

ADDENDUM to 2008 – 2010 Catalog

August 19, 2009

Page 11 ACCREDITATION: Changed “Curriculum Review Board of the American Association Medical Assistants Endowment (AAMAE)” to read “Medical Assisting Education Review Board (MAERB)”

Page 29 Tuition rates changed:

from

“Tuition for full-time, in-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$632.00 per semester. Part-time, in-state students taking less than 16 semester credit hours will pay \$39.50 per semester hour. Out-of-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$3512.00 per semester. Part-time, out-of-state students taking less than 16 semester credit hours will pay \$219.50 per semester hour.”

to

“Tuition for full-time, in-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$800.00 per semester. Part-time, in-state students taking less than 16 semester credit hours will pay \$50.00 per semester hour. Out-of-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$3860.80 per semester. Part-time, out-of-state students taking less than 16 semester credit hours will pay \$241.30 per semester hour.”

Page 30 New Rate Table:

Credit Hours	In-State	Out-of-State
1	50.00	241.30
2	100.00	482.60
3	150.00	723.90
4	200.00	965.20
5	250.00	1206.50
6	300.00	1447.80
7	350.00	1689.10
8	400.00	1930.40
9	450.00	2171.70
10	500.00	2413.00
11	550.00	2654.30
12	600.00	2895.60
13	650.00	3136.90
14	700.00	3378.20
15	750.00	3619.50
16	800.00	3860.80

Page 75 WRAL-TV – Channel 5 (not Channel 11)

Page 102 Changed “Office Systems Technology (A25360)” to “Office Administration (A25370)”

Page 103 Added “Entrepreneurship (C25490)”

Page 103 Changed “Office Systems Technology / Microsoft Application Technician (C25360)” to “Office Administration (C25370)”

Page 103 Added “Welding Technology (C50420)”

Page 106 Added “BIO 094 Concepts of Human Biology (3 2 0 4)”

Page 109 Added SPA-211 (3 0 0 3) and SPA-212 (3 0 0 3) to Humanities/Fine Arts list

Page 112 Added ENG-125 (3 0 0 3), MAT-171A (0 2 0 1), MAT-172 (0 2 0 1), SPA-161 (2 3 0 3), SPA-181 (0 2 0 1), and SPA-182 (0 2 0 1) to Electives and other required courses list

Page 115 Added SPA-211 (3 0 0 3) and SPA-212 (3 0 0 3) to Humanities/Fine Arts list

Page 117 Added MAT-171A (0 2 0 1) and MAT-172 (0 2 0 1) to Natural Sciences/Mathematics/Computer Science Electives list

Page 118 Added ENG-125 (3 0 0 3), SPA-161 (2 3 0 3), SPA-181 (0 2 0 1), and SPA-182 (0 2 0 1) to General Electives list

Page 140 (CET) under Add MAT 171A under A. General Education Courses.
Under C: Other Major Courses Add MAT 172A under MAT 172

Page 141 change Total Credit hours to 74

Page 147 POL-120 replaced by CJ Elective:

3. Required Subject Area

Criminal Justice Elective (Select 3 hours from the following courses)

HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 120	Spanish in the Workplace	3	0	0	3

Page 166 Entrepreneurship POS needed

Page 189 (MET A40320) add MAT 171A in Gen Ed Courses under MAT 171 and under B 2 add MAT 172A under MAT 172

Page 190 change total credit hours to 69.

Page 194 Medical Assisting: Changed “Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE)” to read “Medical Assisting Education Review Board (MAERB)”

Page 206 Office Systems Technology (A25360) replaced by Office Administration (A25370)

Page 206-208 Total Hours changed from 65/66 to 70

Page 206-208 Hours changed for the following courses:

OST-136 changed from (1 2 0 2) to (2 2 0 3)

OST-137 changed from (1 2 0 2) to (2 2 0 3)

OST-184 changed from (1 2 0 2) to (2 2 0 3)

OST-223 changed from (1 2 0 2) to (2 2 0 3)

Page 206-208 Course Title changed for the following courses:

OST-223 changed from “Machine Transcription I” to “Administrative Office Transcription I”

OST-289 changed from “Office Systems Management” to “Administrative Office Management”

Page 208 “Office Systems Technology Certificate (C25360) Microsoft Application Technician” changed to “Office Administration (C25370)”

Page 208 Delete “First Year - Summer Semester”, Total Credit Hours changed from 18 to 14

Page 218 Welding POS needed

Page 220 ACC-115: Added “*This course is also available through the Virtual Learning Community (VLC)*” to course description

Page 222 ACC-150: Changed Prerequisite from “ACC 115 or ACC 120, CIS 110 or higher” to “ACC 115 or ACC 120, CIS 110 or CIS 111”

Page 224 BIO 094 Concepts of Human Biology (3 2 0 4) Added

Prerequisites: None

Corequisites: RED 090

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

Page 229 BUS 280 REAL Small Business (4 0 0 4) Added

Prerequisites: None

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

Page 230 CET-222: Prerequisite changed from “None” to “CET-111”

Page 245 EDU-271: Changed Prerequisites from “CIS-110” to “ENG 090, RED 090”

Page 247 ELC-118: Changed Corequisites from “None” to “RED-070”

Page 248 ELC-131: Changed Prerequisites from “MAT-080” to “None”, changed Corequisites from “ENG-080, RED080” to “ENG-080, RED-080, MAT-080”, and changed the course description to “This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.”

