



Continuing Education Master Course List

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A. Governance

A legislative mandate from the 1993 Session of the General Assembly in Part 16, Section 102(c) requires that:

“The State Board of Community Colleges shall conduct a review of all occupational extension courses including their content, length, definition and common course title. It shall ensure that these courses be classified appropriately as occupational extension and are not actually community service courses.”

As a result of this special provision, the Economic and Workforce Development Leadership Committee (formerly named the CE Peer Review Team) was established. Two of the major responsibilities of this committee are:

- Make recommendations to the State Board on any additions or modifications to courses on the Continuing Education Master Course List.
- Review policies and procedures related to continuing education course offerings and requirements.

The Continuing Education Master Course List can be access online at the following link:

<http://www.nccommunitycolleges.edu/CE.Courses/index.html>.

B. Continuing Education Master Course List

The framework of the Continuing Education Master Course List has three tiers: Program Areas, Occupational Fields, and Course Offerings.

- Program Areas. The Master Course List is divided into 14 program areas. There are 12 areas that represent the major economic sectors in North Carolina. The remaining 2 categories represent non-credit educational training programs within Continuing Education.
 - Occupational Fields. Within each program area, there is a list of occupational fields established to help individuals explore a wide variety of career choices and training options.
 - Course Offerings. Within each occupational field, there is a list of courses designed to train individuals to perform skills necessary for employment within an occupational field. A course offering has 6 parts: course ID, course title, recommended and maximum hours, certification, course description and prerequisites. Currently, there are over 1,200+ courses listed on the Continuing Education Master Course.

These three tiers are discussed in more detail in the next sections.

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C. Program Areas

Below is a list of the 14 program areas. Please note that each program area has a designated letter code.

<u>Letter Code</u>	<u>Program Area</u>
A	Basic Skills
C	Agricultural & Natural Resources
D	Art & Design Occupations
F	Business
H	Construction
J	Education
K	Electrical/Electronic
L	Health Science
N	Management, Supervision and Leadership
P	Mechanical & Manufacturing
R	Public Service
T	Service
V	Transportation
X	NCCCS Special Programs

D. Occupational Fields

Each occupational field has a designated 2-digit code. The number and types of occupational fields are based on labor market demands.

On the next page you will find a complete listing of the program areas and occupational fields.



Program Areas and Occupational Fields

A Basic Skills

- 20 Basic Skills
- 35 Learning Lab

C Agricultural & Natural Resources

- 30 Agricultural & Natural Resources Occupations
- 60 Wood Products Occupations

D Art & Design Occupations

- 15 Art & Design Occupations

F Business

- 10 Accounting & Bookkeeping
- 20 Banking, Finance & Credit
- 30 Computer Science Applications
- 40 Insurance
- 50 Marketing
- 55 Occupational Math
- 70 Office Skills Training
- 75 Real Estate

H Construction

- 20 Civil Engineering
- 30 Construction Occupations
- 70 Painting & Decoration
- 75 Plumbing & Pipe Fitting

J Education

- 30 Childcare
- 38 Languages
- 75 Teacher Re-certification
- 77 Teaching Methodology

K Electrical/Electronic

- 35 Electrical/Electronic Occupations

L Health Science

- 15 Emergency Medical Services
- 20 Employee Counseling & Assistance
- 30 Health Occupations
- 78 Safety

N Management, Supervision Leadership

- 50 Management, Supervision and Leadership

P Mechanical & Manufacturing

- 10 Drafting
- 20 Heating, Ventilation, Air Conditioning
- 30 Industrial Chemistry
- 35 Industrial Occupation
- 39 Workstation Training
- 40 Biotechnology
- 50 Mechanical
- 60 Metal Working Occupations
- 70 Plastic Manufacturing
- 80 Textile Occupations
- 90 Welding

R Public Service

- 05 Building Codes & Inspections
- 10 Communication
- 20 Criminal Justice – Mandated
- 21 Criminal Justice – Non-mandated
- 30 Fire & Rescue Services
- 40 Government Regulations – OSHA, EPA

T Service

- 27 Cosmetology
- 75 Service Occupations

V Transportation

- 20 Aircraft Maintenance & Career Pilot
- 40 Automotive Occupations
- 60 Small Engine & Equipment Repair
- 80 Transportation

X NCCCS Special Programs

- 08 Expanding Industry Training (EIT)
- 10 Focus Industrial Training (FIT)
- 20 Human Resources Development Program (HRD)
- 30 New Industry Training (NIT)
- 40 BioNetwork
- 50 Customized Industry Training (CIT)
- 87 Small Business Center (SBC)
- 90 Receipt Supported Occupational Extension
- 94 Community Service – Grant/Receipt Supported
- 95 Community Service – Self- Supported

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E. Course Offerings

A course offering has 6 parts: course ID, course title, recommended and maximum hours, certification, course description and prerequisites. Below is a description of these parts.

