



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. William S. Carver II

Interim President

NUMBERED MEMO CC22-047

TO: Chief Continuing Education Officers
Chief Academic Officers
Continuing Education Registrars
College Registrars

FROM: Nate Humphrey
Associate Vice President – Workforce & Continuing Education Programs

SUBJECT: Annual Combined Course Library Maintenance Phase II

DATE: September 20, 2022

The annual comprehensive review of the Workforce Continuing Education Combined Course Library was initiated in April with NCCCS Numbered Memo CC22-029 issued on April 27, 2022. The link below provides more details: [CC22-029 WCE Combined Course Library Maintenance](#).

The purpose of this memo is to present the next phase of course changes. The driver for these changes was to align Workforce Continuing Education Program Areas and Course Prefixes/Subjects across all instructional areas to facilitate better Tier Funding evaluation and designations for course offerings. Further, these changes facilitate the continued implementation of the Modern Campus Destiny One solution.

There were three significant changes:

1. Existing Course IDs were cross-walked to new Course IDs. (37 Courses)
 - a. Course Prefixes/Subjects have been modified to represent the course content and facilitate instructional alignment accurately.
2. Existing Course IDs were moved to an existing or new Program Area/Department. (109 Courses)
3. Existing Course IDs were cross-walked to new Course IDs and were moved to an existing or new Program Area/Department. (11 Courses)
 - a. Course Prefixes/Subjects and Program Areas have been modified to represent the course content and facilitate instructional alignment accurately.

These course changes 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.

Existing Course IDs cross-walked to new Course IDs. (37 Courses)

- Please Note:
 - The Current Course ID now has an end date of May 16, 2023.
 - The Current Course ID will be **obsoleted** effective July 1, 2023.
 - No changes are required to courses and sections already built in the Fall 2022 term. Colleges with existing offerings can continue to operate under the Current Course ID until May 16, 2023.
 - Colleges have the option to use the new Course ID immediately.
 - Only New Course IDs may be used for courses ending after May 15, 2023.
 - Any local courses (COCOs) created from the Current ID must be reviewed and cross-walked to the new Course ID by May 15, 2023.

Course Title	Existing Course ID	CRS ID	New Course ID	CRS ID	Current Topic Codes	Program Area Description
Notary Public Education	MLS-3874	S15821	LEX-3874	S25953	F25	Business, Finance, & Marketing
Anatomy & Physiology	HEA-3002	S20613	BIO-3002	S25954	L30	Health Occupations
Nutritional Dietary Manager	HEA-3009	S15674	NUT-3009	S25955	L30	Health Occupations
Fitness Instructor Preparation	HEA-3010	S14835	HFS-3010	S25956	L30	Health Occupations
Massage Therapy	HEA-3021	S15993	MTH-3021	S25957	L30	Health Occupations
Licensed Massage Therapist CE	HEA-3022	S25493	MTH-3022	S25958	L30	Health Occupations
MBLEx Prep	HEA-3023	S25494	NUR-3023	S25959	L30	Health Occupations
Substance Abuse Education	HEA-3029	S15996	SAB-3029	S25989	L30	Health Occupations
Athletic Training	HEA-3100	S22005	PSF-3101	S25990	L30	Health Occupations
Central Sterile Processing	MED-3002	S14692	PHM-3002	S25961	L30	Health Occupations
Phlebotomy Experience	MLA-3022	S15622	PBT-3022	S25962	L30	Health Occupations
Dialysis Continuing Education	NUR-3100	S14817	DIA-3101	S25963	L30	Health Occupations
Healthcare Basics	NUR-3101	S20609	HEA-3101	S25964	L30	Health Occupations
Home Companion Aide	NUR-3216	S15415	NAS-3216	S25965	L30	Health Occupations
Home Care Nurse Aide	NUR-3218	S23997	NAS-3218	S25966	L30	Health Occupations
Medical Terminology	NUR-3235	S21541	MED-3235	S25967	L30	Health Occupations
Medical Transcription	NUR-3236	S16107	MED-3236	S25968	L30	Health Occupations
Nurse Aide Level I	NUR-3240	S14400	NAS-3240	S25969	L30	Health Occupations
Nurse Aide Level II	NUR-3241	S14432	NAS-3241	S25970	L30	Health Occupations
Nurse Aide I Refresher	NUR-3242	S14423	NAS-3242	S25977	L30	Health Occupations
Geriatric Nurse Aide	NUR-3252	S22084	NAS-3252	S25979	L30	Health Occupations

