

2011/12 Catalog Addendum
August 18, 2011

-On page 7/8:

Fall Semester 2011:

-delete “December 7: last day to apply for graduation—end of Spring Semester”

Spring Semester 2012:

-January 2 should be a Holiday (not No Class)

-add February 3: last day to apply for graduation—end of Spring Semester”

-the “last day to process drops” should be April 24

-delete “May 4: Last day to apply for graduation—end of Summer Semester”

-Reading day should be May 3

-Exams should be May 7, 8, 9

-Semester ends (5:00 p.m.) should be May 8

-No Classes should be May 9

-Graduation should be May 10

Summer Semester 2012:

-change the 10% date from May 23 to May 24, 2012

-add “June 4 : Last day to apply for graduation—end of Summer Semester”

-delete “July 24: Last day to apply for graduation—end of Fall Semester”

-On page 5 add “Business Administration Public Administration Concentration A2512H” to the Associate in Applied Science Degrees

-On page 121 add the following Business Administration Public Administration degree information:

**BUSINESS ADMINISTRATION
PUBLIC ADMINISTRATION A2512H**

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application in personnel administration, decision making, ethics, organizational theories, and budgetary and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator’s role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

**Business Administration
Public Administration
Associate in Applied Science Degree A2512H
(Revised 2011*03) Course and Hour Requirements**

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				

ENG 111 Expository Writing	3	0	0	3
ENG 112 Argument-Based Research	3	0	0	3
or ENG114 Professional Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 252 Principles of Macroeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
<i>3 hours selected from the following:</i>				
ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 120, HUM 122, MUS 110, PHI 215, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212				
D. Math/Natural Sciences: 3 Hours	3	0	0	3
<i>Selected from the list of math/natural science electives for the Associate in Applied Science Degree appearing in the college catalog.</i>				
AND				
<i>Students are required to demonstrate competency in MAT 080 prior to receiving a degree.</i>				

II. Major Courses: 49 Hours

A. Core: 18 Hours				
ACC 120 Prin of Financial Acct	3	2	0	4
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
CIS 111 Basic PC Literacy	1	2	0	2
ECO 251 Principles of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
B. Concentration Courses: 12 Hours				
PAD 151 Intro to Public Admin	3	0	0	3
PAD 152 Ethics in Government	3	0	0	3
PAD 251 Public Finance & Budgeting	3	0	0	3
PAD 252 Public Policy Analysis	3	0	0	3
C. Other Major Courses: 19 Hours				
1. Required: 13 Hours				
ACC 121 Prin of Managerial Acct	3	2	0	4
ACC 240 Gov & Not-for-Profit Acct	3	0	0	3
BUS 270 Professional Development	3	0	0	3
POL 130 State & Local Government	3	0	0	3
2. Select 6 hours from the following (<i>maximum of 3 hours from COE</i>)				
BUS 110 Introduction to Business	3	0	0	3
BUS 116 Business Law II	3	0	0	3
BUS 152 Human Relations	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 260 Business Communication	3	0	0	3
LOG 110 Intro to Logistics	3	0	0	3
PAD 253 Intro to Urban Planning	3	0	0	3
COE 111-112 Co-op Work Experience I	0	0	10-20	1-2
COE 121-122 Co-op Work Experience II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

ACA 111 College Student Success	1	0	0	1
Total Credits				65

- On page 344 add the following Public Administration Courses:

PAD 151 Intro to Public Admin 3 0 0 3

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

PAD 152 Ethics in Government 3 0 0 3

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

PAD 251 Public Finance & Budgeting 3 0 0 3

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

PAD 252 Public Policy Analysis 3 0 0 3

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

PAD 253 Intro to Urban Planning 3 0 0 3

This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

-On page 350 add the following course:

POL 130 State & Local Government 3 0 0 3

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

-On page 43 the following sentence should be added under the “Satisfactory Academic Progress Standards”: “9. Developmental coursework attempted in excess of 30 total credit hours cannot be counted toward enrollment status for Federal and/or state aid.”