

State College



CLAYTON STATE COLLEGE

An Institution of the University System of Georgia

Serving South Metropolitan Atlanta

1987-88 CATALOG Volume 18, Number 1

THE CATALOG: AN INFORMATION BOOK

The Clayton State College Catalog is designed to provide information about the College's policies, degree programs, course offerings, services, faculty, and facilities. **Statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.**

While the provisions of the College Catalog will ordinarily be applied as stated, Clayton State College reserves the right to change any provision listed — including but not limited to academic requirements for graduation — without actual notice to individual students. Every effort will be made to keep students advised about all changes, and information on changes will be available in the Office of Admissions and Records. **It is especially important that each student note that it is his/her responsibility to remain apprised of current graduation requirements for particular degree programs.**



An Affirmative Action/Equal Opportunity Institution

Clayton State College does not discriminate in educational programs, activities, or employment on the basis of age, race, color, national origin, sex or handicap.

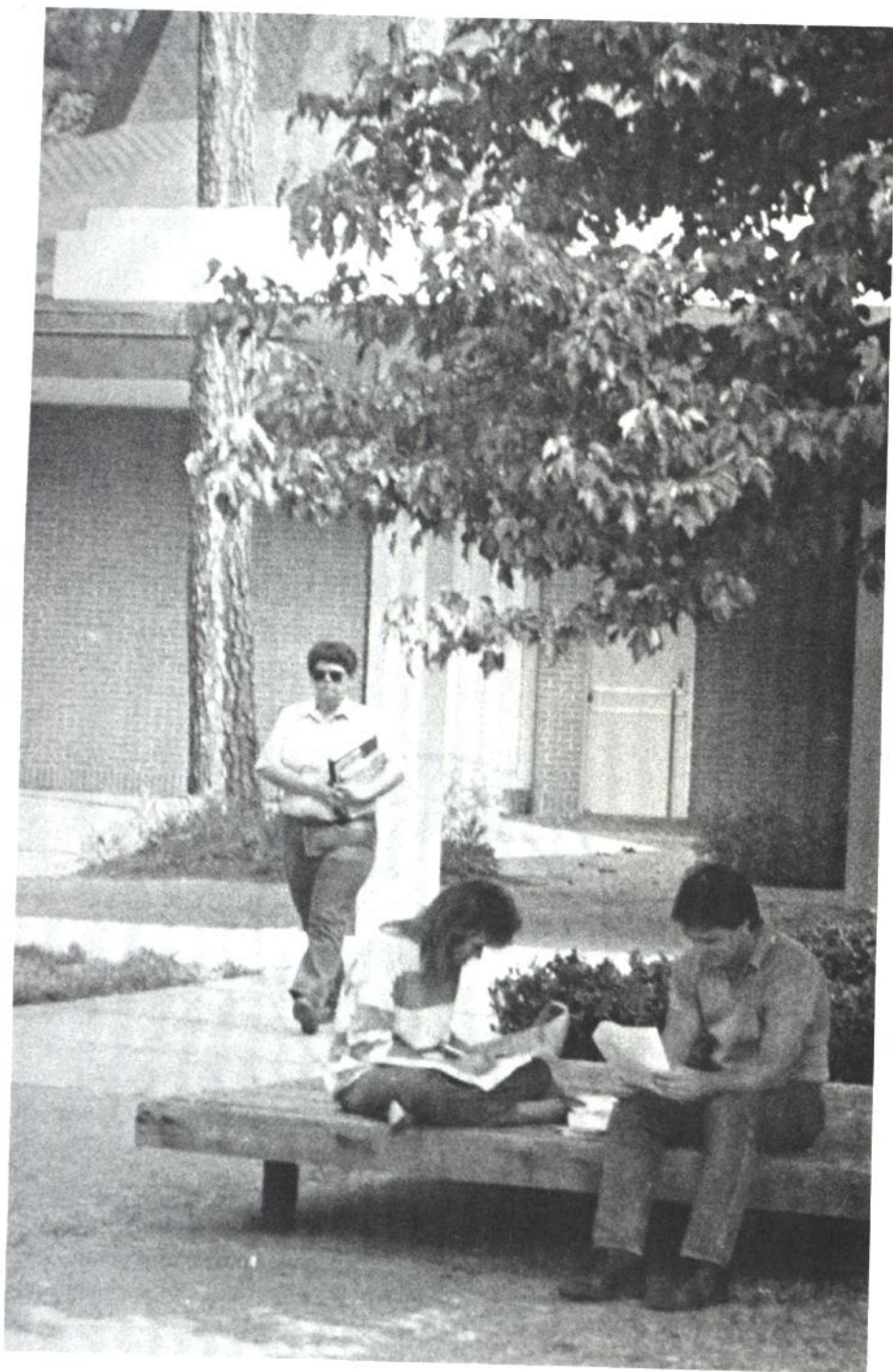


TABLE OF CONTENTS

ACADEMIC CALENDAR	4
GENERAL INFORMATION	6
ADMISSIONS INFORMATION	9
FINANCIAL INFORMATION	20
ACADEMIC INFORMATION	23
GENERAL DEGREE REQUIREMENTS	33
DEGREE PROGRAMS	42
School of Arts and Sciences	45
Department of Developmental Studies	46
Department of General Studies	47
School of Business	69
Department of Accounting and Computer Information Systems	72
Department of Management and Marketing	78
School of Health Sciences	97
Department of Baccalaureate Degree Nursing	99
Department of Associate Degree Nursing	100
Department of Dental Hygiene	103
School of Technology	111
Department of Aviation Maintenance Technology	113
Department of Electronics and Drafting	117
LEARNING RESOURCES CENTER	129
COURSE DESCRIPTIONS	130
FINANCIAL AID	181
STUDENT SERVICES AND STUDENT ACTIVITIES	191
OFFICE OF COMMUNITY SERVICES	197
THE UNIVERSITY SYSTEM OF GEORGIA	201
THE CLAYTON STATE COLLEGE FOUNDATION, INC.	206
COLLEGE PERSONNEL	207
COLLEGE HISTORY	222
COLLEGE FACILITIES	223
INDEX	227
DEPARTMENT OF PUBLIC SAFETY	237
TELEPHONE GUIDE	237

1987-88 Academic Calendar

Fall Quarter, 1987

September 10	College-Level Examination Program (CLEP)
September 14	Scholastic Aptitude Test (SAT)
September 21	Last registration day before classes begin
September 22	Classes begin
September 23	Last day to register or change schedule
October 15	College-Level Examination Program (CLEP)
October 26-27	Regents' Testing Program
October 26	Last day to withdraw from a course without academic penalty
November 2	Scholastic Aptitude Test (SAT)
November 12	College-Level Examination Program (CLEP)
November 25	No evening classes
November 26-27	Thanksgiving holidays
December 3	Evening classes end
December 4	Day classes end
December 7-10	Final Examinations

Winter Quarter, 1988

January 4	Last registration day before classes begin
January 5	Classes begin
January 6	Last day to register or change schedule
January 14	College-Level Examination Program (CLEP)
January 18	Martin Luther King Holiday
February 8-9	Regents' Testing Program
February 9	Last day to withdraw from a course without academic penalty
February 15	Scholastic Aptitude Test (SAT)
March 10	College Level Examination Program (CLEP)
March 14	Scholastic Aptitude Test (SAT)
March 14	Day and Evening classes end
March 15-18	Final Examinations

1987

January 1987	February 1987	March 1987
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 1987	May 1987	June 1987
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 1987	August 1987	September 1987
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 1987	November 1987	December 1987
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1988

January 1988	February 1988	March 1988
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 1988	May 1988	June 1988
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 1988	August 1988	September 1988
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
October 1988	November 1988	December 1988
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Spring Quarter, 1988

March 28	Last registration day before classes begin
March 29	Classes begin
March 30	Last day to register or change schedule
April 7	College-Level Examination Program (CLEP)
April 25	Scholastic Aptitude Test (SAT)
May 2-3	Regents' Testing Program
May 2	Last day to withdraw from a course without academic penalty
May 16	Scholastic Aptitude Test (SAT)
May 26	College-Level Examination Program (CLEP)
June 2	Evening classes end
June 3	Day classes end
June 6	Scholastic Aptitude Test (SAT)
June 6-9	Final Examinations
June 11	Graduation

Summer Quarter, 1988

June 20	Last registration day before classes begin
June 21	Classes begin
June 22	Last day to register or change schedule
July 4	Independence Day holiday
July 23	Last day to withdraw from a course without academic penalty
July 25-26	Regents' Testing Program
August 16	Classes end
August 17-19	Final Examinations

(Note: Last 2 dates subject to change.)

GENERAL INFORMATION

CLAYTON STATE COLLEGE SERVING SOUTH METROPOLITAN ATLANTA

After 17 years of serving a dynamic and growing south metropolitan Atlanta community, Clayton Junior College became the newest senior college in the University System of Georgia on July 1, 1986. The College's new name — CLAYTON STATE COLLEGE — reflects its expanded mission.

In response to the needs of its community, Clayton State College is a uniquely comprehensive senior college. Degree program options range from baccalaureate degrees to one-year certificates, with the primary goal in all programs of helping students develop into capable, productive graduates.

The College offers two baccalaureate degrees:

- The Bachelor of Business Administration, with majors in Accounting, Management, Computer Information Systems, and General Business; and
- The Bachelor of Science in Nursing, beginning in Fall Quarter, 1988.

The new baccalaureate degree programs are designed to develop graduates who have the abilities and knowledge essential to successful career performance. Each of these new programs will provide career guidance services and opportunities for students to acquire work experiences before graduation.

Clayton State College continues to provide the associate degree and certificate programs that have served the College's students and community. The first two years of work in the more than 45 fields of study common to all state-supported colleges and universities in Georgia remains a major emphasis of the College. These programs serve both those students who plan to transfer to other institutions and those who plan to continue work toward a baccalaureate degree at Clayton State College. One- and two-year career and technical programs designed to prepare students for immediate employment are also continued.

The foundation for all programs is a strong general educational program designed to enable students to develop communication and critical thinking skills and to acquire the broad and varied perspectives essential for understanding today's world. Central to the general education program and to major programs is an emphasis on the assessment of each student's progress toward the desired outcomes.

Students admitted to the College are eligible to accelerate their studies through a broad program of *Advanced Placement* with college credit by examination. Gifted high school students are encouraged to begin their first year of college work while completing their final year of high school through the *Freshman Scholar Program for High School Seniors*.

