



January 22, 2014

Dr. John B. Boone  
Director of Institutional  
Effectiveness and Research  
Wake Technical Community College  
9101 Fayetteville Road  
Raleigh, NC 27603-5696

Dear Dr. Boone:

Thank you for your letter of November 26, 2013, providing notification of new certificates to be offered fall 2014, at the College's Main Campus and at a new off-campus site, the Vernon Malone College and Career Academy (formerly CTE High School).

#### New Certificates

The following new certificates will be offered fall 2014:

- Simulation and Game Development: Level Design
- Fundamentals of Air Conditioning, Heating, and Refrigeration: Comfort Cooling, Electricity, and Basic Service Technology
- Fundamentals of Biopharmaceuticals Technology: Safety, Best Practices, and Controls
- Collision and Refinishing Technology
- Residential and Commercial Wiring
- Geographical Information Systems Fundamentals: Digital Creation and Manipulation of Space
- Certified Nursing Assistant
- Introduction to Plumbing Techniques: Rough-in and Trim-out Procedures
- Introduction to Simulation and Game Development: Art Fundamentals and Design
- Welding Essentials: Symbology-Cutting Processes and Metal Arc Welding Basics

All of the courses comprising the above certificates are either currently offered by the College at the Main Campus or are embedded in existing approved Associate in Applied Science degree or diploma programs located on the Main Campus or Health Science campuses. Thus they are not considered to be substantive changes requiring approval.

**We acknowledge the information and will add it to our files.**



Page 2  
Dr. Boone  
January 22, 2014

New Off-Campus Site

Effective fall 2014, the College will offer programs at the following new site:

Vernon Malone College and Career Academy (CTE High School)  
2200 South Wilmington Street  
Raleigh, NC 27601

The College is currently preparing a prospectus for approval of the site. The prospectus should be submitted at least three months prior to the implementation date. Information concerning the content of the prospectus may be found in the *Substantive Change Policy* available on our website, [www.sacscoc.org](http://www.sacscoc.org). Should you need her advice, please contact your staff representative, Dr. Robin W. Hoffman, by telephone at 404-679-4501, ext. 4587, or by email at [rhoffman@sacscoc.org](mailto:rhoffman@sacscoc.org).

**We accept notification of the offering of programs at the new off-campus site and look forward to receipt of the prospectus.**

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/ABC:efk

cc: Dr. Stephen C. Scott, President  
Dr. Robin W. Hoffman