

NUMBERED MEMO CC25-033

TO: Senior Continuing Education Administrators

FROM: Dr. Andrew Gardner
Associate Vice President, Workforce Strategies

SUBJECT: State Board Workforce Continuing Education and College and Career Readiness
Course Approvals

DATE: April 10, 2025

On **April 4, 2025**, the State Board approved a new College and Career Readiness course for placement in the Combined Course Library. See Attachment A for detailed information.

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 State Board 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.

If you have questions concerning this course or if you have questions regarding the process for submitting a new course or requesting a modification to an existing course in the CCL, send an email to the Workforce and Continuing Education Programs at WCERequests@nccommunitycolleges.edu.

CC: Dr. Brian Merritt, Senior Vice President and Chief Academic Officer
Sandra Thompson, Associate Vice President, College and Career Readiness
Chief Academic Officers
College and Career Readiness Directors
Continuing Education Registrars
Registrars
System Administrators
Planners
Workforce Development Leadership Committee Members

Attachment A
Workforce and Continuing Education and College and Career Readiness
New Course Approvals, Modifications, and Tier Designations

Request for New Course 1 of 1

Requesting College or Agency: NCCCS (College and Career Readiness)

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
BSP-4012	Pathways to College Success	32	A20 – Basic Skills	3/ Basic Skills

Description:	This course is designed to support students navigating common barriers as they build the academic, personal, and professional skills essential for college success. Students will develop study skills, time management skills, and goal setting skills. The course also guides students in understanding and choosing a career pathway that aligns with their strengths, values, and long-term goals. Additionally, students will connect with campus resources, develop a support network, and strengthen a sense of belonging within the college community.
--------------	--

Rationale: The requested action is to create a Basic Skills Course to facilitate students' smooth transition from College and Career Readiness/Basic Skills to postsecondary education. The course has similarities to ACA-111 (College Student Success) and ACA-115 (Success and Study Skills), but these academic (Curriculum) courses are not available in CCR/Basic Skills. Because the content is similar, colleges could consider awarding academic credit for students that complete this course and then enroll in a Curriculum program at a North Carolina community college.