| | Local Course Identifier (required) | Local Course Title (required) | Local Course Descriptor (optional) | Course Level (required) | Credits/ Grade Span (required) | Sequence (optional) | Sequence Total (optional) | State Course Code (optional if course will be mapped using CO SSCC Mapping System) | Optional Sort Field 1 (For District Use) | Optional Sort Field 2 (For District Use) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Maximum Length** | 100 | 100 | 2000 | 1 | 4 | 1 | 1 | 30 | 20 | 20 |
| **Format Details** | Alphanumeric | Alphanumeric | Alphanumeric | Alphanumeric | Numeric | Numeric | Numeric | Alphanumeric | Alphanumeric | Alphanumeric |
| **Default** | MUST Be Unique! | If your district does not have title for a course, please repeat the Same Value as the Local Course Identifier | Blank | G | This is a multiuse field. This field may contain credits in Carnegie Units or a Grade Span representing the grades appropriate for the course.<br><br>**Credit:** The length of the course in terms of Carnegie Units. A one year course that meets daily for approximately 50 minutes to 1 hour = 1 Carnegie Unit Credit. Base all calculations on 1 hour for 1 year. Therefore, a semester long course that meets for approximately 1 hour = .5 Carnegie Unit Credit.<br><br>**Grade Span:** Grade Span for which the course is appropriate. The span is represented as a four-character code with no decimals. Each grade level from 1 to 12 is represented as two-digit code. KG – Kindergarten, PK – Pre-Kindergarten. Example: PK08 would indicate Pre-Kindergarten to 8th grade. | The Sequence field combined with "Sequence Total" describes the manner in which school systems may "break up" increasingly difficult or more complex course information. The sequence represents the part of the total. | The total number of classes offered in a series of classes. Used in conjunction with "Sequence". | The appropriate state course number which corresponds to the local course identifier. Refer to Colorado SSCC Codes and match as many as possible with the corresponding SSCC Code. Separate multiple values with commas. | User Defined | User Defined |
| **Notes** | The identifier designated by the local district for the course. | The Local Course Title designated by the local district for the course. Note: If there is no difference from the title and the Local Course Identifier, then repeat the value from the Local Course Identifier. Carriage returns and linefeeds should not be included in the value and will cause errors if included. | The description provided by the local district for the course. Carriage returns and linefeeds should not be included in the value and will cause errors if included. | The level associated with the course offered. Valid values are:<br>**B** = Basic/Remedial – A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.<br>**G** = General (DEFAULT) – A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.<br>**E** = Enriched/Honors – A course that augments the content and/or rigor of a general course. These courses typically include additional content not found in general courses. (Note: These courses are NOT designated as Advanced Placement or International Baccalaureate. Those courses have a unique State Course Code because they have specific curriculums designated by their organization. Typically AP/IB courses are designated as General for mapping purposes since they have a unique/special course code that already designates their level of rigor.)<br>**X** = No specified level for rigor. The notion of "rigor" may not be appropriate for some courses at the elementary or middle school levels; survey or interest courses that expose students to a variety of subjects are examples. | What is the Carnegie Unit? The unit was developed in 1906 as a measure of the amount of time a student has studied a subject. For example, a total of 120 hours in one subject—meeting 4 or 5 times a week for 40 to 60 minutes, for 36 to 40 weeks each year—earns the student one "unit" of high school credit. Fourteen units were deemed to constitute the minimum amount of preparation that could be interpreted as "four years of academic or high school preparation."<br><br>http://www.carnegiefoundation.org/faqs#1<br><br>More information on Grade Spans can be found in the Prior-to-Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) documentation.<br><br>http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2011801 | Typically Sequence will equal 1 of 1 Sequence Total | Typically Sequence Total will equal 1 | Refer to the following link to find the current Colorado Statewide Standard Course Codes.<br><br>You may leave this blank and use the Statewide Standard Course Code Mapping System to find the best match.<br><br>http://www.cde.state.co.us/edidproject/StandardCodes.asp | Recommended values = School Code or School Name or Grade Level or School Level or Department Name or Subject Area | Recommended values = School Code or School Name or Grade Level or School Level or Department Name or Subject Area |
| **Example** | Example: "M051" (if no course code, input Course Title) | Example: "Introduction to Algebra" | Introduction to Algebra teaches you algebraic symbolism, systems of equations, graphing, problem solving, and probability and statistics. | G | Credit Example: 1.00 Valid range: 0.00 – 10.0<br><br>Grade Span Example: PK08 Valid range PK, KG, 01 through 12 | Valid range: 1-9 - Example Algebra 1 first semester = 1 (i.e. Sequence Part 1 of 2 Parts Total) | Valid range: 1-9 - Example Algebra 1 first semester = (i.e. 2 Parts total for Algebra 1) | Example: Art History = 05152, AP Art—History of Art = 05153 | Elementary Level | English Dept. |

| SAMPLE: | M35 | Algebra 1 Advanced | Algebra 1 Advanced is an in-depth study of algebraic symbolism, systems of equations, graphing, problem-solving, and probability and statistics. The students will build upon their previous knowledge to further understand the characteristics and representations of various functions and relations, including first degree equations and inequalities, polynomials, exponential and radical expressions, quadratic equations complex numbers, and rational algebraic expressions. | H | 1 | 1 | 1 | 02052,11501 | Math | High School |
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