



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*R. Scott Ralls, President*

November 10, 2010

**MEMORANDUM**

TO: Senior Continuing Education Administrators

FROM: Barbara Boyce, Director  
Continuing Education

SUBJECT: Annual Course Clean-up for Continuing Education

To keep the Continuing Education courses in the Combined Course Library **current** and **relevant**, a comprehensive review process was put in place. On an annual basis, in partnership with the Workforce Development Leadership Committee, the following activities will take place:

1. Verify the accuracy of course information (prefix, title, and description).
2. Identify and obsolete existing courses with little or no activity during the past three years.
3. Identify and obsolete duplicative courses that could be merged into a single course.
4. Review sequenced courses and recommend whether or not to combine them into a single course.
5. Identify any requirements specific to a course and add those elements to its course description.
6. Review the decision-making guidelines to approve new courses and course modifications.
7. Confirm the appropriateness of program areas and occupational fields used to categorize courses.
8. Identify gaps and/or make suggestions for new course offerings.

The annual review has been completed resulting in changes to 165 courses (see attached list). Please share this list with the appropriate staff at your college. The effective date for these changes is scheduled for December 31, 2010. To avoid any conflict with the ICR reporting, the actual Obsolete process in Datatel will not occur until February 4, 2011. In the interim, it is important that colleges do not build a course section with courses on the attached list because their status will change from AB (Approved by the Board) to O (Obsolete) effective January 1, 2011. Please note that we will send out reminder memos on January 5, 2011 and January 28, 2011 regarding these changes.

If you have questions, please call or email either:

Barbara Boyce	919-807-7058	<a href="mailto:boyceb@nccommunitycolleges.edu">boyceb@nccommunitycolleges.edu</a>
Joann Ingoglia	919-807-7223	<a href="mailto:ingogliaj@nccommunitycolleges.edu">ingogliaj@nccommunitycolleges.edu</a>

Attachment

CC: Continuing Education Registrars

Email Copy Only

## **Annual Course Clean-Up**

**Change Status Date: December 31, 2010**  
**Obsolete Process in Datatel: February 4, 2011**

Below is an explanation of the changes that will occur as a result of the annual course clean-up:

### **Obsolete courses due to another course with similar course content**

- If a course ID is marked as obsolete due to other courses with similar course content, then colleges should look under the column heading "Course Alternatives" for the recommended course ID to use to build a section.

### **Obsolete courses due to little or no activity**

- These courses were moved to obsolete status because they had not been offered in the last two to three years.

### **Obsolete courses due to expired end dates**

- When an existing course is modified, the system puts an end date on the old course record and then creates another course record with a new State Number. The end date of the old course record is set for one year after the approval date of the change request to allow colleges to finish using the course if they had already used it for registration. Colleges cannot build a course section with an expired date; therefore, these courses will be taken out of the system.

### **Obsolete courses due to changes in certification requirement**

- These courses were linked to certification programs that are no longer valid.

### **Program Area Changes**

- During the annual course review, there were several program areas that were eliminated and/or combined with another program area. As a result, the program area for several courses needed to be reassigned.

