

STATE BOARD OF COMMUNITY COLLEGES
Combined Course Library
Workforce and Continuing Education & College and Career Readiness

New Course Approvals, Modifications, and Tier Designations

The State Board is requested to approve the following courses for placement or modification in the Combined Course Library (CCL).

Request for New Course 1 of 2

Requesting College or Agency: Coastal Carolina Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 4011	Transition Digital Skills Applications	96	A40 Adult Secondary Education	2

Description: This course provides students with an introduction to office software applications commonly used in college and workplace settings. Instruction is focused on word processing, spreadsheet, and slideshow applications found in office suite programs such as Microsoft Office and Google Workspace. Upon completion, students should be able to maneuver through each application, apply the skills and concepts they have learned, and recognize and define application-related technology terms.

Rationale:

- Transition Digital Applications is meant to address a growing need in the current labor market. It is becoming more and more necessary for the American workforce to obtain and keep up with the skills needed to navigate the current digital landscape. Foundational technology skills are needed at all stages of labor force participation, from searching for work opportunities to contacting potential employers to communicating with colleagues and supervisors in the workplace.
- One of the crucial skill sets needed by today's workers is using common applications found in office suites such as Microsoft Office and Google Workspace. The workforce data website O*Net OnLine specifies no fewer than 771 occupations that require at least some active use of office suite software, representing such varied jobs as postal workers, accountants, photographers, dental hygienists, and teachers. Further study by the Rework America Business Network found that eight out of ten "middle-skill" jobs require proficiency with office productivity software and other foundational technology skills. Thus, workers in today's labor force must acquire proficiency in these skills so that more opportunities are open to them, providing a greater likelihood to earn family-sustaining wages.
- As of the 2017-18 PIAAC study, many Americans lack the technology skills outlined above, including 41% of adults who are not high school graduates and 17% of adults who

are. Due to a decline in workplace-based computer training programs over the past few decades, it has become more vital for workers in these categories to seek out opportunities to improve their skills in using office suite applications. To quote a 2018 article from EdWeek, “What is needed is broad exposure to the basic office and productivity software.” Transition Digital Applications is designed to create this exposure among adult learners in this population.

- Transition Digital Applications will introduce students to the essential functions of word processing, spreadsheets, and presentation software. Students will use the assessments and curricula designed by Northstar Digital Literacy; a platform specifically created to help adult learners develop their digital skills. Upon taking this class, students will practice the knowledge and skills to earn credentials from Northstar that demonstrate their proficiency with these applications. Digital badges and certificates from Northstar are recognized nationally by over 1,000 educational, business, and governmental organizations; students who hold these credentials will communicate to potential employers that they have gained the necessary skills for the jobs they are seeking.

Credentialing Information/Affiliated State Agency:

NorthStar Digital Literacy Credential

<https://www.digitalliteracyassessment.org/>

Contact(s):

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Request for New Course 2 of 2**Requesting College or Agency:** Guilford Technical Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
MEC 3016	Composite Adhesive Bonding	25	P35 Industrial/ Manufacturing	3

Description: This course is designed to provide students the capability of producing advanced composite parts tailored explicitly towards the adhesive bonding process. Training areas include safety precautions associated with adhesive bonding, adhesive bonding processes, adhesive types, adhesive systems, common inspection techniques, surface processing methods, adhesive preparation, installation, and removal of click bonds, and inspection of parts.

Rationale:

- Current aviation manufacturing, structures assembly, and repair courses do not adequately support developing these competencies common in the aviation sector and in-demand by local industry. The course will address this gap, improve student competitiveness in the labor market, and better support industry employer partners' needs.
- Composite manufacturing has evolved into a diverse industry. It can be found in the marine, aerospace, automotive, sports equipment, construction, alternative energy, medical devices, and many other industries, creating an expanding wealth of opportunity for talented practitioners.

Credentialing Information/Affiliated State Agency:

American Composites Manufacturers Association:
 Certified Composites Technician-Vacuum Infusion Process
<https://acmanet.org/>

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