

Section 1: Course Code Directory System Guide

F) Course Numbering System

General

On permanent records and transcripts, school districts must record the state course numbers and abbreviated titles as found in the *Course Code Directory*. On report cards, school districts must use the state abbreviated titles without alteration and may use the course numbers. If the district chooses to use course numbers on report cards, the numbers must be displayed without alteration.

All school district and postsecondary documents, forms, automated terminal displays, or hard copies must use only the state course numbers and titles listed in this document unless such reference falls under one of the following exceptions:

- (1) students dually enrolled in postsecondary institutions must use the numbers in the postsecondary Statewide Course Numbering System
- (2) students dually enrolled in private postsecondary institutions, as provided in Section 1011.62, Florida Statutes, may use the private institution course numbers
- (3) students enrolled in courses that are included in either postsecondary adult career and technical (noncollege credit) or postsecondary career and technical programs (college credit) must use either the numbers listed in this directory or those listed in the Statewide Course Numbering System.

A seven-digit course number is used throughout this directory. The first and second digits of the number indicate the major academic or program area as indicated below:

- 00 Administrative, Curricular, and Service Assignments
- 01-25 Basic and Adult General Education (Grades 6-12)
- 50-52 Prekindergarten, Early Childhood, and Elementary Education
- 76-79 Exceptional Student Education
- 80-95 Career and Technical Education
- 99 Adult Education

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Basic Grades PreK-5

XX	XX	XX	X
<p>The first two digits of the course number indicate the following:</p> <p>50 elementary program 51 self-contained 52 ungraded</p>	<p>The second two digits of course numbers beginning with 50 indicate the major subject area as indicated by the numbers used in grades 6-12. (Example: 5020000 indicates an elementary [50] science [20] course).</p> <p>The second two digits of courses beginning with 51 and 52 are numbered sequentially beginning with 5100000 or 5200000 with the last digit remaining a zero.</p>	<p>The third two digits in all Basic PreK-5 courses indicate the unique courses.</p>	<p>The seventh digit in all Basic PreK-5 courses is usually a zero.</p>

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District Elementary Reporting for Permanent Records and Report Cards Required:

Districts must use course numbers and official abbreviated titles as listed in the *Course Code Directory* on permanent records and report cards. Examples:

Permanent Records	Report Cards
a. 5200010 Ung Primary b. 5200020 Ung Inter c. 5100070 First Grade d. 5100100 Fourth Grade e. 7755010 Acad: K-5	a. Ung Primary b. Ung Inter c. First Grade d. Fourth Grade e. Acad: K-5

Optional:

The reporting categories and the degree of specificity for reporting to elementary students and parents are district options.

Districts may choose to list titles under the official heading Graded Self-Contained (5100040-5100110) or Ungraded Elementary (5200000-5200030) or Academics-General (7755010-7755050) (7855010-7855050). If numbers are used with listed titles, the numbers and abbreviated titles must be found in the *Course Code Directory*. A variety of options for listing titles are available to districts. Examples:

5200010 UNG PRIMARY Physical Ed Gen Music	5100070 FIRST GRADE Int Lang Arts Mathematics Sci/Health/Soc St	5100080 SECOND GRADE Arithmetic, Language Arts Social Studies, Physical Education, Reading	5100080 SECOND GRADE 5008000 Health 5010040 Language Arts 5010050 Reading 5012000 Math 5013000 Music Gen 5015000 Phys Ed 5020000 Science
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Prekindergarten Basic Definitions:

Basic grades use the following definitions to determine appropriate course numbers for prekindergarten programs.

District Head Start Programs – Any preschool program operated by the school district with Head Start funds. Qualifications of staff are in the data section of the Course Code Directory.

District Title I – Any preschool program operated by the school district with Title I funds. Qualifications of staff are in the data section of the Course Code Directory.

School Readiness Programs – Any program serving children below kindergarten age, including home visitor programs for infants and toddlers and their families, that is operated with funds provided through an early learning coalition. [These programs, when previously supported through funds made directly available to school districts, were identified as Prekindergarten Early Intervention Programs, Florida First Start, or District Operated Subsidized Child Care programs.]

Pre kindergarten other - Any other prekindergarten program operated by the local school district. Qualifications of staff are listed in the data section of the Course Code Directory.

