU General Education Breadth Area A2: Written Communication            CSU General Education Breadth Area A3: Critical Thinking            UC IGETC Area 1A: English Composition            UC IGETC Area 1B: Critical Thinking-English Composition</p> <p><i>OR</i></p> <p>Course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four-year institution</p> <p><i>OR</i></p> <p>Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

<b>Coding</b>	<b>Meaning</b>
B	<p>Course meets any of the following:</p> <p>CSU General Education Breadth Area B4: Mathematics/Quantitative Reasoning UC IGETC Area 2: Mathematical Concepts and Quantitative Reasoning</p> <p><i>OR</i></p> <p>Course has a general education certification or articulation agreement that ensures the course fulfills mathematics or quantitative reasoning requirements at an accredited four-year institution</p>
C	<p>Course is not transferrable to fulfill general education mathematics or quantitative reasoning at a four-year institution, but fulfills local general education requirements for Analytical Thinking or Mathematics Competency as outlined in Title 5 section 55063</p>
Y	Not Applicable

**CB25 COURSE-GENERAL-EDUCATION-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	A, B, C, Y
INTEGRITY CHECK	<p>If CB25 is coded as A or B, Course-Transfer-Status (CB05) must be coded as A or B</p> <p>If CB25 is coded as C, Course-Credit-Status (CB04) must be coded as D</p> <p>If Course-Prior-to-College-Level (CB21) is coded as two or more levels below transfer (B, C, D, E, F, G, or H), CB25 must be coded as Y</p>

**CB25 COURSE-GENERAL-EDUCATION-STATUS**

<b>Change History</b>
Implement: Summer 2019 term 195, 196.

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB26</b>	<b>COURSE-SUPPORT-COURSE-STATUS</b>	<b>X(01)</b>
<p>This element indicates whether a course is associated with another degree-applicable course for the purpose of providing the support necessary to complete the associated course.</p>		

Coding	Meaning
S	Course is a support course
N	Course is not a support course

**CB26 COURSE-SUPPORT-COURSE-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	S, N

**CB26 COURSE-SUPPORT-COURSE-STATUS**

<b>Change History</b>
Implement: Summer 2019 term 195, 196

California Community Colleges  
Management Information System  
Data Element Dictionary

**Course Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>CB27</b>	<b>COURSE-UPPER-DIVISION-STATUS</b>	<b>X</b>
This element indicates whether a course is an approved upper division course associated with a baccalaureate program at the college.		

Coding	Meaning
A	Course is an upper division course
N	Course is not an upper division course

**CB27 COURSE-UPPER-DIVISION-STATUS**

<b>Processing Edits</b>	
FIELD CHECKS	A, N
INTEGRITY CHECKS	If Upper Division Status (CB27) = A, Credit Status (CB04) must = C or D
	If Credit Status (CB04) = N, Upper Division Status (CB27) must = N

**CB27 COURSE-UPPER-DIVISION-STATUS**

<b>Change History</b>
Implement: Summer 2022