

NUMBERED MEMO CC24-013

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE & CCR Course Approvals

DATE: April 24, 2024

On **April 19, 2024**, 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 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
Chief Academic Officers
Continuing Education Registrars
Registrars
System Administrators
Planners
Workforce Development Leadership Committee Members

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

Request for New Course 1 of 9

Requesting College or Agency: Wake Technical Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
EVT-4100	Electric Vehicle Supply Equip Tech	110	C40 Energy	1A/Trades & Transportation

Description:	The course covers the fundamentals of electric vehicle charging and different levels of charging infrastructure, manufacturers and products, regulations governing chargers and charging installations, and demonstration of the specific skills required to work on various types of chargers. Upon completion, students will have the knowledge for entry level Electric Vehicle Supply Equipment (EVSE) technician positions.
Credential Options:	Credential Title: Electric Vehicle Supply Equipment (EVSE) Technician Certification Credential Agency: Society of Automotive Engineers Description: The Electric Vehicle Supply Equipment (EVSE) Technician Certification will be granted to technicians who have successfully completed a comprehensive training program and passed a rigorous exam administered by SAE ITC Probitas Authentication. https://www.sae.org/learn/professional-development/electric-vehicle-supply-equipment-technician-certification

Request for New Course 2 of 9

Requesting College or Agency: Guilford Technical Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
EVT-4200	Lithium-Ion Battery Manufacturing	40	C40 Energy	3/Trades & Transportation

Description:	This course provides an in-depth understanding of overall Lithium-ion battery principles, battery manufacturing processes, and testing (skill or method). Students will learn about battery materials, including chemistry, electrode preparation, and electrode characterization. Students will be provided step by step coin-cell assembly training. Students will learn about testing protocols for cell performance and will receive an overview of recycling and waste disposal process. The course will prepare students for entry level work as an Electric Battery Assembly Technician in the growing EV battery manufacturing field.
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Request for New Course 3 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
ENG-8025	College English Skills	48	A20 Basic Skills	3/ Developmental

Description:	This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.
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Request for New Course 4 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
ENG-8045	English Skills Support	32	A20 Basic Skills	3/ Developmental

Description:	This course provides academic support for the successful completion of gateway English courses by supplementing and reinforcing classroom instruction in ENG 8025. Emphasis is placed on developing a growth mindset, expanding skills in active reading and writing processes, applying editing and revision strategies, exercising standard writing conventions through contextualized instruction, and ethically using appropriate technology when reading and writing.
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Request for New Course 5 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
MAT-7025	Concepts of Essential Math	48	A20 Basic Skills	3/ Developmental

Description:	This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability.
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Request for New Course 6 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
MAT-7035	Concepts of Algebra	48	A20 Basic Skills	3/ Developmental

Description:	This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents.
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Request for New Course 7 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
MAT-7045	Math Skills Support	32	A20 Basic Skills	3/ Developmental

Description:	This course provides opportunities for students to build a stronger foundation for success in their gateway math course by obtaining skills through a variety of instructional strategies. This course will reinforce the content taught in MAT 7025 and MAT 7035. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the gateway math course.
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Request for New Course 8 of 9

Requesting College or Agency: Beaufort County Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
UAS-3115	UAS Operator Flight Training	96	V20 Air/Space Transportation	1A/Trades & Transportation

Description:	<p>Students will receive hands-on training and learn the fundamentals of flight, navigation, safety protocols, and flying techniques. Students will be expected to progress through a series of basic maneuvers that will lead to proficiency in routine flight operations. Students will also receive hands-on training in advanced flight maneuvers that include flying around obstacles, in proximity to buildings, and in difficult conditions. Students will be expected to progress through a series of scenarios designed to lead to proficiency in complex operations or those involving some element of risk. Applications in industry related will be integrated with scenario-based skills training and assessment. Concepts related to safe and legal operation in accordance with federal and state regulations will be discussed throughout the course.</p>
Credential Options:	<p>Credential Title: FAA TRUST Certification</p> <p>Credential Agency: Federal Aviation Administration</p> <p>Description: The law requires that all recreational drone flyers pass an aeronautical knowledge and safety test and provide proof of passage if asked by law enforcement or FAA personnel. The Recreational UAS Safety Test (TRUST) was developed to meet this requirement. TRUST provides education and testing on important safety and regulatory information.</p> <p>https://www.faa.gov/uas/recreational_flyers/knowledge_test_updates</p>

Course ID	Course Title	Recommended Hours	Program Area	Tier/W F Sector
UAS-3152	UAS Operations Management	96	V20 Air/Space Transportation	1A/Trades & Transportation

Description:	<p>This course is designed as a follow-up to obtaining the FAA Part 107 Certificate and will help prepare students to conduct safe and legal UAS operations in a wide range of commercial settings and scenarios. The Association for Unmanned Vehicle Systems International (AUVSI) Trusted Operator program will serve as a foundation for this course and will guide students through routine operations, mission planning, maintenance and inspection, safety management systems, development of an SOP, FAA waivers, night flight, Crew-Resource Management, record keeping including flight management systems, emergency procedures, high-risk or hazardous operations, and flights requiring additional certifications.</p>
Credential Options:	<p>Credential Title: AUVSI Trusted Operator Certificate – Levels 1, 2, 3</p> <p>Credential Agency: Association for Unmanned Vehicle Systems International (AUVSI)</p> <p>Description: The AUVSI Trusted Operator Certificates fill the gap between minimally prescriptive operating regulations, such as the FAA’s Part 107, and a higher level of demonstrated knowledge, flight proficiency, safety and risk management practices that is expected to be valued by employers and customers of commercial UAS operators.</p> <p>https://www.auvsi.org/trusted-operator</p>

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
UAS-3111	Small Unmanned Aircraft System	V20 Air/Space Transportation	24	60

Description:	<p>This course prepares learners for small Unmanned Aircraft Systems (sUAS)/Drone flight certification. Topics include flight theory, flight operations, and flight training utilizing the Federal Aviation Administration (FAA) Remote Pilot – Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards and best practices. Learners will gain and introduction to commercial, government, and recreational drone applications. Coursework will highlight topics such as regulations, weather, airspace, human factors, and sUAS performance. Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NC DOT UAS Operator Permit.</p>
Credential Options:	<p>Credential Title: FAA Part 107 Remote Pilot Knowledge</p> <p>Credential Agency: Federal Aviation Administration</p> <p>Description: In order to fly a drone under the FAA's Small UAS Rule (Part 107), you must obtain a Remote Pilot Certificate from the FAA.</p> <p>See https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot</p>