In addition, the College offers a *Developmental Studies Program* for students whose academic records indicate that they are not yet prepared to do college-level work, and for students returning to an academic atmosphere who require a review of basic academic skills.

The Office of Community Services offers a regular program of non-credit *Continuing Education Courses and Seminars* to provide personal and career enrichment, and to meet special educational needs for individuals of and groups within the community.

PURPOSE OF THE COLLEGE

Clayton State College, a unit of the University System of Georgia, was established to provide educational opportunities for the community within commuting distance of the College. The offerings of the College are limited to the resources available to the College, and to the practical consideration that the College should not needlessly duplicate programs of study provided at a reasonable cost to the individual by other institutions in the community.

The purpose of Clayton State College is, therefore, to serve the educational and cultural needs of the community through the following programs:

- Baccalaureate Degree Programs in Business and Nursing.
- College Transfer Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees.
- Career and Technology Programs designed to prepare students for gainful employment.
- Developmental Studies courses designed for students who need to strengthen their academic skills before entering college-level courses.
- Community Service and adult education programs for individuals in the community who may wish to participate in programs of continuing education.
- Student Service Programs designed to further the development of students by helping them to meet their academic, financial, personal, and social needs.

ACCREDITATION AND MEMBERSHIPS

Clayton State College is a unit of the University System of Georgia; therefore, credits earned within College Transfer Programs at the College are accepted by all other units of the University System.

Clayton is accredited by the Southern Association of Colleges and Schools as a Level I, General Postsecondary Institution.

The College also is accredited by the Council on Dental Education, the Georgia Board of Nursing, and the National League for Nursing.

The College has been approved for the following state and federal programs:

Veterans Administration Benefits

College Work Study Program

Regents' Scholarships

National Direct Student Loans

Nursing Student Federal Loans

Georgia Vocational Rehabilitation Grants

Guaranteed Student Loans

Pell Grants

Supplemental Educational Opportunity Grants

Georgia Student Incentive Grants

The College holds membership in the following organizations:

American Association of Community and Junior Colleges

Southern Association of Colleges and Schools

Southern Association of Junior Colleges

Southern Regional Education Board

Georgia Association of Junior Colleges

Georgia Association of Colleges

Council of Associate Degree Programs of the National League for Nursing

College Placement Council

RESOURCES FOR DISABLED STUDENTS

Clayton State College is committed to helping students participate in all academic, cultural and social opportunities that the College offers. Accessibility for disabled students is part of that commitment. Efforts to develop a completely accessible campus began with the construction of the first college facilities and will continue as the College develops.

The College provides disabled students with special entrance test administrations when necessary, individualized tours of the campus, and a general orientation to academic life at the College. Disabled students may obtain assistance in the library and cafeteria, and may use special parking facilities. Assistance is also provided to students in working with instructors and administrators to plan for any necessary classroom or campus accommodations.

Any disabled student wishing to utilize these services should contact the Handicapped/Disadvantaged Specialist in the Office of Counseling and Testing (D-208, telephone 961-3515).

ADMISSIONS INFORMATION

ANNUAL NOTICE OF PRIVACY RIGHTS

GENERAL POLICY FOR ADMISSION

APPLICATION INSTRUCTIONS

GENERAL REQUIREMENTS FOR ADMISSION

Freshman Admissions

College Preparatory Curriculum Requirements

Transfer Admissions

Transient Admissions

OTHER ADMISSIONS CATEGORIES

Auditors

Freshman Scholar Program for High School Seniors

International Students

Persons 62 Years of Age or Older

Non-traditional Admissions

Special Students

RESIDENCY REQUIREMENTS

ANNUAL NOTICE OF PRIVACY RIGHTS

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

1. *the right to inspect and review education records maintained by the institution that pertain to the student;*
2. *the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and*
3. *the right to control disclosures from the education records with certain exceptions.*

A written policy detailing how Clayton State College will comply with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file complaints with the FERPA Office of the Department of Education, Washington, D.C. 20201 regarding alleged violations of the Act.

GENERAL POLICY FOR ADMISSION

Clayton State College seeks to provide quality higher education for those who will profit from an intellectually challenging experience. The College encourages applications to degree and certificate programs from qualified individuals who are sincere in their desire to study where excellence in teaching, scholarly activities, and community services is stressed. Recognizing the value of a diverse student body, the College invites applications from all qualified persons without regard to age, race, color, sex, creed, religion, handicap status, or national origin. Although the College has a primary responsibility to educate Georgia residents, the value of contributions from a diverse student body is recognized, and applications from other states and foreign countries are welcomed. Because English is the language of instruction at the College, applicants whose native language is not English must pass an English proficiency test before enrollment to demonstrate their ability to communicate at the College level. Entrance requirements are in full compliance with federal and state statutes, rules, and regulations. The College reserves the right to refuse admission of an applicant who may pose a threat to the health and safety of its students, faculty, and staff.

The Board of Regents of the University System of Georgia establishes general admissions policies. In addition, the College may increase the requirements, entry levels, and testing procedures for general admission to the College or to special programs. Specific admissions criteria and policies are established by the deans of the schools, upon advice of faculty of the school, and approved by the Vice President for Academic Affairs and the President. Entrance requirements for the Schools of the College may differ. (See requirements for the School of Business or the School of Health Sciences.) Applicants may have to demonstrate their potential for success in selected programs and courses through additional requirements, such as auditions, portfolios, interviews, licensure, or language proficiency or other special tests.

It is the responsibility of the Director of Admissions and Registrar to validate credentials submitted for admission to the College and to insure that all Board of Regents' requirements for admission, registration, enrollment, or re-enrollment have been met.

APPLICATION INSTRUCTIONS

To be considered for admission, prospective students must complete an *Application For Admission* and have appropriate credentials sent to the Admissions Office at least 10 days before the registration day of the quarter in which they plan to enroll. Applicants to some programs with limited facilities may face earlier deadlines. Requirements are as follows:

1. A completed *Application for Admission* (all applicants).
2. Official high school transcripts or General Educational Development (GED) Test scores (beginning freshmen).
3. Official scores for the Scholastic Aptitude Test (SAT) or American College Test (ACT) (beginning freshmen).
4. Official college or university transcripts (transfer students).
5. Additional Requirements:
 - a. Official Test of English as a Foreign Language (TOEFL) scores (international students).
 - b. A statement from the Registrar of the college or university last attended (transient students).
 - c. Proof of age 62 or older (senior citizens seeking fee waivers).
 - d. Application for Admission to the Dental Hygiene Program (Dental Hygiene students).
 - e. Application for Admission to the Nursing Program (Nursing students).
 - f. Application for Admission to the LPN Program (Practical Nursing students).

The College may require an applicant to appear for a personal interview or to meet additional testing requirements before making an admissions or course placement decision. In addition, the College may withdraw admission prior to or following enrollment if the student becomes ineligible as determined by Board of Regents or Clayton State College admissions standards.

For further information, applicants should contact:

The Director of Admissions
Clayton State College
P.O. Box 285
Morrow, Georgia 30260
Telephone: (404) 961-3500

GENERAL REQUIREMENTS FOR ADMISSION

FRESHMAN ADMISSIONS

1. An applicant for admission who has graduated from an accredited high school and who has not previously attended any college or university must meet at least one of the following admission requirements:
 - a. Verbal Scholastic Aptitude Test (SAT) score of 250 or higher or American College Test (ACT) English score of 10 or higher; or
 - b. Mathematical SAT score of 280 or higher or ACT Mathematics score of 5 or higher; or
 - c. High school average (on academic courses only) of 1.8 or higher on a 4.0 scale.
2. Applicants who are not high school graduates may be admitted on the basis of General Educational Development (GED) Test scores which meet minimum requirements of the State of Georgia for High School Equivalency. High school graduates with a certificate of attendance rather than a diploma may be admitted if they have acceptable GED scores.
3. All freshman applicants must complete the college assessment program, which will measure their current skill levels in critical academic areas and will help determine their placement in courses. Specifically,
 - a. Students who score below the institutionally established levels on the SAT or ACT and high school grades will be required to take the Basic Skills Examination (BSE) and **may be required to take appropriate Developmental Studies courses.** These levels are as follows:
 - Scores of 330 on both the verbal and mathematical portions of the SAT or an English score of 14 and a mathematics score of 9 on the ACT.
 - A combined SAT score of 710 or an ACT Composite score of 15.
 - A predicted college grade point average of 1.6. (This average is calculated by using the high school academic average and SAT or ACT scores in a formula based on the previous performance of Clayton State College students.)
 - b. All other freshmen must complete assessments in writing and mathematics before enrolling in college-level English and mathematics courses. Recommendations regarding placement will be based on these assessment results

COLLEGE PREPARATORY CURRICULUM REQUIREMENTS

1. The following courses are required of students graduating from high school in the spring of 1988 or later who plan to enroll in regular college programs leading to the baccalaureate degree in institutions of the University System of Georgia:

<u>Course (Units)</u>	<u>Instructional Emphasis</u>
English (4)	<ul style="list-style-type: none"> — Grammar and usage — Literature (American & World) — Advanced composition skills
Science (3)	<ul style="list-style-type: none"> — Physical Science — At least two laboratory courses from Biology, Chemistry, or Physics
Mathematics (3)	<ul style="list-style-type: none"> — Two courses in Algebra and one in Geometry
Social Science (3)	<ul style="list-style-type: none"> — American History — World History — Economics and Government
Foreign Language (2)	<ul style="list-style-type: none"> — Skill-building courses emphasizing speaking, listening, reading, and writing

Additional courses selected from the following are also strongly recommended:

Trigonometry
 An additional laboratory course in science
 A third course in foreign language or study in a second foreign language
 Fine Arts (art, dance, drama, music)
 Computer Technology
 Health and Physical Education
 Typing

2. Beginning in the Summer Quarter, 1988, these College Preparatory Curriculum requirements will apply to all students described in the categories below who enroll at Clayton State College in programs that lead to the baccalaureate degree.
 - a. Those students graduating from Georgia or out-of-state public or private high schools in spring 1988 or later. These requirements do not apply to students whose high school class graduates prior to spring 1988, regardless of when these students enroll at Clayton State College.
 - b. Students who passed the GED in lieu of high school graduation if their class graduates in spring 1988 or later.
3. Students who do not meet the College Preparatory Curriculum requirements may be granted Provisional Admission. Students with deficiencies in English must take the Basic Skills Examination (BSE) in English and reading; those with deficiencies in mathematics must take the BSE in mathematics. Results on the BSE will determine the Developmental Studies courses in English, reading, and mathematics that students will be required to take. Those with deficiencies in social science, science, or foreign language must take one additional course in social science, science, or foreign language, respectively, and earn a grade of C or better to satisfy each deficiency.

