

## Summary of T.O.P. Code Changes

September, 2009

Deleted T.O.P. codes	New T.O.P. Code or Appropriate Existing Codes
4930.21 – Writing 4930.70 – Reading Skills Development 4930.71 – Reading Skills, College Level (including Speed Reading)	<ul style="list-style-type: none"> <li>• 1501.00 – English (writing)</li> <li>• 1520.00 - Reading</li> </ul>
4930.40 – Career Technical Computational Skills 4930.41 – Pre-Algebra (Basic Math/Arithmetic) 4930.42 – Elementary Algebra (if it is not degree-applicable)	<ul style="list-style-type: none"> <li>• 1701.00 Mathematics, General</li> <li>• 1702.00 Mathematics Skills</li> </ul>
4930.20 – Communication Skills	<ul style="list-style-type: none"> <li>• 1506.00 Speech Communication or</li> <li>• 4930.33 Learning Skills, Speech Impaired or</li> <li>• Other appropriate T.O.P. codes</li> </ul>
4930.80 – English as a Second Language–Intermediate 4930.81 – English as a Second Language–Advanced (not degree-applicable) 4930.82 – English as a Second Language–Elementary 4930.83 – English as a Second Language–Degree-applicable	<ul style="list-style-type: none"> <li>• 4930.84 ESL Writing</li> <li>• 4930.85 ESL Reading</li> <li>• 4930.86 ESL Speaking/Listening</li> <li>• 4930.87 ESL Integrated</li> </ul>
4930.91 – ESL Civics	<ul style="list-style-type: none"> <li>• 4930.87 ESL Integrated or</li> <li>• 4930.90 Citizenship</li> </ul>

## TOP 15 – Humanities (Letters)

Instructional programs that study language and literature, philosophy and value systems related to ancient and modern cultures and the expression of those systems in creative works and cultural artifacts.

### **1501.00 – English**

Written expression and the writing process which include critical reading, critical writing, research practices, literature, and literary criticism.

#### **1501.10 – Linguistics**

Study of language, language development, and relationships among languages from a humanistic and/or scientific perspective.

### **1502.00 – Language Arts**

Programs that combine English, speech communication, and/or foreign language and other humanistic or communications-related disciplines.

### **1503.00 – Comparative Literature**

Comparison of literature of different cultures or eras, based on such dimensions as genre, theme, literary period, and language source.

### **1504.00 – Classics**

Historical works of literature, religious thought, intellectual and social history and related art forms accepted as seminal in a culture or discipline.

### **1506.00 – Speech Communication**

Theory and methods of group communication and public address, including the development and use of language and the analysis of speech and other communication behaviors and actions.

### **1507.00 – Creative Writing**

Short story, poetry, and novel, including the detailed study of published models with emphasis on the creative process.

### **1509.00 – Philosophy**

Critical examination of the categories for describing reality, the nature and contexts of human experience, the methodology of rational inquiry, and criteria of practice, including ethics, esthetics, logic, and the history of ideas.

### **1510.00 – Religious Studies (Theological professions excluded)**

Nature, function, origin, history, and tenets of the various religions.

### **1520.00 Reading**

Theory and methods of reading including vocabulary, comprehension, fluency, critical and analytical reading.

### **1599.00 – Other Humanities**

Specify.

## TOP 49 – Interdisciplinary Studies

Instructional programs that include those subject field designations which involve more than one major discipline without primary concentration in any one area. Also, courses in guidance, student success, and other categories, which do not fall into any other discipline, may be coded in the 6-digit 4930.xx series or 4931.00 through 4999.00.

### **4901.00 – Liberal Arts and Sciences, General**

Provides for a wide distribution of courses that contribute to a balance of intellectual interests in the disciplines of this category.

#### **4901.10 – Transfer Preparation**

Includes Certificates of Achievement based on the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education-Breadth requirements or transfer patterns established by accredited public postsecondary institutions in adjacent states that award the baccalaureate degree.

#### **4901.20 – Liberal Studies (*teaching preparation*)**

Programs specifically designed to meet requirements for a Liberal Studies university major, for students intending to pursue a Multiple Subject teaching credential.

### **4902.00 – Biological and Physical Sciences (and Mathematics)**

Provides for a wide distribution of courses that contribute to a balance of intellectual interests in the disciplines of this category.

### **4903.00 – Humanities**

Provides for a wide distribution of courses that contribute to a balance of intellectual interests in the disciplines of this category.

#### **4903.10 – Humanities and Fine Arts**

#### **4903.30 – Humanities and Social Sciences**

### **4930.00 – General Studies**

This code can not be used for courses.

**Specific codes for courses that provide general studies:**

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.

- 4930.09 – Supervised Tutoring**
- 4930.10 – Career Guidance and Orientation**
- 4930.11 – Interpersonal Skills**
- 4930.12 – Job Seeking/Changing Skills**
- 4930.13 – Academic Guidance**
- 4930.14 – Study Skills**
- 4930.30 – Learning Skills, Disabled**
- 4930.31 – Living Skills, Disabled**
- 4930.32 – Learning Skills, Learning Disabled**
- 4930.33 – Learning Skills, Speech Impaired**
- 4930.60 – Elementary Education (Grades 1-8)**
- 4930.62 – Secondary Education (Grades 9-12) and G.E.D.**
- 4930.72 – Leadership Skills Development**
- 4930.84 – English as a Second Language–Writing**
- 4930.85 – English as a Second Language–Reading**
- 4930.86 – English as a Second Language–Speaking/Listening**
- 4930.87 – English as a Second Language–Integrated<sup>2</sup>**
- 4930.90 – Citizenship (and ESL Civics)**

\* **4931.00 – Vocational ESL**

\* **4932.00 – General Work Experience<sup>3</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>2</sup> ESL-Integrated includes courses that integrate reading, writing, and listening/speaking in a single course and are taught in a sequence.

<sup>3</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.

## TOP 17 – Mathematics

Instructional programs in the science of numbers, space configurations, and their operations, computations, measurements, relationships, applications and abstractions. Mathematics is a broad field of study that examines properties and interactions using numbers, graphing, equations, reasoning and logic for both real utilitarian problems and abstract concepts.

### **1701.00 – Mathematics, General**

Science of numbers and space configurations and their operations, measurements, computations, relationships, applications and abstractions. Theoretical topics in computer science, statistics, astronomy, or other sciences may be included when treated as mathematical constructs or used as examples for the application of mathematical concepts and operations.

### **1702.00 – Mathematics Skills**

Designed to clarify and develop specific supplementary skills to help students succeed in particular concepts fundamental to mathematics, such as factoring, math anxiety, word problems, scientific and graphing calculators, etc.

### **1799.00 – Other Mathematics**

Specify.