

required elements for noncredit courses are specified in section 55002(c). Current CORs must be maintained in the official college files (paper or electronic database) and made available to each instructor.

For a detailed discussion of promising practices related to COR development and use, refer to the Academic Senate paper titled, *The Course Outline of Record: A Curriculum Reference Guide* (2008) which can be downloaded from the Academic Senate for California Community Colleges (ASCCC) website at www.asccc.org.

Table 5. Comparison of Requirements by COR Type

Credit Degree-Applicable and Credit Degree NonApplicable	Noncredit
Contact Hours and Units	Contact Hours (no Units)
Prerequisites, Corequisites, and/or Advisories	Advisories or Course Entry Expectations (optional)
Catalog Description	Catalog Description
Objectives	Objectives
Content / Specific Body of Knowledge	Content / Specific Body of Knowledge
Methods of Instruction	Methods of Instruction
Examples of Required Reading, Writing and Out-of-Class Assignments	Examples of Assignments and/or Activities. Out-of-Class Work is optional
Methods of Evaluation	Methods of Evaluation (Grades Optional)

Taken together, the content of the course, methods of instruction, assignments, and methods of evaluation must be described in the COR in a manner that is integrated and leads to the achievement of the course objectives.

MIS Data Elements – Course Basic Record

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). MIS data elements for courses are shown in Table Six.

Table 6. MIS Data Elements – Course Basic Record

	DED #	Data Element Name
Non-substantial	CB00	Course Control Number
Non-substantial	CB01	Course Department and Number
Non-substantial	CB02	Course Title
Substantial	CB03	Course TOP Code
Substantial	CB04	Course Credit Status
Non-substantial	CB05	Course Transfer Status
Substantial	CB06	Units of Credit – Maximum
Substantial	CB07	Units of Credit – Minimum
Substantial	CB08	Course Basic Skills Status
Substantial	CB09	Course SAM Priority Code
Non-substantial	CB10	Course Cooperative Work Experience Education Status
Non-substantial	CB11	Course Classification Status
Non-substantial	CB13	Course Special Class Status
Substantial	CB21	Course Prior to Transfer Level
Substantial	CB22	Noncredit Eligibility Category
Non-substantial	CB23	Funding Agency Category
Non-substantial	CB24	Course Program Status

Upon approval, a course is assigned a unique Course Control Number (CB00). For more information regarding the MIS data elements, refer to the Data Element Dictionary (DED) available on the Chancellor’s Office website (www.cccco.edu) under the Technology, Research, and Information Systems Division.

CCC Curriculum Inventory Directory and User Accounts

Historically, the CCC Curriculum Inventory directory was managed by Chancellor’s Office Academic Affairs Division staff. This process entailed management of over 400 college user accounts. Effective September 2012, the CCC Curriculum Inventory directory became managed locally by college users to provide streamlined and real-time access to user accounts. Each college Chief Instructional Officer (CIO) has been assigned a “College CIO” account via the California Community College Chancellor’s Office alias system. Each College CIO is responsible for managing user accounts by assigning role and access levels for their college’s users. Currently, the CCC Curriculum Inventory includes two user levels: (1) College CIO – with the ability to create, validate, and submit data in the Inventory, and (2) College Reader – with read-only access. Future versions of the CCC Curriculum Inventory may include additional levels (such as CI Lead and CI Writer). In addition, a district may request a one district level CISO