

State Board of Community Colleges  
Continuing Education Master Course List

**New Course Approvals and Tier Designation**

The State Board is asked to approve the following courses for placement on the Continuing Education Master Course List.

**Request #1 of 4**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
HIT-3700	Electronic Health Records	144	H30-Health	2

**Rationale:**

- This course request was submitted by Brunswick CC.
- This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards. Additionally, students may sit for national certification examinations.

**Request #2 of 4**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
DIE-3110	Diesel Engines	192	V40-Automotive	3

**Rationale:**

- This course request was submitted by James Sprunt CC in response to a request from a local employer, Murphy Brown LLC, to retrain their diesel mechanics.
- This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

**Request #3 of 4**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier Designation</b>
MNT-3066	Apartment Maintenance Technology	125	P35-Industrial/Manufacturing	2

**Rationale:**

- This course request was submitted by Wake TCC in response to a request from local businesses with the North Carolina chapter of the National Apartment Association.
- This course is designed to meet the training requirements for certification as an apartment maintenance technician. There are seven training modules: 1) Inside the Apartment Business, 2) People, Projects and Profits, 3) Electrical Maintenance and Repair, 4) Plumbing Maintenance and Repair, 5) Heating, Ventilation and Air Conditioning Maintenance and Repair, 6) Appliance Maintenance and Repair, and 7) Interior and Exterior Maintenance and Repair.

**Request #4 of 4**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier Designation</b>
MNT-3065	Healthcare Facility Management	336	F25-Business	2

**Rationale:**

- This course request was submitted by Wake TCC in response to a request from local businesses.
- This program is designed for experienced facilities personnel with management responsibilities related to the operation and maintenance of building systems. There are five training modules: 1) compliance, 2) planning, design, construction, 3) maintenance, 4) finance, and 5) administration. Upon completion, students will have the knowledge-base to sit for the national certification for Healthcare Facility Managers from the American Hospital Association.