

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**

- Asheville-Buncombe Technical Community College

Buncombe Correctional Center

COM-3711 Communication Skills (Effective Workplace Communication)  
MAT-3713 Occupational Math (Occupational Math)  
COM-3729 Business Writing (Business Writing)  
CAS-3010 Keyboarding Skills (Keyboarding Skills)  
HRD-3004 Career Pathways (Career Pathways)  
HRD-3001 Employability Skills (Career Ready 101)

Swannanoa Correctional Center

COM-3711 Communication Skills (Effective Workplace Communication)  
COM-3729 Business Writing (Business Writing)  
HRD-3004 Career Pathways (Career Pathways)  
MAT-3713 Occupational Math (Occupational Math)

- Sampson Community College

Sampson Correctional Institution

HOS-3043 Custodial/Environmental Services (Laundry Washroom Technician)

**Contact Person:**

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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 &amp; Co-opted

Month: July 2013

Community College	Facility	Matrix Class.	Course Number	Code	Master Course List Title (Local Title)	Contact Hours
Asheville-Buncombe TCC	Buncombe Correctional Center	3	COM-3711	4675	Communication Skills (Effective Workplace Communication)	91
Asheville-Buncombe TCC	Buncombe Correctional Center	3	MAT-3713	4675	Occupational Math (Occupational Math)	79
Asheville-Buncombe TCC	Buncombe Correctional Center	3	COM-3729	4675	Business Writing (Business Writing)	91
Asheville-Buncombe TCC	Buncombe Correctional Center	3	CAS-3010	4675	Keyboarding Skills (Keyboarding Skills)	72
Asheville-Buncombe TCC	Buncombe Correctional Center	3	HRD-3004	4675	Career Pathways (Career Pathways)	72
Asheville-Buncombe TCC	Buncombe Correctional Center	3	HRD-3001	4675	Employability Skills (Career Ready 101)	72
Asheville-Buncombe TCC	Swannanoa Correctional Center	2	COM-3711	4635	Communication Skills (Effective Workplace Communication)	91
Asheville-Buncombe TCC	Swannanoa Correctional Center	2	COM-3729	4635	Business Writing (Business Writing)	91
Asheville-Buncombe TCC	Swannanoa Correctional Center	2	HRD-3004	4635	Career Pathways (Career Pathways)	72
Asheville-Buncombe TCC	Swannanoa Correctional Center	2	MAT-3713	4635	Occupational Math (Occupational Math)	79
Sampson CC	Sampson Correctional Institution	3	HOS-3043	4345	Custodial/Environmental Services (Laundry Washroom Technician)	330

Comments: