MASTER COURSE DIRECTORY

Each new course proposal or course modification proposal must include a Master Course Directory that supplies vital data elements for reporting to the Chancellor’s Office. A copy of the Master Course Directory form is available on the Curriculum website.

In addition to title 5 requirements, each course submitted must also identify the appropriate values for MIS Data Elements in the Course Basic Record reported to the Chancellor’s Office Management Information Systems (MIS). The MIS data elements for courses include:

### MIS Data Elements – Course Basic Record

<table>
<thead>
<tr>
<th>DED #</th>
<th>Data Element Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB01</td>
<td>Course Discipline and Number</td>
</tr>
<tr>
<td>CB02</td>
<td>Course Title</td>
</tr>
<tr>
<td>CB03</td>
<td>Course TOP Code</td>
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<tr>
<td>CB04</td>
<td>Course Credit</td>
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<tr>
<td>CB05</td>
<td>Course Transfer</td>
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<tr>
<td>CB06</td>
<td>Maximum Course</td>
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<tr>
<td>CB07</td>
<td>Minimum Course</td>
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<tr>
<td>CB08</td>
<td>Course Basic Skills</td>
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<tr>
<td>CB09</td>
<td>Course SAM</td>
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<tr>
<td>CB10</td>
<td>Course Cooperative Work Experience Education Status</td>
</tr>
<tr>
<td>CB11</td>
<td>Course Classification</td>
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<tr>
<td>CB13</td>
<td>Course Special Class</td>
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<tr>
<td>CB21</td>
<td>Course Prior to</td>
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<td>Noncredit</td>
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<td>CB23</td>
<td>Eligibility Category</td>
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<td>CB24</td>
<td>Course Program</td>
</tr>
<tr>
<td>CB25</td>
<td>Status</td>
</tr>
</tbody>
</table>

For more information regarding the MIS data elements, refer to the Data Element Dictionary (DED) available on the Chancellor's Office website under the Technology, Research, and Information Systems Division [www.cccco.edu](http://www.cccco.edu).
ELEMENTS OF THE MASTER COURSE DIRECTORY

**Effective date** – The default term is the fall semester of the next school year. Courses must be included in the college catalog or addendum before they can be offered, but they must first be approved by the Chancellor’s Office.

**Type of Proposal** - Check the appropriate box.

**Division** – Enter your division code. See your division secretary for the appropriate code.

**Date** – Enter the date the course will be reviewed by the full Curriculum Committee. If in doubt, contact the Curriculum secretary.

**Course (CB 01)** - Enter the discipline acronym and course number. Cerritos College numbering protocol:

- 1-49 - Non-AA-applicable
- 50-99 - AA-applicable-only courses
- 100-299 - AA-applicable courses that also are transferable to CSU and UC

The addition of a single alpha letter (a-z) is allowed for related courses, though the letter “L” is reserved for lab-only courses.

Courses numbered 200-299 are considered sophomore level courses and suggest that there exists an introductory course in the 100s, but this is not a hard rule. Some course numbers are reserved for special courses:

- Occupational Work Study - 71, 72, 171, 172, 271 and 272
- Directed Studies - 99, 198, 199, and 299

Numbers that have previously been used for other courses, active or inactive, may not be reused unless they also include an alpha letter (a-z) that has not been used previously with that number. Contact the Curriculum Secretary for a list of available numbers within a discipline acronym.

**Units (CB 06/07)** - Enter the number of units the student will earn from this course. In general, add one unit for each weekly lecture hour and one for each three lab hours (1 lab hour = 0 and 2 lab hours = .5).

The expectation is that a student will complete three hours of work per week for approximately 18 weeks, or the equivalent, for each unit of credit earned (a 3:1 ratio), and that this expectation will be clearly stated in the course outline of record and syllabus.

Cerritos College recognizes two structures that meet the expectation:

- **Lecture** - One hour of lecture and two hours of independent homework
- **Laboratory** - Three hours of laboratory where a student works under the supervision of a certificated instructor

**Hours per week** - Enter the number of lecture hours and lab hours each week based on an 18-week presentation of the course.

**Title (CB 02)** – Enter the full course title. This is also how the course title will appear on a student’s transcripts.
Semester Hours - List the total number of lecture hours for the entire semester (weekly hours x 18) and total number of lab hours (weekly x 18).

Maximum repeats (CB 12) – Unless this course is one of the few that may be repeated by students, the answer for this question is zero. Courses that qualify for repeatability may be repeated a maximum of three times (original + three). This does not include courses that may be repeated to replace an unsatisfactory grade of W, WF, or Fail. Courses may qualify for repeatability under only three circumstances:

- Courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor’s degree,
- Intercollegiate athletics, and
- Intercollegiate academic or vocational competition

Teaching Units – Teaching units affect your workload. One hour of lecture per week is one teaching unit. One hour of lab is .75 of a teaching unit. Put the number of weekly teaching units in each of the fields.

