

STATE OF CALIFORNIA

CALIFORNIA COMMUNITY COLLEGES  
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July 27, 2007

To: Chief Information Systems Officers  
Chief Instructional Officers

From: LeBaron Woodyard   
Dean, Instructional Programs and Services

Myrna Huffman, Director   
Information Systems

Enclosed is a change page for the Taxonomy of Programs (T.O.P.) manual, 6<sup>th</sup> edition. Please replace the present page 64 in your manual with the revised page 64 that is attached to this e-mail.

These changes create a new T.O.P. Code, provide a name change for an existing T.O.P. code, and provide direction on the use of T.O.P. codes for Basic Skills courses.

**New T.O.P. Code**

4930.83 – English as a Second Language–Degree-applicable

**Name Change to and Existing T.O.P. Code**

<sup>B</sup> 4930.81 – English as a Second Language–Advanced (not degree-applicable)

**Basic Skills T.O.P. Codes**

<sup>B</sup> Designates a T.O.P. code in this series that must be used to identify a Basic Skills course. Courses that are not Basic Skills cannot be categorized with these T.O.P. codes.

Cc: Carole Bogue-Feinour  
All staff, AA Division, MIS Division, ED&WP Division

**4930.00 – General Studies**

This code can not be used for courses.

Use one of the following six digit codes for courses in orientation, leadership, personal dynamics, study skills, and other subjects that contribute to the capacity of students to succeed in college.

- <sup>B</sup> **4930.09 – Supervised Tutoring**
- 4930.10 – Career Guidance and Orientation**
- 4930.11 – Interpersonal Skills**
- 4930.12 – Job Seeking/Changing Skills**
- 4930.13 – Academic Guidance**
- <sup>B</sup> **4930.14 – Study Skills**
- <sup>B</sup> **4930.20 – Communication Skills**
- <sup>B</sup> **4930.21 – Writing**
- <sup>B</sup> **4930.30 – Learning Skills, Handicapped**
- <sup>B</sup> **4930.31 – Living Skills, Handicapped**
- <sup>B</sup> **4930.32 – Learning Skills, Learning Disabled**
- <sup>B</sup> **4930.33 – Learning Skills, Speech Impaired**
- <sup>B</sup> **4930.40 – Career Technical Computational Skills**
- <sup>B</sup> **4930.41 – Pre-Algebra (Basic Math/Arithmetic)**
- <sup>B</sup> **4930.42 – Elementary Algebra** (if it is not degree-applicable)
- <sup>B</sup> **4930.60 – Elementary Education (Grades 1-8)**
- <sup>B</sup> **4930.62 – Secondary Education (Grades 9-12) and G.E.D.**
- <sup>B</sup> **4930.70 – Reading Skills Development**
- 4930.71 – Reading Skills, College Level (including Speed Reading)**
- 4930.72 – Leadership Skills Development**
- <sup>B</sup> **4930.80 – English as a Second Language–Intermediate**
- <sup>B</sup> **4930.81 – English as a Second Language–Advanced** (not degree-applicable)
- <sup>B</sup> **4930.82 – English as a Second Language–Elementary**
- 4930.83 – English as a Second Language–Degree-applicable**
- 4930.90 – Citizenship**
- <sup>B</sup> **4930.91 – ESL Civics**

<sup>\*B</sup> **4931.00 – Vocational ESL**<sup>\*</sup> **4932.00 – General Work Experience<sup>2</sup>**

Supervised employment intended to assist students in acquiring desirable work habits, attitudes, and career awareness.

**4999.00 – Other Interdisciplinary Studies**

Specify.

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<sup>B</sup> Designates a T.O.P. code in this series that must be used to identify a Basic Skills course. Courses that are not Basic Skills can not be categorized with these T.O.P. codes.

<sup>2</sup> Occupational Work Experience, as defined by Title 5, Section 55252 and that are included in an occupational program, should be reported in the T.O.P. code that designates the occupation in which the experience takes place.