Voluntary Prekindergarten Education Program – Beginning with the 2005-06 school, the voluntary prekindergarten education program for children attaining the age of four on September 1st, will be implemented as provided by Sections 1(b) and (c), Article IX of the State Constitution. School districts **meeting specific requirements in law** are permitted to implement a school-year program. School districts **will be required** to provide a summer prekindergarten program beginning in the summer of 2006. The credential requirements for staff differ between the school-year and summer prekindergarten program. Qualifications for staff are listed below in the chart and in the data section of the Course Code Directory. For detailed information: <http://www.myfloridaeducation.com/earlylearning/eqcred.htm>

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Qualifications of staff are listed below in the chart and in the data section of the Course Code Directory:

Course Number & Name	Qualification
5100580 Voluntary Prekindergarten Education – school- year program	<p>CDA or CDA Equivalent</p> <p>Bachelors degree, or higher, in any of the following areas: early childhood education, prekindergarten or primary education, preschool education, or family and consumer science</p> <p>A bachelor’s degree or higher in elementary education, if teacher has been certified to teach children any age from birth through 6th grade, regardless of whether certificate is current, as long as the certificate has not been revoked or suspended.</p> <p>Associate’s degree, or higher, degree in child development</p>

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Course Number & Name	Qualification
	<p>An associate's or higher degree in an unrelated field, at least 6 credit hours in early childhood education or child development, and at least 480 hours of experience in teaching or providing child care services for children any age from birth through 8 years of age;</p> <p>Educational credentials approved by the Department of Education as equivalent or greater than the educational credentials described above.</p> <p>The VPK implementing legislation authorizes the Department of Education to approve educational credentials for VPK instructors which are equivalent to or greater than prescribed bachelor's or associate's degrees as noted above. Based on an analysis of the content requirements of these and proposed degrees, the Department recommends the following as approved credentials for instructors in the school-year VPK program: Bachelor's (or Higher) Degrees, Exceptional Student Education, Special Education, Mental Disabilities, Specific Learning Disabilities, Physically Impaired, Varying Exceptionalities, Emotional Disabilities, Visually Impaired, Hearing Impaired, Speech-Language Pathology, Associate's Degrees, Early Childhood Education</p> <p>For each of the proposed bachelor's and associate's degrees listed above, related competencies and skills (defined in terms of applicable Florida Certification Coverages or Curriculum Frameworks) are delineated in Attachments 1 and 2, respectively; these are further defined at http://www.fldoe.org/edcert/subjlist.asp (Certification Coverages), http://www.firn.edu/doe/sas/ftce/ftcecomp.htm (Competencies and Skills), and http://www.firn.edu/doe/dwdframe/0506/fc/pdf/20020203.pdf (Curriculum Frameworks/Intended Outcomes).</p> <p>2. Upon receipt of a written request and appropriate supporting documentation, the Department of Education will review any related bachelor's degree, certification coverage, or associate's degree to determine the extent to which the proposed credential incorporates competencies and skills equivalent to or greater than those delineated for other approved VPK instructor credentials at the bachelor's or associate's degree levels. If program serves children with disabilities as an inclusive setting, see Section 1, Prekindergarten Exceptional</p>

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Course Number & Name	Qualification
5100590 Voluntary Prekindergarten Education – summer program	<p>Certified teacher with a valid Florida educator certificate under Section 1012.56 Florida Statutes, with qualifications specified by the district school board. Priority must be given to teachers who have experience or coursework in early childhood education</p> <p>A Bachelors degree, or higher, in any of the following areas: early childhood education, prekindergarten or primary education, preschool education, or family and consumer science</p> <p>A bachelor’s degree, or higher, in elementary education, if teacher has been certified to teach children any age from birth through 6th grade, regardless of whether certificate is current, as long as the certificate has not been revoked or suspended.</p> <p>If program serves children with disabilities as an inclusive setting, see Section 1, Prekindergarten Exceptional</p>

Basic Education - Elementary (Grades PreK-5)

<u>Subject Area</u>	<u>Code Range</u>
Art-Visual Arts	5001000-5001990
Computer Education	5002000-5002990
Dance	5003000-5003990
Drama-Theatre Arts	5010190-5010190
Foreign Languages	5007000-5007990
Health	5008000-5008990
Language Arts	5010000-5010180
Mathematics	5012000-5012990
Music	5013000-5013990
Physical Education	5015000-5015990
Science	5020000-5020990
Social Studies	5021000-5021990
Study Hall	5022000-5022990
Graded Self-Contained	5100000-5100990
Ungraded Elementary	5200000-5200990

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Basic Grades 6-12 and Adult Education

