

**STATE BOARD OF COMMUNITY COLLEGES**

**CAPTIVE/CO-OPTED GROUPS**

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**

- Pamlico Community College
  - Pamlico Correctional Institution  
Veterinary Assistant (Veterinary Assistant 1)
  
- Southeastern Community College
  - Columbus Correctional Institution  
Office Practices (Developing Office Skills Using MS Office)

**Contact Person:**

***Career and College Readiness***

Dr. Randy Whitfield  
Associate Vice President  
College and Career Readiness  
919.807.7132  
[whitfieldr@nccommunitycolleges.edu](mailto:whitfieldr@nccommunitycolleges.edu)

***Continuing Education***

Ms. Barbara Boyce  
Associate Vice President  
Continuing Education  
919.807.7158  
[boyceb@nccommunitycolleges.edu](mailto:boyceb@nccommunitycolleges.edu)

***Curriculum***

Ms. Tracy McPherson  
Director  
Public Safety Training Programs  
919.807.7117  
[mcpersont@nccommunitycolleges.edu](mailto:mcpersont@nccommunitycolleges.edu)

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)

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)
- 4a 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)
- 4b 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; Curriculum Associate in Applied Science Degree Programs; and/or College Transfer Degree Programs. (Minimum length of stay: 24 months)

\* Only Division of Adult Correction (DAC) prisons are assigned matrix categories

**CONTINUING EDUCATION COURSES**  
**Captive & Co-opted**

Month: 08/15/2014

<b>Community College</b>	<b>Facility</b>	<b>Matrix Class.</b>	<b>Course Number</b>	<b>Code</b>	<b>Master Course List Title (Local Title)</b>	<b>Contact Hours</b>
Pamlico Community College	Pamlico Correctional Institution	3	ANS-3011	4850	Veterinary Assistant (Veterinary Assistant I)	144
Southeastern Community College	Columbus Correctional Institution	2	OSC-3602	4355	Office Practices (Developing Office Skills Using MS Office)	235