TRANSFER ADMISSIONS

Transfer students will be considered for admission on the basis of their previous college records and must meet at least one of the following conditions:

- a. Have good academic standing at the last college or university attended (not on probation, suspension or exclusion); or
- b. Meet the same cumulative grade point standards required of Clayton State College students (16-30 hours, 1.5 gpa; 31-45 hours, 1.6 gpa; 46-60 hours, 1.8 gpa; 61-75 hours, 1.9 gpa; 76 hours and above, 2.0 gpa); or
- c. Hold an associate degree in a college transfer program from an accredited college.

Transfer students must meet all of the College's general admission requirements and comply with application instructions before an admissions decision will be made. Additionally, the decision process will be based on the following policies and procedures:

1. Applicants who have completed fewer than 20 quarter credit hours of transferable college work must complete all the requirements for freshman admissions.
2. Transfer credit is normally accepted for all college work earned (with a D grade or higher) at a regionally accredited college or university, provided the courses presented are comparable to the Clayton State College curriculum.
3. The amount and type of credit accepted for transfer are limited by the following conditions:
 - a. A student pursuing a baccalaureate degree may transfer up to 135 quarter credit hours, not including courses which fulfill physical education requirements.
 - b. A student pursuing an associate degree may transfer up to 60 quarter credit hours, not including courses which fulfill physical education requirements.
 - c. A student pursuing a certificate may transfer up to 30 quarter credit hours.
 - d. A grade of C or above is required for all professional sequence courses in Business and Nursing as well as those listed under the content fields for a Bachelor in Business Administration degree.
4. Transfer students pursuing a degree who transfer 45 quarter credit hours and more and who have not successfully completed the Regents' Testing Program will be required to take the examination during their first quarter of attendance at the College. Transfer Students must comply with all requirements of the Regents' Testing Program. (See pages 38-39 for specific information.)
5. Transfer students may be required to complete college assessments in writing or mathematics before enrolling in English or mathematics courses.
6. Applicants from other colleges and universities of the University System of Georgia will be screened for participation in the Developmental Studies Program. Participants in the Program who have not met all exit requirements will be required to furnish the College with a complete record of their test performance on the Basic Skills Examination (BSE) and meet all Clayton State College standards for exiting the program. The College may require an interview and additional testing to help determine an applicant's general qualifications for admission.

Transfer students who have completed all required courses in an Area of the Core Curriculum will not be required to do a writing assessment in that Area. Transfer students who are required to take one or more courses to complete an Area at Clayton State College will be required to do the writing assessment for certification in that Area. Such students will be given the entry writing assessment upon matriculation at Clayton State College and will be provided with an interpretation of the results so that they may understand what is expected of them with regard to writing standards. Support will be available to assist students in meeting the writing-across-the-curriculum requirements.

For more information on the writing program at Clayton State College, see page 40.

TRANSIENT ADMISSIONS

A student enrolled in another college or university may apply for admission and enrollment as a transient student. Transient status is usually limited to one quarter, and enrollment is subject to these requirements and conditions:

1. An applicant must complete an *Application for Admission* and furnish documentation from the Registrar of the college or university last attended that includes the following:
 - a. A recommendation for admission to Clayton State College,
 - b. A statement that the student is eligible to return, and
 - c. A list of recommended courses to be taken at Clayton State College.
2. Transient students who wish to take English or mathematics courses at the College must complete appropriate writing and mathematics entry assessments before enrolling in these courses.
3. A transient student who desires to continue as a transfer student at the College must apply through the Admissions Office and meet all transfer admissions policies and requirements.

OTHER ADMISSIONS CATEGORIES

AUDITORS

Auditors are students who wish to enroll in courses and receive no college credit. Auditors must complete an *Application for Admission* and submit official high school transcripts or General Educational Development (GED) Test scores. A student must also complete a *Request to Audit* form at the time of registration. Auditors pay regular fees for enrollment. Students are prohibited from receiving credit for courses in which they were registered as auditors unless they repeat the course for credit.

FRESHMAN SCHOLAR PROGRAM FOR HIGH SCHOOL SENIORS

The Freshman Scholar Program offers outstanding high school seniors an opportunity to accelerate their educational programs by electing courses at Clayton State College which also will serve to satisfy high school graduation requirements. The Program is offered by the College in cooperation with local Boards of Education to enable the student who satisfactorily completes such courses to earn transferable college credit while fulfilling high school graduation requirements.

Students who meet the admission requirements of the Freshman Scholar Program may enroll at Clayton State College during the quarter following completion of their junior year in high school, or during any subsequent academic quarter.

Individual school systems may set requirements that differ from those of the College. Students should confer with their principals or counselors to determine if additional requirements exist.

To be considered for admission to Clayton State College as a Freshman Scholar, a student must submit an *Application for Admission*, an official high school transcript, scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT), and a Freshman Scholar Application.

To be admitted as a Freshman Scholar a student must have the following:

1. A minimum of 225 quarter hours (15 units) toward graduation and classification as a high school senior;
2. An average in academic subjects of 3.0 (B) or higher;
3. A minimum SAT-Verbal score of 450, a minimum SAT-Math score of 450, and a minimum total SAT score of 1000; or a minimum ACT-English score of 21, a minimum ACT-Math score of 20, and a minimum composite ACT score of 24;
4. The recommendation of the high school principal and counselor;
5. Parental approval.

Further information about the Freshman Scholar Program is available from high school counselors or from the Office of Admissions and Records.

INTERNATIONAL STUDENTS

Any U.S. citizen of foreign birth, resident alien with an official resident alien card, or refugee whose native language is not English may seek admission to Clayton State College by providing the following information: they must complete an *Application for Admission* and submit official, translated transcripts of all previous college work and/or official, translated high school transcripts or scores on the General Educational Development (GED) Test and scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT). English proficiency testing is required.

Any student admitted to the United States under a U.S. Immigration visa classification whose native language is not English and whose primary purpose in being in the United States is to pursue an education must submit the above credentials. In addition, scores on the Test of English as a Foreign Language (TOEFL) or the Georgia State University English Proficiency Examination must be submitted. The minimum acceptable score on the former is 500; an acceptable objective score and a recommendation for admission are required on the latter. *TOEFL scores that are over two (2) years old cannot be verified with the Educational Testing Service and will not be accepted by the College.*

An applicant on a Foreign Student Visa (I-20) or an Extension of Stay (I-538) may be required to provide proof of financial responsibility, including proof of ability to meet living expenses and transportation costs. A Foreign Student Visa (I-20) or an Extension of Stay (I-538) will be issued *only after* all admission requirements have been met by the international student.

Information on admission requirements, costs, and other basic information helpful to applicants from other countries is available upon request from the Office of Admissions and Records.

PERSONS 62 YEARS OF AGE OR OLDER

Citizens of Georgia 62 years of age or older may attend Clayton State College without payment of fees — except for supplies and special course fees — on a “space-available” basis.

An applicant desiring admission under this classification must meet all regular admission requirements to the College, must be a Georgia resident, and must present proof of age.

NON-TRADITIONAL ADMISSIONS

Non-traditional students may be admitted to the College subject to the following conditions:

1. Applicants must have been out of high school for at least five years.
2. Applicants must have graduated from an accredited high school or have satisfied requirements for the General Educational Development (GED) Certificate.
3. Applicants are required to take the Basic Skills Examination (BSE) and may be required to take appropriate Developmental Studies courses.
4. Standards of progress for non-traditional students are the same as those required of other students admitted to the College.
5. Students with non-traditional status may gain admission by meeting regular admission requirements. (See page 12).

SPECIAL STUDENTS

An applicant already holding an Associate or higher degree who does not wish to obtain an additional degree may seek admission as a Special Student. Such applicants must submit official transcripts indicating the awarding of an Associate or higher degrees. Applicants desiring an Associate or Baccalaureate degree from Clayton State College must meet admissions requirements for transfer students.

RESIDENCY REQUIREMENTS

Definitions of resident students for the purpose of attending institutions of higher learning in Georgia are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

A listing of these definitions follows:

1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees.
6. Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.
7. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
8. Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
9. If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve-month period the student may continue his registration only upon the payment of fees at the non-resident rate.
10. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.
11. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Officer represents, and who are stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

Individuals who enter the institution as non-resident students but later qualify as legal residents must fill out a request for Residence Classification form which can be obtained from the Office of Admissions and Records. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

FINANCIAL INFORMATION

FEES

Quarterly Fees

Books

Nursing/Dental Hygiene Fees

Auditor Fees

Students 62 or Older

Continuing Education Course Fees

Financial Obligations to the College

REFUNDS

RESIDENCY REQUIREMENTS

FEES

Clayton State College conducts classes and charges fees on a quarterly basis. The College reserves the right to alter these fees at the end of any quarter without prior notice.

The following fees are payable on or before Registration Day each quarter, and payment is a required part of the College's registration process. Checks should be made payable to Clayton State College for the exact amount of the required fees.

QUARTERLY FEES

Georgia Residents	\$367.00 for a student taking 12 quarter credit hours or more, or \$31.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$1,101.00 for a student taking 12 quarter credit hours or more, or \$94.00 per quarter hour for fewer than 12 quarter credit hours.

Students enrolling in credit classes offered at locations other than on the Clayton State College campus pay an additional \$7.00 per quarter credit hour.

In addition, each student pays a \$15.00 Student Services Fee.

BOOKS

Textbooks required for courses at Clayton State College are sold at the College Bookstore. The cost of textbooks varies with the course of study the student pursues; however, the average full-time student may expect to spend between \$60 and \$90 each quarter for books.

NURSING/DENTAL HYGIENE FEES

A student enrolling in a career program in Nursing or Dental Hygiene should expect additional expenses for uniforms, graduation pins, and, in the case of Dental Hygiene students, instruments. A list of such costs will be available in the School of Health Sciences and the College Bookstore.

AUDITOR FEES

A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Requirements for auditing are published in the sections on Admissions and Academic Information of this catalog.

STUDENTS 62 OR OLDER

A student 62 years of age or older may attend Clayton State College without payment of fees, except for supplies and laboratory or shop fees, when space is available in a course scheduled for resident credit. Other requirements are included in the Admissions Information section.

CONTINUING EDUCATION COURSE FEES

Continuing Education Courses are offered each quarter by the Office of Community Services. Fees and refund policies for these courses are listed in quarterly brochures published by that office.