Course Title	Existing Course ID	CRS ID	New Course ID	CRS ID	Current Topic Codes	Program Area Description
Nurse Aide II Competency	NUR-3253	S24738	NAS-3253	S25971	L30	Health Occupations
I.V. Therapy	NUR-3262	S15109	PHM-3262	S25972	L30	Health Occupations
Special Needs Technician	NUR-3271	S15973	DDT-3271	S25973	L30	Health Occupations
Gerontology	NUR-3279	S21859	GRO-3279	S25974	L30	Health Occupations
Med. Admin. State Exam - Prep	NUR-3290	S15642	PHM-3290	S25975	L30	Health Occupations
Magnetic Resonance Image/MRI	NUR-3354	S22648	MRI-3354	S25976	L30	Health Occupations
Personal Care Assistant	NUR-3355	S22738	NAS-3355	S25980	L30	Health Occupations
Psychiatric Technician Level I	PSY-3000	S25017	MHT-3000	S25981	L30	Health Occupations
Mammography	RAD-2100	S22728	MAM-2100	S25982	L30	Health Occupations
Craft Beer Brewing	ISC-3600	S23606	BDF-3600	S25983	P35	Industrial/Manufacturing
Supply Chain Management	ISC-3001	S15106	LOG-3001	S25984	P35	Industrial/Manufacturing
Electro-Mechanical Skills	ISC-3138	S15924	MEC-3138	S25985	P35	Industrial/Manufacturing
Lean Manufacturing	BUS-3000	S20385	MFG-3000	S25986	P35	Industrial/Manufacturing
Composite Manufacturing	ISC-3400	S22387	MFG-3400	S25987	P35	Industrial/Manufacturing
NC Manufacturing Cert.	MNT-3000	S15101	MFG-3100	S25991	P35	Industrial/Manufacturing
Manufacturing Production Tech.	MNT-3111	S15289	MFG-3111	S25988	P35	Industrial/Manufacturing

Existing Course IDs were moved to an existing or new Program Area. (109 Courses)

- No actions are needed by staff once the XUIIC and XULU are processed.
- Executing XUIIC and XULU will update both the Program Area and Department code on each course and local courses (COCOs).

Course Title	Current Course ID	Current Program Area	New Program Area	Program Area Description
Office Practices	OSC-3602	F25	F70	Administrative and Medical Office
Health Unit Coordinator	OSC-3608	F25	F70	Administrative and Medical Office
Life Insurance	INS-3121	F25	F75	Real Estate, Insurance, & Appraisal
Accident & Health/Sickness Ins	INS-3122	F25	F75	Real Estate, Insurance, & Appraisal
Claims Adjusting	INS-3127	F25	F75	Real Estate, Insurance, & Appraisal
Medicare/Long-Term Insurance	INS-3128	F25	F75	Real Estate, Insurance, & Appraisal
Property & Casualty Insurance	INS-3129	F25	F75	Real Estate, Insurance, & Appraisal
Insurance: CE	INS-3310	F25	F75	Real Estate, Insurance, & Appraisal
Insurance: Pre-Licensing	INS-3385	F25	F75	Real Estate, Insurance, & Appraisal
Basic Appraisal Principles	REA-3801	F25	F75	Real Estate, Insurance, & Appraisal
Basic Appraisal Procedures	REA-3802	F25	F75	Real Estate, Insurance, & Appraisal
National USPAP	REA-3803	F25	F75	Real Estate, Insurance, & Appraisal
Residential Market Analysis	REA-3804	F25	F75	Real Estate, Insurance, & Appraisal
Appraiser Site Valuation	REA-3805	F25	F75	Real Estate, Insurance, & Appraisal

