



POLICY AND PROCEDURES

COURSE NUMBERING / CLASIFICATION

Code: 3.10

Category: Student

Effective Date: December 5, 2012

SUBJECT: COURSE NUMBERING / CLASSIFICATION

POLICY: Lethbridge College uses a course naming convention to systematically number and classify curriculum. Credit course identifiers consist of a prefix made up of three alpha characters designed to identify the discipline content plus four numerical values that identify the course classification. Non-credit course identifiers include a prefix consisting of one alpha character to identify the subject plus five numeric values that serve as the course number.

PREAMBLE:

In order to maintain consistency and relevance in course numbering, it is necessary to maintain systematic course identification/classification conventions.

GUIDELINES:

Course prefixes and classifications are assigned by the Registrar in consultation with the Academic Centre responsible for the course curriculum. Post-secondary course prefixes and course codes are submitted to Academic Council for approval. Attachment “3.10a” and Attachment “3.10b” are the current lists of approved prefixes. The lists will continue to evolve as courses and programs evolve.

Credit Course Classifications: Courses are numbered according to the following classification:

| | | |
|--------------------------|-----|---|
| Classification I | | Courses numbered 0001 – 0999 Includes courses which are upgrading in nature and may serve to meet entrance requirements to colleges or universities. |
| Classification II | | Courses numbered 1000 – 1999 Includes courses normally offered in the first year of a college program. |
| | (A) | Course numbered 1000 – 1149 Includes courses that normally transfer to technical institutes, colleges, or apprenticeship programs. |
| | (B) | Courses numbered 1150 – 1999 Includes courses that may transfer to universities for elective or subject credit. |
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| Classification III | | Courses numbered 2000 – 2999 Includes courses normally offered in the 2 nd yr of a college program. |
| | (A) | Courses numbered 2000 – 2249 Includes courses that normally transfer to technical institutes or colleges. |
| | (B) | Courses numbered 2250 – 2999 Includes courses that normally carry elective or subject credit at universities. |
| Classification IV | | Courses numbered 3000 – 3999 Includes courses normally offered in the third year of a college program. All courses in this classification are considered to be senior courses in the College curricula. |
| | (A) | Courses numbered 3000 – 3349 Includes courses that normally transfer to technical institutes and colleges. |
| | (B) | Courses numbered 3350 – 3999 Includes courses that normally carry elective or subject credit at universities. |
| Classification V | | Courses numbered 4000 – 4999 Includes courses normally offered in the fourth year of a four year college program. All courses in this classification are considered to be senior courses in the College curricula. |
| | (A) | Courses numbered 4000 – 4449 Includes courses that normally transfer to technical institutes and colleges. |
| | (B) | Courses numbered 4450 – 4999 Includes courses that normally carry elective or subject credit at universities. |

PROCEDURES:

1. The prefix portion of the course identifier is determined from the course content. The numeric classification portion is determined by the above classification system.
2. Course ownership is indicated and recorded in the course record by identifying the department that is responsible for the content of the course.
3. Once a course is approved, term specific sections can be created from the course and scheduled for registration.
4. The GL number is attached to the course and flows to the section for tuition revenue flow. The GL number can be changed at the section level upon the agreement of the Dean responsible for the course.
5. Transfer arrangements are negotiated using the credit course code identifier. Significant changes in course title or curriculum will result in new course identifiers. Course identifier changes result in re-negotiation of transfer arrangements.

6. Credit courses are assigned a credit value (units of learning) approved by Academic Council.
7. Credit value changes in credit courses result in new course identifiers and re-negotiation of existing transfer arrangements.

Non-Credit Course Classifications: This is the coding used in the Student Information System for non-credit / supplemental programming. Courses are coded by subject rather than by program area. Program ownership is identified by the department code.

Courses are coded by the primary subject code (alpha character) then by a secondary subject code (numeric) and then by a numeric course id.

Example: an equine course is numbered **A01 001**

- A (agriculture)
- 01 (equine)
- 001 (this will be unique to the course and can range from 001 – 999)

**ATTACHMENT “3.10a”
CREDIT COURSE PREFIX LISTING**

Some subject prefixes may not be listed; contact the Registrar for a complete listing.