## Annual Course Clean-Up

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State Number	Course ID	Title	Status Change*	Course Alternatives	Program Area Changes	Notes
S20549	ACC-3120	Accounting Specialist	O	ACC-3107		
S15423	AGR-3009	Design, Drainage and Erosion Control	O	AGR-3001		
S15337	AGR-3010	Building and Grounds Maintenance	O	HOR-3307		
S16153	AHR-3129	New Refrigerant and Equip Regulations	O	AHR3128		
S15356	APP-3100	Masonry Apprentice	O	MAS-3002		
S14473	BSP-2000	Basic Skills Programs	O			Expired End Date 8/23/03
S21857	BTC-3800	Analytical Chemistry	O	CHM-3001		
S21489	BTN-3101	Aseptic Mfg. Level I	O	BTC-3300		
S21490	BTN-3102	Aseptic Mfg, Level II	O	BTC-3300		
S21493	BTN-3130	Biomanufacturing GMP	O	BTC-3600		
S21494	BTN-3140	Gram-Negative Bacterial Detection	O	BTC-3504		
S21540	BTN-3150	Pharmaceutical Water Quality	O	BTC-3504		
S21982	BTN-3151	Microbiological Staining	O	BTC-3500		
S14712	COM-3720	Communication Pitfalls...	O	COM-3711		
S15623	COM-3734	Business Communications	O	COM-3729		
S20224	CVS-3000	Ultrasound Physics Review Course	O			Little, No Activity
S20105	DEN-3001	Dental Hygiene Refresher	O	DEN-3000		
S14859	DEN-3015	Coronal Polishing/Dental Assistant II	O	DEN-3000		
S15100	DFT-3103	Drafting: Geometric Dimension	O	DFT-3099		
S20599	EGR-3001	Engineering Exam Review	O			Little, No Activity
S22593	EGY-3002	Photovoltaic (PV) Technology	O			Expired end date 12/31/10
S22594	EGY-3003	Solar Thermal Technology	O			Expired end date 12/31/10
S20111	ELC-3201	Structured Cabling	O	TCT-3102		
S15146	ELN-3030	Electricity: Industrial	O	ELN-3025		
S15346	ELN-3103	Programmable Logic Controls	O	ISC-3119		
S14341	FIP-3104	Fire Behavior - Level I	O			Expired End Date 8/21/10
S14366	FIP-3215	Fire Prevention... Level II	O			Expired End Date 8/21/10
S14357	FIP-3216	Building Construction - Level II	O			Expired End Date 8/21/10
S14710	FIP-3304	Fire Behavior - Level I and II	O			Expired End Date 8/21/10
S14898	FIP-3322	Building Construction - Level I & II	O			Expired End Date 8/21/10
S20575	FIP-5501	RT General Incident Planning	O			Certification No Longer Exist
S20576	FIP-5502	RT General PPE/Equipment	O			Certification No Longer Exist
S20577	FIP-5503	RT General Search	O			Certification No Longer Exist
S20578	FIP-5504	RT General Helicopter Transport	O			Certification No Longer Exist
S20579	FIP-5505	RT General Victim Management...	O			Certification No Longer Exist
S20580	FIP-5506	RT General Inspection and Maintenance	O			Certification No Longer Exist

\* Courses marked "O" for Obsolete will be inactive on January 1, 2011

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S20581	FIP-5507	RT General Ropes, Anchors, and Lowers	O			Certification No Longer Exist
S20582	FIP-5508	RT Vehicle & Machinery Rescue Incident Planning	O			Certification No Longer Exist
S20583	FIP-5509	RT Vehicle & Machinery Rescue PPE	O			Certification No Longer Exist
S20584	FIP-5510	RT Vehicle & Machinery Rescue Equip	O			Certification No Longer Exist
S20585	FIP-5511	RT Vehicle Machinery Rescue Extricate	O			Certification No Longer Exist
S20586	FIP-5512	RT HAZMAT Awareness ...	O			Certification No Longer Exist
S20587	FIP-5513	RT HAZMAT Operations ...	O			Certification No Longer Exist
S20588	FIP-5514	RT HAZMAT Awareness/Operations	O			Certification No Longer Exist
S21049	FIP-5530	Rescue Tech Ropes	O			Certification No Longer Exist
S21048	FIP-5531	Ropes: Site Operations	O			Certification No Longer Exist
S21047	FIP-5532	Ropes: Anchors	O			Certification No Longer Exist
S21045	FIP-5533	Ropes: Mechanical Adv Systems	O			Certification No Longer Exist
S21040	FIP-5534	Ropes: fixed Rope Systems	O			Certification No Longer Exist
S21037	FIP-5535	Ropes: lowers and Raises	O			Certification No Longer Exist
S21035	FIP-5536	Ropes: High lines	O			Certification No Longer Exist
S21027	FIP-5537	Ropes: Victim Removal	O			Certification No Longer Exist
S20968	FIP-5540	Structural Collapse	O			Certification No Longer Exist
S20969	FIP-5541	Incident Planning	O			Certification No Longer Exist
S20970	FIP-5542	Protective Equipment	O			Certification No Longer Exist
S20971	FIP-5543	Basic Rescue Equipment	O			Certification No Longer Exist
S20972	FIP-5544	Shoring	O			Certification No Longer Exist
S20973	FIP-5545	Breaching and Breaking	O			Certification No Longer Exist
S21046	FIP-5546	Lifting and Moving	O			Certification No Longer Exist
S21051	FIP-5547	Search Management	O			Certification No Longer Exist
S21050	FIP-5548	Victim Removal	O			Certification No Longer Exist
S21760	FIP-5550	Rescue Technician (RT) Trench	O			Certification No Longer Exist
S21761	FIP-5551	RT Trench-Incident Planning	O			Certification No Longer Exist
S21762	FIP-5552	RT Trench - PPE	O			Certification No Longer Exist
S21763	FIP-5553	RT Trench-Rescue Equipment	O			Certification No Longer Exist
S21764	FIP-5554	RT Trench-Load Stabilization	O			Certification No Longer Exist
S21765	FIP-5555	RT Trench-Mechanical Advantage	O			Certification No Longer Exist
S21766	FIP-5556	RT Trench-Anchor Systems	O			Certification No Longer Exist
S21767	FIP-5557	RT Trench-Protective Systems	O			Certification No Longer Exist
S21768	FIP-5558	RT Trench-Victim Removal	O			Certification No Longer Exist
S22226	FIP-5560	RT - Confined Space	O			Certification No Longer Exist
S21985	FIP-5561	Confined Space: Incident Plng	O			Certification No Longer Exist

