

2019-20 AUDITED CREDIT HOURS BY DEPARTMENT BY WEIGHT

Subject	SubjectDesc	Division	Credit Hour Course Weighting				Total	FTE	REU	Total Credit Hours
			0	1	1_5	2				
ACCT	Accounting	BU	-	-	7475	364.5	174.21	49.42	7,839.50	
ARCH	Architectural Design Technology	CN	-	103.5	-	1071	26.10	49.90	1,174.50	
ARTS	Art	HM	-	2992.5	3139.5	-	136.27	80.45	6,132.00	
AUTB	Auto Collision Technology	AT	-	-	162	1408.5	34.90	63.32	1,570.50	
AUTT	Automotive Technology	IN	-	1004	-	2314	73.73	125.16	3,318.00	
BIOS	Biology	MS	-	19381	-	-	430.69	430.69	19,381.00	
BSAD	Business Management	BU	-	-	11721	-	260.47	52.09	11,721.00	
CFOT	Critical Facilities Operations	CN	-	-	-	-	-	-	-	
CHEM	Chemistry	MS	-	7381	-	-	164.02	164.02	7,381.00	
CHIN	Chinese	HM	-	135	-	-	3.00	3.00	135.00	
CHRM	Culinary, Hosp., Rsrch., Mgmt.	CA	-	414	1192.5	3312	109.30	161.70	4,918.50	
CNST	Construction and Building Scie	CN	-	257.5	2179	2790	116.14	139.41	5,226.50	
CRIM	Criminal Justice	HE	-	-	7353	-	163.40	32.68	7,353.00	
DENT	Dental Assisting	HE	-	-	-	-	-	-	-	
DESL	Diesel Technology	AT	-	-	18	2504	56.04	111.37	2,522.00	
DIMA	Design, Interactivity & Media	HM	-	94.5	-	4743	107.50	212.90	4,837.50	
DRAF	Mechanical Drafting Technology	IN	-	-	-	1269	28.20	56.40	1,269.00	
ECED	Early Childhood Education	SS	-	-	3549	-	78.87	15.77	3,549.00	
ECON	Economics	BU	-	5895	-	-	131.00	131.00	5,895.00	
EDUC	Education	SS	-	545.5	-	-	12.12	12.12	545.50	
ELAP	Electrical Apprenticeship	CN	-	-	27	1701	38.40	75.72	1,728.00	
ELME	Electrical Mechanical Maint	CN	-	-	76	991.5	23.72	44.40	1,067.50	
ELTR	Electrical Technology	CN	-	-	396	3384	84.00	152.16	3,780.00	
EMSP	Emergency Medical Services Pro	HE	-	455	3919	-	97.20	27.53	4,374.00	
ENGL	English	ER	-	41779.5	-	-	928.43	928.43	41,779.50	
ENGR	Pre-Engineering	MS	-	54	-	-	1.20	1.20	54.00	
ENTR	Entrepreneurship	BU	-	-	2074.5	-	46.10	9.22	2,074.50	
ESLX	English As a Second Language	ER	-	4738.5	-	-	105.30	105.30	4,738.50	
FASH	Fashion Design	HM	-	-	366.5	-	8.14	1.63	366.50	
FINA	Finance	BU	-	5782.5	1269	-	156.70	134.14	7,051.50	
FIST	Fire Science Technology	HE	-	-	2135.5	-	47.46	9.49	2,135.50	
FREN	French	HM	-	1632	-	-	36.27	36.27	1,632.00	
GEOG	Geography	SS	-	6723	-	-	149.40	149.40	6,723.00	
GERM	German	HM	-	823.5	-	-	18.30	18.30	823.50	

