

**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**

- Beaufort County CC – Hyde Correctional Institution
  - AUT-3200 Small Engine Mechanic
    - (Small Engine Mechanic)
- Beaufort County CC – Hyde Correctional Institution
  - ELC-3119 Commercial/Residential Wiring
    - (NCCER Electrical Level 1)
- Beaufort County CC – Hyde Correctional Institution
  - HOS-3043 Custodial/Environmental Services
    - (Certified Commercial Cleaning)

**Contact(s):**

Karen Tikkanen

Director, Training & Standards - 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**

<b>Community College</b>	<b>Facility</b>	<b>Matrix Class.</b>	<b>Course Number</b>	<b>Facility Code</b>	<b>Master Course List Title (Local Title)</b>	<b>Contact Hours</b>
Beaufort County CC	Hyde Correctional Institution	4b	AUT-3200	4180	Small Engine Mechanic (Small Engine Mechanic)	288
Beaufort County CC	Hyde Correctional Institution	4b	ELC-3119	4180	Commercial/Residential Wiring (NCCER Electrical Level 1)	288
Beaufort County CC	Hyde Correctional Institution	4b	HOS-3043	4180	Custodial/Environmental Services (Certified Commercial Cleaning)	396