

**NUMBERED MEMO CC24-056**

**TO:** Senior Continuing Education Administrators

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

**SUBJECT:** State Board Workforce Continuing Education and College and Career Readiness Course Approvals

**DATE:** November 15, 2024

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On **November 15, 2024**, the State Board approved new and modified Workforce Continuing Education and College and Career Readiness 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, 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**  
**New Course Approvals, Modifications, and Tier Designations**

**New Course 1 of 1**

**Requesting College or Agency: North Carolina State Firefighters Association (NCSFA)/NCCCS**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FIP-3653	NCSFA Administration Course	10	R30 – Fire and Rescue Services	3/ Public Safety and First Responders

Description:	This non-certification course will familiarize the North Carolina Fire Service with association, state and federal benefits, fire department reporting requirements, responsibilities of Fire Chiefs, Fire Officers and the Relief Fund Board of Trustees, and member assistance programs available to the members of the departments from the NCSFA and other agencies.
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**Course Modification 1 of 2**

**Requesting College or Agency: North Carolina Community College System**

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
ENG-8045	English Skills Support	A20 – Basic Skills	32	48

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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**Course Modification 2 of 2**

**Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Program Area</b>	<b>Current Recommended Hours</b>	<b>Proposed Recommended Hours</b>
MAT-7045	Math Skills Support	A20 – Basic Skills	32	48

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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