Maximum class size - Common Curriculum Committee procedure is to establish maximum enrollment at the time the course is proposed. Discipline faculty propose maximum class enrollment for new courses based on other similar offerings in the discipline. If there are no similar classes in the discipline look at similar courses in other disciplines. Maximum class enrollment should not be based on the number of seats in the classroom the course might be taught unless it will be scheduled in a specialized lab that cannot take place in a general-purpose classroom. Pedagogy, not classroom size, should guide your proposal. If pedagogy suggests a smaller than normal class size be prepared to defend your proposal with numbers from other colleges or from formal research data.

Until class size procedures are negotiated through collective bargaining the Curriculum Committee can only recommend class size reductions to established courses.

Prerequisites and Co-Requisites – If your course has a prerequisite or a co-requisite enter a “Y” into the correct field. Otherwise enter an “N.”

Lab Fee Required – If your course has a lab component and a lab fee is required, enter a “Y” in the field. Otherwise enter an “N.” Do not enter the lab fee account.

TOP Code (CB 03) – Enter the Taxonomy of Programs code for this course. TOP codes at four-digit codes followed by a two-digit decimal (i.e., 0000.00). You can find the code for your discipline in the Chancellor’s Office Taxonomy of Programs document. A link to that document can be found on the Curriculum website or contact the Curriculum secretary for help. The TOP code may impact funding for your course and which minimum qualifications are required to teach it.

Course Credit Status (CB 04) – Select the appropriate box. If your course number is between 1 and 50, you most likely will select “C.” Most credit courses at Cerritos College fall into the “D” category.

Transfer Code (CB05) – If you know that your course will transfer to the University of California select “A,” but approval will be pending UC approval. UC reviews proposals only a couple of times a year and you may have to wait up to a year and a half until you have approval and it is posted in the college catalog. Retroactive UC credit is rare. By selecting “A” you are triggering a submission process to UC.
If your course should be transferable to CSU—usually designated by course numbers 100 through 299—then Select “B.” If your course number falls between 1 and 99, select “C.”

**Basic Skills (CB 08)** - If your course is a basic skills course select "B," otherwise select “N.”

**SAM Priority (CB 09)** - This code is used to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs. Use the following information to determine your choice:

- **Apprenticeship** (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.

- **Advanced Occupational** (not limited to apprentices)
  Courses are those taken by students in the advanced stages of their occupational programs. A “B” course is offered in one specific occupational area only and clearly labels its taker as a major in this area. The course may be a “capstone course” that is taken as the last requirement for a career technical education program. Priority letter “B” should be assigned sparingly; in most cases no more than two courses in any one program 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.

- **Clearly Occupational** (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.

- **Possibly Occupational**
  “D” courses are those taken by students in the beginning 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).

- **Non-Occupational**
  These courses are non-occupational.

**Course Coop-Work-Exp-Ed Status (CB 10)** – Unless this course is a Cooperative Work Experience course select “N.”

**Course Classification (CB 11)** – Select the appropriate credit or non-credit course status. Most non-CTE courses offered at Cerritos College are Liberal Arts and Sciences courses.

**General Education** – If the course is being proposed (or has been approved) for General
Education credit select “Yes” and indicate the correct GE category for each level. Contact the campus Articulation Officer for help determining the correct category. Note that proposals for general education credit require separate Curriculum Committee approval; submit the General Education Questions form found on the Curriculum website. UC and CSU proposals will require approval by those institutions, who review requests only a few times each year; local approval is pending approval at these levels.

**Course-Prior-To-Transfer-Levels (CB 21)** – If your course is a Basic Skills course indicate the appropriate level below transfer. If it is not a Basic Skills course select “Y.”

**Non-Credit/AED (CB 22)** – If your course is a non-credit or Adult Education course select the category. If your course is a credit course select “Y.”

**Funding Agency Category** – If your course is eligible for Economic Development funding select the appropriate funding level. Otherwise select “Y.”

**Distance Education** – If the course is being proposed (or has been approved) for Distance Education delivery enter “Y,” otherwise leave blank. Note that proposals for distance education delivery, including hybrid courses, require separate Curriculum Committee approval; submit the Distance Education Questions form found on the Curriculum website.

**Grading Option** – To give students the option of taking the course on a Pass/No Pass basis, or to give them a choice between a grade or a Pass/No Pass basis make the appropriate field. For a grade-only option select “Graded.”

**Open Entry/Open Exit** – If this is an open-entry/open-exit course put a “Y” in the field, otherwise leave it blank.

**Health and Wellness Proficiency** – If the course is being proposed as meeting the college's Health and Wellness proficiency for graduation enter a Y and submit a written justification, otherwise leave it blank.

Do not fill in the Date Logged/Course ID box.