NUMBERED MEMO CC21-048

TO:　　　　Senior Continuing Education Administrators
　　　　　　　Basic Skills Directors

FROM:　　　Nate Humphrey,
　　　　　　　Associate Vice President, Workforce and Continuing Education Programs

SUBJECT:　State Board Course Approvals – October 2021

DATE:　　　October 21, 2021

The State Board has approved the following Workforce Continuing Education courses for addition or modification in the Combined Course Library. Attached is the detailed information for the courses.

New Courses

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 4011	Transition Digital Skills Applications	96	A40 Adult Secondary Education	2
MEC 3016	Composite Adhesive Bonding	25	P35 Industrial/Manufacturing	3

Colleges are reminded that new and modified courses must be downloaded to the local course library (XUIC) and applied to local course copies (XULU). This is 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" in ServiceNow for a step-by-step guide to this workflow.

If you have any questions concerning this course, 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 Nate Humphrey at humphreyn@nccommunitycolleges.edu or call 919-807-7159.

CC:　Continuing Education Registrars　　　　CC:　Planners
CC:　Registrars

Combined Course Library (CCL) Updates
Workforce Continuing Education

New Course: Requestor: System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 4011	Transition Digital Skills Applications	96	A40 - Adult Secondary Education	2

Description: This course provides students with an introduction to office software applications commonly used in college and workplace settings. Instruction is focused on word processing, spreadsheet, and slideshow applications found in office suite programs such as Microsoft Office and Google Workspace. Upon completion, students should be able to maneuver through each application, apply the skills and concepts they have learned, and recognize and define application-related technology terms.

Contact Information

Daniel Loges   (919) 807-7158   logesd@nccommunitycolleges.edu

New Course: Requestor: Guilford Tech

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
MEC 3016	Composite Adhesive Bonding	25	P35 – Industrial/Manufacturing	3

Description: This course is designed to provide students the capability of producing advanced composite parts specifically tailored towards the adhesive bonding process. Areas of training include safety precautions associated with adhesive bonding, adhesive bonding processes, adhesive types, adhesive systems, common inspection techniques, surface processing methods, adhesive preparation, installation, and removal of click bonds, and inspection of parts.

Contact Information

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