FINANCIAL OBLIGATIONS TO THE COLLEGE

A student who is delinquent in payment of any financial obligations to Clayton State College may be removed from classes, will not be allowed to register at the College for another quarter until such a delinquency is removed, will not be issued grades or records, and may be subject to further disciplinary action.

REFUNDS

To receive any refund of fees paid Clayton State College, a student must initiate formal withdrawal from the College in writing to the Office of Admissions and Records. Student Services Fees paid to the College are not refundable.

1. Students who have pre-registered at the College may receive full refund of any fees paid if they formally cancel registration prior to the Registration Day of the quarter for which they have registered.
2. A student who formally withdraws from the College within four weeks following the Registration Day of any quarter is refunded a percentage of fees paid. The refund period is based on regular calendar weeks beginning the day after Registration Day each quarter.
 - Students who formally withdraw *from the institution* during one week following the scheduled registration date are entitled to a refund of 80% of the fees paid for that quarter.
 - Students who formally withdraw *from the institution* during the period between one and two weeks after the scheduled registration date are entitled to 60% of the fees paid for that quarter.
 - Students who formally withdraw *from the institution* during the period between two and three weeks after the scheduled registration date are entitled to a refund of 40% of the fees paid for that quarter.
 - Students who formally withdraw *from the institution* during the period between three and four weeks after the scheduled registration date are entitled to a refund of 20% of the fees paid for that quarter.
 - Students who withdraw *from the institution* after a period of four weeks has elapsed from the scheduled registration date will be entitled to no refund of any part of fees paid for that quarter.
3. A refund of all quarterly non-resident fees, matriculation fees, and other *mandatory* fees shall be made in the event of the death of a student at any time during an academic quarter.
4. Refund of *elective charges* for withdrawing *from the institution* during a quarter will be made on a prorated basis determined by the date of withdrawal.
5. In the case of a student who is drafted or otherwise ordered to active duty in the Armed Forces of the United States, refunds of all fees shall be made on a *pro rata basis* from the beginning of the quarter to the date of induction. Students applying for a *pro rata* refund must present a copy of their draft orders to the Business Office of the College. This waiver of the refund policy shall not apply to students who, at their own request, are inducted or ordered to active duty with the Armed Forces of the United States. The general refund policy shall apply to such students.

RESIDENCY REQUIREMENTS

The definition of Georgia resident students for the purpose of assessing fees do not necessarily parallel other definitions of residency. A listing of these definitions is given on page 19 in this catalog. A student needing specific information and the necessary forms for petition should refer questions to the Director of Admissions and Registrar in the Office of Admissions and Records.

ACADEMIC INFORMATION

REGISTERING FOR CLASSES

Faculty Advisement
Freshman Orientation
Changing Schedules
Dropping Courses/Withdrawal

CHOOSING A MAJOR

Undecided Majors
Changing Majors

GRADING SYSTEM

Cumulative Grade Point Average
Repeating Courses
Grade Appeals

COURSE CREDIT

Course Load
Credit By Examination
Partial Listing of Courses and Hours of Credit Available
by Examination
High School Advanced Placement Examinations
Studies Abroad Program
Correspondence Credit
Auditing Courses

ACADEMIC STANDING

Good Standing
Academic Honors
Honors Convocation
Phi Theta Kappa
Probation
Suspension

DEGREES OFFERED

Second Degree
Application for a Degree or Certificate

REGISTERING FOR CLASSES

A Schedule of Classes is published each quarter listing all courses to be taught, the days of the week and the times of day they are taught, and the building and room in which they are taught. Based on this master schedule, a student develops his or her individual schedule with a faculty advisor.

FACULTY ADVISEMENT

Faculty advisors are available for each of the major areas of study offered by the College. In addition, faculty advisors in the School of Arts and Sciences are available to assist the student who has not yet selected a major area of study. Faculty advisors maintain regular office hours to encourage additional student conferences whenever questions arise or further information is needed during the academic quarter.

All students are required to be advised by faculty in the appropriate school or department.

FRESHMAN ORIENTATION

Clayton State College provides a comprehensive program for helping beginning freshmen prepare for and complete registration. The process, required of all first-time freshmen, includes two phases that have been designated as "Day One" and "Day Two."

Day One: On Day One, students begin their orientation to the College and complete entry assessments in writing and mathematics. The results of these assessments are used to help determine appropriate placement into courses.

Between Day One and Day Two (usually scheduled approximately two weeks after Day One), students are encouraged to attend career exploration workshops that are held on campus.

Day Two: On Day Two, students continue their orientation to the College and, particularly, to the general education program. Most of the orientation activities take place in small groups, giving students the opportunity to find out about areas of study in which they might have an interest and to obtain information about the requirements of specific degree programs. Day Two culminates with the opportunity for each student to work with a faculty advisor to plan his or her schedule of courses for the quarter. Advisors use the assessment results from Day One to recommend course placement. At the end of Day Two, students are registered for their first quarter at Clayton State College.

CHANGING SCHEDULES

The Academic Calendar specifies a date each quarter as the last day to register or change schedules. Students must change their schedules prior to or on that date.

DROPPING COURSES/WITHDRAWAL

Each quarter the student's class schedule becomes official at the close of the last day to register or change schedules. Any courses dropped prior to this time are not shown on the official student record.

Thereafter, a student who secures the necessary approval may officially drop a course without academic penalty by the designated date published in the Academic Calendar and receive a *W* grade for the quarter. The *W* grade is not computed in the student's average. To withdraw officially from a course, the student must complete a Course Drop Request form, obtain the required approvals, and return the form to the Office of Admissions and Records.

A course may not be dropped after the published deadline except with the approval of the Dean of the School for reasons of extenuating personal hardship. In such a case, the instructor involved will determine whether the grade assigned is a *W* or a *WF* depending on whether the student was passing or failing the course at the time of withdrawal.

A student cannot withdraw after the published deadline because of a failing grade in a course.

A student who stops attending a course without officially withdrawing will automatically receive a grade of *F* in the course.

CHOOSING A MAJOR

Each student is required to declare a major field of study with the Office of Admissions and Records on or before completing 60 quarter credit hours of work. Although faculty advisement is provided at Clayton State College, *each student is responsible for knowing and for fulfilling the curriculum requirements of a major and the graduation requirements of the College.*

UNDECIDED MAJORS

Students who are undecided about the major course of study they wish to pursue should follow the general guidelines for Areas I, II and III of the Core Curriculum until they have selected a major.

Special assistance to students who are undecided about a major area of study is coordinated through the Office of Counseling and Testing.

CHANGING MAJORS

A student must complete a Change of Major form in the Registrar's Office as soon as possible after deciding to make the change. Making the change quickly will help the student to be advised properly and will also prevent delays at registration.

GRADING SYSTEM

Every course listed on a student's official quarterly schedule will be listed on the student's permanent record with some grade designation or symbol (*W, I, V, K, IP*), even though the student may not complete the quarter's work.

The following grading system is used at Clayton State College:

Grade	Numerical Equivalent
<i>A</i> excellent	4.0
<i>B</i> good	3.0
<i>C</i> satisfactory	2.0
<i>D</i> passing	1.0
<i>F</i> failure	0.0
<i>WF</i> withdrew, failing	0.0

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

- I* — Indicates that a student was doing satisfactory work but, for non-academic reasons beyond control, was unable to meet the full requirements of the course. If an *I* is not satisfactorily removed during the next quarter of residence, the symbol *I* will be automatically changed to the grade *F*. The assignment of an *I* may be made only with the written approval of the Dean of the School.
- W* — Indicates that a student was permitted to withdraw without penalty. *Withdrawals will not be permitted after the mid-point of the quarter except in cases of extenuating personal hardship as determined by the Dean of the School. In such a case, the Instructor involved will determine whether the grade assignment is to be a W or a WF, depending on whether the student was passing or failing the course at the time of withdrawal.*
- V* — Indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa.
- K* — Indicates that a student was given credit for the course via a credit by examination program (CLEP, AP, Proficiency).
- IP* — Indicates progress in a Developmental Studies course, but the student is required to repeat the course.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average at Clayton State College is calculated by dividing the number of hours scheduled in all courses attempted in which a grade of *A, B, C, D, F*, or *WF* has been received into the number of grade points earned on those hours scheduled. Grade points for each course are determined by multiplying the course credit by the Numerical Equivalent of the grade, shown in the table in the preceding section. The cumulative grade point average will be recorded on the student's permanent record. Credit in Developmental Studies courses is not included in the computation of the grade point average.

REPEATING COURSES

Courses completed at Clayton State College with grades of *D, IP, F*, or *WF* (but no others) may be repeated. A course in which a student has received a *W* may be repeated; however, the course identified with the *W* symbol is not counted in the hours attempted. The record of all courses attempted will remain on the student's permanent record; and all grades earned, except grades in Developmental Studies courses, will be used in calculating the cumulative grade point average.

GRADE APPEALS

Students wishing to file a grade appeal must initiate the appeal during the next quarter of their attendance, or within one calendar year from the quarter in which the grade was assigned, whichever comes first. Students are required to follow the appeal procedures outlined in the *Student Handbook*.

COURSE CREDIT

Credit for study at Clayton State College, and at each institution of the University System of Georgia, is measured quantitatively in quarter hours. One quarter hour represents a minimum of 500 minutes of classroom instruction for the quarter. Most day classes meet for 50-minute periods Monday through Friday. Most evening classes meet two evenings per week for a period of 2 hours and 5 minutes. These courses carry five quarter hours of credit. Courses with more or less than five hours of credit meet for correspondingly more or less time each week. A laboratory or activity period of two or three clock hours in such areas as art, choir, and physical education, for example, is considered the equivalent of one class hour, since out-of-class preparation is usually not required.

COURSE LOAD

A student scheduling 12 or more quarter hours of credit is classified by the College as a full-time student. One scheduling fewer than 12 quarter hours of credit is classified as a part-time student. (The classification given by the College does not necessarily coincide with that of other agencies.) If students wish to schedule more than 18 quarter hours of credit, they must request written approval from the Vice-President for Academic Affairs for an academic overload. In general, a student must have been at Clayton State College for two quarters and have achieved an overall *B* average before attempting an overload.

CREDIT BY EXAMINATION

Clayton State College offers to its students a broad program of Credit By Examination. College credits may be earned in a number of college courses by successful completion of examinations designed to measure achievement. Credit earned by examination is recorded by use of the symbol *K* on the Clayton State College transcript and is transferable to any other unit of the University System of Georgia. The College places no limit on the number of hours of credit a student may earn by examination. Credits earned by examination do not alter a student's grade point average.

