



North Carolina Community College System  
Dr. Jeff A. Cox  
President  
200 W. Jones St., Raleigh NC 27603

**NUMBERED MEMO CC25-010**

**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:** January 23, 2025

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On **January 17, 2025**, 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  
Chief Academic Officers  
Public Safety Directors  
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 2**

**Requesting College or Agency: Catawba Valley Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CJC-2111	Introduction to Criminal Justice	48	R20 -- Criminal Justice	3/ Public Safety and First Responders

Description:	This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.
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**New Course 2 of 2**

**Requesting College or Agency: Catawba Valley Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FIP-2120	Introduction to Fire Protection	48	R30 – Fire and Rescue Services	3/ Public Safety and First Responders

Description:	This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.
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**Course Modification 1 of 1**

**Requesting College or Agency: Catawba Valley Community College**

<b>Course ID</b>	<b>Course Title</b>	<b>Program Area</b>	<b>Current Recommended Hours</b>	<b>Proposed Recommended Hours</b>
BAR-3100	Registered Barber	T27 – Cosmetic Arts & Barbering	574	1528

Description:	This course is designed to provide the necessary skills to work to meet the instructional requirements to become a registered barber as established by the NC Board of Barber and Electrolysis Examiners. Schools must be approved by the NC Board of Barber and Electrolysis Examiners to provide training per G.S. 86B.
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