

**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**

- South Piedmont CC – Anson Correctional Institution (Previously Lanesboro)
  - OSC-3602 Office Practices
    - (Office Practices)
  - OST-3100 Office Software Applications
    - (Office Software Applications)
  - PRC-3104 Heritage Arts Production
    - (Heritage Arts Production)
  - UPH-3101 Sewing
    - (Sewing)
- Stanly Community College – Albemarle Correctional Institution
  - BPR-3011 Blueprint Reading
    - (Blueprint Reading)
  - DFT-3100 AutoCAD
    - (AutoCAD)

**Contact(s):**

Nate Humphrey

Director, Workforce Continuing Education – Training and Standards

### 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>
South Piedmont CC	Anson Correctional Institution <i>(Previously Lanesboro CI)</i>	4b	OSC-3602	4865	Office Practices (Office Practices)	235
South Piedmont CC	Anson Correctional Institution <i>(Previously Lanesboro CI)</i>	4b	OST-3100	4865	Office Software Applications (Office Software Applications)	108
South Piedmont CC	Anson Correctional Institution <i>(Previously Lanesboro CI)</i>	4b	PRC-3104	4865	Heritage Arts Production (Heritage Arts Production)	288
South Piedmont CC	Anson Correctional Institution <i>(Previously Lanesboro CI)</i>	4b	UPH-3101	4865	Sewing (Sewing)	346
Stanly CC	Albemarle Correctional Institution	4b	BPR-3011	4580	Blueprint Reading (Blueprint Reading)	86
Stanly CC	Albemarle Correctional Institution	4b	DFT-3100	4580	AutoCAD (AutoCAD)	192