



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith, III
President

NUMBERED MEMO CC21-054

TO: Senior Continuing Education Administrators
Basic Skills Directors

FROM: Nate Humphrey
Associate Vice President, Workforce and Continuing Education Programs

Gilda Rubio-Festa
Associate Vice President, College and Career Readiness

SUBJECT: State Board Course Approvals – November 2021

DATE: November 30, 2021

The State Board has approved the following College and Career Readiness and Workforce Continuing Education courses for addition or modification in the Combined Course Library. Attached is the 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.

The addition of six new CCR courses will also assist colleges with implementing membership hour-based offerings. Staff requiring assistance building CCR membership hour-based sections should again access the “Curriculum Management for Continuing Education User Guide” ([KB0010403](#)) in [ServiceNow](#) for a step-by-step guide.

New Courses

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 3100	NRS Beginning ABE Literacy Level 1	96	A20 Basic Skills	3
BSP 3150	NRS Beginning ABE Math Level 1	96	A20 Basic Skills	3

BSP 3200	NRS Beginning Basic Education Level 2	96	A20 Basic Skills	3
BSP 3250	NRS Beginning Basic Education Math Level 2	96	A20 Basic Skills	3
BSP 5100	NRS Beginning ESL Literacy Level 1	96	A20 Basic Skills	3
BSP 5200	NRS Beginning ESL Literacy Level 2	96	A20 Basic Skills	3
CJC 3600	Criminal Justice Special Topics	80	R20 Criminal Justice	3
FIP 3718	Fire Officer I-2020 Ed	36	R30 Fire & Rescue Services	3
FIP 3719	Fire Officer II-2020 Ed	36	R30 Fire & Rescue Services	3

Modified Course

Course ID	Course Title	Current Hours	Requested Hours	Program Area	Tier Level
FIP 4728	Special Topics: Fire and Rescue	33	80	R30 Fire & Rescue Services	3
NOS 3100	Network Operating Systems	60	128	F30 Computer Training	3

If you have questions concerning these courses, see the contact person listed on the attachment. In addition, if you have questions regarding the process for adding a new course or making a modification to an existing course in the CCL, contact Nate Humphrey at humphreyn@nccommunitycolleges.edu or call (919) 807-7159.

CC: Continuing Education Registrars

CC: Registrars

CC: Planners

Combined Course Library (CCL) Updates Workforce Continuing Education

New Course - Requestor: Coastal Carolina Community College / System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 3100	NRS Beginning ABE Literacy Level 1	96	A20 Basic Skills	3

Description: This course provides foundational English literacy skills that College and Career students need for employment and higher basic skills courses. The curriculum framework and the content of the instructional materials will focus on fundamental reading, writing, and speaking and listening skills. This curriculum is aligned with the Adult Education Content Standards for English.

Contact Information

Michael Tilley (919) 807-7214 tilleym@nccommunitycolleges.edu

New Course - Requestor: Coastal Carolina Community College / System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 3150	NRS Beginning ABE Math Level 1	96	A20 Basic Skills	3

Description: This course provides foundational math literacy skills that College and Career students need for employment and higher education courses. The curriculum framework and the content of the instructional materials will focus on math skills for numeracy, measurement, geometry, data analysis, and algebraic thinking. This curriculum is aligned with the Adult Education Content Standards for Math.

Contact Information

Matthew Brown (919) 807-7144 brownm@nccommunitycolleges.edu

Combined Course Library (CCL) Updates Workforce Continuing Education

New Course - Requestor: Coastal Carolina Community College / System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 3200	NRS Beginning Basic Education Level 2	96	A20 Basic Skills	3

Description: This course is designed to prepare students functioning academically below a college level to transition to job training, workforce, or post-secondary education. This course contextualizes academic skills listed below to either occupation, workforce preparation, or career exploration and is aligned to college and career readiness standards. Students will be able to read various literary, functional, and informational texts with speed and accuracy. Students will develop and apply knowledge of grammatical concepts and sentence structure. Students will be able to present on topics using multimedia to enhance the development of main ideas or themes. The content of the course is based on the NRS Beginning Basic Level Descriptors and aligned to the NCCC Adult Education Content Standards for ABE Level 2 students

Contact Information

Michael Tilley

(919) 807-7214 tilleym@nccommunitycolleges.edu

New Course - Requestor: Coastal Carolina Community College / System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 3250	NRS Beginning Basic Education Math Level 2	96	A20 Basic Skills	3

Description: This course provides foundational math literacy skills that College and Career students need for employment and higher education courses. The curriculum framework and the content of the instructional materials will focus on math skills for numeracy, measurement, geometry, data analysis, and algebraic thinking. This curriculum is aligned with the Adult Education Content Standards for Math.

