



Which Codes Are Assigned to My Programs?

Colleges assign Taxonomy of Program (TOP) codes to two types of data records: courses and awards (certificates and degrees). To find out which courses and awards have been assigned to TOP codes at a specific college in the Data Mart and LaunchBoard data, follow these steps.

Award Codes

1. Open your browser to the Chancellor's Office Data Mart:
<http://datamart.cccco.edu/datamart.aspx>
2. Under the top menu, select **Queries**, and from the submenu, **Outcomes**.

The screenshot shows the homepage of the California Community Colleges Chancellor's Office Management Information Systems Data Mart. The navigation menu at the top includes 'Home', 'Resources', and 'Queries'. The 'Queries' menu is expanded, showing 'Outcomes' as a selected option. Below the navigation, there is a welcome message and a list of 'Other Educational Links'.

**California Community Colleges Chancellor's Office
Management Information Systems Data Mart**

Home | Resources | **Queries**

Students/Headcounts | Courses | Student Services | **Outcomes** | Faculty & Staff

Welcome to California Community Colleges Chancellor's Office MIS Data Mart

The data mart provides information about students, courses, student services, outcomes and faculty and staff. The emphasis of a data mart is to answer the questions of administrators, educators, parents, students, state leaders, and professional organizations.

Because the data mart is aimed at supplying information to a wide variety of users, the easy-to-use interface and query explanations insure the data are easily accessed and processed.

Begin by selecting one of the topic areas.

ABOUT CHANCELLOR'S OFFICE

The California Community Colleges is the largest postsecondary education system in the nation. The primary missions of the system are:

- Preparing students to transfer to four-year universities
- Workforce development and training
- Basic skills and remedial education

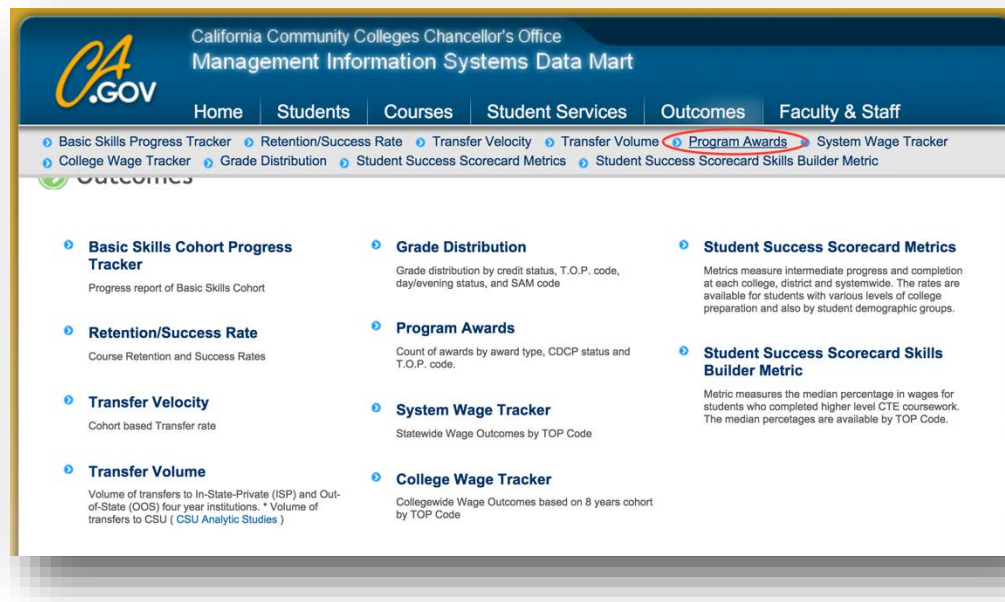
Established by legislation in 1967, the Chancellor's office is the administrative branch charged with providing leadership, advocacy, and support for the system.

