# 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.**
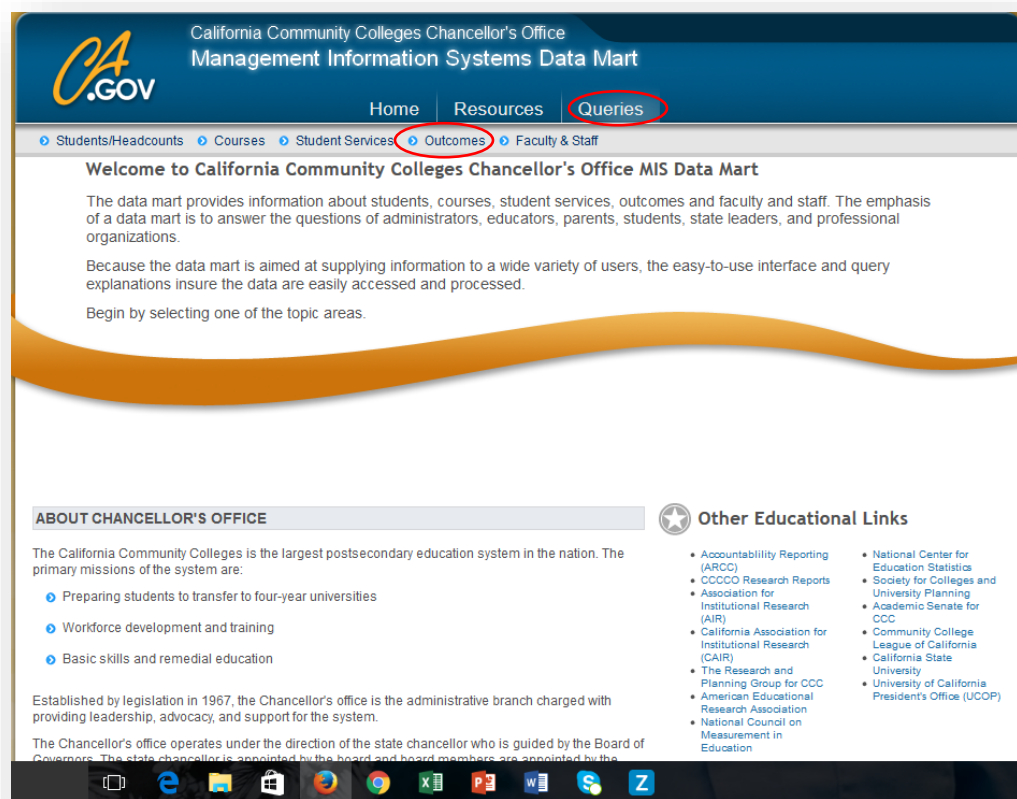
3. Under the **Outcomes** tab, select **Program Awards**.
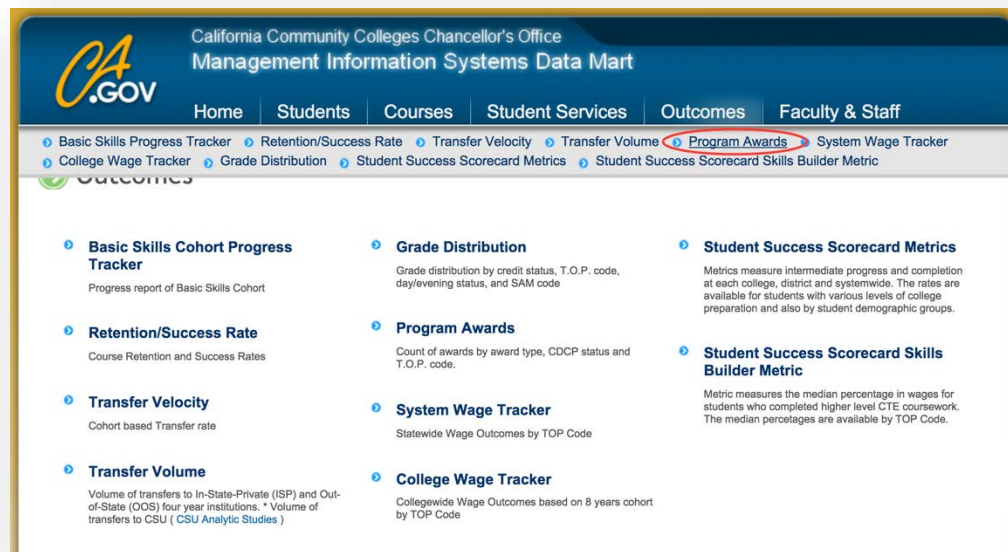
4. In the selection menu:

   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.

You could also go into the new Chancellor's Office Curriculum Inventory System (COCI).