| SUBJ | DESCRIPTION | SUBJ | DESCRIPTION |
|-------------|-----------------------------------|-------------|-------------------------------|
| ACC | Accounting | HSP | Human Service Practice |
| AGR | Agriculture | HTH | Health |
| AHM | Agricultural Heavy Duty Mechanics | HUM | Humanities |
| ART | Art | ICP | Instructional Development |
| AST | Automotive Systems | IDM | Interior Design |
| BIO | Biology | IND | Independent Study |
| BLK | Blackfoot | IRR | Irrigation |
| BUS | Business | IST | International Study |
| CAD | Computer Assisted Drafting | JUS | Justice Studies |
| CAP | Communication Arts | KEY | Keyboarding |
| CHM | Chemistry | LAR | Language Arts |
| CIT | Computer Information Technology | LAW | Law |
| CIV | Civil Engineering | MAS | Massage Therapy |
| CJP | Criminal Justice | MGT | Management |
| CMM | Multi-Media | MKT | Marketing |
| COC | Commercial Cooking | MTH | Mathematics |
| COL | College Preparation | MUS | Music |
| COM | Communication | NAT | Native Studies |
| CON | Construction | NSG | Nursing |
| COR | Corrections | OAA | Office Administration |
| CPL | Career Planning | ORG | Organizational Behavior |
| CPU | Computer Processing | PAT | Pattern Drafting |
| CSP | Central Sterile | PED | Physical Education |
| CUL | Culinary Careers | PGM | Professional Golf Management |
| CYC | Child and Youth Care | PHY | Physics |
| DCE | Conservation Enforcement | PLT | Plant Science |
| DES | Design | PRS | Presentations |
| DEV | Developmental Studies | PSC | Political Science |
| DRF | Drafting | PSY | Psychology |
| EAP | English Academic Purposes | RDG | Reading |
| ECE | Early Childhood Education | RRM | Renewable Resource Management |
| ECN | Economics | RSP | Rehabilitation |
| EDU | Educational Support | RSR | Research – Applied |
| ENF | Engineering Fundamentals | SCI | Science |
| ENG | English | SGV | Student Government |
| ENV | Environmental Science | SOC | Sociology |
| ESL | English as a Second Language | SPN | Spanish |
| ETS | Technology Studies | SST | Social Studies |
| FAD | First Aid | STS | Statistics |
| FAS | Fetal Alcohol Spectrum Disorder | SUR | Survey |
| FDM | Fashion Design/Merchandising | TAX | Taxation |
| FWK | Fieldwork | TRG | Therapeutic Recreation |
| GEO | Geomatics | TRS | Transport |
| HCA | Health Care Aide | TTC | Travel/Tourism |
| HIS | History | WHS | Workplace Health Safety |
| | | WRI | Writing |
| | | WTT | Wind Turbine |

ATTACHMENT “3.10b”

| NON CREDIT PROGRAMMING Subject Codes | | | |
|---|---------------------------------------|---|---------------------------|
| SUBJECT AREA | PRIMARY SUBJECT CODE (Alpha) | SECONDARY SUBJECT CODE (Numeric) | COURSE ID (Numeric) |
| Agriculture | A | | 001-999 |
| Equine | | 01 | |
| Livestock | | 10 | |
| Crops | | 20 | |
| Horticulture | | 30 | |
| Pesticide application training | | 40 | |
| General agriculture | | 45 | |
| Business (and related) | B | | 001-999 |
| Management | | 21 | |
| Personnel | | 22 | |
| Finance/accounting | | 23 | |
| Secretarial/office management | | 24 | |
| Entrepreneurial | | 25 | |
| Real estate | | 26 | |
| Computer skills | | 27 | |
| Marketing | | 28 | |
| Fashion design | | 29 | |
| Culinary | C | | 001-999 |
| Red Seal update refresher | | 37 | |
| Bartender training | | 38 | |
| Food related | | 39 | |
| Design | D | | 001-999 |
| Drafting/autocad | | 95 | |
| Design | | 96 | |
| Engineering | | 98 | |
| English/Languages | E | | |
| English language training | | 12 | 001-999 |
| French language training | | 14 | |
| Heritage language training | | 16 | |
| TEFL | | 18 | |
| Sign language training | | 19 | |
| Fitness and Recreation | F | | 001-999 |
| Leadership | | 52 | |
| Lifestyle services | | 54 | |
| Sports for youth | | 55 | |
| Fitness | | 56 | |
| Recreation | | 58 | |
| | | | |
| General/Fine Arts/Humanities | G | | 001-999 |

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|--|----------|----|---------|
| Drama | | 60 | |
| Health Related | H | | 001-999 |
| Nursing refresher | | 32 | |
| Emergency first aid training | | 33 | |
| Rehabilitation | | 34 | |
| Food safe sanitation for food handlers | | 35 | |
| Community service related | | 36 | |
| Justice | J | | 001-999 |
| Public Legal Education courses | | 80 | |
| Enforcement | | 86 | |
| Community justice | | 88 | |
| Life Studies/Life Skills | L | | 001-999 |
| Parenting courses | | 70 | |
| Marriage preparation | | 72 | |
| Family/community support | | 74 | |
| Child care | | 76 | |
| Life management skills | | 78 | |
| Massage/Complementary Therapies | M | | 001-999 |
| Massage courses | | 42 | |
| Other complementary therapy courses | | 46 | |
| Renewable Resources | R | | 001-999 |
| Environmental/renewable resource Non credit courses | | 97 | |
| Safety Training | S | | 001-999 |
| Construction/workplace safety training | | 82 | |
| Firearms safety course | | 85 | |
| Boating safety | | 86 | |
| Driver/motorcycle training | | 87 | |
| Trades/Sub Trades | T | | 001-999 |
| All trade & sub-trade training | | 92 | |
| Upgrading | U | | 001-999 |
| GED and non credit upgrading courses and career exploration training | | 90 | |