Contact Information

Matthew Brown

(919) 807-7144 brownm@nccommunitycolleges.edu

Combined Course Library (CCL) Updates Workforce Continuing Education

New Course - Requestor: Coastal Carolina Community College / System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 5100	NRS Beginning ESL Literacy Level 1	96	A20 Basic Skills	3

Description: This course provides College and Career Readiness ESL students with real-life communication skills in all four competency areas necessary for employment and higher education courses. The curriculum framework and content of instructional materials will focus on ten key areas, supplemented with foundational digital literacy skills for basic operations, such as keyboarding, email, and internet skills, as well as learning technology-based job search strategies using resources.

Contact Information

Daniel Loges (919) 807-7140 logesd@nccommunitycolleges.edu

New Course - Requestor: Coastal Carolina Community College / System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
BSP 5200	NRS Low Beginning ESL Level 2	96	A20 Basic Skills	3

Description: This course provides College and Career Readiness ESL students with real-life communication skills in all four competency areas necessary for employment and higher education courses. The curriculum framework and content of the instructional materials will focus on ten key areas, supplemented with foundational digital literacy skills for basic operations, such as keyboarding, email, and internet skills, as well as learning technology-based job search strategies using resources.

Contact Information

Daniel Loges (919) 807-7140 logesd@nccommunitycolleges.edu

Combined Course Library (CCL) Updates Workforce Continuing Education

New Course - Requestor: System Office Public Safety Team and Advisory Boards

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
CJC 3600	Criminal Justice Special Topics	80	R20 Criminal Justice	3

Description: This course is designed to focus on new and emerging issues and special topics in any area of the criminal justice field.

Contact Information

Tracy McPherson (919) 807-7117 mcpersont@nccommunitycolleges.edu

New Course - Requestor: System Office and NC Office of State Fire Marshal (OSFM)

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
FIP 3718	Fire Officer I-2020 Ed	36	R30 Fire & Rescue Services	3

Description: This certification-related course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) 1021 Standard, 2020 edition, for Fire Officer I training. Topics include officer roles and responsibilities, community risk reduction, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I certification. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact Office State Fire Marshal for details. Effective date January 1, 2022.

Contact Information

Tracy McPherson (919) 807-7117 mcpersont@nccommunitycolleges.edu

Combined Course Library (CCL) Updates Workforce Continuing Education

New Course - Requestor: System Office and NC Office of State Fire Marshal (OSFM)

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
FIP 3719	Fire Officer II-2020 Ed	36	R30 Fire & Rescue Services	3

Description: This certification-related course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) 1021 Standard, 2020 edition, for Fire Officer II training. Topics include officer roles and responsibilities, community risk reduction, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer II certification. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact Office State Fire Marshal for details. Effective date January 1, 2022.

Contact Information

Tracy McPherson

(919) 807-7117

mcpersont@nccommunitycolleges.edu

Combined Course Library (CCL) Updates Workforce Continuing Education

Course Modification - Requestor: System Office and NC Office of State Fire Marshal (OSFM)

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
FIP 4728	Special Topics: Fire and Rescue	80	R30 Fire & Rescue Services	3

Description: This course focuses on new and emerging issues and special topics in fire and rescue training.

Contact Information

Tracy McPherson (919) 807-7117 mcpersont@nccommunitycolleges.edu

Course Modification - Requestor: Wake Technical Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
NOS 3100	Network Operating Systems	128	F30 Computer Training	3

Description: This course introduces students to a broad range of Network Operating System (NOS) concepts, including installation and maintenance.

Contact Information

Karen Tikkanen (919) 807-7158 tikkanenk@nccommunitycolleges.edu