Sample Course Listing

Course ID:	NUR3240
Title:	Nurse Aide Level I
Recommended Hours:	160
Maximum Hours:	192
Certification:	

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

Course ID

All continuing education courses have a three-letter prefix and a four-digit number. As a side note, curriculum courses also have a three-letter prefix but they have a three-digit number. For a list of approved course prefixes, see the attached document titled *Common Course Library – Course Prefixes*.

Course Title

All continuing education courses have an official State Board approved title. For consistency, most approved course titles are general rather than specific and have up to 30 characters. The purpose of this action was to eliminate the need to have numerous independent courses covering similar topics. However, colleges have the option to create local titles for their course offerings. This action gives colleges an opportunity to customize a course to meet the needs of their local labor market and makes the course more recognizable for various target audiences.



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Recommended and Maximum Hours

Each course on the Master Course List will specify a recommended and maximum number of hours for instruction. The recommended hours represent a “suggested”, not required number of hours necessary to cover the content listed in a course description. The maximum number of hours is 20% above the recommended hours. Below are guidelines applicable to recommended and maximum hours of instruction.

- Colleges may choose to offer the course for more than or less than the recommended hours as long as the course is not offered for a number of hours greater than the maximum State Board approved hours.
- For courses not required for certification or licensure, colleges may offer a course for an appropriate number of hours less than the maximum course hours listed in the Master Course List, provided the following conditions exist:
 - The segment(s) of the course being offered falls within the scope of the State Board approved course description;
 - The college has on file an appropriate course plan that contains a description of the segment(s) of the State Board approved course the college intends to offer. (The course plan must include course objectives, course outline, and the method(s) by which student mastery of the occupational skills will be verified.); and
 - The course offering is approved by the college Senior Continuing Education Administrator. (Documentation of Senior Continuing Education Administrator approval must be on file and available for audit.)
- The guidelines for courses required for certification or licensure are explained in the next section.

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Certification

There are courses on the Master Course List that are governed by a state or federal regulatory entity (agency, board, or association). These courses are usually associated with training requirements for certification, licensure, recertification, registry listing, state-qualifications, or state-mandated in-service training. Below is a definition of these terms.

Certification	Training required by a governing authority before permission is granted to practice and/or obtain employment in a certain profession.
Licensure	Training required by a governing authority before permission is granted to practice and/or obtain employment in a certain profession.
Recertification	Training required, usually within a specific timeframe, to maintain or renew a credential for certain professional occupations. This may also be called Continuing Education Units (CEUs) or Continuing Professional Education (CPE).
Registry Listing	Training required by a governing authority responsible for maintaining a list of individuals who have met specific requirements necessary for employment in a profession.
State-Qualified	Training required by a certain State agency as a condition of employment.
State-Mandated or In-service Training	Training required by a State agency as a condition of maintaining a professional certification and/or employment.

Below are guidelines related to certification and recommended and maximum hours of instruction.

- If the governing body sets a minimum number of hours by which a course is to be held but does not specify a maximum number of hours, then the course must be offered for at least the minimum number of hours.
- If the governing body sets a minimum and a maximum number of hours, then the course must be conducted within the range of specified hours with no exceptions.
- If the governing body has a course/program approval process, then the course must be offered in accordance to the conditions of the approval.

Below are guidelines related to certification, course repetition, and fee waiver policies.

- Students may repeat occupational extension courses more than once if the repetitions are necessary in order to meet the requirements for certification, licensure, recertification, state-qualifications, or state-mandated in-service training. Colleges should review eligibility criteria of the governing body when applicable.
- Eligibility for a fee waiver does not automatically mean an exemption from the course repetition policy.
- Exemptions to the course repetition policy are based on the student's eligibility and not the course.
- If a person is eligible for a fee waiver, the waiver may be applied to the same course twice. Upon the third enrollment in the same course, the fee waiver is only applicable if the student is required to take the course more than twice within a 5 year period for state licensure or certification purposes.

