



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

October 2, 2018

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Margaret Robertson,
Associate Vice-President, Workforce Continuing Education

RE: State Board Course Approvals – September 21, 2018

At the September 21, 2018 meeting, the State Board approved the following Continuing Education courses for addition or modification in the Combined Course Library. Attached is the detail information for each course.

New Course

Course Id	Course Title	Recommended Hours	Tier Level
LEX 3110	Certified Paralegal	300	2

Course Modification

Course Id	Course Title	Current Hours	Recommended Hours	Tier Level
PHM 3250	Pharmacy Technician	140	204	2

If you have any questions concerning these courses, see the contact person listed on the attachment. If you have questions regarding the process for adding a new course or making a modification to an existing course in the CCL, contact me at robertonm@nccommunitycolleges.edu or call at 919-807-7159.

CC: Continuing Education Registrars

CC18-049

Combined Course Library (CCL) Updates
Workforce Continuing Education

New Course

Requesting College or Agency: Brunswick Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
LEX 3110	Certified Paralegal	300	F25 - Business	2

Description: This course is an additional credential for students who have an associate’s or bachelor’s degree as defined by the North Carolina State Bar – Paralegal Certifications.

The course covers essential aspects of the legal system and include professional ethics, law fundamentals, terminology, roles and responsibilities, legal writing, research, litigation, and law office operations. Students that successfully complete the course will be eligible to sit for the North Carolina Paralegal Certification Exam Administered by the North Carolina State Bar.

Course requires college to seek approval from the North Carolina State Bar Board of Paralegal Certification as a qualified paralegal studies program (QPSP).

Contact Information

Margaret Robertson 919-807-7159 robertonm@nccommunitycolleges.edu

Combined Course Library (CCL) Updates
Workforce Continuing Education

Course Modification

Requesting College or Agency: Brunswick Community College

Course ID	Course Title	Current Hours	Recommended Hours	Tier Designation
PHM 3250	Pharmacy Technician	140	204	2

Rationale:

The role of Certified Pharmacy Technician is expanding to include broader roles supporting the pharmacist and the pharmacy as a business.

In response to the changing role of pharmacy technicians in the field, the Pharmacy Technician Certification Board (PTCB) has increased the basic knowledge required to pass the Pharmacy Technician Certification exam. The community college course requires additional hours to ensure students have sufficient instruction to enter the workforce as qualified Pharmacy Technicians.

Contact Information

Margaret Robertson 919-807-7159 robertonm@nccommunitycolleges.edu