1. Open your browser to COCI: https://coci2.ccctechcenter.org/programs

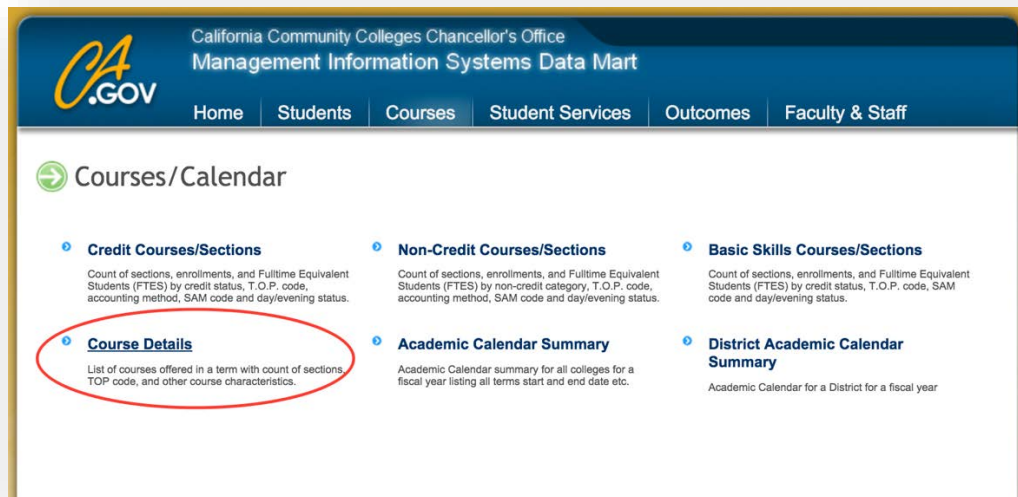2. Select your college and Export to Excel

Course Codes

1. Open your browser to the Chancellor's Office Data Mart:
   http://datamart.cccco.edu/datamart.aspx

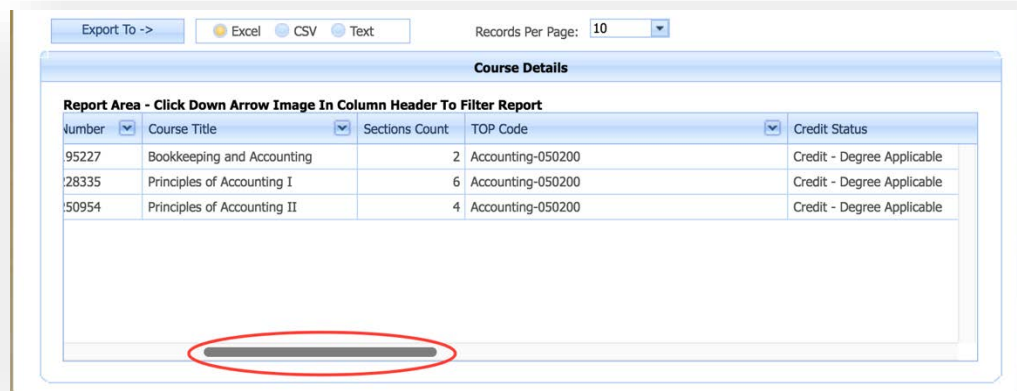2. Under the top menu, select **Queries,** and from the submenu, **Courses.**
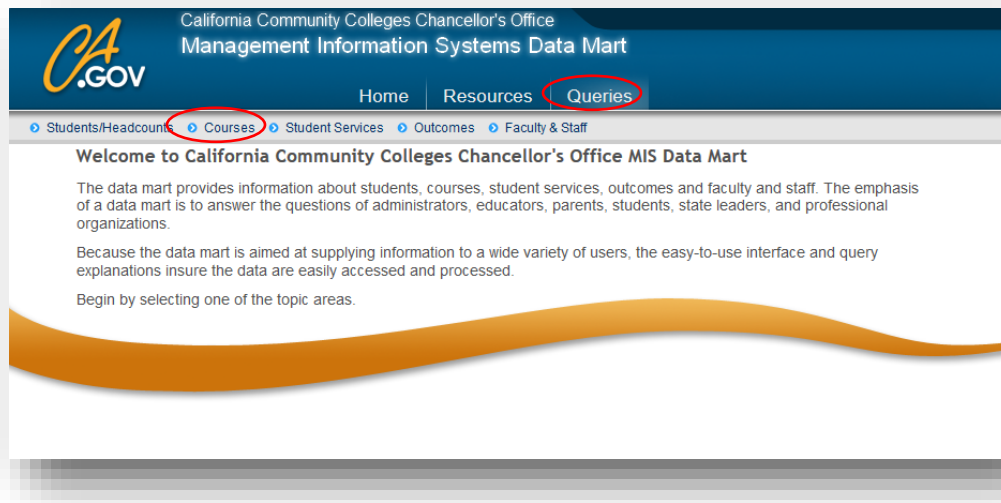
3. Select the **Course Details** option.

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.

5. **Scroll** to the right on the navigation bar to see the TOP codes that have been assigned to each course.

You could also go into the new Chancellor's Office Curriculum Inventory System (COCI).

1. Open your browser to COCI: https://coci2.ccctechcenter.org/courses

2. Select your college and Export to Excel

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 or Health. 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.