Reference: Numbered Memo CC95-201 and CC-95-267

This document is a reference guide used in training. (2007)



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Course Description

All continuing education courses have an official State Board approved course description. The framework of a course description includes the following:

- Introductory sentence describing the occupational intent of the course:
 - This course is designed to ...
 - This course prepares individuals
- Description of course content utilizing statements such as:
 - Course work includes....
 - Students will.....
- Description of student outcomes utilizing statements such as:
 - Successful completion of this instruction will prepare (qualify) one for employment as a (an) ...
 - Upon completion of this course, students should qualify for or accomplish (include certifications, licensure examinations, employment opportunities, etc.)
 - Upon completion, the learner will be prepared to perform the following tasks....

For consistency, most approved course descriptions are general rather than specific. The purpose of this action was to eliminate the need to have numerous independent courses covering similar topics. However, colleges have the option to create local course descriptions for their course offerings. This action gives colleges an opportunity to customize a course to meet the needs of their local labor market needs and make the course more recognizable for various target audiences.

Prerequisites

Prerequisites are courses that must be taken prior to enrolling in another course. If a course requires prerequisites, they will be listed in the course description.

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F. Accessing the Continuing Education Master Course List

Below are the specific steps for on-line access to the Continuing Education Master Course List.

- Step 1: Go to the website www.nccommunitycolleges.edu
- Step 2: Click on the link <Business and Industry>
- Step 3: Click on the link <Education & Training Programs>
- Step 4: Click on the link <Continuing Education>
- Step 5: Click on the link <Continuing Education Master Course List >
- This will take you to the following webpage.

C.E. Master Course List

Important Notice: The following pages will function properly only when viewed with Internet Explorer.

The Continuing Education Master Course List is available from this page. You may view a course by selecting it in one of three ways:

- [Course list by Program Area](#)
- [Course List by Course Number](#)
- [Course List by Title](#)

In any of these lists, you may use the Find function of your browser to help you locate a specific course. Once you have identified a course, you may click on the course number to view a description.

[back to Workforce Continuing Education homepage](#)

For additional information, please contact
Barbara Boyce at 919/807-7158 or boyceb@nccommunitycolleges.edu.

- Step 6: At this point, you may view the course list by clicking on one of three options:
- Program Area
 - Course Number
 - Course Title



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G. Applying the Continuing Education Master Course List

Minimum Standards

At a minimum, a continuing education course offering should reflect the following characteristics:

- The design and implementation of a course must be consistent with the Southern Association of Colleges and Schools requirements.
- The instructional materials must be comprehensive, including instruction in the skills one would be expected to perform in the work environment.
- Valid and reliable methods must be used to identify students who have satisfactorily performed the occupational skills taught during the course. The student's performance evaluation methodology must be selected during the development of the instructional materials and must be consistently applied to all course participants.
- The intent of the student must be to pursue occupational purposes verses the pursuit of social, recreational, academic, or avocational interests. College Senior Continuing Education Administrators are responsible for determining if a course is Occupational Extension or Community Service.

Continuing Education Units

Occupational extension course can earn Continuing Education Units (CEUs) if they meet the minimum criteria set forth by Southern Association of Colleges and Schools (SACS) in the manual titled, "The Continuing Education Unit: Criteria and Guidelines." CEUs are calculated at one CEU per 10 hours of instructions. For example, a 40-hour course would earn 4.0 CEUs.

Course Classification

Colleges should routinely check courses offerings to ensure they are properly classified as occupational extension [*Reference: NCAC 02E.0101 (2)(a)*] rather than community service [*Reference: NCAC 02E.0101 (2)(b)*]. Course content and college intent are the key elements for determining classification.

- Course Content - occupational extension courses must have learning objectives that are reflective of educational and training for employment purposes. Generally, community service courses tend to be less rigorous and focus on students' personal or leisure needs. Instructors must understand the importance of using a class outline that accurately reflects the actual class content and activities.
- Course Intent. In order to review the intent of the course, auditors consider the manner in which the course was offered and publicized. Factors such as course length, class location, course repetition, course structure (being divided into multiple levels, etc.), and advertising methods are reviewed. These factors indicate the reason the course was offered and the student and community needs the course was intended to address.