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S21986	FIP-5562	Confined Space: PPE	O			Certification No Longer Exist
S21987	FIP-5563	Confined Space: Rescue Equip	O			Certification No Longer Exist
S21988	FIP-5564	Confined Space: Hazard Control	O			Certification No Longer Exist
S21989	FIP-5565	Confined Space: Mechanical	O			Certification No Longer Exist
S21990	FIP-5566	Confined Space: Anchor Systems	O			Certification No Longer Exist
S21991	FIP-5567	Confined Space: Victim Removal	O			Certification No Longer Exist
S15719	HEA-3000	Thomas S. Direct Care Staff Training	O			Little, No Activity
S15679	HEA-3001	Partners In Assistive Technology Training and Ser	O			Little, No Activity
S14827	HEA-3014	Fund. Skills... Substance Abuse Part I	O	HEA-3029		
S14824	HEA-3015	Fund. Skills... Substance Abuse Part II	O	HEA-3029		
S14850	HEA-3016	Fund. Skills... Substance Abuse Part III	O	HEA-3029		
S16036	HEA-3020	Therapeutic Massage	O	HEA-3021		
S15559	HEC-3114	Child Day Care Attendant	O	HEC-3109		
S15184	HEC-3130	Reading Instruction	O	EDU-3200		
S15831	HEC-3153	Child Care Aide	O	HEC-3109		
S15038	HEC-3162	Early Childhood Administration	O	HEC-3109		
S14803	HOR-3308	Lawn Service Management	O	HOR-3307		
S15347	HOR-3310	Commercial Greenhouse Operations	O	HOR-3307		
S15634	HOS-3005	Equipment Use and Care	O	HOS-4010		
S14758	HOS-3035	Becoming... Restaurant Server	O	HOS-4010		
S14847	HOS-3051	Human Relations for the Hospitality	O	HOS-4010		
S20106	HOS-3100	Animal Care	O	ANS-3100		
S20537	HSE-3000	Human Services Staff Development	O	MLS-3927		
S20215	ISC-3000	ISO Quality Mgt Standards	O	ISC-3119		
S15690	ISC-3070	Production Planning and Scheduling	O	LOG-3400		
S15691	ISC-3072	Production Systems and Technology	O	LOG-3400		
S15817	ISC-3114	Measurement and Measuring Tools	O	ISC-3119		
S14684	ISC-3147	SPC Implementation	O	ISC-3119		
S15574	ISC-3151	TQT System Improvement	O	MLS-3859		
S14875	ISC-3165	Industrial Control Processes	O	ISC-3119		
S14372	LIB-1000	Introduction to Library Systems	O			Little, No Activity
S14940	MEC-3007	Machine Shop and Welding Practices	O	MEC-3010		
S16156	MEC-3011	Metallurgy	O	MEC-3010		
S15655	MED-3200	Critical Care Transport	O			Expired End Date 12/31/10
S21289	MHT-3100	Mental Health/Devlp Disabl Workr	O			Expired End Date 12/31/10
S14480	MKT-3426	Do-It-Yourself Marketing	O	MKT-3419		

