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## Course Names

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Policy Reference:	5403
Category:	Education
Department Responsible:	Education Council
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## Objectives

This procedure applies directly to Policy 5403, Course Outlines and Course Names. This procedure explains the process for creating and changing course names.

## Who Does This Procedure Apply To?

This procedure applies to individuals who are responsible for:

- creating new courses and/or programs
- modifying existing courses and/or programs.

## Procedure

The course name consists of three components: a 4-character subject code, a 4-digit course number and a title.

### Subject Code

1. The subject code is an easily recognizable four-character alphabetic code which describes the main focus of the course and represents the teaching department responsible for course content. The department is also seen as the owner of the code and the code cannot be used by other departments without approval of the owner.
2. Regardless of course variables such as delivery mode or credit/non-credit status, courses within the same area of course responsibility use the same subject code.
3. All new subject codes must be approved by the registrar.
4. The subject code should not be broken down beyond the program of certification.
5. Ordinarily, subject codes remain the same, even when programs go through either a curriculum change or a name change.

### Course Number

1. Is a four-digit number.
2. The first digit indicates the level of difficulty (rigour) of the course. The level of difficulty of a course is determined by asking the following questions:
  - a. Is this a credit course or a non-credit course?
  - b. With what credential is this course associated?
  - c. Does this course have a prerequisite course?
  - d. Is foundation work required before this course can be taken?
3. Credit courses begin with a non-zero digit, depending upon the program to which the course belongs.
  - a. Example #1: 'Circuit Analysis 1' is a credit course. Thus, its first digit is a one: ELEX 1105.

- b. Example #2: 'Accounting 1' is required before 'Accounting 2' may be taken. Thus, the courses may be identified as FMGT 1100 and FMGT 2100 respectively.
  - c. Example #3: In order to take a particular course in Level 3 a student may be required to complete Level 1 and Level 2 courses. Therefore, the course ID must be given a 3XXX course number.
4. The first digit for courses offered in an entry level program (certificate, diploma or degree) will be 1, 2, 3 or 4.
5. The first digit for courses offered in an advanced program (certificate, diploma or degree) will be 5, 6, 7, 8 or 9.
6. Non-credit courses begin with a zero digit.
7. The last three digits are assigned sequentially, ranging from 000 to 999. Depending on the number of course offerings within a given level, the increments may be 1, 5 or 10. Course number series begin with 1000, 2000, etc.
8. Cooperative education courses use the appropriate level indicator followed by 990. For example, the first co-op course for Electrical and Computer Engineering Technology can only be taken after completion of Levels 1 and 2. The course ID for this course is ELEX 3990.
9. Guidelines for Graduate level courses:
  - a. The first digit for all graduate level courses will be 9 (eg. GRAD 9XXX)
  - b. The second digit should indicate the level of difficulty. If a course is a prerequisite for another course in the graduate program the second digit should be used to show progression, eg. GRAD 9010 would be a prerequisite for GRAD 9110
  - c. The third and fourth digits to be assigned sequentially. Depending on the number of course offerings with a given level, the increments may be 1, 5, or 10. Course number series to begin with 9000, 9100, 9200, etc.

## **Title**

Since the course title appears in publications and transcripts, it must be concise and informative.

1. The title length may not exceed 30 characters (appears on transcript); the long title should not exceed 90 characters.
2. The title should describe the material covered.
3. Courses which are part of a series should show the series number in the title. For example, FMGT 1100 Accounting 1 and FMGT 2100 Accounting 2.

## **Forms Associated With This Procedure**

Course outline software (myBCIT portal and Banner system).

## **Amendment History**

Policy 5004 was retired in 2011; this Procedure 5403-PR2 is one of a series of policies and procedures created to replace it.

1. Created                      2011 Nov 22