Course Title	Current Course ID	Current Program Area	New Program Area	Program Area Description
Sale Comparison & Income	REA-3806	F25	F75	Real Estate, Insurance, & Appraisal
Emerging Appraisal Issues	REA-3810	F25	F75	Real Estate, Insurance, & Appraisal
Real Estate Review	RLS-3500	F25	F75	Real Estate, Insurance, & Appraisal
Property Management	RLS-3512	F25	F75	Real Estate, Insurance, & Appraisal
Real Estate Provisional Broker	RLS-3700	F25	F75	Real Estate, Insurance, & Appraisal
Broker Relationships	RLS-3702	F25	F75	Real Estate, Insurance, & Appraisal
Broker Contracts & Closing	RLS-3703	F25	F75	Real Estate, Insurance, & Appraisal
Broker Special Topics	RLS-3704	F25	F75	Real Estate, Insurance, & Appraisal
NC Law, Rules & Legal Concept	RLS-3706	F25	F75	Real Estate, Insurance, & Appraisal
Telecommunication Tower Tech	TCT-3200	P35	H30	Construction & Skills Trade
Biowork: Process Technician	BTC-3200	P35	P40	Biotechnology & Life Sciences
Aseptic Manufacturing	BTC-3300	P35	P40	Biotechnology & Life Sciences
Bioprocessing in the Workplace	BTC-3401	P35	P40	Biotechnology & Life Sciences
Viral Vaccine	BTC-3503	P35	P40	Biotechnology & Life Sciences
GMP Practices	BTC-3600	P35	P40	Biotechnology & Life Sciences
Pharma Operational Practices	BTC-3700	P35	P40	Biotechnology & Life Sciences
Good Laboratory Practices	LBT-2100	P35	P40	Biotechnology & Life Sciences
Laboratory Skills	LBT-3100	P35	P40	Biotechnology & Life Sciences
Basic Telecommunication	TCT-3101	P35	H30	Construction & Skills Trade
Network Cable Installation	TCT-3102	P35	H30	Construction & Skills Trade
Audio/Video Systems	TCT-3103	P35	H30	Construction & Skills Trade
Broadband Communications	TCT-3105	P35	H30	Construction & Skills Trade
Telecommunications Tower Tech	TCT-3200	P35	H30	Construction & Skills Trade
Welding	WLD-3106	P35	H30	Construction & Skills Trade
Law & Administration	COD-3101	R40	R05	Code Inspection & Standards
Residential Changeout Standard	COD-3102	R40	R05	Code Inspection & Standards
Electrical Inspection I	COD-3104	R40	R05	Code Inspection & Standards
Building Inspection I	COD-3105	R40	R05	Code Inspection & Standards
Building Inspection II	COD-3106	R40	R05	Code Inspection & Standards
Building Inspection III	COD-3107	R40	R05	Code Inspection & Standards
Electrical Inspection II	COD-3110	R40	R05	Code Inspection & Standards
Electrical Inspection III	COD-3111	R40	R05	Code Inspection & Standards
Fire Prevention Inspection I	COD-3120	R40	R05	Code Inspection & Standards
Fire Prevention Inspection II	COD-3121	R40	R05	Code Inspection & Standards
Fire Prevention Inspection III	COD-3122	R40	R05	Code Inspection & Standards
Mechanical Inspection I	COD-3130	R40	R05	Code Inspection & Standards
Mechanical Inspection II	COD-3131	R40	R05	Code Inspection & Standards
Mechanical Inspection III	COD-3132	R40	R05	Code Inspection & Standards
Plumbing Inspection I	COD-3140	R40	R05	Code Inspection & Standards