Examinations used to grant credit to students include the Advanced Placement and College-Level Examinations of the College Entrance Examination Board, the Certified Professional Secretary Examination, and special examinations developed by the faculty of the College. Examinations are administered by the Office of Counseling and Testing and by several instructional areas. Decisions to grant credit are based on acceptable scores achieved on the examinations. These scores are set by the faculty of the College through the Credit By Examination Committee. The scores are reviewed and updated annually and are available in the Office of Counseling and Testing. The types of tests, subject areas, test forms, and minimum acceptable scores are subject to revision by appropriate action of the College. Students interested in credit by examination should contact the Office of Counseling and Testing, Room D-208, for further information.

Students who meet the established criteria for challenging one or more courses for credit in certain Technology majors should contact the Dean of the School.

PARTIAL LISTING OF COURSES AND HOURS OF CREDIT AVAILABLE BY EXAMINATION

Course Title	Course Number	Hours of Credit
HUMANITIES		
Communication	ENGL 111, 112	5-10
Survey of English Literature	ENGL 211/212	10
Survey of American Literature I, II	ENGL 221/222	10
French-Elementary and Intermediate	FREN 111, 112, 211	5-15
Spanish-Elementary and Intermediate	SPAN 111, 112, 211	5-15
NATURAL SCIENCES AND MATHEMATICS		
College Algebra	MATH 111	5
Precalculus	MATH 112	5
Calculus and Analytic Geometry	MATH 151/152	10
Principles of Biology	BIOL 111/112	10
Principles of Chemistry	CHEM 151/152	10
* Introduction to Nursing	NURS 105	6
* Offered through the Department of Nursing.		
SOCIAL SCIENCES		
Western Civilization I	HIST 111	5
American Civilization I	HIST 251	5
American Civilization II	HIST 252	5
American National Government	POLI 111	5
General Psychology	PSYC 201	5
Child Growth and Development	PSYC 204	5
Introduction to Sociology	SOCI 105	5
BUSINESS		
Principles of Management and Supervision	BMGT 251	5
Principles of Accounting	ACCT 201/202	10
Legal Environment of Business	BSAD 270	5
Principles of Economics I	ECON 201	5
Principles of Economics II	ECON 202	5
Principles of Marketing	BMGT 281	5
OFFICE ADMINISTRATION AND TECHNOLOGY		
* Keyboarding/Typewriting I, II, III	OADT 111, 112, 113	3-9
* Shorthand I, II, III	OADT 151, 152, 153	5-15
* Business Machines Calculation	OADT 202	5
* Business Communications	OADT 205	5
* Office Procedures I	OADT 207	5
* Offered through the School of Business.		

TECHNOLOGY

Students who meet established criteria for challenging courses for credit in certain Technology majors should contact the Dean of the School.

HIGH SCHOOL ADVANCED PLACEMENT EXAMINATIONS

(ADMINISTERED THROUGH HIGH SCHOOLS)

All Advanced Placement Program Examinations administered through high schools require a minimum score of three (3) for credit. Tests and scores will be reviewed by the Director of Admissions.

STUDIES ABROAD PROGRAM

Clayton State College is a participant in the Studies Abroad Program established by the Board of Regents for University System of Georgia institutions. The Program provides foreign study opportunities for selected students through special arrangements with educational institutions. Both language and classics programs are available.

Adequate facilities are provided for the social life of participating students. Personal contact with foreign students and the cultural activities of the host country is encouraged. At the same time, academic standards acceptable at Clayton State College must be maintained.

College credit may be earned in the Studies Abroad Program. Further details of the Program are available from the foreign language coordinator.

CORRESPONDENCE CREDIT

A maximum of 20 quarter hours of correspondence credit will be accepted in a two-year degree program. A student wishing to receive correspondence credit must receive permission from the Registrar on a course-by-course basis.

AUDITING COURSES

A student who wishes to audit a course must register for the course and pay any required fees. Any regularly enrolled student wishing to audit a course must also complete a Request to Audit Form in the Office of Admissions and Records at the time of registration or during the first week of classes. Courses taken on an audit basis will not be used for certification for Financial Aid, Social Security, or Veterans' Administration benefits.

ACADEMIC STANDING

GOOD STANDING

A student is in good standing if his or her cumulative grade point average falls within the minimum acceptable range for the number of hours attempted, plus transfer hours, and if the quarterly average earned in the last quarter attended was above 1.0.

Quarter Hours Attempted at CSC Plus Transfer Hours	Minimum Acceptable Cumulative Grade Point Average For Good Standing
0-15	No Minimum
16-30	1.5
31-45	1.6
46-60	1.8
61-75	1.9
76-UP	2.0

ACADEMIC HONORS

A student with a quarterly average of 3.6 or higher who is in good academic standing will be placed on the Dean's List for that quarter. Students who take only Developmental Studies courses are not eligible for the Dean's List. Students who are in good academic standing and enrolled in the regular college program plus the Developmental Studies Program must achieve a 3.6 in all college work and Developmental Studies work attempted.

A student eligible for graduation who has taken a minimum of 30 quarter hours of study at Clayton State College, has an average on all transferred credit of no less than 3.5, and has a final cumulative average at Clayton State College of no less than 3.5 will be graduated with honors.

HONORS CONVOCATION

During the Spring Quarter of each year, an Honors Convocation is held to recognize those students from all disciplines who have achieved an overall record of academic excellence.

PHI THETA KAPPA

Phi Theta Kappa is the only nationally-recognized junior college honor fraternity. The Chapter at Clayton State College, chartered in 1975, is designed to recognize and promote academic achievement among all disciplines. Membership is by invitation to students who meet the required academic standards. To qualify, a student must (1) be enrolled full time, (2) have at least a cumulative 3.5 grade point average, and (3) have earned at least 30 hours of credit at Clayton State College.

PROBATION

Probationary status at Clayton State College is based on the concept of officially informing students when their cumulative average or progress rate is so low that graduation within a reasonable time is in doubt.

The section on "Good Standing" indicates the minimum level of achievement for good standing, below which students place themselves on probation. Students who earn no grade higher than a *D* in any quarter will be placed on probation regardless of their cumulative grade point average.

Grades earned in courses numbered under 100 and grades transferred to Clayton State College are not included in the computation of a student's Grade Point Average. For a transfer student the left-hand column of the table under "Good

Standing" refers to the sum of transferred hours, plus hours attempted at Clayton State College. Students who do not complete required Developmental Studies courses may be placed on probation regardless of their cumulative grade point average.

A student on probation is directed to consult a counselor before beginning the next quarter of attendance. *Students who are below the minimum acceptable standard for the second successive quarter may be continued on probation if their grade point average for the current quarter is 2.0 or higher.*

It is recommended that students on probation carry a reduced academic load until "good standing" is achieved.

SUSPENSION

Students whose cumulative grade point average is below the minimum acceptable standard for two successive quarters or students whose progress in Developmental Studies courses is below the minimum acceptable standard for three quarters will be subject to suspension from the College. Students who earn no grade of *C* or higher in any one quarter are subject to suspension, regardless of their cumulative academic average.

In addition, a student enrolled in more than five quarter hours who has a quarterly grade point average of 0.0 is automatically suspended. Suspension is for a minimum of two quarters. Suspension from the Developmental Studies Program is in accordance with Regents' Policy.

Counseling is available for suspended students to assist them in determining the best course of action. A student suspended for two quarters is eligible to apply for readmission and may be readmitted if there is any indication that further progress toward graduation is probable. Students who are readmitted to the College following academic suspension are required to earn a grade point average of 2.0 or higher during the quarter of readmission; otherwise, students are subject to immediate suspension. Students suspended for the second time are subject to exclusion from the College for a minimum of four quarters. Students suspended for the third time are subject to exclusion from the College for a minimum of eight quarters.

Any appeal of academic status must be filed with the Vice President for Academic Affairs prior to the first day of classes of the succeeding quarter.

The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all parts of a competency examination in reading and English composition. *A student may take the Regents' Test after completion of the required core English courses. A student is required to take the test during the next quarter of enrollment after completing 45 degree quarter hours, including transfer hours. The student who fails to meet this requirement will be subject to academic probation. The student who fails to participate in the Regents' Testing Program during the second academic quarter of enrollment following the completion of 45 quarter credit hours will be subject to suspension from the College.*

DEGREES OFFERED

Clayton State College offers the Bachelor of Business Administration, the Associate in Arts, the Associate in Applied Science, and the Associate in Science in Aviation Administration degrees.

The Bachelor of Business Administration degree is awarded upon successful completion of four years of study in one of four majors: Accounting, Computer Information Systems, Management, and General Business. All four years of each of these majors may be obtained at Clayton State College, or a student may attend another institution and transfer into Clayton State at a point convenient to his or her plans.

The Associate in Arts degree signifies successful completion of the first two years of regular college studies transferable to senior colleges and universities.

The Associate in Applied Science degree and the Associate in Science in Aviation Administration degree signify successful completion of career programs which prepare students for immediate employment.

Clayton State also offers one-year career programs for which certificates are awarded.

Courses leading to the Bachelor of Science in Nursing degree will be offered beginning in the Fall Quarter of 1988.

A complete description of all degree programs and all certificate programs can be found in subsequent sections of the catalog identified as the School of Arts and Sciences (page 45), the School of Business (page 69), the School of Health Sciences (page 97), and the School of Technology (page 111).

SECOND DEGREE

Any student wishing to secure a second degree must earn credit for all courses required for the degree. The second degree must include 30 credit hours earned at Clayton State College, if the associate degree, and 45 credit hours, if the bachelor's degree. An application for a second degree must be filed with the Registrar 20 days prior to enrolling in courses taken to satisfy the number of credit hours specified above.

APPLICATION FOR A DEGREE OR CERTIFICATE

Students must file an application for a Bachelor's Degree, an Associate Degree, or a Certificate with the Registrar of the College two quarters prior to completion of requirements for the degree to insure that all requirements will be satisfied. Students may satisfy the requirements for a degree or certificate by meeting all of the requirements listed in any one of the catalogs in effect during the period of their enrollment in the College. Substitutions may be required, however, for courses no longer being offered. A given catalog is "in effect" for a student only if that student's date of matriculation is prior to the ending date of the Summer Quarter printed in the Academic Calendar of that catalog.

Although students may be graduated at the end of any quarter in which they fulfill the degree requirements of the College, one formal commencement exercise is held each year at the end of Spring Quarter. For students completing requirements in the Spring Quarter, graduation applications must be received prior to April 15 in order to insure the arrival of diplomas prior to commencement.

