



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. William S. Carver II
Interim President

NUMBERED MEMO CC23-024

TO: Senior Continuing Education Administrators
FROM: Dr. Andrew Gardner
Associate Vice President, Workforce Strategies
SUBJECT: State Board WCE & CCR Course Approvals
DATE: July 21, 2023

On **April 21, 2023 and May 19, 2023**, the State Board approved new and modified Workforce Continuing Education 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 need information regarding the process for submitting a new course or requesting a modification to an existing course in the CCL, please send an email to the Workforce and Continuing Education Team at WCERequests@nccommunitycolleges.edu.

CC: Dr. James “JW” Kelley, AVP
Dr. Lisa Eads, AVP
Chief Academic Officers
Continuing Education Registrars
Registrars
System Administrators
Planners

CC23-024

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

New Course 1 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
AMC-3010	Medical Coding – Inpatient Services	390	F70 – Administrative and Medical Office	1B

Description:	This course will focus on advanced medical coding and billing for Inpatient Services. Students will obtain a next-level understanding of inpatient guidelines, coding, and reimbursement process using these codes—CPT, HCPCS, and ICD-10, MS-DRG and APR-DRG systems. Core Topic include computer fundamentals, comprehensive medical terminology; law/liability/ethics for healthcare, comprehensive electronic health records, anatomy and physiology, comprehensive pharmacology, and health information management. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.
Credentialing Options:	<ul style="list-style-type: none"> • Certified Inpatient Coder (CIC) • Advanced Hospital Coding • Certified Coding Specialist – Physician-based (CCS-P®) • Certified Billing and Coding Specialist (CBCS) • Certified Electronic Health Records Specialist (CEHRS)

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New Course 2 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
AMC-3015	Medical Coding – Outpatient Services	390	F70 – Administrative and Medical Office	1B

Description:	<p>This course will focus on advanced medical coding and billing for Outpatient Services. Medical coding and billing professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. The comprehensive Medical Coding and Billing for Outpatient Services program will teach student to 1) Accurately assign and sequence ICD-10-CM diagnostic codes for inpatient, outpatient, and physician services according to the official coding guidelines. 2) Differentiate reimbursement systems for various programs, including private insurance and contracts, managed care, Medicare, Medicaid, Workers' Compensation, and other disabilities. 3) Understand the difference between CPT, ICD, and HCPCS coding systems and identify their appropriate use in health records. 4) Describe the key elements of the Healthcare Insurance Portability and Accountability Act (HIPAA) and its impact on healthcare professionals, 5) Explain the differences between the Inpatient and Outpatient Prospective Payment Systems. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.</p>
Credentialing Options:	<ul style="list-style-type: none"> • Certified Professional Coder (CPC®) • Certified Outpatient Coder (COC™) • Certified Billing and Coding Specialist (CBCS) • Certified Electronic Health Records Specialist (CEHRS)

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New Course 3 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
CTS-3100	Google UX Design	260	F30 - Computers	1B

Description:	The Google UX Design certification is designed to prepare learners for entry-level roles in UX design. This course contains seven modules: 1) Foundations of User Experience (UX) Design, 2) Start the UX Design Process: Empathize, Define, and Ideate. 3) Build Wireframes and Low-Fidelity Prototypes. 4) Conduct UX Research and Test Early Concepts, 5) Create High-Fidelity Designs and Prototypes in Figma. 6) Responsive Web Design in Adobe XD. and 7) Portfolio Assignment - Design a User Experience for Social Good. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.
Credentialing Option:	<ul style="list-style-type: none"> • Google UX Design

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New Course 4 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
EDU-3119	Early Childhood Education-Intro	64	J30 - Teacher Professional Development	3

Description:	This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.
Credentialing Options:	North Carolina’s childcare licensing system establishes education standards for the childcare workforce. Staff in all childcare positions must meet minimum education requirements. Individual must show documentation that they’ve completed EDU 119 or its equivalent.

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New Course 5 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
NDT - 3163	Magnetic Testing Level I/II	40	V20 - Aviation	3

Description:	This course describes the principles, limitations, and advantages of non-destructive examination (NDE) magnetic particle testing as it's applied to industrial components such as pipes, pumps, valves, hangers and supports. Emphasis is placed on magnetic particle testing techniques including dry and wet fluorescent particle techniques. Upon completion, students should be able to demonstrate a basic understanding of NDE magnetic particle techniques and their applications.
Credentialing Option:	<ul style="list-style-type: none"> American Society for Nondestructive Testing, Inc. (ASNT)

New Course 6 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
OST-2800	Electronic Health Records	288	F70 – Administrative and Medical Office	2

