Course Information Data Standard

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Revision History

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document.

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| Revision | Date | Author | Description of Change |
| V1.0 | May 2, 2011 | Jeff Blackmer, PASI Data Architect | Initial draft |
| V1.1 | May 13, 2011 | Jeff Blackmer, PASI Data Architect | Updates from internal PASI team review |
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|  |  |  |  |

Audiences

**Involvement Types: R –** review; **A –** approve; **C –** consume; **I –** informational

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# Introduction

Course information plays a vital role in ensuring that schools, school authorities and Alberta Education are able to effectively meet student learning needs. Thus it is important that a consistent set of guidelines and standards are established to ensure data integrity for course information within the PASI solution. Based on feedback collected during business requirements gathering, these guidelines and standards introduce an approach for handling Course Information that is expected to be shared in a consistent manner.

In addition, many schools/school authorities are compelled to use internally created course codes to represent an instance of the Alberta Education course – for a specific term/section/class, language of instruction, credits and level of instruction. The resulting challenge is mapping a single Alberta Education course code to multiple locally created course codes.

This document presents a proposed set of guidelines and standards for clarifying and confirming definitions for Alberta Education course information. Also, a school defined “Course Code” element was introduced to meet the need for a unique identifier for a specific instance of an Alberta Education course.

# Scope

For the purpose of this document, the focus will be solely on exchange of Course information and will not broach on course marks or other forms of outcome measurements.

Additionally, the purpose of this document is to establish guidelines and standards for how Course information will be described and structured within the context of the Provincial Approach to Student Information. It is intended to provide the means by which schools and school authorities can communicate Course information to Alberta Education and amongst other schools and school authorities in a consistent manner. It is not intended to provide an all encompassing business process or technical specification for managing this information, but rather describes in appropriate detail the aspects of this information deemed most significant by Alberta Education and Alberta schools and school authorities. It is expected however that this standard will be used as the basis for any technical implementation of Course Information within the scope of PASI and any requirements authored by this standard must be adhered to. Furthermore, these guidelines and standards will not dictate the context in which this information will be used, however where appropriate examples of usage will be provided to provide clarity.

The information contained within this document is hereby deemed effective as of the Alberta 2012-2013 school year. References to other documentation and information contained within this standard are meant to reflect the state of the referenced sources as of the date of approval of this standard. Future changes to the referenced sources that alter in any way the meaning or implementation of this standard must be addressed in a revision of this document, which must then be subsequently approved.

# Indicating Requirement Levels

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in [RFC 2119](http://rfc.sunsite.dk/rfc/rfc2119.html).

|  |
| --- |
| **MUST** This word, or the terms "REQUIRED" or "SHALL", mean that the definition is an absolute requirement of the standard.  **MUST NOT** This phrase, or the phrase "SHALL NOT", mean that the definition is an absolute prohibition of the standard.  **SHOULD** This word, or the adjective "RECOMMENDED", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.  **SHOULD NOT** This phrase, or the phrase "NOT RECOMMENDED" mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.  **MAY** This word, or the adjective "OPTIONAL", mean that an item is truly optional. One vendor may choose to include the item because a particular application requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation, which does not include a particular option, MUST be prepared to interoperate with another implementation, which does include the option, though perhaps with reduced functionality. In the same vein an implementation, which does include a particular option MUST be prepared to interoperate with another implementation, which does not include the option (except, of course, for the feature the option provides). |

# Guidelines

## Ministry Course Information Guidelines

The following guidelines strive to promote consistent and accurate sharing of Ministry Course Information. The guidelines were derived from the current implementation of the “Course Information Data System”

### Course Code

1. Must be a seven character alphanumeric code [A-Z, 0-9]
2. Must be assigned by Alberta Education

### Course Description

1. Course Description is a required attribute for ministry course information
2. Course Description has a maximum length of 30 alpha numeric characters.

### Course Subject

1. Must be a two character upper case alpha code [A-Z]
2. See Appendix B - Code Table Reference for a list of valid [Subject](#_Subject) codes.

### Course Category

1. Must be a three character upper case alpha [A-Z]
2. See Appendix B - Code Table Reference for a list of valid [Category](#_Course_Category) codes.

### Course Strand

1. Must be a three character upper case alpha [A-Z]
2. See Appendix B - Code Table Reference for a list of valid [Strand](#_Strand) codes.

### CTS Course Instructional Level

1. Must be a three character upper case alpha [A-Z]
2. See Appendix B - Code Table Reference for a list of valid [Instructional Level](#_Instructional_Level) codes.