The numbering system used for **regular Basic and Adult Education courses** is described below:

XX	XX	XX	X
<p>The first two characters of the course number indicate the major subject area as indicated below:</p> <ul style="list-style-type: none"> 01 Arts-Visual Arts 02 Computer Education 03 Dance 04 Drama-Theatre Arts 05 Experiential Education 06 Exploratory Education 07 Foreign Languages 08 Health 09 Humanities 10 Language Arts 11 Library Media 12 Mathematics 13 Music 14 Peer Counseling 15 Physical Education 16 Remedial/Compensatory 17 Research and Critical Thinking 	<p>The second two characters of the course number indicate the subject area category within the broad subject area.</p> <p>Example: academic area, Social Studies, first two characters - 21; subject subfield, Political Science, second two characters - 06 (2106).</p>	<p>The third two characters of the course number indicate a unique course within the subject area category.</p> <p>The fifth character indicates the grade level, either 0, 1, or 2 for a 6-8 grade course, and the numbers 3-9 in the fifth character for a 9-12 grade course. The number 8 in the fifth character indicates an International Baccalaureate course.</p>	<p>The seventh character of the course number in Basic 6-12 is usually a 0 (zero).</p>

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18 R.O.T.C./Military Training 19 Safety and Driver Education 20 Science 21 Social Studies 22 Study Hall 23 Career and Technical 24 Graded Self-Contained or Leadership Skills Development 25 Temp Instructional Placement 30 Applied, Combined, and Integrated Course 99 Adult Noncredit			
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Example: 2106310 American Government

21	06	31	0
Social Studies	Political Science	Unique course: American Government offered in grades 9-12	

Note: Adult General Education courses listed in the Adult General Education section begin with the numbers 99. These courses are numbered sequentially beginning with the number 9900000.

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The numbering system used for **Applied, Combined, or Integrated courses** is described below:

30	XX	XX	0
<p>The first two digits of the course number indicate the following:</p> <p>30 Applied, Combined, or Integrated course</p>	<p>The second two characters of the course number indicate the subject areas that are linked to the applied, combined, or integrated course as indicated below:</p> <p>26 Health Education and Physical Education</p> <p>27 Science and Career Technology Education</p>	<p>The third two digits indicate the unique course.</p>	<p>The seventh digit in applied, combined, or integrated courses is usually a zero (0).</p>

Example: 3026010 Health Opportunities through Physical Education (HOPE)

30	26	01	0
Applied, Combined, or Integrated Course	Health Education and Physical Education	Unique course: HOPE	

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Course Levels for Grades 9-12

Course levels are designated in the following way:

- Remedial = courses correcting deficiencies
Remedial and compensatory courses taken in grades 9-12 may only be counted as elective credit toward high school graduation. See Section 1003.43(2), Florida Statutes.
 - Level 1 = fundamental or basic courses
No student may be granted credit toward high school graduation for enrollment in any Level I course unless the student's assessment indicates that a more rigorous course of study would be inappropriate, in which case a written assessment of the need must be included in the student's individual educational plan or in a student performance plan, signed by the principal, the guidance counselor, and the parent or guardian of the student, or the student if the student is 18 years of age or older. See Section 1003.43(7)(d), Florida Statutes. If these requirements are met, a Level 1 course may meet subject area graduation requirements.
 - Level 2 = regular, mainstream courses
 - Level 3 = honors, International Baccalaureate (IB), Advanced Placement (AP), Advanced International Certification Education (AICE), and other rigorous and advanced college-preparatory courses
- Example:
- Remedial = Intensive Mathematics (1200400)
 - Level 1 = Pre-Algebra (1200300)
 - Level 2 = Algebra I (1200310)
 - Level 3 = Algebra I Honors (1200320)

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Basic Education - Senior High and Adult (Grades 9-12, 30-31)

<u>Area</u>	<u>Code Range</u>
Art-Visual Arts	0100300-0199990
Computer Education	0200300-0299990
Dance	0300300-0399990
Drama-Theatre Arts	0400300-0499990
Experiential Education	0500300-0599990
Foreign Languages	0700300-0799990
Health	0800300-0899990
Humanities	0900300-0999990
Language Arts	1000300-1099990
Library Media	1100300-1199990
Mathematics	1200300-1299990
Music	1300300-1399990
Peer Counseling	1400300-1499990
Physical Education	1500300-1599990
Research and Critical Thinking	1700300-1799990
ROTC and Military Training	1800300-1899990
Safety and Driver Education	1900300-1999990
Science	2000300-2099990
Social Studies	2100300-2199990
Leadership Skills Development	2400300-2499990
Study Hall	2200300-2299990
Temporary Instructional Placement	2500510-2500510
Applied, Combined, and Integrated Course	3000000-3999999

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Subject Area Transfer Numbers

Each course transferred into a Florida public school by an out-of-state or nonpublic school student should be matched with a course title and number when such course provides substantially the same content. A few transfer courses may not be close enough in content to be matched. For those courses a subject area transfer number is provided. The transfer number is listed as the last number in each major subject area. Note: Transfer numbers do not receive any credit in the Bright Futures Program.