The Chancellor's office operates under the direction of the state chancellor who is guided by the Board of Governors. The state chancellor is appointed by the board and board members are appointed by the

Other Educational Links

- Accountability Reporting (ARCC)
- CCCCO Research Reports
- Association for Institutional Research (AIR)
- California Association for Institutional Research (CAIR)
- The Research and Planning Group for CCC
- American Educational Research Association
- National Council on Measurement in Education
- National Center for Education Statistics
- Society for Colleges and University Planning
- Academic Senate for CCC
- Community College League of California
- California State University
- University of California President's Office (UCOP)

3. Under the **Outcomes** tab, select **Program Awards**.



4. In the selection menu:
 - a. Using the **Select State-District-College** option, determine whether you want to view all colleges, all colleges in a district, or specific colleges.
 - b. If you did not choose the statewide option, use the **Select District-College** drop down menu to pick the related institution(s).
 - c. Use the **Select Academic Year** to determine which dates to include.
 - d. From the **Select Award Type** menu, determine which types of certificates and degrees to include.
 - e. Use the **Select Program Type** menu to pick the specific TOP code you want to see (you can choose at the TOP 2, TOP 4, or TOP 6 level by clicking on the plus signs to the left of each code to reveal nested codes).
 - f. Hit the **View Report** button.
 - g. You will now be able to see which awards are included under the TOP code.

Program Awards Summary Report - Parameter Selection Area

Select State-District-College: Select District-College: Select Academic Year: Select Award Type:

Select Program Type:

[View Report](#)

Program Awards Summary for Special Population/Group, please [click here](#).

Export To ->

Excel CSV Text

Records Per Page:

Simple Layout Advanced Layout

Program Awards Summary Report - Data & Format Area

Report Area

Program Awards Summary

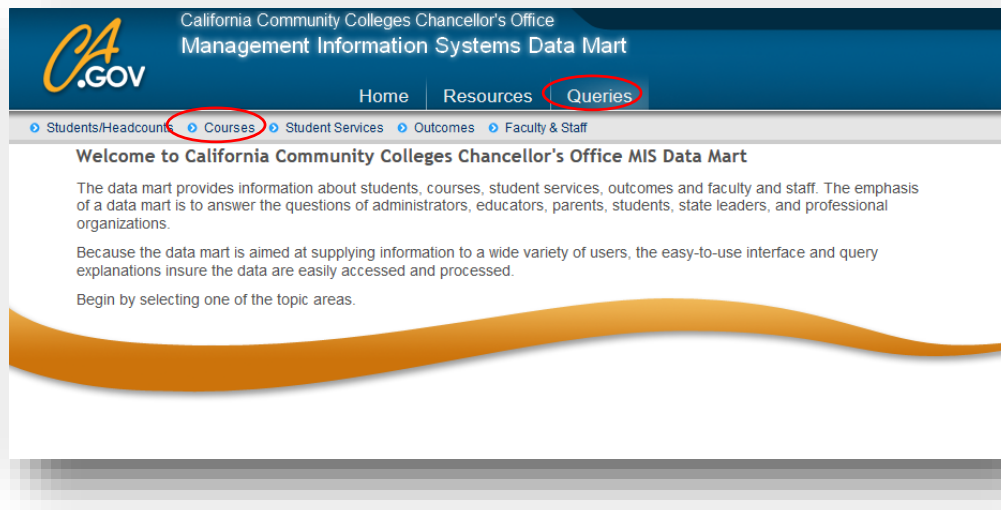
	Annual 2014-2015 Award Count
<input checked="" type="checkbox"/> Canyons Total	166
Associate of Science (A.S.) degree	138
Certificate requiring 18 to < 30 semester units	28

Report Format Selection Area - Check field to include in the report

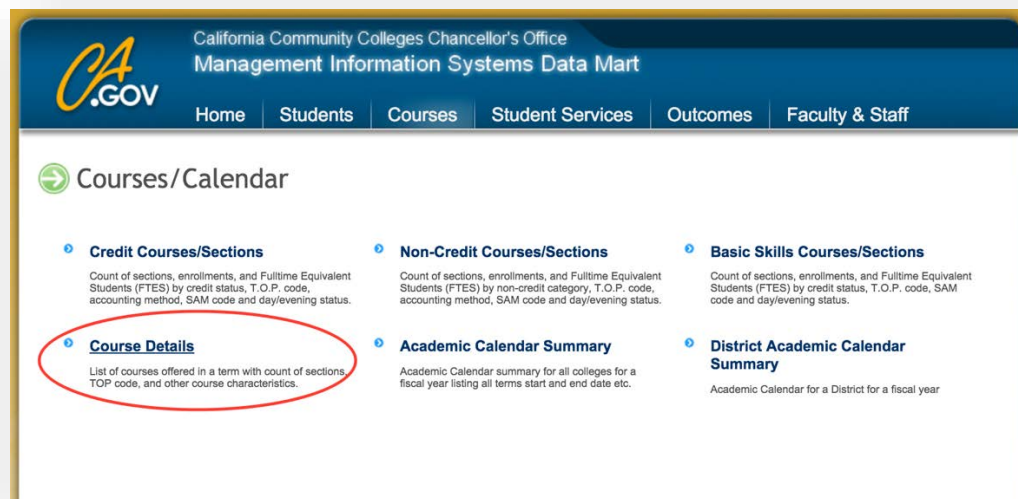
District Name Award Type
 College Name Program CDCP Status
 Program Type - Two Digits TOP

