

**NUMBERED MEMO CC23-032**

**TO:** Senior Continuing Education Administrators

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

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

**DATE:** **August 23, 2023**

On **August 18, 2023**, the State Board approved new 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 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, SVP & CAO  
Chief Academic Officers  
Continuing Education Registrars  
Registrars  
System Administrators  
Planners

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

**Request for New Course 1 of 4**

**Requesting College or Agency: Mayland Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
MPT-3100	Meat Processing Technology	400	P35 -- Industrial/Manufacturing	2
<b>Description:</b>	This course covers the principles related to the processing, packing, and marketing of animal meat products in a commercial business or a small farm setting. Core topics include: 1) Meat Merchandising, 2) Identification and Preparation of Wholesale and Retail Cuts, 3) Display Pricing and Marketing Techniques, 4) Advanced Meat Merchandising, and 5) Food Safety. Upon completion, students will have the knowledge base to sit for industry-recognized credentials with the American Meat Science Association and the National Restaurant Association.			
<b>Credential Options:</b>	American Meat Science Association <ul style="list-style-type: none"> <li>▪ Food Safety &amp; Science Certification</li> <li>▪ Culinary Meat Selection &amp; Cookery Certification</li> <li>▪ Meat Evaluation Certification</li> </ul> National Restaurant Association <ul style="list-style-type: none"> <li>▪ ServSafe Certification</li> </ul>			

**Request for New Course 2 of 4**

**Requesting College or Agency: Cape Fear Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
GPT-3100	Gas Pipeline Technician	280	H30 -- Construction and Skills Trades	2
<b>Description:</b>	This course prepares individuals for entry level employment in the gas pipeline construction industry. Students are introduced to the basic principles of Natural Gas (properties, transmission, distribution, etc.), basic rigging, abnormal operating conditions, basic excavation safety, location training, basic installation of residential and commercial services, installation of distribution main. Upon successful completion of the course, students will hold the following credentials: First Aid/CPR/AED, OSHA 10, NC 811 PipesPlus, NCDOT Work Zone Flagger, and a NC CDL Permit.			
<b>Credential Options:</b>	National Center for Construction Education and Research (NCCER) <ul style="list-style-type: none"> <li>▪ NCCER Pipeline Maintenance and Mechanical</li> </ul>			

**Request for New Course 3 of 4**

**Requesting College or Agency: Central Carolina Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
DEN-4100	Dental Hygienist - Anesthesia	24	L30 -- Health Occupations	3
<b>Description:</b>	<p>This course is designed to meet legislative training requirements set forth in Session Law 2021-95 for dental hygienists to be permitted to administer local anesthesia. (Pre-requisites: licensure as a dental hygienist and a minimum of two years of dental hygiene experience.) Coursework includes the knowledge, mechanics, and skillsets to create a comfortable, efficient, and positive patient interaction through pain and anxiety management. Students will gain a complete overview of information from neurophysiology to regional anatomy and pharmacology. These subjects include successful clinical application and the management of patients requiring local anesthesia.</p>			
<b>Credential Options:</b>	NA			

**Request for New Course 4 of 4**

**Requesting College or Agency: Randolph Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
SAB-3100	NC Alcohol & Drug Counselor	50	L30-- Health Occupations	3
<b>Description:</b>	<p>This course prepares students for the North Carolina Certified Alcohol and Drug Counselor (CADC) exam and certification. Core topics include counseling theories/skills, group counseling, addiction treatment, chemical dependency, diagnosis and the DSM-5, ethics, psychopharmacology, substance abuse counseling, patient records, cultural competence, treatment for stimulant use disorders, medications for opioid use disorder, trauma-informed care, family therapy, substance use disorder treatment for people with co-occurring disorders, substance use disorder treatment for people with co-occurring disorders, and the 12 core functions of the substance abuse counselor. Upon completion, students should be prepared for the CADC exam.</p>			
<b>Credential Options:</b>	<p>North Carolina Addictions Specialist Professional Practice Board</p> <ul style="list-style-type: none"> <li>North Carolina Certified Alcohol and Drug Counselor (CADC)</li> </ul>			

**Request for Course Modification 1 of 1**

**Requesting College or Agency: Surry Community College**

<b>Course ID</b>	<b>Course Title</b>	<b>Program Area</b>	<b>Current Recommended Hours</b>	<b>Proposed Recommended Hours</b>
SGR-3100	Computer Graphics Concepts	F30 -- Computer Training	60	80

<b>Description:</b>	This course is designed to offer an in-depth exploration of fundamental concepts in 2D and 3D computer graphics. Topics may include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.
<b>Credential Options:</b>	NA