GENERAL DEGREE REQUIREMENTS

DEGREES AND CERTIFICATES

**Bachelor of Business Administration (B.B.A.) Degree and
Associate in Arts (A.A.) Degree
Associate in Applied Science (A.A.S.) Degree
Certificates**

THE CORE CURRICULUM

Core Curriculum Requirements, Areas I, II, III.

REGENTS' TEST POLICY

THE CLAYTON STATE COLLEGE WRITING PROGRAM

**Writing-Across-the-Curriculum Assessment
Requirements**

DEGREES AND CERTIFICATES

Clayton State College offers two baccalaureate degrees: a Bachelor of Business Administration (B.B.A.) degree, with majors in Accounting, Computer Information Systems, General Business, and Management; and a Bachelor of Science (B.S.) degree in Nursing, beginning in Fall Quarter, 1988.

In addition, the College offers Associate of Arts (A.A.) degrees and an Associate of Science in Aviation Administration (A.S.A.A.) degree. Students enrolled in these programs may obtain the first two years of college work in major fields of study common to all state-supported institutions in Georgia. Freshman and sophomore credits earned with acceptable grades within this program may be transferred without loss upon acceptance to any university, senior college, or junior college within the University System. (Grades of *D* have limited transferability to some institutions.)

Clayton State College also offers Associate of Applied Science (A.A.S.) degrees in its School of Business and School of Technology. In addition, one-year certificates are available in programs in the School of Business, the School of Health Sciences, and the School of Technology. These A.A.S. degrees, as well as the certificate programs, are not designed for transfer, but some of the courses included in these degrees or programs may be used for transfer credit.

BACHELOR IN BUSINESS ADMINISTRATION (B.B.A.) DEGREE ASSOCIATE IN ARTS (A.A.) DEGREE

For graduation with the Bachelor of Business Administration Degree or the Associate in Arts Degree, students must complete the following requirements:

1. Complete 60 credit hours of coursework in Areas I, II, and III of the Core Curriculum (see pages 36-37).

NOTE I: Foreign Language. When a foreign language is required, or chosen as an elective, within a major, a student taking 10 quarter hours must complete this credit with the same language. A student with proven competence in a language may receive credit by examination.

NOTE II: History and Constitution Requirements. The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate a knowledge of the history and Constitution of the United States and Georgia.

To meet both requirements, students are required to complete either History 251, American Civilization I, or History 252, American Civilization II; and Political Science 111, American National Government.

Transfer students from non-University System institutions with previous credit for American History and American Government must complete competency examinations on Georgia history and Georgia Constitution. For information on these examinations, students should contact the School of Arts and Sciences or the Office of Admissions and Records.

2. Satisfy Core Curriculum requirements for Area IV for one specific major field of study: a minimum of 30 quarter credit hours.

3. Satisfy the College's requirements in Health and Physical Education: 6 quarter credit hours.

NOTE III: Health and Physical Education Requirements. Each full-time student enrolled in a College Transfer Program or baccalaureate program who is registered for at least one day class shall complete one quarter credit hour in physical education for each academic quarter of full-time registration up to a maximum of six quarter credit hours.

Veterans are eligible to receive one quarter credit hour in physical education for each three-month period of active duty up to a maximum of six quarter credit hours. Any veteran wishing to receive this credit must complete the appropriate form in the Office of the Registrar and attach to it a copy of his or her DD-214.

4. Complete the above requirements with a minimum 2.0 Grade Point Average.
5. Complete specified assessments.
6. Complete a minimum of 30 of the last 35 quarter credit hours for the Associate of Arts degree requirements and the last 45 quarter credit hours for the B.B.A. degree at Clayton State College.
7. Successfully complete the Regents' Testing Program.

NOTE IV: Regents' Testing Program. The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all parts of a competency examination in reading and English composition.

The Regents' Testing Program of the University System of Georgia is administered at Clayton State College once during each quarter through the Office of Counseling and Testing. The College provides a program of remedial instruction for the student who does not successfully complete either part of the Regents' Testing Program. (See pages 38-39.)

8. Successfully complete the College's writing-across-the-curriculum requirements (applicable to new students entering the College during and after the Fall Quarter, 1986, and to transfer students entering the College during and after the Fall Quarter, 1987). See pages 40-41.
9. The Bachelor of Business Administration Degree requires an additional 90 credit hours as specified under the School of Business. (See page 71.)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

For graduation with the Associate in Applied Science Degree, the following requirements must be completed:

1. Complete 25-30 credit hours in Areas I, II, and III of the core curriculum.
NOTE I: History and Constitution Requirements. These are the same as for B.B.A. and A.A. degrees.
2. Satisfy major requirements as specified.
3. Satisfy the same Health and Physical Education requirements as for B.B.A. and A.A. degrees.
4. Complete the above requirements with a minimum 2.0 Grade Point Average.
5. Complete specified assessments.
6. Complete a minimum of 30 of the last 35 credit hours of the degree requirements at Clayton State College.

CERTIFICATES

Certificates are awarded for completing one year of specified coursework with a Grade Point Average of 2.0 or better.

THE CORE CURRICULUM

The Bachelor of Business Administration Degree and all Associate in Arts Degrees offered by Clayton State College are designed to comply with the Core Curriculum of the University System of Georgia. The Core Curriculum was established by the Board of Regents for the general purpose of aiding and facilitating the educational progress of students as they pursue baccalaureate degrees within and among the units of the University System. Under the guidelines of the Core Curriculum, the student who successfully completes the approved Core or any portion of it at Clayton State College may transfer this work to any junior college, senior college, or university of the University System without loss of credit. The Core Curriculum of the University System of Georgia provides the following four areas of study: Area I, Humanities; Area II, Natural Sciences and Mathematics; Area III, Social Sciences (20 quarter credit hours within each preceding area of study); and Area IV, Major Field Studies (30 quarter credit hours). The general curriculum to be followed by each baccalaureate and associate degree student at Clayton State College to fulfill requirements within Areas I, II and III of the Core Curriculum is outlined on the following three pages.

CORE CURRICULUM REQUIREMENTS, AREAS I, II, III

AREA I — HUMANITIES

Course	Number	Title	Quarter Credit Hours
A.	ENGL 111 and 112	Communication: The Uses of Language I and II	10
B.	Choose two of the following:		10
	ART 211	Art Appreciation	
	ART 213	Ancient, Medieval, and Renaissance Art	
	DRMA 211	Appreciation of the Dramatic Arts	
	ENGL 201	Survey of World Literature I	
	ENGL 202	Survey of World Literature II	
	ENGL 211	Survey of English Literature I	
	ENGL 212	Survey of English Literature II	
	ENGL 221	Survey of American Literature I	
	ENGL 222	Survey of American Literature II	
	¹ FREN 111	Elementary French	
	¹ FREN 112	Elementary French	
	² IDST 101	Selected Topics	
	MUSI 211	Music Appreciation	
	PHIL 211	Introduction to Philosophy	
	¹ SPAN 111	Elementary Spanish	
	¹ SPAN 112	Elementary Spanish	
	SPCH 121	Communications	
	Total		20

AREA II — NATURAL SCIENCES AND MATHEMATICS

Course	Number	Title	Quarter Credit Hours
A.	Choose one of the following:		5
	MATH 111	College Algebra	
	MATH 112	Precalculus	
	MATH 121	Decision Mathematics	
	MATH 151	Calculus and Analytic Geometry	
B.	Choose one of the following sequences:		10
	BIOL 111 and 112	Principles of Biology	
	BIOL 111 and 113	Principles of Biology	
	CHEM 111 and 112	General Chemistry	
	CHEM 151 and 152	Principles of Chemistry	
	PHYS 151 and 152	Introductory General Physics I and II	
	PHYS 151 and 153	Introductory General Physics I and III	
	PHYS 251 and 252	General Physics I and II	
C.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose one of the following:		5
	1) one additional course from the science courses listed above;		
	2) any additional mathematics course numbered 100 or higher, except 107 and 122;		
	3) CHEM 121	Survey of Chemistry	
	4) COMP 201	Introduction to Computing	
	5) COIS 210/COMP 210	Principles of Computer Programming I	
	¹ 6) IDST 101	Selected Topics	
	7) SCI 105	Environmental Science	
	8) SCI 110	Science Appreciation	
	Total		20

AREA III — SOCIAL SCIENCES

Course	Number	Title	Quarter Credit Hours
A.	² HIST 251 or 252	American Civilization I or II	5
B.	³ POLI 111	American National Government	5
C.	Choose one of the following:		5
	ECON 110	Consumer Economics	
	PSYC 201	General Psychology	
	SOCI 105	Introduction to Sociology	
D.	After completion of A, B and C, students should enroll in:		5
	HIST 112	Western Civilization II	
	Total		20

¹Interdisciplinary Studies may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

²Either HIST 251 or HIST 252 satisfies the legislative requirement for the study of U.S. and Georgia history. Either may be taken. HIST 251 is not a prerequisite for HIST 252.

³POLI 111 satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.

¹Foreign Language. When a foreign language is required, or chosen as an elective, within a major, a student taking 10 quarter hours must complete this credit within the same language. A student with proven competence in a language may receive credit by examination.

²Interdisciplinary Studies may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

REGENTS' TEST POLICY

PURPOSE: The Regents' Testing Program is designed to assess the competency level in reading and writing of all students in institutions of the University System of Georgia. Following is the policy of Clayton State College relative to this Test.

ELIGIBILITY: Students are eligible to take the Regents' Test upon completion of the basic core English courses required in their major.

REQUIREMENTS: All Associate Degree and Baccalaureate Degree graduates of Clayton State College, with the exception of those cited in the paragraph on "Exceptions," shall exhibit literary competence in certain minimum skills in reading and writing by successfully completing the examinations of the Regents' Testing Program.

All students will be required to take the Regents' Test during the next quarter of enrollment after they have completed forty-five quarter hours of degree credit, if the Test has not been passed previously. Students who fail to meet this requirement will be subject to being placed on Regents' Test probation. Students who fail to participate in the Regents' Testing Program during the second academic quarter of enrollment following the completion of 45 quarter hours, including transfer hours, will be subject to suspension from the College.

Any student who unsuccessfully attempts both parts of the Regents' Test and has fewer than 75 degree credit hours may choose to remediate in only one area and retake that portion of the Test during the next quarter of enrollment. A faculty member will assist the student in determining the more appropriate selection. A student who chooses to remediate and retest in only one area will be informed of the requirement for remediating in and completing the remaining portion of the Test.

