NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Thomas A. Stith, III
President

NUMBERED MEMO CC22-004

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 – January 2022

DATE: January 25, 2022

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 3300	NRS Low Intermediate Basic Education Literacy Level 3	96	A20 Basic Skills	3

BSP 3350	NRS Low Intermediate Basic Education Math Level 3	96	A20 Basic Skills	3
BSP 3500	NRS Low Adult Secondary Education Level 5	96	A20 Basic Skills	3
BSP 3550	NRS Low Adult Secondary Education Math Level 5	96	A20 Basic Skills	3
BSP 3600	NRS High Adult Secondary Education Level 6	96	A20 Basic Skills	3
BSP 3650	NRS High Adult Secondary Education Math Level 6	96	A20 Basic Skills	3
BSP 5300	NRS High Beginning ESL Level 3	96	A20 Basic Skills	3
BSP 5400	NRS Low Intermediate ESL Level 4	96	A20 Basic Skills	3
UPH 3168	Automated Cutting CAD	168	P35 Industrial/Manufacturing	2

Modified Course

Course ID	Course Title	Current Hours	Requested Hours	Program Area	Tier Level
UAS 3200	Unmanned Aerial Vehicle Maintenance	150	180	V20 Aircraft Systems	1A

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

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

Request for New Course 1 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 3300	NRS Low Intermediate Basic Education Literacy Level 3	96	A20 Basic Skills	3

Description: This course is designed to provide adult (Low Intermediate Basic Education Literacy Level 3) learners with the foundational English skills that they will need to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training. This course is based on the NRS Low Intermediate Basic Education Literacy Level 3 Descriptors and aligned with the NCCC Adult Education Content Standards.

Contact(s): Michael Tilley

Adult Education Coordinator – Assessment and Instruction

Request for New Course 2 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 3350	NRS Low Intermediate Basic Education Math Level 3	96	A20 Basic Skills	3

Description: This course is designed to provide adult (Low Intermediate Basic Education Level 3 Math) learners with the foundational math skills that they will need to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training. This course is based on the NRS Low Intermediate Basic Education Math Level 3 Descriptors and aligned with the NCCC Adult Education Content Standards.

Contact(s): Matthew Brown

Professional Development and Distance Education Specialist

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

Request for New Course 3 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 3500	NRS Low Adult Secondary Education Level 5	96	A20 Basic Skills	3

Description: This course is designed to provide adult (Low Adult Secondary Education Level 5) learners with the foundational English skills that they will need to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training. This course is based on the NRS Low Adult Secondary Education Level 5 Descriptors and aligned with the NCCC Adult Education Content Standards.

Contact(s): Michael Tilley

Adult Education Coordinator – Assessment and Instruction

Request for New Course 4 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 3550	NRS Low Adult Secondary Education Math Level 5	96	A20 Basic Skills	3

Description: This course is designed to provide adult (Low Adult Secondary Math Level 5) learners with the foundational math skills that they will need to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training.

This course is based on the NRS Low Adult Secondary Math Level 5 Descriptors and aligned with the NCCC Adult Education Content Standards.

Contact(s): Matthew Brown

Professional Development and Distance Education Specialist

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

Request for New Course 5 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 3600	NRS High Adult Secondary Education Level 6	96	A20 Basic Skills	3

Description: This course is designed to provide adult (High Adult Secondary Education Level 6) learners with the foundational English skills that they will need in order to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training. This course is based on the NRS High Adult Secondary Education Level 6 Descriptors and aligned with the NCCC Adult Education Content Standards.

Contact(s): Michael Tilley

Adult Education Coordinator – Assessment and Instruction

Request for New Course 6 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 3650	NRS High Adult Secondary Education Math Level 6	96	A20 Basic Skills	3

Description: This course is designed to provide adult (High Adult Secondary Math Level 6) learners with the foundational math skills that they will need to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training.
This course is based on the NRS High Adult Secondary Math Level 6 Descriptors and aligned with the NCCC Adult Education Content Standards. and graphs, algebraic thinking.

Contact(s): Matthew Brown

Professional Development and Distance Education Specialist

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

Request for New Course 7 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 5300	NRS High Beginning ESL Level 3	96	A20 Basic Skills	3

Description: This course is designed to prepare ELL students functioning academically below a college level to transition to job training, workforce, or post-secondary education.

This course is designed to prepare ELL students functioning at English Language Proficiency Level of 3 (High Beginning ESL) to achieve level competency in reading, writing, speaking, and comprehension of the English language; and English language skills that will help lead to the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; or employment. Additionally, this course contextualizes academic skills listed to either community/family life, workforce preparation, and/or career exploration as well as technology skills associated therewith. The content of this course is based on the NRS Level 3 High Beginning ESL Level Descriptors and aligned to the ELP Standards for Adult Education Level 3 students.

Contact(s): Daniel Loges
Director, Professional Development and Distance Education

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

Request for New Course 8 of 9

Requesting College or Agency: Coastal Carolina Community College & System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 5400	NRS Low Intermediate ESL Level 4	96	A20 Basic Skills	3

Description: This course is designed to prepare ELL students functioning academically below a college level to transition to job training, workforce, or post-secondary education.

This course is designed to prepare ELL students functioning at English Language Proficiency Level of 4 (Low Intermediate ESL) to achieve level competency in reading, writing, speaking, and comprehension of the English language; and English language skills that will help lead to the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; or employment. Additionally, this course contextualizes academic skills listed to either community/family life, workforce preparation, and/or career exploration as well as technology skills associated therewith. The content of this course is based on the NRS Level 4 Low Intermediate ESL Level Descriptors and aligned to the ELP Standards for Adult Education Level 4 students.

Contact(s): Daniel Loges
Director, Professional Development and Distance Education

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

Request for New Course 9 of 9

Requesting College or Agency: Catawba Valley Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
UPH 3168	Automated Cutting CAD	168	P35 – Industrial/Manufacturing	2

Description: This course prepares students with the skills to become Automated Cutting CAD Technicians. Topics include an overview of an automated cutting machine's fundamental technology and operation, learning to utilize the software to create digital patterns for automated cutting machines, understanding work order specifications, fabric characteristics, and data management.

Contact(s): Karen Tikkanen
Director, Workforce Continuing Education

Request for Modification 1 of 1

Requesting College or Agency: Montgomery Community College

Course ID	Course Title	Current Hours	Requested Hours	Program Area	Tier Designation
UAS 3200	Unmanned Aerial Vehicle Maintenance	150	180	V20 Aircraft Systems	1A

Description: This course introduces students to the scientific principles associated with the design and build phases of small unmanned aerial vehicles (UAV). Upon completing this course, students should be familiar with the parts and components that make up UAVs well enough to troubleshoot repairs. Following schematics, students will connect all electrical components while understanding how everything works together to produce aerial vehicles. Students will learn how to register their UAV online through Federal Aviation Administration (FAA) Drone Zone. This course ends with an overview of the current FAA aviation maintenance rules and regulations.

Contact(s): Karen Tikkanen
Director, Workforce Continuing Education