### CTS Course Cluster

1. Must be a three character upper case alpha [A-Z]
2. A Course may be associated with one and only one Cluster at any point in time.
3. A Course may be associated with one or more Clusters over time.
4. See Appendix B - Code Table Reference for a list of valid [CTS Cluster](#_CTS_Cluster) codes.

### Course Credit

1. A Course may be associated with one or more credit values

### Course Sequence

1. A Course must be associated with one and only one sequence.
2. See Appendix B - Code Table Reference for a list of valid [Course Sequence](#_Course_Sequence) codes.

### Course Intended Grade

1. A Course may be associated with one and only one grade.

### Course Evaluation

1. Must be a three character upper case alpha [A-Z]
2. See Appendix B - Code Table Reference for a list of valid [Course Evaluation](#_Course_Evaluation) codes.

### Course Prerequisites

1. A Course may have one or more prerequisites

### Course Pilots

1. A Course may be in limited delivery in the province.

### Course Equivalent

1. A Course may have one or more equivalents.

### Is Locally Developed Course

1. A Course may be locally developed by a School or School Authority.

### Authorized Organization

1. A School may be authorized to deliver a locally developed course.

### Course Effective Date

1. A Course must have a defined effective date.

### Course Expiry Date

1. A Course may be expired.

## School Course Information Guidelines

The following guidelines strive to promote consistent and accurate sharing of School Course Information between schools and school authorities.

### School Code

1. School Code is a required attribute for school course information
2. School Code has a maximum length of 4 numeric characters

### School Course Code

1. School defined Course Code is a required attribute for school course information
2. Course Code has a maximum length of 12 alpha numeric characters.

### School Course Title

1. Course Title is a required attribute for school course information
2. Course Title has a maximum length of 30 alpha numeric characters.

### Ministry Course Codes

1. Ministry Course Codes is an mandatory attribute for school course information
2. A School Course must be associated with one or more ministry course

### Instructional Language

1. Instructional Language is an optional attribute for school course information
2. Instructional Language has a maximum length of 2 characters
3. See Appendix B - Code Table Reference for a list of valid [Instructional Language](#_Language_of_Instruction) codes.

### School Course Effective Date

1. A School Course must have a defined effective date.

### School Course Expiry Date

1. A School Course may be expired.

# Course Information Data Elements

This section details the proposed elements that will comprise Course Information. Each element will be described in detail and will include the following information:

**Characteristic** - will determine whether the element is mandatory (M) or optional (O).

**Type** - the format in which the element will be captured e.g. Text, Number, True/False etc.

**Standard** - where applicable, the Standard or Guideline used to define and/or validate the element e.g. Schools Interoperability Framework (SIF)

**Max** - provides the maximum length of the element where appropriate

**Purpose** - describes the intended usage of the element

**Approach** - describes PASI's approach to working with the element

**Example** - provides examples of valid and/or invalid element data where appropriate

# Ministry Course Information



Figure 6.1 – Ministry Course Information



Figure 6.1 – Ministry Course Description



Figure 6.2 – Ministry Course Credits



Figure 6.3 – Ministry Prerequisites



Figure 6.4 – Ministry Course Equivalents



Figure 6.5 – Ministry Course Authorization

## Element: Course Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 7 |
| **Purpose** | Unique course identifier assigned by Alberta Education |
| **Approach** |  |
| **Example** | SST3150  LDC1232 |

## Element: Course Description Information

Textual description of the course – in English and French

### Element: Course Description

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 30 |
| **Purpose** | Textual description of the course |
| **Approach** |  |
| **Example** | Meat Cookery;  Cuisson des viands |

### Element: Description Language

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 2 |
| **Purpose** | Indicate the language of the textual description |
| **Approach** |  |
| **Example** | EN  FR |

### Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end a course description. |
| **Approach** |  |
| **Example** |  |

### Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end a course description. |
| **Approach** |  |
| **Example** |  |

## Element: Course Subject

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 2 |
| **Purpose** | A branch of learning that forms a course of study. |
| **Approach** |  |
| **Example** | CT - Career and Technology Studies  FA - Fine Arts |

## Element: Course Category

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 3 |
| **Purpose** | The grouping of courses to assist students in the selection of courses based on their interest, credential program requirement or special circumstances. |
| **Approach** |  |
| **Example** | RAP - Registered Apprenticeship Program  REG - Regular |

## Element: CTS Course

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | CtsCourseInfo |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | NA |
| **Purpose** | Career and Technology Studies (CTS) is a complementary program designed for Alberta's secondary school students. |
| **Approach** |  |
| **Example** | NA |

