North Carolina Community College System
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President
200 W. Jones St., Raleigh NC 27603

**NUMBERED MEMO CC24-007**

**TO:** Senior Continuing Education Administrators

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

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

**DATE:** February 21, 2024

On **February 16, 2024**, 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.

CC: Dr. Brian Merritt, Senior Vice President and Chief Academic Officer
Sandra Thompson, Associate Vice President, College and Career Readiness
Chief Academic Officers
Continuing Education Registrars
Registrars
System Administrators
Planners
Workforce Development Leadership Committee Members

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

**Request for New Course 1 of 6**
**Requesting College or Agency: North Carolina Community Colleges**

| Course ID | Course Title | Recommended Hours | Program Area | Tier Designation |
|---|---|---|---|---|
| BSP-7003 | AHS English 3 | 68 | A20 Basic Skills | 3 |

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| Description: | All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four sequential English credits are required. This course is a core high school credit that fulfills the English 3 portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NCDPI).<br><br>AHS English 3 is aligned with the NCCCS College and Career Readiness ASE Content Standards.<br><br>Prerequisite: English 2 |

**Request for New Course 2 of 6**
**Requesting College or Agency: North Carolina Community Colleges**

| Course ID | Course Title | Recommended Hours | Program Area | Tier Designation |
|---|---|---|---|---|
| BSP-7004 | AHS English 4 | 68 | A20 Basic Skills | 3 |

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| Description: | All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four sequential English credits are required. This course is a core high school credit that fulfills the English 4 portion of the high school graduation requirements set forth by the North Carolina Department of Public Instruction (NCDPI).<br><br>AHS English 4 is aligned with the NCCCS College and Career Readiness ASE Content Standards.<br><br>Prerequisite: English 3 |

**Request for New Course 3 of 6**
**Requesting College or Agency: North Carolina Community Colleges**

| Course ID | Course Title | Recommended Hours | Program Area | Tier Designation |
|---|---|---|---|---|
| BSP-7005 | AHS Econ & Personal Finance | 68 | A20 Basic Skills | 3 |

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| Description: | All adult high school students must meet minimum graduation requirements to earn an adult high school diploma. Four social studies credits are required. This course is a core course that fulfills one credit of the social studies graduation requirements set forth by the North Carolina Department of Public Instruction (NCDPI).<br><br>Course content includes the study of economics, personal finance, income and education, money management, financial planning, and critical consumerism. Specific competencies include comparing different economic systems, identifying patterns in supply and demand, understanding the role of governments in market economies, money management skills to include the advantages and disadvantages of debt utilization, the value of saving and investing, and the importance of consumer decision making and consumer protection laws. |

**Request for New Course 4 of 6**
**Requesting College or Agency: Wake Technical Community College**

| Course ID | Course Title | Recommended Hours | Program Area | Tier Designation |
|---|---|---|---|---|
| PPA-3100 | Protection & Automation Intro | 96 | P35-Industrial/Manufacturing | 1A |

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| Description: | This is an introductory course for individuals seeking employment in the Power Protection and Automation Engineering field. Course content involves an overview of the planning, design, parameterization, and operation of company-specific devices and equipment that protect electrical equipment from damage caused by power surges, short circuits, and other electrical faults. It also involves the automation of electrical systems to improve their efficiency and reliability.<br>Through structured training and learning rotations, students will review AC electrical circuits, build skills in substation topology, power system protection theory and substation automation, understand the most used communication protocols used on the power system, perform engineering analyses (test and troubleshoot) physical processes for malfunctions or defects using company-specific devices and equipment, and document findings regarding the status of equipment and systems.<br><br>Upon completion, students will have knowledge of the fundamentals of electrification, protection, and automation. |

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| Credential Options: | Credential Title: Protection & Automation Engineering Development Certification<br>Credential Agency: Siemens Industry<br>Siemens offers a Protection & Automation Engineering Development Program designed for electrical engineering students. The program is a structured learning and development program that includes a total of 4 months of instructor-led training divided into 3 parts, with two 4-month hands-on learning rotations in between. (The three parts correspond to competencies in PPA-3100, PPA-3140, and PPA-3140.) The program aims to help participants design and implement innovative power protection and automation solutions, test, commission, and troubleshoot projects with the support of their mentor. |

**Request for New Course 5 of 6**
**Requesting College or Agency: Wake Technical Community College**

| Course ID | Course Title | Recommended Hours | Program Area | Tier Designation |
|---|---|---|---|---|
| PPA-3120 | Automation Fundamentals | 128 | P35-Industrial/Manufacturing | 1A |

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| Description: | This course is designed for technical professionals seeking to learn the fundamental operations of company-specific Automation monitoring devices and equipment. Through structured training and learning rotations, students will engage in hands-on sessions and in-depth tutorials to become proficient in the configuration, deployment, and optimization of HMI operator stations and telecontrol interfaces using protection schemes, numerical relays, and substation automation systems. Students will also learn the federal regulations to apply and test communication with IEC 61850 relays.<br><br>Upon completion, students will have a knowledge base of programming to select, install and monitor automation systems to ensure the safety and reliability of power distribution systems. |
| Credential Options: | Credential Title: Protection & Automation Engineering Development Certification<br>Credential Agency: Siemens Industry<br>Siemens offers a Protection & Automation Engineering Development Program designed for electrical engineering students. The program is a structured learning and development program that includes a total of 4 months of instructor-led training divided into 3 parts, with two 4-month hands-on learning rotations in between. (The three parts correspond to competencies in PPA-3100, PPA-3140, and PPA-3140.) The program aims to help participants design and implement innovative power protection and automation solutions, test, commission, and troubleshoot projects with the support of their mentor. |

**Request for New Course 6 of 6**
**Requesting College or Agency: Wake Technical Community College**

| Course ID | Course Title | Recommended Hours | Program Area | Tier Designation |
|---|---|---|---|---|
| PPA-3140 | Power Protection Systems | 128 | P35-Industrial/Manufacturing | 1A |

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| Description: | This course is designed for technical professionals seeking to learn the fundamental operations of company-specific power production devices and equipment.<br>Through structured training and learning rotations, students will engage in hands-on sessions and in-depth tutorials to become proficient in the configuration of company-specific testing equipment and software system to include job tasks related logical fault isolation, diagnostic software usage, component replacement techniques, and protection of equipment while troubleshooting. Core topics include advanced logic and interlocking creation, Automatic Transfers Schemes (ATS) with Goose, online troubleshooting with advanced applications and communications protocols, distance protection, differential protection, and overcurrent protection. Participants will also learn the federal regulations to apply and test communication with IEC 61850 relays.<br><br>Upon completion, students will have a knowledge base to test and troubleshoot devices configured to ensure the safety and reliability of power distribution systems. |
| Credential Options: | Credential Title: Protection & Automation Engineering Development Certification<br>Credential Agency: Siemens Industry<br>Siemens offers a Protection & Automation Engineering Development Program designed for electrical engineering students. The program is a structured learning and development program that includes a total of 4 months of instructor-led training divided into 3 parts, with two 4-month hands-on learning rotations in between. (The three parts correspond to competencies in PPA-3100, PPA-3140, and PPA-3140.) The program aims to help participants design and implement innovative power protection and automation solutions, test, commission, and troubleshoot projects with the support of their mentor. |