

**NUMBERED MEMO CC25-076**

**TO:** Senior Continuing Education Administrators

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

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

**DATE:** September 22, 2025

On **September 19, 2025**, the State Board approved a new Workforce Continuing Education course for placement in the Combined Course Library. See Attachment A for detailed information.

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 the course 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@ncccommunitycolleges.edu](mailto:WCERequests@ncccommunitycolleges.edu).

**Cc:** Dr. Brian Merritt, Senior Vice President and Chief Academic Officer  
Chief Academic Officers  
Continuing Education Officers  
Continuing Education Registrars  
Registrars  
System Administrators  
Planners  
Public Safety Directors  
Workforce Development Leadership Committee Members

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

**New Course 1 of 35**

**Requesting College or Agency: Forsyth Technical Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
EPT-2124	Emergency Management Services Law and Ethics	48	R41	3/Public Safety

Description:	This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.
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**Rationale:** This new course request aligns with the curriculum course EPT-124, Emergency Management Services Law and Ethics. The course will support emergency management and public safety agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

**New Course 2 of 35**

**Requesting College or Agency: Forsyth Technical Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
EPT-2251	Public Finance & Budgeting	48	R41	3/Public Safety

Description:	This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize the impacts of government revenue and expenditure policies and understand the role of budgeting in executing government.
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**Rationale:** This new course request aligns with the curriculum course PAD-251, Public Finance and Budgeting. The course will support emergency management and public safety agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

**New Course 3 of 35**

**Requesting College or Agency: Forsyth Technical Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
FIP-2176	HazMat: Operations	48	R30	3/Public Safety

Description:	This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.
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**Rationale:** This new course request aligns with the curriculum course FIP-176, Hazardous Materials: Operations. The course will support fire/rescue agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

**New Course 4 of 35**

**Requesting College or Agency: Forsyth Technical Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
FIP-2256	Municipal Public Relations	48	R30	3/Public Safety

Description:	This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.
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**Rationale:** This new course request aligns with the curriculum course FIP-256, Municipal Public Relations. The course will support fire/rescue agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

**New Course 5 of 35**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, NCCCS**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
FRC-1217	TR Water Rescue Series 2021	48	R30	3/Public Safety

Description:	This Technical Rescuer (TR) Water Rescue Series will present the Technical Rescuer with the knowledge, skills, and abilities to satisfy the requirements of Chapter 17 (Surface Water Rescue) and Chapter 18 (Swift Water Rescue) of NFPA 1006-2021 edition: Standard for Technical Rescue Professional Qualifications This course should be offered in accordance with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.
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**Rationale:** This fire/rescue certification course combines two existing courses, which have common course content, skills, and equal credentials: FRC-1215 TR Surface Water Series and FRC-1216 TR Swift Water Series. The two separate courses are not affected and will remain available for colleges that need to provide them separately.

**Credential:** Issuing entity is the NC Office of the State Fire Marshal (IFSAC). Credential names are Technical Rescuer Surface Water Rescue and Technical Rescuer Swift Water Rescue.

## New Courses 6 –35 of 35

**Requesting College or Agency:** HRD Advisory Board and System Office

**Rationale:** The Human Resources Development Program (HRD) was introduced in the North Carolina Community College System more than 50 years ago to offer a broad set of workplace skills that complement occupational skills and enable individuals to be adaptable, productive workers. It offers courses in career development, employability skills, technology, and financial literacy to help North Carolinians obtain jobs, advance in careers, and meet their financial obligations, while meeting employer needs for essential workplace skills. HRD has also been a tool for economic mobility, as there is a fee waiver for those enrolled in HRD courses who are unemployed, facing a layoff, or are working and have low- to moderate wages (eligible for federal Earned Income Tax Credit or wages are at or below 200% of federal poverty guidelines).

Over the years, colleges have used HRD in a variety of ways, but there has been a limited set of courses, and some colleges didn't understand the flexibility they had in adapting courses to meet local needs. Meanwhile, the rapid adoption of AI by businesses has amplified the importance of soft skills and the ability of workers and job seekers to navigate changing workplaces and technologies. This spring, the HRD Advisory Board, composed of community college representatives from around the state, recommended expansion of the portfolio of HRD courses to promote HRD's varied uses, position the Human Resource Development program as a critical tool in an AI-driven economy, and encourage more HRD offerings by community colleges.

### Human Resource Development:

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
HRD-3300	Job Search A-Z	115	B20	3/Professional Development II
HRD-3301	Resume, Application & Interview Skills	24	B20	3/Professional Development II
HRD-3302	Roadmap to Reemployment	64	B20	3/Professional Development II
HRD-3303	Your Career Plan – Your Future	24	B20	3/Professional Development II
HRD-3100	Essential Workplace Skills	24	B20	3/Professional Development II

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
HRD-3101	Education and Career Success	24	B20	3/Professional Development II
HRD-3500	Assess Your Computer Skills	24	B20	3/Professional Development II
HRD-3501	General Computer Skills for the Workplace	48	B20	3/Professional Development II
HRD-3502	Essential Software Skills for the Workplace	24	B20	3/Professional Development II
HRD-3503	Digital Tools to Develop an Online Presence	24	B20	3/Professional Development II
HRD-3504	Digital Skills for Online Learning	24	B20	3/Professional Development II
HRD-3505	AI and Digital Tools for the Workplace	24	B20	3/Professional Development II
HRD-3600	Career Mobility and Advancement	48	B20	3/Professional Development II
HRD-3601	Work-Life Balance	24	B20	3/Professional Development II
HRD-3602	Workplace Success Skills	24	B20	3/Professional Development II
HRD-3800	Financial Literacy for Workforce Readiness	24	B20	3/Professional Development II
HRD-3801	Evaluating Workplace Benefits	24	B20	3/Professional Development II
HRD-3802	Financial Goalsetting and Managing Debt	24	B20	3/Professional Development II
HRD-3400	Pathways to Healthcare Careers	60	B20	3/Professional Development II
HRD-3401	Pathways to IT Certifications and Careers	60	B20	3/Professional Development II



Course ID	Course Title	Recommended Hours	Program Area	Tier/ Work-force Sector
HRD-3402	Pathways to Computer-related & Digital Media Careers	60	B20	3/Professional Development II
HRD-3403	Pathways to Administrative & Medical Office Careers	60	B20	3/Professional Development II
HRD-3404	Pathways to Manufacturing and Related Careers	60	B20	3/Professional Development II
HRD-3405	Pathways to Construction & Skilled Trades Careers	60	B20	3/Professional Development II
HRD-3406	Pathways to Transportation & Logistics Careers	60	B20	3/Professional Development II
HRD-3407	Pathways to Public Safety Careers	60	B20	3/Professional Development II
HRD-3408	Pathways to Business & Professional Services Careers	60	B20	3/Professional Development II
HRD-3409	Pathways to Social & Human Services Careers	60	B20	3/Professional Development II
HRD-3410	Pathways to Agriculture, Animal Care, and Natural Resource Careers	60	B20	3/Professional Development II
HRD-3411	Pathways to Energy Careers	60	B20	3/Professional Development II