

**SANTA**  
**ANA**  
**COLLEGE**

(C) The provision of community services courses and programs is an authorized function of the community colleges so long as their provision is compatible with an institution's ability to meet its obligations in its primary missions.

(3) A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.

(4) The community colleges may conduct to the extent that state funding is provided, institutional research concerning student learning and retention as is needed to facilitate their educational missions.

Local approval is required prior to submitting any course for Chancellor's Office approval. All noncredit courses are subject to Chancellor's Office approval before students may be allowed to enroll in the courses. Under some conditions, credit courses may not require Chancellor's Office approval.

### **NONCREDIT COURSES**

Noncredit instruction is one of several educational options authorized by the California Education Code to be offered within the California Community Colleges. Students are offered access to a variety of courses at no cost to assist them in reaching their personal, academic, and professional goals. Currently, 10 categories of noncredit courses are eligible for state funding and are discussed in this section. Noncredit courses often serve as a first point of entry for those who are underserved, as well as a transition point to prepare students for credit instruction. Noncredit instruction is especially important for students who are the first in their family to attend college, for those who are underprepared for college-level coursework, and/or for those who are not native English speakers, among others.

The California Community Colleges Chancellor's Office website ([www.cccco.edu](http://www.cccco.edu)) provides links to resources that can assist with the development of noncredit courses and programs as required by the California Education Code and applicable portions of the California Code of Regulations (referred to as Title 5 in this *Handbook*).

## Noncredit Categories Eligible for Apportionment

Chancellor’s Office approval is required for all noncredit courses that receive state funds. Ten noncredit categories (CB22) classify a noncredit course in accordance with its primary objective. The classifications of noncredit courses are eligible for state apportionment in accordance with Education Code sections 84757(a) and 84760.5, and Title 5, section 58160. Table Nine aligns CB22 with applicable TOP codes for each Noncredit Eligibility Category, as described in the *Taxonomy of Programs Manual, 6th Edition* available on the Chancellor’s Office Academic Affairs Division website ([www.cccco.edu/aad](http://www.cccco.edu/aad)). Note: a ^ denotes a Valid Top Code that is also in alignment with the Basic Skills Initiative (BSI) definition of a basic skills course (refer to the preceding discussion in this Handbook section for additional information).

**Table 9. Noncredit Categories (CB22) and Valid TOP Codes**

CB22 Code	Noncredit Eligibility Category	Valid TOP Codes <sup>^</sup>
A	English as a Second Language (ESL) Provide instruction in the English language to adult, non-native English speakers with varied academic, vocational, and personal goals. English as a Second Language provides instruction primarily in, but not limited to, the areas of listening, speaking, reading, and writing, and may integrate other areas such as computer literacy, cultural competency, Secretaries Commission on Achieving Necessary Skills (SCANS) competency, study skills, vocational skills, and life skills. Based upon student goals, noncredit ESL provides pathways to a variety of academic, career-technical, and personal growth opportunities.	493084 <sup>^</sup> 493085 <sup>^</sup> 493086 <sup>^</sup> 493087 <sup>^</sup> 493100 <sup>^</sup>
B	Immigrant Education Provide immigrants and their families with the opportunity to become active and participating members of economic and civic society, and may include preparation for citizenship.	220120 220500 220700 493090 <sup>^</sup>
C	Elementary and Secondary Basic Skills 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, vocational, and personal goals. Elementary-level is generally recognized to mean that, where appropriate, the coursework addresses the content and proficiencies at levels through the 8th grade. Secondary-level is generally recognized to mean that the coursework addresses the content and proficiencies at levels through the 12th grade and may incorporate a high school diploma. Based on community needs, a college can develop an Adult High School Diploma program. Supplemental instruction, which includes supervised tutoring and learning assistance, is also authorized under this heading. Learning assistance can be a required component of another course for all students in that course	150100 <sup>^</sup> 152000 <sup>^</sup> 170100 <sup>^</sup> 170200 493009 <sup>^</sup> 493014 493030 493031 493032 493033 493060 <sup>^</sup>

	<p>(California Code of Regulations, Title 5, section 58172), or the learning assistance may be optional and is provided through an open-entry/open-exit course, which is intended to strengthen student skills and reinforce student mastery of concepts taught in another course or courses (California Code of Regulations, Title 5, section 58164).</p> <p>Supervised tutoring, as addressed in Title 5, sections 58168 and 58170, must be provided only in noncredit courses with the title “Supervised Tutoring” that are designated with the TOP code 493009. More than one supervised tutoring course may be developed and offered in specific disciplines—such as mathematics skills for construction trades, writing skills for business management, or reading comprehension in support of history courses—but they cannot be designed for a specific course or courses.</p>	
D	<p><b>Health and Safety</b> Offer lifelong education to promote the health, safety, and well-being of individuals, families, and communities.</p>	<p>083510 083570 083580 083700 089900 129900</p>
E	<p><b>Substantial Disabilities</b> Provide individuals with life-skill proficiencies that are essential to the fulfillment of academic, vocational, and personal goals.</p>	<p><b>ANY TOP code</b></p>
F	<p><b>Parenting</b> Offer lifelong education in parenting (parent and child relationships, parent cooperative preschools), child growth and development, and family relations in order to enhance the quality of home, family, career, and community life.</p>	<p>130500- 130590 130800</p>
G	<p><b>Home Economics</b> Offer lifelong education to enhance the quality of home, family, career, and community life. This area of instruction is designed to provide educational opportunities that respond to human needs in preparing individuals for employment, degree/certificate credit parenting programs, consumer decision-making, and lifelong learning.</p>	<p>130100- 139900</p>