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Course Approval Process

Once a course has been approved by the State Board and it is listed on the Master Course List, colleges do not have to seek additional approval to offer the course. However, if a college wants to offer a course that is not on the approved list or they want to offer a course for a number of hours greater than the maximum, then approval must be requested. There are four distinct steps in the course approval process.

- Step 1: Course Submission
Requests for new courses or modifications to existing courses are submitted by individual colleges, external agencies, or the System Office. All requests must be submitted on the Continuing Education Course Submission Form. The “requesting” college may offer that specific course as often as needed for 90 days. If a course request is not recommended for approval by the Economic and Workforce Development Leadership Committee (EWDLC), the college must cease offering the course upon receipt of such notice by the System Office.
- Step 2: System Office Actions
The System Office reviews the submission form along with other supporting documents. If all requirements are met, then the information is compiled into a “course review packet” and sent to the EWDLC for their review.
- Step 3: EWDLC Review Process
The EWDLC reviews all course requests using very specific criteria. If the course meets all criteria, the course is submitted to the State Board for approval. If the course is not approved, the System Office will send an official notification letter to the requestor stating the reason(s) why the course was not approved.
- Step 4: System Office Actions
Once the State Board has approved the course, the System Office enters the course information in both computer systems (IIPS and CIS); sends official notification to the requestor, and then sends a numbered memo to colleges detailing the updates to the Master Course List.

For more details on the course approval process, see the attached document titled Continuing Education Course Approval Process.

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Instructional Methodology

The instructional delivery method for a course is determined at the local level. Besides the traditional classroom setting, there are 7 distance learning instructional delivery methods.

- Digital Media Courses are delivered with 100% instruction by non-telecourse digital video or media resources.
- Hybrid Courses are primarily delivered through on-line services with an additional requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college.
- Information Highway Courses are delivered with 100% instruction by interactive video.
- Internet Courses are delivered with 100% instruction through the Internet.
- Telecourses are delivered using video, television or cassette 100% of the instruction.
- Teleweb Courses are primarily delivered with 100% instruction via telecourse and also requires Internet access as a supplemental part of the course.
- Web-Supported Courses are primarily delivered via traditional face-to-face sessions with a requirement that students have Internet access as a supplemental part of the course.

For more information, go to the System Office website and search for topic "Distance Learning"/VLC website.

Minimum Class Size

There is not a statewide policy on minimum class size or minimum registrations needed to offer a course. These types of decisions are made at the local level.

Multiple Courses / Same Course ID

Colleges may offer a number of different courses using the same course code as long as the course content falls within the scope of the approved course description, a course plan/outline is on file, **and** the course offering is approved by a Senior Continuing Education Administrator. A review of course plans must show that multiple courses with the same course ID have different course content. (*Reference: Numbered Memo CC00-060, Numbered Memo CC95-267*)

Course Modularization

Colleges have the option of designing a customized program of study consisting of one or more courses. Upon completion, colleges would award a student with a **non-credit** occupational credential. This credential may be linked to state and national credentialing agencies, boards, or associations or it could be linked to local labor needs.



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Course Articulation

Colleges have the option to develop a local articulation agreement to award curriculum credit for successful completion of a continuing education course(s). Colleges should review curriculum standards as well as accreditation requirements before granting credit.

Combined Course Library

Under the new College Information System (CIS), all State Board approved courses, both curriculum and continuing education, are located in the same database called the Combined Course Library (CCL).

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H. Registration Fees

The current fee structure for occupational extension classes is a sliding scale that is based on the number of hours a class is scheduled. See chart below.

Hours	Cost
0 – 10	\$ 50.00
11 – 30	\$ 55.00
31 – 100	\$ 60.00
101 & Over	\$ 65.00

A registration fee is charged for each occupational extension class of 21 weeks or less. For classes lasting longer than 21 weeks, a registration fee shall be charged each 16 weeks.

Reference: NCAC (2D) .0203 (Fees for Extension Programs)

I. References

Below is a list of references in this document.

- Elements of a Continuing Education Course Plan/Outline
- Continuing Education Course Approval Process
- Continuing Education Course Submission Form
- Continuing Education – Master Course List (Partial Listing)