

Chancellor's Office approval is required for all noncredit courses that receive state apportionment. Ten noncredit categories are established to classify a noncredit category in accordance with its primary objective. These categories of noncredit courses are eligible for state apportionment in accordance with California education Code sections 84757(a) and 84760.5 and California Code Regulations title 5, section 58160.

Noncredit courses offered in the four district categories (instructional domains) of English as a Second Language (ESL), Elementary and Secondary Basic Skills, Short-term Vocational, and Workforce Preparation are eligible for "enhanced funding" when sequenced to lead to a Chancellor's Office approved certificate of completion, or certificate of competency, in accordance with the provisions of the California Education code governing Career Development and College Preparation (CDCP) programs

The enactment of the Community College Funding Legislation (Senate Bill 361, Scott 2006) established the Career Development and the College Preparation (CDCP) program. Certificates are offered in several areas of study. Colleges may offer noncredit programs of two or more courses to prepare students for employment or to be successful in college-level credit coursework.

Noncredit apportionment is limited to ten categories, as such all non-credit courses will fall under one of the following 10 categories. All noncredit courses will be assigned a course identifier followed by a /N, followed by a number from the 600's. (example: WFP/N-601 Essential Workplace Traits and Skills). **Noncredit course identifiers will be approved by the CHC Academic Senate.**

Noncredit Discipline & course identifiers	Curriculum/course descriptor	Departments involved in the proposed NC courses review and approval process	MQs
Elementary and Secondary Basic Skills ESBS/N MATH/N WRIT/N READ/N	This curriculum is designed to provide instruction for individuals beginning at elementary and secondary levels in reading, writing, computation, and problem solving skills. Elementary level skill development addresses the content and proficiencies at levels from first (1st) through the eighth (8th) grade. Secondary level instruction addresses the content and proficiencies at levels ninth (9th) through the twelfth (12th) grade and may incorporate a high school diploma or GED.	MATH/N – Math Dept Faculty WRIT/N – English Dept Faculty	MATH/N - Bachelor's degree in mathematics. WRIT/N - Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism OR the equivalent
		READ/N – English Dept Faculty	READ/N - Master's in education with a specialization in reading or teaching reading OR Bachelor's in any academic discipline AND Twelve semester units of course work in teaching reading AND Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL or psychology OR the equivalent.

<p>English as A Second Language ESL/N</p>	<p>This curriculum is designed to provide instruction in the English language to adult, non-native English speakers with varied academic, vocational and personal goals. ESL 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 and cultural competency</p>	<p>ESL/N – English Dept Faculty</p>	<p>Master’s in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis or education with a TESL emphasis OR Bachelor’s in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND master’s in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech or any foreign language OR the equivalent.</p>
<p>Home Economics (Consumer and Family Sciences) HEC/N</p>	<p>These courses are designed to offer lifelong education to enhance the quality of home, family, career and community life. This area of instruction provides educational opportunities that respond to human needs, future technologies, consumer decision-making and lifelong learning</p>	<p>HEC/N – Social Sciences Department and Human Development Department.</p>	<p>Bachelor’s degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles; or an associated degree in any of those subjects and four years of professional experience related to the subject of the course taught.</p>
<p>Health and Safety Education HSE/N</p>	<p>This curriculum is designed to offer lifelong education to promote the health, safety and well-being of individuals, families and communities.</p>	<p>HSE/N – Kinesiology & Health, Public Safety & Services</p>	<p>Bachelor’s degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.</p>
<p>Short-term Vocational Programs with High Employment Potential VOC/N FIRE/N</p>	<p>These programs, known as Career Technical Education (CTE), are organized in a sequence of courses leading to a vocational/career technical objective, certificate, or an award that is directly related to employment.</p>	<p>BEIT Department, Allied Health Services Department, Public Safety & Services Department</p>	<p>Bachelor’s degree; and two years of occupational experience related to the subject of the course taught OR Associate degree; and six years of occupational experience related to the subject of the course taught OR Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter OR For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.</p>

<p>Workforce Preparation WFP/N</p>	<p>These classes are designed to provide basic employability skills and are for students eligible for educational services pertaining to basic skills. In addition to basic skills, workforce preparation introduces students to skills such as valuing diversity at work, accessing and navigating informational technology and applying interpersonal skills necessary for team work.</p>	<p>BEIT Department, Allied Health Services Department, Public Safety & Services Department</p>	<p>Bachelor's degree; and two years of occupational experience related to the subject of the course taught OR Associate degree; and six years of occupational experience related to the subject of the course taught OR Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter OR For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.</p>
<p>Immigrant Education Courses IEC/N</p>	<p>Courses for immigrants eligible for educational services include citizenship, ESL and workforce preparation. Classes include the basic skills of speaking, listening reading, writing, mathematics, decision making and problem solving. This curriculum is specifically designed to 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</p>	<p>IEC/N – Social Sciences Department and Human Development Department.</p>	<p>Bachelor's degree in any discipline, and six semester units in American history and institutions</p>
<p>Parenting PRT/N</p>	<p>Courses include parent cooperative preschools, child growth and development, and parent/child relationships. This curriculum is designed to offer lifelong education in parenting, child development and family relations in order to enhance the quality of home, family, career and community life.</p>	<p>PRT/N – Social Sciences Department and Human Development Department.</p>	<p>Bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two years of professional experience in early childhood programs or parenting education.</p>

<p>Education Programs for Persons with Substantial Disabilities ASD/N</p>	<p>This curriculum is designed to provide students with life skill proficiencies that are essential in the fulfillment of academic, vocational and personal goals. A person with substantial disabilities is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.</p>	<p>ASD/N – Counseling Department</p>	<p>A bachelor’s degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities. OR An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.</p>
<p>Education Programs for Older Adults COA/N</p>	<p>This curriculum is designed to offer lifelong education that provides opportunities for personal learning that helps maintain and improve the quality of life outcomes, including improving the wellbeing and life expectancy of a growing aging population.</p>	<p>COA/N – Social Sciences Department, Human Development Department.</p>	<p>Bachelor’s degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of coursework or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor; or (B) One year of professional experience working with older adults. OR Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.</p>