Description:	This course focuses on the use of electronic health records (EHR) for medical documentation and patient management. Core topics include medical office management, legal, ethical, and regulatory concepts, information on what is stored in an electronic health record (EHR) system, the steps required to implement an electronic health record system in a medical practice, how staff members and patients interact with EHR systems, and what benefits these systems provide compared to traditional paper records. Students will be able perform the required software tasks following a patient visit from start to finish. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.
Credentialing Options:	<ul style="list-style-type: none"> Certified Electronic Health Records Specialist (CEHRS) – National Healthcare Association Certified Medical Administrative Assistant (CMAA) – National Healthcare Association

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New Course 7 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
OST-3000	Medical Administrative Assistant	390	F70 – Administrative and Medical Office	2

Description:	<p>The focus of the Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.</p>
Credentialing Options:	<ul style="list-style-type: none"> • Certified Medical Administrative Assistant (CMAA) – National Healthcare Association • Medical Office Assistant (NCMOA) – National Center for Competency Testing

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Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
OST-3150	Medical Billing and Coding	390	F70 – Administrative and Medical Office	2

Description:	<p>The Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students are equipped to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, to organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.</p>
Credentialing Options:	<ul style="list-style-type: none"> • Certified Professional Biller (CPB) – AAPC • Certified Professional Coder (CPC) – AAPC • Dual CPC and CPB Certification – AAPC • Certified Billing & Coding Specialist (CBCS) – National Healthcare Association • Certified Coding Specialist (CCS®) – National Healthcare Association • Certified Coding Associate (CCA®) – National Healthcare Association • Insurance & Coding Specialist (NCICS) – National Center for Competency Testing

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New Course 9 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
OST-3200	Health Information Technology	260	F70 – Administrative and Medical Office	2

Description:	<p>This course is designed to prepare students for employment as a Health Information Technician responsible supporting end users with navigating software applications used for managing medical records, coding, and reimbursement systems. This training will focus on entry-level skill competencies to support the principles and management of electronic health records, health information and technologies as it relates to preparing, analyzing and maintaining health records and assuring the privacy and security of health data. This course also provides training required to sit for the CompTIA A+ Core Series to include Core 1 (220-1101) and Core 2 (220-1102). Upon completion, the student will have the knowledge to sit for industry-recognized certifications.</p>
Credentialing Options:	<ul style="list-style-type: none"> • Certified Electronic Health Records Specialist (CEHRS) – National Healthcare Association • Certified Medical Administrative Assistant (CMAA) – National Healthcare Association • Medical Office Assistant (NCMOA) – National Center for Competency Testing • Microsoft Office Applications (MOS) – Microsoft • CompTia A+ (Core 1 and Core 2) – CompTIA

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Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
OST-3201	Health Information User Support	260	F70 – Administrative and Medical Office	2

Description:	This course is designed to prepare students for employment as a Health Information Technician responsible for supporting end users with navigating software applications used for managing medical records, coding, and reimbursement systems. This training will focus on competencies needed to perform roles related to information security, service desk professional, and computer user support technician in a healthcare setting. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.
Credentialing Options:	<ul style="list-style-type: none"> • Certified Electronic Health Records Specialist (CEHRS) – National Healthcare Association • CompTIA IT Fundamentals (ITF+) • CompTIA Network+ • CompTIA Cybersecurity Analyst (CySA+) • Google IT Support

New Course 11 of 11

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
SUR-3020	Surgical Assisting	390	L30-Health	1A

Description:	This course is designed to prepare students to achieve the status of Tech in Surgery – Certified. Emphasis is placed on preoperative, intraoperative, and postoperative duties and knowledge. This course includes topics related to infection control, use of personal protective equipment, sterile technique, decontamination and sterilization standards, and surgical instrumentation and equipment. It also addresses surgical pharmacology, aspects of medical law related to the healthcare setting, support of the operative patient, and safety in the operating room. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.
Credentialing Option:	<ul style="list-style-type: none"> • Tech in Surgery – Certified (TS-C) – National Center for Competency Testing

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Modified Course 1 of 1

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
MED-3300	Medical Assisting	Current 330 Modified 540	L30 - Health	2

Description:	<p>This course prepares students for a broad range of skills that make medical assistants versatile and valuable to any healthcare team. Students will learn skills to perform duties from the front office to the back office. Core topics include principles of allied health, anatomy & physiology, medical terminology, medical assistant office procedures, pharmacology. clinical lab procedures & phlebotomy, clinical procedures, medical law & ethics and communications, advanced laboratory procedures & minor medical office surgeries. This course requires students to participate in a clinical externship. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.</p>
Credentialing Options:	<ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA) – National Healthcare Association • Certified Medical Assisting (CMA) – American Association of Medical Assistants • Registered Medical Assistant (RMA) – American Medical Technologists • Medical Assistant (NCMA) – National Center for Competency Testing