



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

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*President*

**NUMBERED MEMO CC22-029**

**TO:** Senior Continuing Education Administrators  
Continuing Education Registrars

**FROM:** Nate Humphrey, AVP - Workforce and Continuing Education Programs

**SUBJECT:** WCE Combined Course Library Maintenance

**DATE:** April 27, 2022

In preparation for implementing the Modern Campus Destiny One solution, the annual comprehensive review of the Workforce Continuing Education Combined Course Library, completed in partnership with the Workforce Development Leadership Committee, implements the following actions on courses. These actions are for immediate implementation. Please share this information widely with the appropriate staff at your college.

Colleges are reminded that new and modified courses must be downloaded to the local course library (XUIC) and applied to local course copies (XULU). These processes are a mandatory workflow following all changes to the Combined Course Library. Staff requiring assistance on the course download/update process should access the "Curriculum Management for Continuing Education User Guide" ([KB0010403](#)) in [ServiceNow](#) for a step-by-step guide.

The following courses have not been offered in the last three years; they are being **obsoleted**. The existing Course ID has an end date of May 16, 2022, and will be assigned an **obsolete** status following the Summer 2022 ICR due date.

Course ID	Course No.	Course Title
S22741	COM-3800	Braille Reading & Writing
S22742	COM-3801	Braille Tactile Graphics
S22228	CTR-3100	Clinical Research
S15206	ELC-3130	Equipment Maintenance & Repair
S23608	HSE-3300	Direct Support Professional
S21821	LEX-4000	Precinct Election Officials
S22211	MEC-4000	Locksmithing
S15819	MLS-3000	Business of Manufacturing
S15183	MLS-3859	Total Quality Mgmt (TQM)
S23611	MNT-3067	Healthcare Facilities Mgmt

Course ID	Course No.	Course Title
S16068	OSC-3609	Health Unit Secretary
S15092	OSH-3051	OSHA Confined Space
S14543	OSH-3100	OSHA Lockout/Tagout
S15394	OSH-3801	OSHA Shoring Trench Confine Space
S14384	OSH-3980	OSHA Trenching Evacuation
S21297	OSH-8000	OSHA Disaster Site Worker
S15504	SAF-3027	Industrial Safety Management
S15537	SAF-3026	Lifeguard Training
S16028	SAF-3002	Driver Trng Instructor Program

The following courses have **changed** Program Area/Topic Codes.

Course ID	Course No.	Course Title	Current Program Area Code	New Program Area Code
S20953	ANS-3100	Pet Care: Retail	T75 - Service Occupations	C30 – Agriculture/Natural Resources
S22369	ANS-3500	Animal Trainer	T75 - Service Occupations	C30 – Agriculture/Natural Resources
S25597	BSP-3400	ABE Level 4 English	A40 – Adult Secondary Education	A20 – Basic Skills
S25598	BSP-3450	ABE Level 4 Math	A40 – Adult Secondary Education	A20 – Basic Skills
S25167	BSP-4002	Transition English	A40 – Adult Secondary Education	A20 – Basic Skills
S25168	BSP-4003	Transition Math	A40 – Adult Secondary Education	A20 – Basic Skills
S25749	BSP-4010	Transition Digital Skills	A40 – Adult Secondary Education	A20 – Basic Skills
S25599	BSP-5500	ESL Level 5	A50 – English Language Acquisition	A20 – Basic Skills
S25600	BSP-5600	ESL Level 6	A50 – English Language Acquisition	A20 – Basic Skills
S24421	ACC-3150	Accounting Applications	F30 – Computer Training	F25 – Business
S15047	COM-3709	Sign Language	T75 – Service Occupations	F25 – Business
S16072	OSC-3608	Health Unit Coordinator	L30 – Health Occupations	F25 – Business
S15336	MKT-3093	Auctioneering	T75 – Service Occupations	F25 – Business
S15721	CJC-3938	Basic Law Enforcement BLET	R19 – BLET	R20 – Criminal Justice
S16004	OSH-3013	OSHA Construction Safety	H30 – Construction Occupations	R40 – Gov't Regulations
S25802	SAF-3011	Mental Health First Aid	L78 – Safety	L30 – Health Occupations
S24443	HSE-3220	Income Maintenance Worker	T75 - Service Occupations	L45 – Human Services
S25212	HSE-3227	Children & Adolescents: Crisis	L30 – Health Occupations	L45 – Human Services
S21517	HSE-3264	Activity Director - Basic	L30 – Health Occupations	L45 – Human Services
S21397	HSE-3266	Activity Director-Select Topic	L30 – Health Occupations	L45 – Human Services
S15402	APP-3200	Apprentice: HVAC	H30 – Construction Occupations	X35 – Work-Based Learning
S25169	APP-3505	Apprentice: Carpentry	H30 – Construction Occupations	X35 – Work-Based Learning
S15103	APP-3612	Apprentice: Electrical	H30 – Construction Occupations	X35 – Work-Based Learning
S14627	APP-3701	Apprentice: Plumber	H30 – Construction Occupations	X35 – Work-Based Learning
S15026	APP-3601	Apprentice: Sheet Metal	P35 – Industrial/Manufacturing	X35 – Work-Based Learning
S16191	APP-3618	Apprentice: Maint. Mechanic	P35 – Industrial/Manufacturing	X35 – Work-Based Learning

