

NUMBERED MEMO CC24-040

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE and Customized Training Course Approvals

DATE: **August 12, 2024**

On **July 19, 2024**, the State Board approved new and modified Workforce Continuing Education and Customized Training 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
John Loyack, Vice President of Economic Development
Chief Academic Officers
Customized Training Directors
Continuing Education Registrars
Registrars
System Administrators
Planners
Workforce Development Leadership Committee Members

Attachment A
Workforce and Continuing Education and Customized Training
New Course Approvals, Modifications, and Tier Designations

Request for New Course 1 of 4

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CTP-3010	Leadership/ Soft Skills	440	X50 Customized Training Programs	N/A/ Customized Training and SBC

Description:	This course focuses on developing leadership abilities and essential soft skills, such as communication, teamwork, and problem-solving, to improve individual and organizational effectiveness. Eligible companies must meet two of the following criteria: making an appreciable capital investment, deploying new technology, creating jobs or expanding the workforce, or enhancing workforce skills and productivity.
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Request for New Course 2 of 4

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CTP-3020	Continuous Improvement	440	X50 Customized Training Programs	N/A/ Customized Training and SBC

Description:	This course covers methodologies and strategies for continuous improvement, helping businesses streamline processes, increase efficiency, and improve overall performance. Eligible companies must demonstrate two of the following: making an appreciable capital investment, deploying new technology, creating jobs or expanding the workforce, or enhancing the productivity and skills of their employees.
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Request for New Course 3 of 4

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CTP-3030	Technical	440	X50 Customized Training Programs	N/A/ Customized Training and SBC

Description: This course provides specialized technical training tailored to the specific needs of businesses, ensuring employees are proficient in the latest technologies and industry practices. Eligible companies must meet two of the following criteria: making an appreciable capital investment, deploying new technology, creating jobs or expanding the workforce, or improving the technical skills and productivity of their workforce.

Request for New Course 4 of 4

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CTP-3040	Safety	440	X50 Customized Training Programs	N/A/ Customized Training and SBC

Description: This course covers essential safety protocols, risk management, and compliance with industry standards to ensure a safe and productive workplace. Eligible companies must demonstrate two of the following: making an appreciable capital investment, deploying new technology, creating jobs or expanding the workforce, or enhancing the safety skills and overall productivity of their employees.

Request for Course Modification 1 of 2

Requesting College or Agency: Beaufort County Community College

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
AER-3103	Aviation Ground School: Pilots	V20 Air/Space Transportation	60	120

Description:	This course is a study of aerospace history, weather, navigation, instruments, preflight planning, computer and wind triangles, regulations, radio communications, the aviation field, and procedures necessary to become a safe private pilot. Classes are oriented toward the latest material available from the Federal Aviation Agency, and the course is designed to prepare students to pass the written examination required by the government.
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Request for Course Modification 2 of 2

Requesting College or Agency: Beaufort County Community College

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
VET-3110	Veterinary Assistant	L30 Health Occupations	120	250

Description:	This course is designed for instructional areas related to a veterinarian practice: 1) veterinary terminology, 2) anatomy and physiology, 3) animal behavior and communication, 4) grooming techniques, 5) proper handling and restraining of animals, 6) obtaining and handling specimens, 7) emergency care. May also include office management in reference to medical records, charting, and detailed documentation.
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