Subject	SubjectDesc	Division	0	1	1_5	2	Total	FTE	REU	Per Audit
HDIM	Health Data & Info. Mgmt	HE	-	-	1178.5	-	1,178.50	26.19	5.24	1,178.50
HIMS	Health Info. Mgmt. Systems	IE	-	927	6496.5	-	7,423.50	164.97	49.47	7,423.50
HIST	History	SS	-	13189.5	-	-	13,189.50	293.10	293.10	13,189.50
HITP	Health Information Technology	IE	-	-	486	-	486.00	10.80	2.16	486.00
HLSM	Horticulture, Land Syste & Mgt	CA	-	-	1993	-	1,993.00	44.29	8.86	1,993.00
HLTH	Health	HE	-	936	4717	-	5,653.00	125.62	41.76	5,653.00
HMRL	Human Relations	SS	-	13797	-	-	13,797.00	306.60	306.60	13,797.00
HMSV	Human Services	BU	-	-	5457.5	-	5,457.50	121.28	24.26	5,457.50
HUMS	Humanities	HM	-	1804.5	-	-	1,804.50	40.10	40.10	1,804.50
HVAC	Heating, AC and Refrigeration	CN	-	-	20	2881	2,901.00	64.47	128.13	2,901.00
INCT	Industrial & Commercial Trades	IN	-	175.5	90	27	292.50	6.50	5.50	292.50
INFO	Information Technology	IE	-	-	508.5	33634	34,142.50	758.72	1,497.10	34,142.50
INSU	Insurance	BU	-	-	-	-	-	-	-	-
INTD	Interior Design	HM	-	-	1757	-	1,757.00	39.04	7.81	1,757.00
JAPN	Japanese	HM	-	549	-	-	549.00	12.20	12.20	549.00
LANG	Languages and Interpretation	HM	-	335	-	-	335.00	7.44	7.44	335.00
LAWS	Legal Studies	BU	-	-	2417.5	-	2,417.50	53.72	10.74	2,417.50
MATH	Mathematics	MS	-	45586	-	-	45,586.00	1,013.02	1,013.02	45,586.00
MDST	Medical Assisting	HE	-	-	1646.5	-	1,646.50	36.59	7.32	1,646.50
MUSC	Music	HM	-	994.5	-	-	994.50	22.10	22.10	994.50
NURS	Nursing	HE	-	-	344	3815	4,159.00	92.42	171.08	4,159.00
ORNT	Orientation	IE	-	-	-	-	-	-	-	-
PHIL	Philosophy	HM	-	6327	-	-	6,327.00	140.60	140.60	6,327.00
PHOT	Photography	HM	-	-	-	2679	2,679.00	59.53	119.07	2,679.00
PHYS	Physics	MS	-	1889	-	-	1,889.00	41.98	41.98	1,889.00
PLAP	Plumbing Apprenticeship	CN	-	-	77	1872	1,949.00	43.31	83.54	1,949.00
PLBG	Plumbing Tech	CN	-	-	-	432	432.00	9.60	19.20	432.00
POLS	Political Science	SS	-	2173.5	-	-	2,173.50	48.30	48.30	2,173.50
PRMA	Precision Machine Tech.	IN	-	116	135	1397	1,648.00	36.62	65.27	1,648.00
PROT	Process Operations Technology	IN	-	180	-	704	884.00	19.64	35.29	884.00
PSYC	Psychology	SS	-	17653.5	-	-	17,653.50	392.30	392.30	17,653.50
RDLS	Reading and Learning Skills	ER	-	9805.5	-	-	9,805.50	217.90	217.90	9,805.50
REES	Real Estate	BU	-	-	1561.5	-	1,561.50	34.70	6.94	1,561.50
RESP	Respiratory Care Technology	HE	-	81	57	1243.5	1,381.50	30.70	57.32	1,381.50
SCET	Civil Engineering Technology	CN	-	-	220.5	1917	2,137.50	47.50	86.18	2,137.50
SCIE	Science	MS	-	1178.5	-	-	1,178.50	26.19	26.19	1,178.50
SLUS	Sign Language Studies	HM	-	618	-	-	618.00	13.73	13.73	618.00
SOCI	Sociology	SS	-	10498.5	-	-	10,498.50	233.30	233.30	10,498.50
SOWK	Social Work	SS	-	414	144	-	558.00	12.40	9.84	558.00

Subject	SubjectDesc	Division	0	1	1_5	2	Total	FTE	REU	Per Audit
SPAN	Spanish	HM	-	6735	-	-	6,735.00	149.67	149.67	6,735.00
SPCH	Speech	HM	-	9540	-	-	9,540.00	212.00	212.00	9,540.00
THEA	Theatre	HM	-	864	253.5	-	1,117.50	24.83	20.33	1,117.50
TTEEN	Automotive Technology - Toyota	IN	-	-	-	500	500.00	11.11	22.22	500.00
UTIL	Utility Line Technician	AT	-	-	-	3535	3,535.00	78.56	157.11	3,535.00
VACA	Video/Audio Communication Arts	HM	-	400.5	-	1684.5	2,085.00	46.33	83.77	2,085.00
WELD	Welding	IN	-	11	467	3024	3,502.00	77.82	136.72	3,502.00
WIDX	Workforce Innovation Division	WI	-	-	4.5	283.5	288.00	6.40	12.62	288.00
WORK	Workplace Skills	LW	-	763.5	-	-	763.50	16.97	16.97	763.50
Total			-	247,734.0	77,084.5	85,481.0	410,299.50	9,117.77	9,646.95	410,299.50

COURSE WEIGHTING DECISION RULES AND DATA REPORTING

I. EXCERPTS FROM STATE STATUTE

1. General Academic Transfer courses intended by the offering institution for transfer into a baccalaureate program are weighted at 1.0.
2. Academic support courses are general education academic course offerings which may be necessary to support an applied technology or occupational program and are weighted at 1.0.
3. Class 1 Applied Technology or Occupational courses which require the use of equipment, facilities, or instructional methods easily adaptable for use in general academic transfer classroom or laboratory are weighted at 1.5.
4. Class 2 Applied Technology or Occupational courses which require the use of specialized equipment, facilities, or instructional methods not easily adaptable for use in a general academic transfer classroom or laboratory are weighted at 2.0.

