



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

November 5, 2019

MEMORANDUM

TO: Senior Continuing Education Administrators

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

RE: State Board Course Approvals – September 20, 2019

At the September 20, 2019 meeting, the State Board approved the following Continuing Education courses for addition in the Combined Course Library. Attached is the detailed information for each course.

New Course Requests

Course ID	Course Title	Recommended Hours	Tier Level
AUT 3500	Certified Automotive Tire Service (ATS)	16	3
HRD 3150	Career Exploration: Highway Construction Trades (NCDOT)	60	3
HEO 3150	NCDOT Highway Construction Trades Academy (HCTA)	218	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

CC19-061

Combined Course Library (CCL) Updates **Workforce Continuing Education**

New Courses

Requesting College or Agency: System Office / NC Tire Dealer Association

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
AUT 3500	Certified Automotive Tire Service (ATS)	16	V40 – Automotive Occupations	3

Description:

Certified Automotive Tire Service (ATS) is a 300 Certified Tire Technician program that provides in-depth and comprehensive instruction on the recommended procedures for servicing modern automobiles and light trucks. Certified ATS is designed for the professional passenger and light truck tire technician so the subjects range from the relationship between torque and clamping force to the TPMS (Tire Pressure Monitoring System) relearn procedures on domestic and import vehicles. Certified ATS also includes an exclusive module on Tire Conditions Analysis that uses images from TIA’s Passenger and Light Truck Tire Conditions Manual to educate technicians on the most likely reasons for common irregular treadwear patterns.

Contact Information

Karen Tikkanen 919-807-7158 tikkanenk@nccommunitycolleges.edu

Requesting College or Agency: System Office / NC Department of Transportation (NCDOT)

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
HRD 3150	Career Exploration: Highway Construction Trades (NCDOT)	60	B20 – Human Resources Development	3

Description:

This course provides an overview of the career opportunities through highway construction pathways. Students will receive an introduction to highway construction trades, life skills training contextualized for the construction industry, career assessments and critical workforce skills for career success. This course is designed as an orientation to HEO 3150

Combined Course Library (CCL) Updates **Workforce Continuing Education**

NCDOT Highway Construction Trades Academy. The NCDOT HCTA has an emphasis on providing training to access highway construction jobs for minorities, women and disadvantaged individuals as part of the Title 23 Code of Federal Regulations (CFR). All NCDOT HCTA programs must be operated under the criteria established by NCDOT.

Contact Information

Karen Tikkanen 919-807-7158 tikkanenk@nccommunitycolleges.edu

Requesting College or Agency: System Office / NC Department of Transportation (NCDOT)

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
HEO 3150	NCDOT Highway Construction Trades Academy (HCTA)	218	H30 – Construction Occupations	2

Description:

This course supports the NCDOT Highway Construction Training program designed to provide individuals with training in highway construction-related skills including construction safety, mathematics for the trades, job-site readiness and general labor as well as an introduction to heavy equipment, tools, erosion and paving concepts. The NCDOT HCTA has an emphasis on providing training to access highway construction jobs for minorities, women and disadvantaged individuals as part of the Title 23 Code of Federal Regulations (CFR). All NCDOT HCTA programs must be operated under the criteria established by NCDOT.

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