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S14461	MKT-3428	Sales and Customer Service Course	O	MKT-3419		
S15722	MKT-3431	Building a Photographic Portfolio	O	PHO-3001		
S15714	MKT-3433	Broadcast Writing I	O	COM-3727		
S15244	MKT-3441	Retail As a Career	O	MKT-3419		
S15601	MLS-3209	Small Business: Start-Up	O	MLS-3230		
S15250	MLS-3229	Business Basics of Home Business	O	MLS-3230		
S16041	MLS-3811	Interaction Management	O	MLS-3810		
S15023	MLS-3847	Effective Management and Supervision	O	MLS-3917		
S14371	MLS-3868	Leadership 2000 Certificate Program	O	MLS-3808		
S15832	MLS-3878	Problem Solving Skills for Teams	O	MLS-3880		
S14358	MNT-3059	Maintenance	O	MNT-3065		
S15468	MNT-3101	Industrial Mechanics	O	MNT-3065		
S15470	MNT-3109	Electrical Troubleshooting Techniques	O	MNT-3065		
S14560	NUR-3000	Nurse Aide Level I - Transition	O	NUR-3242		
S14554	NUR-3004	EMT-Paramedic to Nurse Aide Level II	O	NUR-3241		
S14962	NUR-3223	Fund. Skills... Substance Abuse - Part IV	O	HEA-3029		
S14444	NUR-3243	Medical Care Technician	O	NUR-3355		
S14446	NUR-3247	RN Refresher	O			Little, No Activity
S15778	NUR-3254	Licensed Practical Nurse Refresher	O			Little, No Activity
S15128	NUR-3261	Radiology Registry Review	O			Little, No Activity
S14800	NUR-3287	Nursing Update for Nurse Assistants	O			Little, No Activity
S16065	OSC-3601	General Office Practices	O	OSC-3602		
S16052	OSC-3603	Office Clerk	O	OSC-3602		
S14541	OSC-3615	Certified Professional Secretary Review	O			Little, No Activity
S15434	OSC-3628	Office Technology	O	OSC-3636		
S15355	OSC-3632	Secretarial Skills Training	O	OSC-3602		
S16180	OSC-3641	Office Management	O	OSC-3636		
S14351	WLD-3106	Welding	O			Expired End Date 12/31/10
S16118	WPP-3000	Chain Saw Safety and Tree Felling	O			Little, No Activity
S20116	WPP-3002	Timber Harvesting Regulations	O			Little, No Activity
S16097	WPP-3004	Dry Kiln Operation	O			Little, No Activity
S16160	WPP-3005	Commercial Saw Training	O			Little, No Activity
S16132	WPP-3006	Log Grading	O			Little, No Activity

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## Annual Course Clean-Up

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**The Program Area Code for the courses listed below will be changed.**  
**Please note that they will not be a part of the obsolete process.**

State Number	Course	Title	Old Program Area Code	New Program Area Code
S15964	ACC-3104	Income Tax for Preparers	F10 Accounting & Bookkeeping	<b>F20</b> – Banking, Finance, and Credit
S15947	ACC-3107	Accounting	F10 Accounting & Bookkeeping	<b>F20</b> – Banking, Finance, and Credit
S14452	ACC-3118	Accounting Nonfinancial Mgrs	F10 Accounting & Bookkeeping	<b>F20</b> – Banking, Finance, and Credit
S14804	DFT-3099	Drafting	P10 Drafting	<b>H30</b> – Construction Occupations
S15188	DFT-3100	Computer-Aided Design/Drafting	P10 Drafting	<b>H30</b> – Construction Occupations
S21538	EDU-3000	Lateral Entry-Orientation	J77 Teacher Methodology	<b>J75</b> – Instructional Methodology
S15913	EDU-3002	Effective Teacher Training	J77 Teacher Methodology	<b>J75</b> – Instructional Methodology
S15034	GSM-3010	Professional Gunsmithing	C60 Wood Products Occupations	<b>D15</b> – Art & Design Occupations
S14835	HEA-3010	Fitness Instructor Preparation	J77 Teacher Methodology	<b>L30</b> – Health Occupations
S15658	ISC-3036	Industrial Safety	L78 Safety	<b>P35</b> – Industrial Occupations
S16066	MAT-3713	Occupational Math	F55 Mathematics	<b>F20</b> – Banking, Finance, and Credit
S16028	SAF-3002	Driver Training Instructor Program	L78 Safety	<b>V80</b> – Transportation
S14506	SAF-3014	CPR	L78 Safety	<b>L30</b> – Health Occupations
S14520	SAF-3016	First Aid and CPR Recertification	L78 Safety	<b>L30</b> – Health Occupations
S14462	SAF-3017	First Aid	L78 Safety	<b>L30</b> – Health Occupations
S15540	SAF-3020	Infant/Child Adult CPR/First Aid	L78 Safety	<b>L30</b> – Health Occupations
S15507	SAF-3023	CPR Instructor's Course	L78 Safety	<b>L30</b> – Health Occupations
S15492	SAF-3025	CPR Techniques	L78 Safety	<b>L30</b> – Health Occupations
S15537	SAF-3026	Lifeguard Training	L78 Safety	<b>T75</b> – Service Occupations
S15504	SAF-3027	Industrial Safety Management	L78 Safety	<b>P35</b> – Industrial Occupations
S15266	SAF-3032	CPR for the Professional Rescuer	L78 Safety	<b>L30</b> – Health Occupations
S15193	SAF-3033	Responding to Emergencies	L78 Safety	<b>L30</b> – Health Occupations
S15234	SAF-3035	Preventing Disease Transmissions	L78 Safety	<b>L30</b> – Health Occupations
S21931	SAF-3036	Child Passenger Safety Training	L78 Safety	<b>R40</b> – Govt. Regulations