

## CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Local districts are responsible for ensuring that the submitted Course Outline of Record (COR) contains all required elements as specified in section 55002 and that local approval is consistent with all standards in title 5, section 55000 et seq. The Chancellor's Office reviews and approves noncredit course submissions to ensure that courses meet these standards and to validate that the associated data elements for each course are correct and compliant with regulations. The review criteria used by the Chancellor's Office staff are based on the standards for course curriculum established in title 5 and explained in the Noncredit Course Standards section of the Chancellor's Office Program and Course Approval Handbook (PCAH).

Submission and approval of noncredit courses is conducted through review of the following components submitted by local colleges: (1) Completed Curriculum Inventory Proposal Fields for Course Data Elements and (2) the course outline of record (COR) meeting the standards in title 5, section 55002, and approved by the local governing board.

Noncredit courses are classified into ten legislated instructional areas (nine defined in Ed. Code § 84757 and the tenth is defined in Cal. Code Regs., tit. 5, § 55151). The placement of a course in a given instructional area is driven by the course objectives and target population to be served.

*Below is a guidance table in order to aid in the submission process. Circle one noncredit category (A through J) that best describes the objectives of the course (do not select multiple categories). The category selected must coincide with field CB22 (Noncredit Category) on the course proposal record in the Chancellor's Office Curriculum Inventory (COCI).*

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<p>C</p>	<p>Course includes basic skills academic courses in reading, mathematics, and language arts. Basic skills courses 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, career, and personal goals. Elementary-level coursework addresses the content and proficiencies at levels through the eighth grade. Secondary-level coursework focuses on the content and proficiencies at levels through the twelfth grade and may incorporate the high school diploma (Ed. Code § 84757(a)(2)).</p>	<p>N/A</p>
<p>D</p>	<p>Course focuses on lifelong education to promote health, safety, and the wellbeing of individuals, families, and communities. Courses and programs in health and safety provide colleges with the opportunities to network or partner with other public welfare and health organizations (Ed. Code § 84757(a)(9)).</p>	<p>N/A</p>

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G

Course designed to offer lifelong education to enhance the quality of home, family, and career and community life. This area of instruction provides educational opportunities that respond to human needs in preparing individuals for employment, advanced study, consumer decision making, and lifelong learning. Instruction in family and consumer sciences emphasizes the value of homemaking. The focus of

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