### Element: Cts Course Strand

|  |  |
| --- | --- |
| **Characteristic** | Mandatory (for CTS Course) |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 3 |
| **Purpose** | A Strand defines the career area competencies for students. |
| **Approach** | Strands are only defined for Career and Technology Studies modules and relate to selected industry sectors that offer positive occupational opportunities for students. |
| **Example** | AGR - Agriculture  COS - Cosmetology |

### Element: Cts Course Instructional Level

|  |  |
| --- | --- |
| **Characteristic** | Mandatory (for CTS Course) |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 3 |
| **Purpose** | Indicates the rigor of the curriculum within a course. |
| **Approach** | Instructional Level is only defined for Career and Technology Studies modules. |
| **Example** | INT – Introduction  IMD – Intermediate  ADV - Advanced |

### Element: Cts Course Cluster

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 3 |
| **Purpose** | A cluster is a group of CTS courses that represent occupations with broad industry commonalities. Clusters in CTS are aligned with the [National Occupational Classification](http://www5.hrsdc.gc.ca/noc/english/noc/2006/welcome.aspx) (NOC) and function as an organizing tool for the CTS program. |
| **Approach** | Not all CTS courses are included in a CTS Cluster |
| **Example** | BIT - Business, Administration, Finance & Information Technology  HRH - Health, Recreation & Human Services  MDC - Media, Design & Communication Arts  NAT - Natural Resources  TMT - Trades, Manufacturing & Transportation |

## Element: Course Credits Information

The maximum number of credits a student can accumulate upon

### Element: Course Credit

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Integer |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 2 |
| **Purpose** | To provide the ability to allow multiple credit levels per course |
| **Approach** |  |
| **Example** | 3  5 |

### Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end credit allowed |
| **Approach** |  |
| **Example** |  |

### Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end credit allowed |
| **Approach** |  |
| **Example** |  |

## Element: Course Sequence

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | CourseSequenceInfo |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | NA |
| **Purpose** | To define the order in which related course should be taken by the student. |
| **Approach** |  |
| **Example** | NA |

### Element: Course Sequence Series

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 8 |
| **Purpose** | To define the order in which related course should be taken by the student. |
| **Approach** |  |
| **Example** | 10/20/30  1/2/3 |

### Element: Course Sequence Level

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 3 |
| **Purpose** | The order in the sequence for this course. |
| **Approach** |  |
| **Example** | 30  1 |

## Element: Course Intended Grade

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 2 |
| **Purpose** | The school grade level this course was designed for. |
| **Approach** |  |
| **Example** | SST3150 12 (Grade)  LDC1232 10 (Grade) |

## Element: Course Evaluation

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 3 |
| **Purpose** | Type of evaluation associated with a course. |
| **Approach** |  |
| **Example** | DPE Diploma Exam  GED General Educational Dev Tests  PDE Pilot Diploma Exam  SCH School  SPE Special Evaluation |

## Element: Course Prerequisite Information

Courses that are required to completed prior to other courses being taken.

### Element: Course Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 7 |
| **Purpose** | Courses that are considered to be prerequisite to other courses. |
| **Approach** |  |
| **Example** | SST1150 is a prerequisite to SST2140  LDC1232 is a prerequisite to LDC2332 |

### Element: Prerequisite Is Required

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Boolean |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | A Course may be considered to be prerequisite to another course; however, the prerequisite could be mandatory(is required) or it could be optional (recommended). |
| **Approach** |  |
| **Example** | True  False |

### Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end prerequisites |
| **Approach** |  |
| **Example** |  |

### Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end prerequisites |
| **Approach** |  |
| **Example** |  |

## Element: Course Pilots

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | CourseAuthorizationInfo |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | N/A |
| **Purpose** | Courses that are being trialed prior to province wide delivery. |
| **Approach** |  |
| **Example** | NA |

## Element: Course Credit Equivalent Information

Courses that are considered to be equivalent to other courses for credit award purposes only.

### Element: Course Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 7 |
| **Purpose** | Courses that are considered to be equivalent to other courses for credit award purposes only. |
| **Approach** |  |
| **Example** | SST2150  LDC1232 |

### Element: Is Credit Allowed

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Boolean |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | Identifies if credits will be awarded in addition to credits awarded for the equivalent course already taken |
| **Approach** | This is for Alberta based provincially developed courses only. |
| **Example** | True  False |

### Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end equivalents |
| **Approach** |  |
| **Example** |  |

### Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end equivalents |
| **Approach** |  |
| **Example** |  |

