

## ADDENDUM TO 2008-2009 CATALOG

Addendum additions/revisions listed below are outlined in **bold print**.

1. Page 102 Under NATURAL SCIENCE MATHEMATICS (14 SHC)  
*Natural Sciences (8 SHC):*  
\*One course (4SHC) must be selected from the following:  
AST 111/111A Descriptive Astronomy/Lab (4 SHC)  
**BIO 110 Principles of Biology (4 SHC)**  
BIO 111 General Biology I (4 SHC)
2. Page 194 Under ARCHITECTURAL DRAFTING AND DESIGN I CERTIFICATE  
FALL SEMESTER  
ACA 111 College Student Success  
ARC 111 Introduction to Architectural Tech
3. Page 330 Under CHEMISTRY  
CHM 130 General, Organic, and Biochemistry  
Prerequisite(s): CHM 090 and MAT 060
4. Page 455 Insert

<b>OST 233</b>	<b>Office Publications Design</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites:</b>	<b>OST 136</b>			
<b>Corequisites:</b>	<b>None</b>			

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

<b>OST 236</b>	<b>Adv Word/Information Proc</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites:</b>	<b>OST 135 or OST 136</b>			
<b>Corequisites:</b>	<b>None</b>			

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. 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).*

<b>OST 241</b>	<b>Med Ofc Transcription I</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisites:</b>	<b>MED 121 or OST 141</b>			
<b>Corequisites:</b>	<b>None</b>			

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

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5. Page 465 PHY 121 Applied Physics I  
Prerequisite(s): **MAT 121**  
Corequisite(s): None
6. Page 221 Under FALL SEMESTER (2<sup>nd</sup> Year)

	CJC 249 Forensic Accounting	Class	Lab	Credit
		<b>2</b>	<b>2</b>	<b>3</b>
	Total Semester Hours:	<b>74</b>		