II. EXCERPTS FROM STATEWIDE AGREEMENT

1. Place each course in one of the three groups of courses: general academic transfer, general academic support, or applied technology or occupational as identified in the Definition of Terms.
2. Classify each applied technology or occupational course as either Class 1 or Class 2 as defined in the Definition of Terms.
3. Weight each course: 1.0 for general academic transfer, academic support, and foundations education, 1.5 for Class 1 applied technology or occupational and 2.0 for Class 2 applied technology or occupational as set forth in the Definition of Terms.
4. All similar courses statewide will be weighted the same.
5. All exceptions will be reviewed by the Commission and Advisory Committee with the final decision made by the Commission.
6. New programs and courses not covered by Section III, Course Weighting Illustrations and Exceptions will be reviewed by the Chief Academic Officers for weighting prior to submission to the Coordinating Commission.
7. Courses may vary from the generally established weighting of a discipline (see Section III, Course Weighting Illustrations and Exceptions) and exceptions will be updated annually after review by the Commission and Advisory Committee.
8. Independent/Directed Study, Practicum, and Special Topics courses carry the same weight as other similar courses in the discipline.

9. Co-op/OJT courses carry the same weight as other similar courses in the discipline.
10. Courses using computers to teach the content will be weighted at the discipline level. An exception to this is if additional software is purchased that is required for instruction. These courses will be weighted at 2.0.
11. Courses taught via telecommunications revert to the normal course weight.
12. Courses must maintain a lab contact/credit hour ratio consistent with their weighting classification.
13. If there is a question on rounding figures when weighting courses, the figure should be rounded down.
14. Credit courses are to be offered at .50 credit or higher, increments of .25 are allowed above .50 credit.

III. COURSE WEIGHTING ILLUSTRATIONS AND EXCEPTIONS **Applicable to All Reimbursable Courses**

Do not list a lab course in any category that does not have credit hours (or that has zero credit hours) attached.

A. 1.0 Academic Transfer and Academic Support Courses

Definition: Courses for the awareness, preparation, and support of academic courses that will transfer to a senior institution. Such as:

1. Remedial and developmental courses (Basic Skills)
2. Career Assessment, Career Planning, and Counseling
3. General College Transfer
 - a. Written Communication
 - b. Consumer Home Economics and Nutrition
 - c. Economics
 - d. Education
 - e. English and Speech
 - f. Engineering
 - g. Fine Arts
 - h. Health, First Aid, and CPR
 - i. Languages
 - j. Math
 - k. Performing Arts
 - l. Physical Education and Recreation
 - m. Public Administration
 - n. Science
 - 1) Life
 - 2) Physical
 - 3) Social
 - o. Journalism
 - p. Sign Language
 - q. Library and Information Services

4. General Academic Support courses for Applied Technology or Occupational programs which require little or no special equipment and/or facilities other than those generally used in a transfer course.
 - a. Personal Finance
 - b. Courses such as:
 - 1) Occupational Safety and Health
 - 2) Safety Code
 - 3) English as a Second Language (non-federally funded)
 - 4) Academic related courses (General Education) as listed above in #3
 - c. Refresher, renewal, recertification, update, or train the trainer
5. All science courses are weighted 1.0 as academic transfer or academic support courses. Any laboratory hours associated with science courses are converted to credit hours based on one credit hour for a minimum of twenty quarter or thirty semester hours of laboratory work per term of enrollment.
6. Some courses that are eligible for transfer but that have a high technical component and a corresponding program area can be listed in the program area and assigned the weight for that area. For example, Theater: Stagecraft and Lighting would be listed in CIP 50.0502 (Technical Theatre/Theatre Design and Technology); Arts: 3-D Design would be listed in CIP 50.0402 (Commercial and Advertising Art); both with 1.5 weight.

B. 1.5 Class 1 – Applied Technology and Occupational Courses

Definition: Applied technology or occupational courses which generally use a limited amount of specialized equipment.

