

STATE BOARD OF COMMUNITY COLLEGES
Courses of Instruction to 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.

Strategic Plan Reference:

Theme: Economic and Workforce Impact

Goal 3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective 2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Continuing Education: Courses of Instruction

- Isothermal Community College – Rutherford Correctional Center
 - HOS-3072 Food Service Sanitation/Safety
 - (Servsafe Food Safety Training)
- Vance-Granville Community College – Franklin Correctional Center
 - CIS-3100 Computer Basics
 - (Keyboarding)
- Vance-Granville Community College – Franklin Correctional Center
 - HOS-4040 Hotel & Lodging Operations
 - (Hospitality – (Start Program))
- Vance-Granville Community College – Franklin Correctional Center
 - MLS-3230 Small Business Management
 - (How to Start a Small Business)
- Vance-Granville Community College – Franklin Correctional Center
 - OST-3100 Office Software Applications
 - (Integrated Software: Computer)

Contact(s):

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Associate Vice-President, Workforce Continuing Education

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 NC Department of Public Safety 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

EXAMPLES: **WLD 3106 P** indicates the continuing education course offered in the Prison/Corrections setting.

BSP 2000 S indicates the basic skills course 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 NC Department of Public Safety (DPS) Prison Facilities

Matrix Category	North Carolina Community College System Programming Options
1	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)
2	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)
3	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)
4	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)
*	Only Division of Adult Correction and Juvenile Justice (DACJJ) prisons are assigned matrix categories

**Continuing Education Courses
Captive & Co-opted**

Community College	Facility	Matrix Class.	Course Number	Facility Code	Master Course List Title (Local Title)	Contact Hours
Isothermal Community College	Rutherford Correctional Center	2	HOS-3072	4655	Food Service Sanitation/Safety (Servsafe Food Safety Training)	40
Isothermal Community College	Rutherford Correctional Center	2	CSP-4000	4655	Community Service Program (Basic Small Engine Repair)	528
Vance-Granville Community College	Franklin Correctional Center	3	CIS-3100	4215	Computer Basics (Keyboarding)	72
Vance-Granville Community College	Franklin Correctional Center	3	HOS-4040	4215	Hotel & Lodging Operations (Hospitality (Start Program))	252
Vance-Granville Community College	Franklin Correctional Center	3	MLS-3230	4215	Small Business Management (How to Start a Small Business)	58
Vance-Granville Community College	Franklin Correctional Center	3	OST-3100	4215	Office Software Applications (Integrated Software: Computer)	108