STATE BOARD OF COMMUNITY COLLEGES
CAPTIVE/CO-OPTED GROUPS

Request: The State Board is asked to approve the following to be offered to Captive/Co-opted groups as listed, to be offered to Captive/Co-opted Groups under current operating procedures, contingent upon availability of funds.

Continuing Education: Courses of Instruction

- Asheville-Buncombe Technical Community College
  - Black Mountain Substance Abuse Treatment Center for Women*
    - Food Service Sanitation/Safety (ServSafe Certification)
    - HRD Employability Skills (Employability Life Skills)
    - HRD Career Readiness/Pathways (Hospitality Careers and START Certification)
    - HRD Technology Awareness (Computer Skills for Employment)
    - HRD Financial Literacy (Money Smart)
- Forsyth Technical Community College – Forsyth Correctional Institution
  - Maintenance Mechanic (Facility Maintenance Technician)
- Montgomery Community College – Southern Correctional Institution
  - Hotel & Lodging Operations (Hospitality & Tourism)
  - Customer Service (Customer Service for Hospitality & Tourism)
- South Piedmont Community College – Lanesboro Correctional Institution
  - Building Construction Trades (Building Construction Trades)
  - Construction Management (Construction Management)
- Southeastern Community College – Tabor Correctional Institution
  - Leadership Development – (Intro to Basic Principles of Leadership)
  - NC REAL/Entrepreneurship (REAL Small Business Development)

*Black Mountain Substance Abuse Treatment Center is a residential substance abuse treatment center for women operated by the NC Department of Public Safety (NCDPS)

Contact:

Continuing Education
Ms. Margaret Roberton, Associate Vice President
Workforce Continuing Education

Curriculum
Ms. Tracy McPherson, Director
Public Safety Training Programs

SBCC
07/15/2016
STATE BOARD OF COMMUNITY COLLEGES
COURSES OF INSTRUCTION TO CAPTIVE OR CO-OPTED GROUPS
CONTINUING EDUCATION and BASIC SKILLS

These requests have been approved by the local college president, local board chair, and prison superintendent or chief officer. They have been reviewed by state staff at the North Carolina Community College System Office and, if applicable, by the Division of Prisons and found in compliance with state standards and prison programming policies.

CODES FOR GROUPS TO BE SERVED

A  Alcoholic Rehabilitation Centers
D  Domiciliary Care Facilities
I  Hospital Inpatients
J  Detention Centers and County Jails
N  Rest and Nursing Homes
P  Prisons (Correction setting)
R  Intellectual Disability Centers
S  Sheltered Workshops

EXAMPLE:  CAS 3120 Code P indicates the continuing education course is being offered in the Prison (Correction) setting.
BSP 2000 Code S indicates the basic skills course is being offered in a Sheltered Workshop setting.

CONTINUING EDUCATION and BASIC SKILLS courses are reported in class hours.
CURRICULUM courses are reported in semester-hour credits.

MATRIX CATEGORIES* For Division of Adult Correction (DAC)

<table>
<thead>
<tr>
<th>Matrix Category</th>
<th>North Carolina Community College System Programming Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); and/or Drug and Alcohol courses. (Minimum length of stay: 2 months)</td>
</tr>
<tr>
<td>2</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; and/or Curriculum Certificate Programs. (Minimum length of stay: 4 months)</td>
</tr>
<tr>
<td>3</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; and/or Curriculum Diploma Programs. (Minimum length of stay: 12 months)</td>
</tr>
<tr>
<td>4</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; Curriculum Diploma Programs; and/or Curriculum Associate in Applied Science Degree Programs. (Minimum length of stay: 24 months)</td>
</tr>
</tbody>
</table>

* Only Division of Adult Correction (DAC) prisons are assigned matrix categories
## CONTINUING EDUCATION COURSES
Captive & Co-opted

**Month:** 07/15/2016

<table>
<thead>
<tr>
<th>Community College</th>
<th>Facility</th>
<th>Matrix Class</th>
<th>Course Number</th>
<th>Code</th>
<th>Master Course List Title (Local Title)</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>Asheville-Buncombe Tech. Community College</td>
<td>Black Mountain Substance Abuse Treatment Ctr. for Women*</td>
<td>*</td>
<td>HOS-3072</td>
<td>*</td>
<td>Food Service Sanitation/Safety (ServSafe Certification)</td>
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<td>HRD-3001</td>
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<td>HRD Employability Skills (Employability Life Skills)</td>
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<td>*</td>
<td>HRD-3004</td>
<td>*</td>
<td>HRD Career Readiness/Pathways (Hospitality Careers and START Certification)</td>
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<td>HRD-3005</td>
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<td>HRD Technology Awareness (Computer Skills for Employment)</td>
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<td>*</td>
<td>HRD-3008</td>
<td>*</td>
<td>HRD Financial Literacy (Money Smart)</td>
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<td>Forsyth Correctional Institution</td>
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<td>MNT-3065</td>
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<td>Maintenance Mechanic (Facility Maintenance Technician)</td>
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<td>Southern Correctional Institution</td>
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<td>HOS-4040</td>
<td>3600</td>
<td>Hotel &amp; Lodging Operations (Hospitality &amp; Tourism)</td>
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<td>Southern Correctional Institution</td>
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<td>MKT-3834</td>
<td>3600</td>
<td>Customer Service (Customer Service for Hospitality &amp; Tourism)</td>
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<td>Lanesboro Correctional Institution</td>
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<td>CAR-3112</td>
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<td>Building Construction Trades (Building Construction Trades)</td>
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<td>Lanesboro Correctional Institution</td>
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<td>CAR-3200</td>
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<td>Construction Management (Construction Management)</td>
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<td>Tabor Correctional Institution</td>
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<td>Leadership Development (Intro to Basic Principles of Leadership)</td>
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<td>Tabor Correctional Institution</td>
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<td>MLS-3871</td>
<td>4885</td>
<td>NC REAL/Entrepreneurship (REAL Small Business Development)</td>
<td>72</td>
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</tbody>
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