Course Title	Current Course ID	Current Program Area	New Program Area	Program Area Description
Plumbing Inspection II	COD-3141	R40	R05	Code Inspection & Standards
Plumbing Inspection III	COD-3142	R40	R05	Code Inspection & Standards
Code Enforcement: CE	COD-3199	R40	R05	Code Inspection & Standards
Emergency Dispatch	EME-3500	R40	R42	Multiple Agency Response
Chemical Treatment Operator	WAT-3000	R40	C30	Agriculture/Natural Resources
Wastewater Treatment Operator	WAT-3100	R40	C30	Agriculture/Natural Resources
Backflow Prevention Recert	WAT-3116	R40	C30	Agriculture/Natural Resources
Grade A Distribution	WAT-3117	R40	C30	Agriculture/Natural Resources
Grade B Distribution	WAT-3118	R40	C30	Agriculture/Natural Resources
Grade C Distribution	WAT-3119	R40	C30	Agriculture/Natural Resources
Grade I Collection	WAT-3122	R40	C30	Agriculture/Natural Resources
Grade II Collection	WAT-3123	R40	C30	Agriculture/Natural Resources
Grade III Collection	WAT-3124	R40	C30	Agriculture/Natural Resources
Grade IV Collection	WAT-3125	R40	C30	Agriculture/Natural Resources
Collection System Operator	WAT-3127	R40	C30	Agriculture/Natural Resources
Backflow Prevention	WAT-3130	R40	C30	Agriculture/Natural Resources
Waterworks Operator	WAT-3133	R40	C30	Agriculture/Natural Resources
Water Pollution Control CE	WAT-3200	R40	C30	Agriculture/Natural Resources
Wildland Firefighter Type 1	WLF-2102	R40	R30	Fire & Rescue Services
Wildland Engine Boss	WLF-2103	R40	R30	Fire & Rescue Services
Wildland Strike Team Leader	WLF-2104	R40	R30	Fire & Rescue Services
Wildland Fire Human Factors	WLF-2200	R40	R30	Fire & Rescue Services
Wildland Firefighter Training	WLF-2201	R40	R30	Fire & Rescue Services
Wildland Firefighter Type 1	WLF-2202	R40	R30	Fire & Rescue Services
Wildland Fire Behavior	WLF-2203	R40	R30	Fire & Rescue Services
Wildland Incident Commander T4	WLF-2204	R40	R30	Fire & Rescue Services
Wildland Fire Chain Saws	WLF-2205	R40	R30	Fire & Rescue Services
Wildland Fire Urban Interface	WLF-2206	R40	R30	Fire & Rescue Services
Wildland Engine Boss Single	WLF-2207	R40	R30	Fire & Rescue Services
Wildland Fire Suppression	WLF-2208	R40	R30	Fire & Rescue Services
Wildland Prescribed Fire	WLF-2301	R40	R30	Fire & Rescue Services
Wildland Prescribed Fire Prep	WLF-2302	R40	R30	Fire & Rescue Services
Wildland Smoke Management	WLF-2303	R40	R30	Fire & Rescue Services
Chainsaw Safety for Fire Depts	WLF-2305	R40	R30	Fire & Rescue Services
Wildland Red Card Trng Block	WLF-3000	R40	R30	Fire & Rescue Services
Registered Barber	BAR-3100	T75	T27	Cosmetic Arts & Barbering
Manicurist	COS-3101	T75	T27	Cosmetic Arts & Barbering
Esthetician	COS-3102	T75	T27	Cosmetic Arts & Barbering
Natural Hair Care Specialist	COS-3104	T75	T27	Cosmetic Arts & Barbering

Course Title	Current Course ID	Current Program Area	New Program Area	Program Area Description
Cosmetology	COS-3201	T75	T27	Cosmetic Arts & Barbering
Cosmetology: CE	COS-3205	T75	T27	Cosmetic Arts & Barbering
Cosmetology Instructor Trng	COS-3206	T75	T27	Cosmetic Arts & Barbering
Table Gaming	GAM-3001	T75	T35	Hospitality & Tourism
Environmental Services Mgmt	HOS-3042	T75	T35	Hospitality & Tourism
Custodial/Environmental Svcs	HOS-3043	T75	T35	Hospitality & Tourism
Swimming Pool Operation/Mgmt	HOS-3058	T75	T35	Hospitality & Tourism
Events and Convention Planning	HOS-3060	T75	T35	Hospitality & Tourism
Hospitality and Tourism	HOS-3070	T75	T35	Hospitality & Tourism
Hotel & Lodging Operations	HOS-4040	T75	T35	Hospitality & Tourism
Commercial Design	DES-3000	T75	T40	Commercial & Artistic Production
AV & Sound Technician	ENT-3000	T75	T40	Commercial & Artistic Production
Film and Video Production	FVP-3100	T75	T40	Commercial & Artistic Production
Gunsmithing	GSM-3010	T75	T40	Commercial & Artistic Production
Digital Photography	PHO-3001	T75	T40	Commercial & Artistic Production
Heritage Arts Production	PRC-3104	T75	T40	Commercial & Artistic Production
Digital Printing Operator	PRN-3004	T75	T40	Commercial & Artistic Production