Students should have taken and passed both parts of the Regents' Test by the time they have completed 75 quarter hours of degree credit. If one part has not been passed by that time, the student shall take a college-prescribed non-degree credit course in that area until that part of the Test has been passed. Students with 75 or more degree credit hours who have not taken the Test or who have not passed both parts are required to take college-prescribed non-degree credit courses in both reading and writing each quarter.

EXCEPTIONS: Any student who holds a baccalaureate or higher degree from a regionally accredited institution of higher education is not required to complete the Regents' Test in order to graduate from Clayton State College. In addition, a student who has a declared major in a one-year Certificate Program is not required to complete the Test.

OTHER PROVISIONS: Having passed the Regents' Testing Program shall not be a condition of transfer into Clayton State College. All transferring students from within the University System of Georgia shall be subject to all provisions of this policy. Students from institutions outside of the University System of Georgia transferring into Clayton State College with 45 or more degree credit hours must take the Test during the first quarter of enrollment and in subsequent quarters shall be subject to all provisions of this policy.

Students whose first language is not English and who were required to submit TOEFL or English Proficiency scores upon admission to Clayton State may be eligible to take an alternate form of the Regents' Test. These students should contact the Office of Admissions and Records for verification of eligibility. Otherwise, such students are subject to all provisions of the Regents' Test policy.

Disabled students whose disability prohibits participation in the standard administration of the Test should contact the Office of Counseling and Testing to arrange special test procedures. Appropriate provision for remediation will be made for persons not passing components of the Test. Procedures for the administration of the Test and subsequent remediation, if necessary, will vary depending on the individual handicap. These students are otherwise subject to all provisions of the policy.

If only one component of the Test is passed, the component that has been passed need not be retaken. This provision is retroactive to all students who have taken the Test since the inception of the Regents' Testing Program in 1972.

PROCEDURES FOR REVIEW: A student is eligible to request a formal review of his or her failing essay if the essay received at least one passing score among the three scores awarded, provided the student successfully completed the required courses in English Composition for his or her major prior to writing the essay.

A student requesting a formal review must initiate the procedure in the Office of Admissions and Records by the second week of his or her first quarter of enrollment following the quarter in which the essay was failed. The review, however, may not be initiated after one calendar year from the quarter in which the failure occurred.

A student must participate in the required remediation and retesting even though his or her essay is being reviewed.

As the formal review process is not automatically available to all students who meet the criteria, a student requesting a formal review must meet with a designated faculty member on campus for an initial review of the failed essay. This conference will determine if there is some basis for a formal review. If, after this initial review, questions remain regarding the accuracy of the scoring of the essay, the student may initiate a formal review process.

The formal review will be conducted by three faculty members designated by Clayton State College as a review panel.

The review panel may by majority opinion uphold the failing score and thus end the review process or may by majority opinion recommend that the essay be rescored by the Regents' Testing Program Central Office. The student will be notified of the results of the review panel.

If the review panel recommends rescoring of the essay, that recommendation will be transmitted in writing with a copy of the essay to the Office of the System Director of the Regents' Testing Program. Three experienced Regents' essay scorers, not involved in the initial scoring, will follow the normal procedures for scoring the essay portion of the Regents' Test. The decision of this panel will be final. Clayton State College will notify the student of the result of this review.

THE CLAYTON STATE COLLEGE WRITING PROGRAM

An important outcome expected of Clayton State College graduates is the ability to communicate effectively in writing. To help students develop this ability, basic instruction in writing is provided in English 111 and 112. These courses should be taken as early as possible in a student's college program. Because it is a college-wide emphasis, writing is also required and evaluated in most College courses.

An important part of the writing program is assessment, which enables students to evaluate their progress in developing writing skills and ensures that all Clayton State College graduates have developed the ability to write effectively. At several points in a student's career at the College, he or she will be required to meet the College's required standard in writing.

1. All new students are required to complete an entry writing assessment to determine appropriate placement in Communication courses. (See page 12 of this Catalog).
2. Students previously enrolled at Clayton State College must complete an entry writing assessment before taking English 111 or 112.
3. In each of the required Communication courses (English 111 and 112), students must meet the required standards as a part of the course requirements.
4. All college transfer program students entering the College during the Fall Quarter, 1987, or subsequent quarters must fulfill the writing-across-the-curriculum assessment requirements as described in the next section.

Clayton State College's definition of effective writing is expressed in a set of writing criteria and performance standards which are used in determining whether a student has met the above requirements.

WRITING-ACROSS-THE-CURRICULUM ASSESSMENT REQUIREMENTS

After successful completion of English 112, each student must obtain **four** certifications of successful demonstration of writing ability.

- (1) Three of these certifications must be obtained in General Education courses (Areas I, II, and III of the Core Curriculum), one certification in each of the three Core Areas of Humanities, Natural Sciences and Mathematics, and Social Sciences. These three certifications should be obtained after completing English 112 and prior to completing 65 quarter credit hours and must be completed before obtaining the fourth writing certification described in (2) below.
- (2) The fourth writing certification must be obtained in a course in a student's major area (Area IV of the Core Curriculum), or, occasionally, in a setting selected in consultation with the student's faculty advisor. This fourth certification must be obtained after the completion of 60 quarter credit hours and prior to the completion of 90 quarter credit hours.

The four certifications outlined above may be obtained in courses designated as writing assessment sites. A list of these courses is available with the quarterly schedule of classes.

Writing assessments will typically be assignments that are a part of the courses in which a student is attempting to obtain a certification. Each assessment will be evaluated by the instructor of the course in which the assessment occurs. The student will be notified of the result by the instructor.

It is the responsibility of the student to be aware of his or her progress toward fulfilling the writing assessment requirements. Each student should work closely with a faculty advisor in planning a program of study and selecting courses which will allow him or her to meet these requirements.

Transfer students who have completed all required courses in an Area of the Core Curriculum will not be required to do a writing assessment in that Area. However, transfer students who are required to take one or more courses to complete an Area at Clayton State College will be required to do the writing assessment for certification in that Area. For more information on requirements for transfer students, see pages 14-15.

DEGREE PROGRAMS

The degree programs available to students enrolling at Clayton State College are described in this section of the catalog. The programs, arranged by Schools, are as follows:

SCHOOL OF ARTS AND SCIENCES

DEPARTMENT OF DEVELOPMENTAL STUDIES

DEPARTMENT OF GENERAL STUDIES

Associate in Arts (A.A.)

Agricultural Engineering	48
Agriculture	48
Anthropology (See Sociology)	65
Art	49
Art Education	49
Biology	49
Chemistry	50
Computer Science	50
Criminal Justice	51
Drama (See Speech)	66
English	51
Forestry	51
French	52
Geology	52
Health (See Physical Education)	56
History	53
Home Economics	53
Journalism	54
Mathematics	54
Medical Illustration	55
Medical Records Administration	55
Music	55
Philosophy	56
Physical Education/Health	56
Physics/Pre-Engineering	57
Political Science	57
Pre-Dentistry	58

Pre-Engineering (See Physics)	57
Pre-Law	58
Pre-Medical Technology	59
Pre-Medicine	60
Pre-Occupational Therapy	60
Pre-Pharmacy	61
Pre-Physical Therapy	62
Pre-Radiologic Technology	62
Pre-Veterinary Medicine	63
Psychology	64
Recreation	64
Sociology/Anthropology	65
Spanish	65
Speech/Drama	66
Teacher Education	67
Urban Life	67
Associate in Applied Science (A.A.S.)	
Music	68

SCHOOL OF BUSINESS

DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

Bachelor of Business Administration(B.B.A.)	
Accounting	72
Computer Information Systems	74
Associate in Arts (A.A.)	
Accounting	75
Associate in Applied Science (A.A.S.)	
Data Processing	76
Certificate Program	
Data Processing	77

DEPARTMENT OF MANAGEMENT AND MARKETING

Bachelor of Business Administration (B.B.A.)	
General Business	78
Management	80
Associate in Arts (A.A.)	
Banking and Finance	81
Business Administration	83
Business Education	83
Secretarial Studies/Office Administration	83
Associate in Science (A.S.A.A.)	
Aviation Administration	84
Associate in Applied Science (A.A.S.)	
Management and Supervision	86
Marketing/Management Technology	87
Certificate Programs	
Business	89
Management and Supervision	90
Marketing/Management Technology	90

OFFICE ADMINISTRATION AND TECHNOLOGY

Associate in Applied Science (A.A.S.)	
Office Administration	92
Certificate Programs	
Accounting Technology	93
Office Assistant	94
Office Technology	96

SCHOOL OF HEALTH SCIENCES

Bachelor of Science (B.S.)	
Nursing (to begin in Fall, 1988)	99
Associate in Arts (A.A.)	
Associate Degree Nursing	100
Dental Hygiene	103
Medical Laboratory Technician	106
Pre-Dental Hygiene	107
Pre-Nursing	108
Certificate Programs	
Medical Office Assistant	108
Practical Nursing	109

SCHOOL OF TECHNOLOGY

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY

Associate in Applied Science (A.A.S.)	
Aviation Maintenance Technology	113
Pre-Airway Sciences (Aviation Maintenance Technology)	115

DEPARTMENT OF ELECTRONICS AND DRAFTING

Associate in Applied Science (A.A.S.) (Drafting and Design)	
Architectural Design Technology	117
Mechanical Drafting Technology	118
Associate in Applied Science (A.A.S.) (Electronics)	
Avionics Technology	119
Computer Service Technology	121
Electromechanical Technology	122
Electronics Technology	123
Instrumentation Technology	124
Telecommunications Technology	125
Certificate Programs (Electronics)	
Electrical Power Technology	126
Electronics Technology	126

COOPERATIVE PROGRAM

Associate in Applied Science (A.A.S.)	127
In Cooperation with Griffin-Spalding County Area Technical School	

PRE-ENGINEERING TECHNOLOGY

Associate in Arts (A.A.)	128
--------------------------------	-----

SCHOOL OF ARTS AND SCIENCES

SCHOOL OF ARTS AND SCIENCES

General Information

DEPARTMENT OF DEVELOPMENTAL STUDIES

DEPARTMENT OF GENERAL STUDIES

PROGRAMS OF STUDY

College Transfer Programs

Career Program

SCHOOL OF ARTS AND SCIENCES

Mary F. Estes, Dean
G-210F

GENERAL INFORMATION

The primary objective of the School of Arts and Sciences is to provide students with the sound background in general education that they will need during their college experience and after graduation. The foundation for general education in the School of Arts and Sciences, as in all Schools of the College, is the set of outcomes developed by the faculty of the College. These outcomes include two **skills** — Communication and Critical Thinking — and the following six **perspectives**:

Aesthetic Perspective,
Contemporary Perspective,
Historical Perspective,
Mathematical Perspective,
Scientific Perspective, and
Value Perspective.