The following courses are being crosswalked to **new** Course IDs. The existing Course ID has an end date of December 31, 2022, and will be **obsoleted** following the Fall 2022 ICR due date.

Course Title	Current Course ID	Current Course No.	Course Crosswalk	New Course ID	New Course No.
Marine Engine Repair	S15978	FIS-3108		S25891	AUT-3108
Boatbuilding	S15948	FIS-3109		S25892	BTB-3109
Work Zone Flagger	S22392	SAF-4000		S25902	CST-4000
DMV: Dealer License Renewal	S20220	AUT-3001		S25894	DMV-3001
DMV: Dealer License Pre-license	S22549	AUT-3002		S25895	DMV-3002
Escort Vehicle Operator	S20219	AUT-3003		S25896	DMV-3003
Escort Vehicle Operator: CE	S21929	AUT-3004		S25897	DMV-3004
DMV: Auto Safety/OBD Emission	S20112	AUT-3129		S25898	DMV-3129
OBD Repair Technician	S20472	AUT-3151		S25899	DMV-3151
Critical Care Transport	S22725	MED-3200	S25900	EMS-4600	
Tire Manufacturing	S21435	AUT-3400	S25903	MFG-3410	

The following courses are crosswalked to **new** Course IDs. Old courses will remain in the CCL with **updated** Program Area/Topic Codes and end date of December 31, 2022. End-dated courses will be **obsoleted** following the Fall 2022 ICR due date.

Course Title	Current Course ID	Current Course No.	Current Program Area Code	New Program Area Code	Course Crosswalk	New Course ID	New Course No.	Program Area Code
Child Passenger Safety	S21931	SAF-3036	R40 - Gov't Regulations	L30 - Health Occupations		S25906	FIP-4732	R30 – Fire & Rescue Services
Marine Captain	S15961	FIS-3106	V80 - Driver Training	C30 - Agriculture & Natural Resources		S25904	MRN-3106	V45 - Water Transportation
Personal Property Appraiser	S25219	MKT-3095	T75 - Service Occupations	F25 – Business		S25905	BUS-4000	F25 – Business

The following **new** Courses Prefixes/Subjects need to be added to the local SUBJ Table.

- DMV – Division of Motor Vehicle
- MFG – Manufacturing
- MRN – Marine
- NTP – Notary Public

The following **new** Program Area/Topic Codes need to be added to the local TOPC table.

- I20 – Information Technology
- L45 – Human Services
- R42 – Multi-Agency Response
- V30 – Rail Transportation
- V35 – Transit Systems
- V45 – Water Transportation

The following Program Area Codes have **Updated** descriptions to be updated on the TOPC table.

- V20 – Air/Space Transportation
- V40 – Automotive/Road Transportation

The following **new** Department Codes need to be added to the local DEPT table.

- CEI20 – Information Technology
- CEL45 – Human Services
- CER42 – Multi-Agency Response
- CEV30 – Rail Transportation
- CEV35 – Transit Systems
- CEV45 – Water Transportation
- CEV50 – Division of Motor Vehicles

cc: Chief Academic Officers  
College Registrars  
Data Coordinators  
Planners  
System Administrators