## Element: Is Locally Developed Course

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Boolean |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | Identifies whether the course is locally developed. |
| **Approach** | Locally developed courses refers to courses which have been produced, acquired and/or authorized by schools or jurisdictions. These courses are designed to meet the unique needs of a community. |
| **Example** | True  False |

## Element: Localy Developed Course Authorizations

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | LocalyDevelopedAuthorizationsInfo |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | N/A |
| **Purpose** | Defines timeframe a school is authorized to deliver a locally developed course. |
| **Approach** |  |
| **Example** | NA |

### Element: Course Credit

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Integer |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | The credit value allowed for this course. |
| **Approach** |  |
| **Example** | 5 |

### Element: Course Authorization

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | CourseAuthorizationInfo |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end course authorizations for an organization |
| **Approach** |  |
| **Example** |  |

## Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end course offerings |
| **Approach** |  |
| **Example** |  |

## Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end course offerings |
| **Approach** |  |
| **Example** |  |

## Element: Course Authorization Information

To provide the ability to start and end course authorizations for an organization

### Element: Organization Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 4 |
| **Purpose** | Organization that has been authorized to offer this course to students |
| **Approach** |  |
| **Example** | 1010  2056 |

### Element: Organization Type

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 4 |
| **Purpose** | Type of Organization receiving the authorization |
| **Approach** |  |
| **Example** | A = School Authority  S = School  O = Other Organization |

### Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end authorizations. |
| **Approach** |  |
| **Example** |  |

### Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end authorizations. |
| **Approach** |  |
| **Example** |  |

# School Course Information



Figure 7.1 – School Course Information

## Element: School Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | PASI |
| **Maximum length** | 4 |
| **Purpose** | 4-digit code used to uniquely identify the organization (business key). This is the School Authority/School Code used throughout the Ministry. |
| **Approach** |  |
| **Example** | 6605  1510 |

## Element: School Course Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** |  |
| **Maximum length** | 12 |
| **Purpose** | Course identifier assigned by school. |
| **Approach** |  |
| **Example** | SST3150A05  LDC1232H5 |

## Element: School Course Title

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** |  |
| **Maximum length** | 40 |
| **Purpose** | Title of the course. |
| **Approach** |  |
| **Example** | Social Studies 30  Biology 15 (IB) |

## Element: Ministry Course Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | List <MinistryCourseCodeInfo> |
| **Standard** |  |
| **Maximum length** |  |
| **Purpose** | Maps School courses to Ministry defined courses |
| **Approach** |  |
| **Example** | HUM3150A05 maps to SST3150 & ELA3155 |

### Course Code

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Text |
| **Standard** | Alberta Education’s Course Information |
| **Maximum length** | 7 |
| **Purpose** | Unique course identifier assigned by Alberta Education |
| **Approach** |  |
| **Example** | SST3150  ELA3155 |

## Element: Language of Instruction

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | Text |
| **Standard** | Alberta Education |
| **Maximum length** | 2 |
| **Purpose** | Language in which the course is taught. |
| **Approach** |  |
| **Example** | EN - English  FR - French  OT - Other |

## Element: Effective Date

|  |  |
| --- | --- |
| **Characteristic** | Mandatory |
| **Type** | Date |
| **Standard** |  |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end course offerings |
| **Approach** |  |
| **Example** |  |

## Element: Expiry Date

|  |  |
| --- | --- |
| **Characteristic** | Optional |
| **Type** | Date |
| **Standard** |  |
| **Maximum length** |  |
| **Purpose** | To provide the ability to start and end course offerings |
| **Approach** |  |
| **Example** |  |

# Appendix A – Proposal Feedback

|  |  |  |
| --- | --- | --- |
| Committee Member | Feedback | Decision / Action |
| Sam Radke, Alberta Education | Credits associated to a course should be optional | Agreed upon by MFG members |
| Gayle Dlugosz, High Prairie School Division | Remove elements:   * School Course Description * School Instructional Level * Course Credit * Medium of Instruction | Agreed upon by DISSC members |
| Denise Fortier and Shelley Coons | Suggested Funding Tiers and CTS Clusters be added to standard | Agreed upon by DISSC members |
| Allan Pon, Alberta Education | Remove “Funding Tier” as this is a finance attribute – not a course attribute | Agreed upon by MFG members |

# Appendix B - Code Table Reference

The following pages list valid codes that are used for various Course data elements within the PASI solution.