Course Codes

1. Open your browser to the Chancellor's Office Data Mart:
<http://datamart.cccco.edu/datamart.aspx>
2. Under the top menu, select **Queries**, and from the submenu, **Courses**.



3. Select the **Course Details** option.



4. In the selection menu:
 - a. Using the **Select State-District-College** option, determine whether you want to view all colleges, all colleges in a district, or specific colleges.
 - b. If you did not choose the statewide option, use the **Select District-College** drop down menu to pick the related institution(s).
 - c. Use the **Select Term** to determine which dates to include.
 - d. Use the **Select TOP code** menu to pick the specific TOP code you want to see (you can choose at the TOP 2, TOP 4, or TOP 6 level by clicking on the plus signs to the left of each code to reveal nested codes).
 - e. Hit the **View Report** button.

California Community Colleges Chancellor's Office
Management Information Systems Data Mart

Home | Students | Courses | Student Services | Outcomes | Faculty & Staff

You are here : Data Mart > Courses > Course Details

Course Details Report - Parameter Selection Area

Select State-District-College: Collegewide Search
Select District-College: Canyons
Select Term: Spring 2015
Select TOP Code: 0502

View Report

Export To -> Excel CSV Text Records Per Page: 10

Course Details

Report Area - Click Down Arrow Image In Column Header To Filter Report

District	College	Course ID	Control Number	Course Title	Sections Count
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5. **Scroll** to the right on the navigation bar to see the TOP codes that have been assigned to each course.

Export To -> Excel CSV Text Records Per Page: 10

Course Details

Report Area - Click Down Arrow Image In Column Header To Filter Report

Number	Course Title	Sections Count	TOP Code	Credit Status
95227	Bookkeeping and Accounting	2	Accounting-050200	Credit - Degree Applicable
28335	Principles of Accounting I	6	Accounting-050200	Credit - Degree Applicable
50954	Principles of Accounting II	4	Accounting-050200	Credit - Degree Applicable

What if the courses and awards for my program have different codes?

TOP codes come in three levels of specificity:

- TOP 2: broad disciplines, such as Health
- TOP 4: sub-discipline, such as Nursing
- TOP 6: specific fields, such as Licensed Vocational Nurse

Many colleges have selected TOP 4 codes for their awards and assigned TOP 6 codes for their courses. Other programs cross disciplines, so they may include many different codes. Because there is no up-to-date degree audit system available at the state level, tools like the Data Mart and the LaunchBoard can only pull data based on specific code numbers, rather than the more diverse constellation of offerings specific to each college.

Given these challenges, how can I find information on my program?

In both Data Mart and the LaunchBoard, you can elect to view programs at the TOP 4 level, which will include information on all courses and awards at both the TOP 4 and nested TOP 6 levels. The LaunchBoard also allows you to view Priority Sectors—clusters of related program areas such as Advanced Manufacturing & Advanced Technology or Life Sciences/Biotechnology. By grouping codes together, you may be able to better see the breadth of program offerings, although this may result in unrelated programs or courses being included.

How do I decide if the code is correct?

The Chancellor's Office has created descriptors for each TOP code, which are in the [TOP code manual](#). Faculty can compare to the content of the course or the award to determine how well the code is aligned with learning outcomes. Faculty can also look at the TOP codes used by similar programs throughout the state to see if those codes might be a better choice. Additionally, your local Curriculum Chair may be able to provide guidance on TOP codes that could work for your program.

How do I change my codes?

Care should be taken before changing codes, as TOP codes have been integrated into a variety of other college processes including financial aid, Perkins funding, and budgeting. Changes to codes may require adjustments in these other areas as well.

The Chancellor's Office is working with the statewide Academic Senate and the CTE Data Unlocked team to establish a process for updating course and award codes. Guidance will be released to the field in fall 2016.