H	<p><b>Courses for Older Adults</b> Offer lifelong education that provides opportunities for personal growth and development, community involvement, skills for mental and physical well-being, and economic self-sufficiency.</p>	ANY TOP code
I	<p><b>Short-term Vocational</b> Defined in Title 5, section 55151, as programs that require one or more courses that have been approved for short-term vocational programs “which the Chancellor, in consultation with the Employment Development Department, has determined to have high employment potential.” Also included in this area are noncredit apprenticeship program courses. An apprenticeship is defined as preparation for any profession, trade, or craft that can be learned through a combination of supervised on-the-job training and off-the-job formal education. <b>Note: Vocational TOP codes are denoted with an asterisk (*) in the <i>Taxonomy of Programs Manual, 6th Edition.</i></b></p>	ANY VOCATIONAL TOP code
J	<p><b>Workforce Preparation</b> Provide instruction for speaking, listening, reading, writing, mathematics, decision-making and problem solving skills that are necessary to participate in job-specific technical training. <b>Note: Vocational TOP codes are denoted with an asterisk (*) in the <i>Taxonomy of Programs Manual, 6th Edition.</i></b></p>	ANY VOCATIONAL TOP code or 493010 493011 493012 493013 493072

***Restriction Summary for Noncredit Courses:***

[Refer to Title 5 for all restrictions]

- “No state aid or apportionment may be claimed on account of the attendance of students in noncredit classes in dancing or recreational physical education.” (California Code of Regulations, Title 5, § 58130)
- The CORs for courses intended for one of the special population noncredit categories (Immigrant Education, Parenting, Substantial Disabilities, and Older Adults) must clearly demonstrate that the course meets the needs of these special populations, particularly in the course description, objectives, content, methods of instruction, and methods of evaluation.
- Ensure that noncredit course proposals do not appear to be closed to the public. Courses that are in conflict with the “open course” provisions of Title 5, section 51006 and section 58051.5(a)(3), will not be approved by the Chancellor’s Office.
- **Dancing and Recreational Physical Education:** Title 5, section 58130 clearly states that, “No state aid or apportionment may be claimed on

account of the attendance of students in noncredit classes in dancing or recreational physical education.” While the courses may still be approved and offered under the current noncredit course approval policies; they may not be included in attendance data for apportionment purposes. Determining whether or not a course falls into these categories and deciding if a course should be added to the schedule is a matter of careful consideration for each campus. Respectively, an ongoing review of noncredit course offerings in the 0835.xx (Physical Education) or 1008.xx (Dance) T.O.P. codes is imperative. If a college chooses to offer these courses, even though they may have been approved by the Chancellor’s Office, the college may not include the courses in its noncredit attendance calculations for the Apportionment Attendance Reports (CCFS-320) submitted to the Chancellor’s Office, and therefore the college may want to review the fiscal efficacy of such a decision.



### ***Career Development and College Preparation (CDCP)***

Programs and required courses classified as noncredit Career Development and College Preparation (CDCP) prepare students for employment or to be successful in college-level credit coursework. In accordance with Title 5, section 55151, colleges may offer a sequence of noncredit courses that culminate in:

- Certificate of Competency - in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
- Certificate of Completion - leading to improved employability or job opportunities
- Adult High School Diploma

A subset of the CB22 element coding (4 of the 10) is used in the CCC Curriculum Inventory for collecting comparable program data; the field is titled *CDCP Eligibility Category*. Table Ten identifies the four distinct enhanced funding categories available for approved noncredit courses associated with an approved noncredit program.

**Table 10. Enhanced Funding Categories (referred to as CDCP Eligibility Category for programs and CB22: Noncredit Category for courses) – Code and Meaning Code**

Code	Meaning
A	English as a Second Language (ESL)
C	Elementary and Secondary Basic Skills
I	Short-term Vocational
J	Workforce Preparation: In the areas of basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training.

Other noncredit programs may be approved and offered locally without approval by the Chancellor’s Office, but such programs will not receive enhanced funding, and must not be called Certificate of Competency, Certificate of Completion, or Certificate of Achievement (credit).

**CREDIT COURSES**

***Program-Applicable Courses***

Credit courses are considered to be program-applicable when they are required or are on a list of restricted electives (including general education requirements) for a degree, certificate, or program approved by the Chancellor’s Office. Program-applicable credit courses are approved as part of the credit program approval process, which requires that colleges submit course outlines of record (COR) for all required courses (including all restricted electives) with the program approval proposal. After the program is approved, new courses developed for the program are not subject to Chancellor’s Office approval.

When the college submits substantial changes to existing, approved programs, CORs for all required courses (including all restricted electives) are submitted with the proposal to change the program. This requirement helps to fulfill the legal requirement that the Chancellor’s Office monitor the local approval of credit courses. The college will be notified if course outlines are not compliant with Title 5, section 55002, and technical assistance on correcting the outlines will be available to the college curriculum committee.