Note: For the most current list of codes please visit: <https://extranet.education.alberta.ca/PASI.devnet/>

## Course Category

|  |  |
| --- | --- |
| Category Code | Description |
| CTS | Bundled CTS Courses |
| IOC | Integrated Occupational Core |
| IOO | Integrated Occupational Program |
| KAE | Knowledge and Employability |
| MSO | Mature Student Only |
| RAP | Registered Apprenticeship Program |
| REG | Regular |
| SUM | Summary CTS |

## Course Evaluation

|  |  |
| --- | --- |
| Evaluation Code | Description |
| DPE | Diploma Exam |
| GED | General Educational Dev Tests |
| PDE | Pilot Diploma Exam |
| SCH | School |
| SPE | Special Evaluation |

## Course Sequence

|  |  |
| --- | --- |
| Sequence Code | Description |
| 1/2/3 | 1/2/3 |
| 10/20/30 | 10/20/30 |
| 11/21/31 | 11/21/31 |
| 12/22/32 | 12/22/32 |
| 13/23/33 | 13/23/33 |
| 14/24/34 | 14/24/34 |
| 15/25/35 | 15/25/35 |
| 16/26/36 | 16/26/36 |
| 17/27/37 | 17/27/37 |
| 18/28/38 | 18/28/38 |
| 19/29/39 | 19/29/39 |
| 4/5/6 | 4/5/6 |
| 41/51/61 | 41/51/61 |
| 42/52/62 | 42/52/62 |
| 7/8/9 | 7/8/9 |

## CTS Cluster

|  |  |
| --- | --- |
| Cluster Code | Description |
| BIT | Business, Administration, Finance & Information Technology |
| HRH | Health, Recreation & Human Services |
| MDC | Media, Design & Communication Arts |
| NAT | Natural Resources |
| TMT | Trades, Manufacturing & Transportation |

## Instructional Level

|  |  |
| --- | --- |
| Instruction Level Code | Description |
| INT | Introduction |
| IMT | Intermediate |
| ADV | Advanced |

## Instructional Language

|  |  |
| --- | --- |
| Instructional Language Code | Description |
| AR | Arabic |
| AL | American Sign Language |
| BL | Blackfoot (Siksika) |
| CC | Chinese (Cantonese, Yue) |
| CM | Chinese (Mandarin) |
| CR | Cree |
| DN | Dene (Chipewyan) |
| NL | Dutch |
| EN | English |
| FL | Filipino |
| FR | French |
| DE | German |
| GR | Greek (Ancient) |
| HE | Hebrew |
| HI | Hindi |
| HU | Hungarian |
| IT | Italian |
| JA | Japanese |
| KO | Korean |
| NK | Nakota (Dakota) |
| PL | Polish |
| PT | Portuguese |
| PU | Punjabi |
| RU | Russian |
| SX | Saulteaux (Ojibwa) |
| SP | Spanish |
| SV | Swedish |
| TI | Tigrinian (Tigrinya) |
| TU | Tsuu T’ina |
| UK | Ukrainian |
| UR | Urdu |
| VI | Vietnamese |
| OT | Other |

## Strand

|  |  |
| --- | --- |
| Strand Code | Description |
| AGR | Agriculture |
| ASA | Auto Service Technician Appren |
| CCS | Community Care Services |
| CKA | Cook Apprenticeship |
| CMH | Community Health |
| COM | Communication Technology |
| CON | Construction Technologies |
| COS | Cosmetology |
| CRA | Carpenter Apprenticeship |
| CSE | Computing Science |
| CTR | Career Transitions |
| CTS | Career and Technology Studies |
| DES | Design Studies |
| EAI | Enterprise and Innovation |
| ELT | Electro-technologies |
| ENM | Energy and Mines |
| ENS | Environmental Stewardship |
| EST | Esthetics |
| FAB | Fabrication Studies |
| FAS | Fashion Studies |
| FIN | Financial Management |
| FOD | Foods |
| FOR | Forestry |
| HCS | Health Care Services |
| HES | Health Services |
| HSA | Hairstylist Apprenticeship |
| HSS | Human and Social Services |
| INF | Information Processing |
| LGS | Legal Studies |
| LOG | Logistics |
| MAM | Management and Marketing |
| MEC | Mechanics |
| NET | Networking |
| PRS | Primary Resources |
| REC | Recreation Leadership |
| TOU | Tourism |
| WDA | Welder Apprenticeship |
| WLD | Wildlife |

## Subject

|  |  |
| --- | --- |
| Subject Code | Description |
| CT | Career and Technology Studies |
| FA | Fine Arts |
| IO | Integrated Occupational |
| KE | Knowledge and Employability |
| LA | Language Arts |
| MA | Mathematics |
| OT | Other |
| PD | Personal Development |
| RA | Registered Apprenticeship |
| SC | Science |
| SL | Second Languages |
| SO | Social Sciences |
| SS | Social Studies |