Page 250 ENG 111 delete OST 080 from pre-requisites and added OST 080 as Corequisite.

Page 251 ENG 125 Creative Writing I (3 0 0 3) Added

Prerequisites: ENG 111

Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. **This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.**

Page 254 ETR 210 Introduction to Entrepreneurship (3 0 0 3) Added

Prerequisites: None

Corequisites: None

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

Page 254 ETR 215 Law for Entrepreneurs (3 0 0 3) Added

Prerequisites: None

Corequisites: None

This course introduces students to basic legal concepts specifically relevant to a business start-up venture. Topics include bailments and documents of title, nature and form of sales, risk and property rights, obligations and performance, business organizations, and agency and employment. Upon completion, students should be able to assess the legal responsibilities of a business start-up.

Page 254 ETR 220 Innovation and Creativity (3 0 0 3) Added

Prerequisites: None

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

Page 254 ETR 230 Entrepreneur Marketing (3 0 0 3) Added

Prerequisites: None

Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

Page 254 ETR 240 Funding for Entrepreneurs (3 0 0 3) Added

Prerequisites: ACC 120

Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

Page 261 HSE-210: Changed Prerequisites from "Successful completion of 12 SHC in the HSE program" to "Successful completion of 12 SHC in the HSE major courses"

Page 269 MAT-171: Corequisite changed from "None" to "MAT 171A"

Page 269 MAT 171A Precalculus Algebra Lab (0 2 0 1) Added

Prerequisites: MAT 080

Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. **This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.**

Page 269 MAT-172: Corequisite changed from “None” to “MAT 172A”

Page 269 MAT 172A Precalculus Trig Lab (0 2 0 1) Added

Prerequisites: MAT 171

Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. **This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.**

Page 271 MEC-250: Prerequisite changed from “None” to “MAT 172”

Page 272 MED-110: Corequisite changed from “MED 130,” to “MED 130”

Page 275 MED-272: Correct Prerequisites are “MAT-155, MED-140, Enrollment in the Medical Assisting program”

Page 277 NAS-102: Prerequisite changed from “None” to “Must have current CNA certification before clinical”

Page 281 NUR-187: Deleted Course

Page 281 NUR-189: Deleted Course

Page 282 OST-132: Course description changed to “This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.”

Page 283 OST-134: Course description changed to “This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. *This course is also available through the Virtual Learning Community (VLC).*”

Page 283 OST-136: Changed hours from (1 2 0 2) to (2 2 0 3) and course description changed to “This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *This course is also available through the Virtual Learning Community (VLC).*”

Page 283 OST-137: Changed hours from (1 2 0 2) to (2 2 0 3) and course description changed to “This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion,

students should be able to use software in a business environment. *This course is also available through the Virtual Learning Community (VLC).*”

Page 284 OST-184: Changed hours from (1 2 0 2) to (2 2 0 3)

Page 284 OST-223: Changed hours from (1 2 0 2) to (2 2 0 3), changed course title from “Machine Transcription I” to “Administrative Office Transcription I”, and course description changed to “This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.”

Page 284 OST-236: Course description changed to “This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. *This course is also available through the Virtual Learning Community (VLC).*”

Page 285 OST-289: Changed course title from “Office Systems Management” to “Administrative Office Management”, and course description changed to “This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.”

Page 293 SPA-111: Corequisite changed from “None” to “SPA 181”

Page 294 SPA-112: Corequisite changed from “None” to “SPA 182”

Page 294 SPA 161 Cultural Immersion (2 3 0 3) Added

Prerequisites: SPA 111

Corequisites: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. **This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.**

Page 294 SPA 181 Spanish Lab 1 (0 2 0 1) Added

Prerequisites: None

Corequisites: SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. **This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.**

Page 294 SPA 182 Spanish Lab 2 (0 2 0 1) Added

Prerequisites: SPA 181

Corequisites: SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students

should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. **This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.**

Page 294 SPA 211 Intermediate Spanish I (3 0 0 3) Added

Prerequisites: SPA 112

Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. **This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.**

Page 294 SPA 212 Intermediate Spanish II (3 0 0 3) Added

Prerequisites: SPA 211

Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. **This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.**

Page 295 WEB-120: Course description changed to “This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.”

Page 295 WEB-210: Course description changed to “This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. *This course is also available through the Virtual Learning Community (VLC).*”

Page 296 WLD 110 Cutting Processes (1 3 0 2) Added

Prerequisites: None

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Page 296 WLD 115 SMAW (Stick) Plate (2 9 0 5) Added

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Page 296 WLD 121 GMAW (MIG) FCAW/Plate (2 6 0 4) Added

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Page 296 WLD 131 GTAW (TIG) Plate (2 6 0 4) Added

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Page 296 WLD 132 GTAW (TIG) Plate/Pipe (1 6 0 3) Added

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

Page 296 WLD 141 Symbols & Specifications (2 2 0 3) Added

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Page 296 WLD 231 GTAW (TIG) Pipe (1 6 0 3) Added

Prerequisites: WLD 132

Corequisites: None

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

Page 296 WLD 262 Inspection & Testing (2 2 0 3) Added

Prerequisites: None

Corequisites: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.