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Course Title	Current Course ID	CRS ID	New Course ID	CRS ID	Current Program Code	New Program Code	Program Area Code
Medical Office Assistant	MED-3006	S14704	OSC-3006	S25992	L30	F70	Administrative & Medical Office
Healthcare Billing & Coding	MED-3030	S15224	OSC-3030	S25993	L30	F70	Administrative & Medical Office
Adult Care Staff Training	NUR-3001	S14577	HSE-3001	S25994	L30	L45	Human Services
Electrical Lineman	ELS-3018	S15982	ELT-3018	S25995	P35	H30	Construction & Skills Trade
Alarm System Installation	MNT-3200	S23255	TCT-3300	S25996	P35	H30	Construction & Skills Trade
Bartending	HOS-3007	S15640	CUL-3007	S25997	T75	T30	Culinary Arts
Quantity Food Service	HOS-3041	S15704	CUL-3041	S25998	T75	T30	Culinary Arts
Food Service Sanitation/Safety	HOS-3072	S14459	CUL-3072	S25999	T75	T30	Culinary Arts
Food Service Management	HOS-3075	S14517	CUL-3075	S26000	T75	T30	Culinary Arts
Food & Beverage Operations	HOS-4010	S21932	CUL-4010	S26001	T75	T30	Culinary Arts
Wine Types & Sensory Evaluation	HOS-4020	S21993	CUL-4020	S26002	T75	T30	Culinary Arts

cc: Dr. Levy Brown, SVP & CAO
 Dr. Lisa Eads, AVP
 Data Coordinators
 Planners
 System Administrators

Workforce Continuing Education: Program Area/Topic Codes

ID	Description	Existing	Reactivated	New	Archive	New/Update Titles
A20	Basic Skills	x				
B20	Human Resources Development	x				
C30	Agriculture/Natural Resources	x				
C40	Energy/Green Technology	x				
F25	Business, Finance, & Marketing	x				
F30	Computer Training	x				
F70	Office Skills Training		x			Administrative & Medical Office
F75	Real Estate		x			Real Estate, Insurance, & Appraisal
H30	Construction Occupations	x				Construction & Skill Trades
J30	Early Childhood/Teacher Recert	x				Teacher Professional Development
J38	Languages	x				Foreign Languages
L15	Emergency Medical Services	x				
L30	Health Occupations	x				
L45	Human Services	x				
P35	Industrial/Manufacturing	x				
P40	Biotechnology		x			Biotechnology & Life Sciences
R05	Bldg Codes & Inspections		x			Code Inspection & Standards
R20	Criminal Justice	x				
R30	Fire & Rescue Services	x				
R40	Gov't Regulations	x				OSHA & Hazardous Materials
R41	Emergency Management	x				
R42	Multiple Agency Response			x		New Program Area
T27	Cosmetology		x			Cosmetic Arts & Barbering
T30	Culinary Arts	x		x		New Program Area
T35	Hospitality & Tourism	x		x		New Program Area
T40	Commercial & Artistic Production	x		x		New Program Area
T75	Service Occupations	x				
V20	Air/Space Transportation	x				
V30	Rail Transportation	x				
V40	Automotive/Road Transportation	x				
V45	Water Transportation			x		New Program Area
V50	Division of Motor Vehicles	x				
V80	Driver Training	x				
X35	Work Based Learning	x				
X50	Customized Training Programs	x				
X87	Small Business Center	x			x	
X90	Self-Support Occupational	x				
X95	Community Service Program	x				
X96	CE Learning Lab	x			x	