Example: Michigan Indian Culture = 2100990 Social Studies Transfer

For grades 9-12, in the area of foreign languages, eight transfer numbers are provided. The first number in foreign language (0700980) is to be used to report the first year of a language not listed in the directory, such as Hungarian; the second foreign language number (0700990) is to be used to list a second year of the same language; the third foreign language number (0701980) to list the third year of the same language; and the fourth number (0701990), the fourth year of the same language. The additional four course numbers (0702980, 0702990, 0703980, 0703990) are provided for up to four credits in an additional foreign language.

Examples:

Hungarian I	=	0700980	Foreign Languages Transfer I
Hungarian II	=	0700990	Foreign Languages Transfer II
Hungarian III	=	0701980	Foreign Languages Transfer III
Hungarian IV	=	0701990	Foreign Languages Transfer IV
Slovak I	=	0702980	Foreign Languages Transfer V
Slovak II	=	0702990	Foreign Languages Transfer VI
Slovak III	=	0703980	Foreign Languages Transfer VII
Slovak IV	=	0703990	Foreign Languages Transfer VIII

In the area of ROTC and Military Training, a transfer number is listed for granting elective credit for military training, including basic military training over the summer, as allowed in the district's approved pupil progression plan.

Example: 1800990 Military Transfer

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Middle/Junior High Exploratory Wheel

If school districts wish to report individual courses taught in the middle/junior high exploratory wheel, they may report these on report cards or permanent records by using the following procedure. Use the seven-digit state course numbers and abbreviated titles for exploratory courses listed in the *Course Code Directory*. The district may report any breakdown of exploratory courses under the official title, as long as the selected titles do not exceed twenty characters.

Example: 0600000 M/J Exp Wheel 1, Health, Art, French

Basic Education - Middle/Junior High (Grades 6-8)

<u>Subject Area</u>	<u>Code Range</u>
Art-Visual Arts	0100000-0199290
Computer Education	0200000-0299290
Dance	0300000-0399290
Drama-Theatre Arts	0400000-0499290
Exploratory Experiential Education	0500000-0599290
	0600000-0699290
Foreign Languages	0700000-0799290
Health	0800000-0899290
Language Arts	1000000-1099290
Library Media	1100000-1199290
Mathematics	1200000-1299290
Music	1300000-1399290
Peer Counseling	1400000-1499290
Physical Education	1500000-1599290
Research	1700000-1799290
Science	2000000-2099290
Social Studies	2100000-2199290
Study Hall	2200000-2299290
Career and Technical Basic	2300000-2399290
Graded Self-Contained	2400000-2499290
Temporary Instructional Placement	2500000-2500500
Applied, Combined, and Integrated Course	3000000-3999999

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Exceptional Student Education

The numbering system for exceptional student education (ESE) courses listed in Section 4 is indicated below:

XX	XX	XX	X
<p>The first two digits represent the grade levels.</p> <p>76 ESE grades PK Disabilities 77 ESE grades PK-5 78 ESE grades 6-8 79 ESE grades 9-12, 30, 31</p>	<p>The third and fourth digits represent the major subject areas used in basic and career and technical education.</p> <p>00 Noncredit Courses 01 Art 02 Computer Education 10 Language Arts 12 Mathematics 13 Music 15 Physical Education 19 Driver Education 20 Science 21 Social Studies 50 Prekindergarten 55 General Academics 60 Life Management 61 Skills for Students with Moderate Disabilities 62 Skills for Students with Severe/Profound Disabilities 63 Special Skills Courses 65 Gifted 66 Therapy 67 Arts 80 Career and Technical Education for Students with Disabilities</p>	<p>The fifth and sixth digits represent unique course numbers.</p>	<p>The seventh digit is usually zero.</p>

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Prekindergarten Exceptional:

Exceptional Student Education uses the following definitions to determine appropriate course numbers for prekindergarten disability programs. Course numbers and certification information are listed in Section 4, Exceptional Education Table - Required Certification and in the data section of the Course Code Directory.