1. Generally includes courses from the following programs:
 - a. Agribusiness
 - b. Building/Property Maintenance
 - c. Business Administration/Entrepreneurship
 - d. Child Care/Early Childhood Education
 - e. Criminal Justice/Law Enforcement
 - f. Environmental Lab Technician/Biological Studies
 - g. Family and Consumer Science—Related Occupations, includes social work and human services
 - h. Fire Technology – Emergency Medical Services/Paramedic; Advanced Life Support
 - i. Geriatric Aide – Care Staff Member – Nursing Assistant (CNA), Medication Aid (CMA)
 - j. Health Information Management Services (includes medical transcription)
 - k. Horticulture
 - l. Hotel/Motel Management
 - m. Human Resource Management
 - n. Interior Design
 - o. Janitorial and Housekeeping
 - p. Legal Services/Paralegal/Ethics for a specific occupation or field
 - q. Logistics and Material Management
 - r. Medical Assistant
 - s. Parts
 - t. Parts Distribution

- u. Pharmacy Technician
 - v. Polysomnography
 - w. Railroad Operations
 - x. Secretarial Science – Administrative Assistant
 - y. Statistical Process Control (SPC)
 - z. Technical Theatre Production Design
 - aa. Travel/Reservations
2. Co-op/work experience will carry the same weight as the program is generally assigned.
 3. Independent study, practicum, and special topics will have the same weight as the course and/or program they duplicate.
 4. Courses with the following topics from the programs in item III. C. are listed below. These are discrete topics/courses which require little or no special equipment.
 - a. Blueprint Reading
 - b. Code and/or Law
 - c. Estimating
 - d. License Preparation, Certification, and Licensing Examination (excluding welding)
 - e. Nutrition (not designed as an academic transfer course)
 - f. Pharmacology
 - g. Terminology

C. 2.0 Class II – Applied Technology and Occupational Courses

Definition: Applied technology or occupational courses which are generally very expensive and utilize specialized equipment and may require special facility accommodations.

1. Generally includes courses from the following programs:

Agriculture Mechanics	Information Technology Mechanics
Air Conditioning and Heating	(all areas)
Aviation Maintenance	Manufacturing Engineering
Audio/Recording Technology	Technology
Auto Body	Medical Lab Technician
Automotive Technology	Physical Therapist Assistant
Broadcast Engineering	Truck Driving
Building Construction	Nursing/Health Occupations
Civil Engineering Technician	Occupational Therapy Assistant
Commercial Photography	Office Technology
Computer Applications (includes Microsoft Suite, Quick Books, Adobe, AutoCAD, etc.)	Ophthalmic
Construction Trades	Plumbing
Dental Assistant/Hygiene/Lab	Printing Technology
Diesel Technology	Production Based Agriculture
Drafting	Production Based Horticulture
Electronic, Electricity, Electromechanical	Radio and Television
Electronic Imaging/Graphics/ Design	Radiology Technician
	Renewable Energy
	Respiratory Therapy

Food Service Management/Culinary Arts	Surgical Technology
Machine Tool	Transportation/Material Moving
Industrial Technology	Utility Line
	Veterinarian/Animal Health
	Video Production
	Welding/Welding Certification

2. Co-op/work experience will carry the same weight as the program is generally assigned.
3. Independent study, practicum, and special topics will have the same weight as the course and/or program they duplicate.
4. Includes courses from the 1.0 or 1.5 categories which are identical to those courses taught in programs/courses with 2.0 weighting factor. Example: Art classes such as Photography.
5. Includes computer courses that are taught in a Computer Lab and require a software license. Pertains to similar courses taught on-line.

D. Courses Not Reimbursable (not all inclusive)

- Courses where a third party is paid directly by the student such as ed2go courses.
- Ticket Dismissal (STOP) courses or other courses taken in-lieu of payment of fine or as required by court order
- Basic driver's education and motorcycle safety courses (does not include advanced, specialized training such as CDL courses or driver's education courses provided to a business for their employees)
- Test prep courses designed primarily for high school students (ACT, SAT, etc.)
- Staff development courses where the college pays an instructor to provide training and staff participation is considered part of work hours; staff is paid for the hours spent in a staff development course.

COLLECTION AND REPORTING OF DATA

Data for use in computations for the Community College Aid Act shall be supplied to the Coordinating Commission for Postsecondary Education. The source of data is:

- A. The Audited Statement of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units due August 10.
 1. Two years of Reimbursable Full-Time Equivalent Student Enrollment.
 2. Two years of Reimbursable Educational Units.
 3. Three-year average of Reimbursable Full-Time Equivalent Student enrollment.
 4. Three-year average of Reimbursable Educational Units.