

**NUMBERED MEMO CC24-025**

**TO:** Senior Continuing Education Administrators

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

**SUBJECT:** State Board WCE & CCR Course Approvals

**DATE:** June 3, 2024

On **May 17, 2024**, the State Board approved new Workforce Continuing Education and College & Career Readiness courses for placement in the Combined Course Library. See Attachment A for detailed information for each course.

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 these courses 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](mailto:WCERequests@nccommunitycolleges.edu).

**CC:** Dr. Brian Merritt, Senior Vice President and Chief Academic Officer  
Sandra Thompson, Associate Vice President, College & Career Readiness; State Dir., WIOA Title II  
Chief Academic Officers  
Continuing Education Officers  
Basic Skills Directors  
Continuing Education Registrars  
Registrars  
System Administrators  
Planners  
Workforce Development Leadership Committee Members

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

**New Course 1 of 14**

**Requesting College or Agency: North Carolina Community College System**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
LET-3110	Basic Law Enforcement Training	880	R20 Criminal Justice	2/Public Safety

**Description:** This certification-related course is designed to equip the student with the basic skills, knowledge and ability to function as an inexperienced law enforcement officer in the State of North Carolina. This class is a prerequisite for law enforcement certification in this state. The minimum number of required hours per block of instruction in this course are set by the NC Criminal Justice Education and Training Standards Commission. Contact the NC Department of Justice for course standards.

**New Course 2 of 14**

**Requesting College or Agency: NC Community College System**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
BSP-7001	AHS English 1	68	A20 Basic Skills	3/Basic Skills

**Description:** All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four English credits are required. This course is a core high school credit that fulfills the English portion of the high school graduation requirements set forth by the North Carolina Department of Instruction (NC DPI).  
AHS English 1 is aligned with the NCCCS College and Career Readiness ASE Content Standards.  
Prerequisite: None

**New Course 3 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7002	AHS English 2	68	A20 Basic Skills	3/Basic Skills

**Description:** All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four English credits are required. This course is a core high school credit that fulfills the English portion of the high school graduation requirements set forth by the North Carolina Department of Instruction (NC DPI). AHS English 2 is aligned with the NCCCS College and Career Readiness ASE Content Standards.  
Prerequisite: AHS English 1

**New Course 4 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7100	AHS Math 1	68	A20 Basic Skills	3/Basic Skills

**Description:** All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Math credits are required. This course is a core high school credit that fulfills the Math portion of the high school graduation requirements set forth by the North Carolina Department of Instruction (NC DPI). AHS Math 1 is aligned with the NCCCS College and Career Readiness ASE Content Standards.  
Prerequisite: None

**New Course 5 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7101	AHS Foundations of Math 1	68	A20 Basic Skills	3/Basic Skills

Description:	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Math credits are required. This course is a core high school credit that fulfills the Math portion of the high school graduation requirements set forth by the North Carolina Department of Instruction (NC DPI). AHS Foundations of Math 1 is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 6 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7102	AHS Math 2	68	A20 Basic Skills	3/Basic Skills

Description:	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Math credits are required. This course is a core high school credit that fulfills the Math portion of the high school graduation requirements set forth by the North Carolina Department of Instruction (NC DPI). AHS Math 2 is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: AHS Math 1
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**New Course 7 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7103	AHS Math 3	68	A20 Basic Skills	3/Basic Skills

<b>Description:</b>	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Math credits are required. This course is a core high school credit that fulfills the Math portion of the high school graduation requirements set forth by the North Carolina Department of Instruction (NC DPI). AHS Math 3 is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: AHS Math 2
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**New Course 8 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7200	AHS American History	68	A20 Basic Skills	3/Basic Skills

<b>Description:</b>	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Social Studies credits are required. This course is a core high school credit that fulfills the Social Studies portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS American History is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 9 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7201	AHS World History	68	A20 Basic Skills	3/Basic Skills

<b>Description:</b>	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Social Studies credits are required. This course is a core high school credit that fulfills the History portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS World History is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 10 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7300	AHS Biology	68	A20 Basic Skills	3/Basic Skills

<b>Description:</b>	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Three Science credits are required. This course is a core high school credit that fulfills the Science portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS Biology is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 11 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7301	AHS Physical Science	68	A20 Basic Skills	3/Basic Skills

Description:	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Three Science credits are required. This course is a core high school credit that fulfills the Science portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS Physical Science is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 12 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7302	AHS Earth Science	68	A20 Basic Skills	3/Basic Skills

Description:	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Three Science credits are required. This course is a core high school credit that fulfills the Science portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS Earth Science is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 13 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7900	AHS Health	68	A20 Basic Skills	3/Basic Skills

<b>Description:</b>	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. One Health credit is required. This course is a core high school credit that fulfills the health portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS Health is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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**New Course 14 of 14**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
BSP-7901	AHS Civic Literacy	68	A20 Basic Skills	3/Basic Skills

<b>Description:</b>	All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four Social Studies credits are required. This course is a core high school credit that fulfills the Social Studies portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NC DPI). AHS Civic Literacy is aligned with the NCCCS College and Career Readiness ASE Content Standards. Prerequisite: None
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