Prekindergarten Disabilities: Age 0-2

Any prekindergarten program for children with disabilities, birth through age two (2).

Prekindergarten Disabilities: Age 3-5

Any prekindergarten program for children with disabilities, ages three (3) to five (5).

The prekindergarten courses for children with disabilities have been differentiated for ages birth-2 and 3-5. Certification areas for courses 7650030-7650170 are listed in the Exceptional Education Table - Required Certification. When a district contracts for services for one or more named children, the requirements of Rule 6A-6.0361, FAC, apply. To determine appropriate course numbers, use the following definitions.

- Courses for prekindergarten children with disabilities served in an inclusive setting or through the “blending” of the program with other district-operated early childhood programs, including a district operated Head Start, Title I, school readiness program, prekindergarten other, or voluntary prekindergarten education program, or through a program provided through a contract with a non-public school program are identified by the appropriate course number for the prekindergarten disabilities program.
- When ESE classes for prekindergarten children with disabilities include children served in Head Start, Title I, school readiness, prekindergarten other, or the voluntary prekindergarten education program using a “reverse mainstreaming model,” the teacher must hold certification as listed in the Exceptional Education Table – Required Certification.

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- When the Head Start, Title I, school readiness, prekindergarten other, or voluntary prekindergarten education program serves as an inclusive setting for a child with a disability, or these programs are “blended” with the prekindergarten disabilities program, the teacher may hold certification as required in the Head Start, Title I, school readiness, prekindergarten other, or voluntary prekindergarten education course code description, or as listed in the Exceptional Education Table – Required Certification.
- Beginning July 1, 2011, the prekindergarten disabilities endorsement will be required for the following certification areas identified for course numbers 7650030 and 7650130: any exceptional education field, early childhood education, and primary education, unless the class is an inclusive or “blended” setting as noted above.

Career and Technical Education

Secondary Level

Career and technical education programs and courses that can be offered at the secondary level only have been assigned seven digit numbers in the 8000000 to 9500000 range. The first two digits of the number indicate the designated career and technical program area as indicated below:

8000000	M/J Exploratory Career and technical Wheel	8600000	Technology Education
8100000	Agriscience and Natural Resources Education	8700000	Industrial Education
8200000	Business Technology Education	8800000	Marketing Education
8300000	Diversified Education	8900000	Public Service Education
8400000	Health Science Education	9000000	Career and Technical/Orientation Exploration
8500000	Family and Consumer Sciences	9100000	Marketing

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Postsecondary Adult Levels

Career and technical programs that can be offered at the postsecondary adult levels have been assigned seven-figure alpha-numeric numbers. Each number consists of a one-letter prefix and a six digit number. For example, the alphanumeric designation for the Practical Nursing course is H170605. (See other alpha descriptions below)

Postsecondary Education = Alpha Character in the first digit:

A	Agriscience & Natural Resources Education	M	Marketing Education
B	Business Technology Education	P	Public Service Education
C	Family and Consumer Sciences	S	Career and Technical Education Instructional Support
D	Diversified Education	T	Technology Education
E	Career and Technical Orientation Exploration	V	Family and Consumer Sciences Wage Earning
H	Health Science Education	W	Grandfathered Programs
I	Industrial Education		

Career and Technical Education Programs and Courses

(Applicable for Secondary Schools and Postsecondary Institutions)

The grade level designation in the Career and Technical Education Section is authorized in compliance with Rule 6A-6.065, FAC.

Adult: Non-High School Graduate - 30

Adult: High School Graduate - 31

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<u>Area</u>	<u>Code Range*</u>
Agriscience and Natural Resources Education	8100000-8199990
Business Technology Education	8200000-8299990
Diversified Education	8300000-8399990
Health Science Education	8400000-8499990
Family and Consumer Sciences	8500000-8599990
Technology Education	8600000-8699990
Industrial Education	8700000-8799990
Marketing Education	8800000-8899990 and 9100000
Public Service Education	8900000-8999990
Other Career and Technical Programs/Courses	Varies with Program Area
Career and Technical Education Instructional Support Services	9001700-9001990
Career and Technical Exploratory Wheel	8000200-8000250
Applied, Combined, and Integrated Course	3000000-3999999

**Range applies to the seven-digit numerical secondary numbers only*