All instruction in the School of Arts and Sciences addresses one or more of these outcomes and uses a variety of assessments to determine a student's progress in developing the knowledge and abilities necessary to demonstrate that he or she has achieved the outcomes.

The School of Arts and Sciences includes the Department of Developmental Studies and the Department of General Studies.

DEPARTMENT OF DEVELOPMENTAL STUDIES

Judy C. Brown, Head of the Department
Don Crapps, Counselor

**Advisors: Capell, Key, Ludley, Miller, St. Romain, Stathis, Swofford,
Walkup, Wanstreet, Wood.**

For a variety of reasons, some applicants to Clayton State College may need additional academic preparation before they enroll in a regular college degree or certificate program. Some have decided to return to school several years after their high school graduation. Others may not have taken the courses they needed to prepare themselves for college. Still others may have had problems with basic academic skills. Students may be required to take Developmental Studies courses when their high school and/or college records, Scholastic Aptitude Test (SAT) or American College Test (ACT) scores, or assessments indicate deficiencies in basic academic skills.

The Department of Developmental Studies offers college preparatory instruction in certain critical basic skills areas — communications, mathematics, and reading — as well as personal development and study skills. Students must take required Developmental Studies courses during their first quarter of enrollment and continue taking them for each following quarter until all requirements have been completed. Each student required to take any Developmental Studies courses will be advised by a Developmental Studies advisor until the student has completed all required Developmental Studies courses.

Developmental Studies courses are not applicable to any degree programs currently offered by the College and are not transferable to other institutions. However, a student who successfully completes all required Developmental Studies courses will be able to schedule degree applicable courses during the next quarter of attendance, and some students may even be able to schedule some degree-applicable courses during the first quarter of attendance. In any case, an advisor in the Developmental Studies Program must advise and approve the schedule of a student who is required to take Developmental Studies courses.

It is the general policy of Clayton State College that students in Developmental Studies who attempt a course twice and make little measurable progress or demonstrate no sincere effort (by absences or lack of preparation) be placed on academic probation. A student who attempts a Developmental Studies course three times unsuccessfully will be considered to be making no satisfactory academic progress and will be subject to suspension from the College. Each student also is subject to the probation and suspension policies of the College which are applicable to all students.

In some instances, a student who is enrolled in a degree program may wish to audit, with the permission of a Developmental Studies advisor, Developmental Studies courses to review basic academic skills. In addition, the resources of the Division of Developmental Studies are available to students who do not successfully complete the Regents' Testing Program of the University System of Georgia.

Please refer to page 149 of this catalog for a listing of specific Developmental Studies courses offered by the College.

DEPARTMENT OF GENERAL STUDIES

Elliott W. McElroy, Head of the Department
G-210B

The Department of General Studies offers college-level instruction in fine arts, humanities, languages, mathematics, natural sciences, and social sciences. Within the Department of General Studies, students may complete general education core courses required by any degree offered by the College. They may also complete programs of study leading to Associate in Arts degrees in the areas listed on pages 48-67.

The Department of General Studies offers over 40 of these College Transfer Programs that lead to the Associate in Arts degree and one Career Program that leads to the Associate in Applied Science degree.

PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAMS

A student pursuing the Associate of Arts Degree in one of the following College Transfer Programs must complete the general education requirements specified on pages 36-37 of this Catalog and the Area IV requirements for the respective program of study indicated below. College Transfer Programs are designed to prepare students to continue their education at colleges offering baccalaureate degree programs in their major.

AGRICULTURAL ENGINEERING

Faculty Advisors: Brown, Halyard, Lam, Perry

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	BIOL 111	Principles of Biology	5
B.	Choose three of the following:		15
	MATH 112	Precalculus	
	MATH 151	Calculus and Analytic Geometry I	
	MATH 152	Calculus and Analytic Geometry II	
	MATH 251	Calculus and Analytic Geometry III	
C.	Choose two of the following:		10
	BIOL 112	Principles of Biology	
	BIOL 113	Principles of Biology	
	PHYS 151	Introductory General Physics I	
	PHYS 152	Introductory General Physics II	
	Total		30

AGRICULTURE

Faculty Advisors: Brown, Halyard, Lam, Perry

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	BIOL 111	Principles of Biology	5
B.	BIOL 112 or 113	Principles of Biology	5
C.	Choose four of the following:		20
	ACCT 201	Principles of Accounting I	
	ACCT 202	Principles of Accounting II	
	BIOL 112	Principles of Biology	
	BIOL 113	Principles of Biology	
	BIOL 203	Vertebrate Zoology	
	CHEM 111 or 151	General Chemistry or Principles of Chemistry	
	CHEM 112 or 152	General Chemistry or Principles of Chemistry	
	CHEM 201	Introduction to Chemical Analysis	
	CHEM 251	Organic Chemistry	
	ECON 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
	MATH 111	College Algebra	
	MATH 112	Precalculus	
	MATH 151	Calculus and Analytic Geometry I	
	MATH 231	Introductory Statistics	
	PHYS 151	Introductory General Physics I	
	PHYS 152	Introductory General Physics II	
	Total		30

Note: It is recommended that a student majoring in agriculture complete SPCH 121 in fulfilling requirements for Area I and MATH 111 and 112 in fulfilling requirements for Area II.

ART

Faculty Advisor: Daughtry

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	ART 111	Art Structure I	5
B.	ART 112	Art Structure II	5
C.	ART 113	Art Structure III	5
D.	ART 114	Art Structure IV	5
E.	ART 213	Ancient, Medieval, and Renaissance Art	5
F.	Choose one of the following:		5
	ART 221	Painting	
	ART 222	Drawing	
	ART 223	Sculpture	
	ART 224	Ceramics	
	Total		30

ART EDUCATION

Faculty Advisor: Daughtry

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	ART 111	Art Structure I	5
B.	ART 112	Art Structure II	5
C.	ART 113	Art Structure III	5
D.	ART 114	Art Structure IV	5
E.	EDUC 201	Introduction to Education	5
F.	Choose one of the following:		5
	PSYC 201	General Psychology	
	PSYC 204	Child Growth and Development	
	Total		30

BIOLOGY

Faculty Advisors: Brown, Halyard, Lam, Perry

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	BIOL 111 and 113	Principles of Biology	10
B.	Choose from the following:		(10-20)
	BIOL 112	Principles of Biology	
	BIOL 203	Vertebrate Zoology	
	CHEM 151	Principles of Chemistry	
	CHEM 152	Principles of Chemistry	
	CHEM 201	Introduction to Chemical Analysis	
	CHEM 251	Organic Chemistry	
	CHEM 252	Organic Chemistry	
	¹ A foreign language		
	PHYS 151	Introductory General Physics I	
	PHYS 152	Introductory General Physics II	
	PHYS 153	Introductory General Physics III	
C.	Choose from the following:		(0-10)
	MATH 111	College Algebra	
	MATH 112	Precalculus	
	MATH 151	Calculus and Analytic Geometry I	
	MATH 152	Calculus and Analytic Geometry II	
D.	Choose from the following:		(0-5)
	COMP 201	Introduction to Computing	
	COMP 210	Principles of Computer Programming I	
	Total		30

Note: It is recommended that a student majoring in biology complete MATH 111 and 112 and CHEM 151 and 152 in fulfilling requirements for Area II.

¹It is recommended that a student majoring in biology complete a foreign language in fulfilling requirements for Area I. A minimum of 5 quarter hours of a foreign language is required in transferring to a senior college.

CHEMISTRY

Faculty Advisors: Braun, Fisher, Halyard, Lam

	Course	Number	Title	Quarter Credit Hours
A.	Choose four of the following:			20
	CHEM	151	Principles of Chemistry	
	CHEM	152	Principles of Chemistry	
	CHEM	201	Introduction to Chemical Analysis	
	CHEM	251	Organic Chemistry	
	CHEM	252	Organic Chemistry	
B.	Choose two of the following:			10
	MATH	112	Precalculus	
	MATH	151	Calculus and Analytic Geometry I	
	MATH	152	Calculus and Analytic Geometry II	
	MATH	251	Calculus and Analytic Geometry III	
	PHYS	251	General Physics I	
	PHYS	252	General Physics II	
	PHYS	253	General Physics III	
	Total			30

Note: It is recommended that a student majoring in chemistry complete MATH 112 and 151 and PHYS 251 and 252 in fulfilling requirements for Area II.

COMPUTER SCIENCE

Faculty Advisors: Aust, Bright, Hicks, Pridmore, Scott, Whitehead

	Course	Number	Title	Quarter Credit Hours
	COMP	210 and 220	Principles of Computer Programming I and II	10
	COMP	211	File Processing	5
¹	MATH	151 and 152	Calculus and Analytic Geometry I and II	10
C.	Choose one of the following:			
	MATH	112	Precalculus	
	MATH	214	Introductory Linear Algebra	
	MATH	251	Calculus and Analytic Geometry III	
	MATH	252	Calculus and Analytic Geometry IV	
	OR			
	² Choose one of the following:			5
	ACCT	201	Principles of Accounting I	
	MATH	231	Introductory Statistics	
	Total			30

Note: Since requirements vary with senior institutions, it is recommended that students consult an advisor to determine the best choices in Area IV.

¹*It is recommended that students complete MATH 112 in Area II.*

²*This option should be chosen only by students intending to pursue a major in Information Systems.*

CRIMINAL JUSTICE

Faculty Advisors: Barr, Greer

	Course	Number	Title	Quarter Credit Hours
	CJUS	201	Introduction to Criminal Justice	5
	CJUS	202	Criminology	5
	POLI	200	State and Local Government	5
	SOCI	201	Contemporary Social Issues	5
	² PSYC	201	General Psychology	5
	or			
	SOCI	105	Introduction to Sociology	5
	SOCIAL SCIENCE ELECTIVE			5
	Total			30

²*The course not taken under E should be taken as an elective in Area III.*

Note: Students should be aware that not all of these courses are offered every quarter. They should consult an advisor in the School of Arts and Sciences in order to plan their program.

ENGLISH

Faculty Advisors: Collins, Corse, Goldberg, Martin, Pasch, Sellers

	Course	Number	Title	Quarter Credit Hours
A.	ENGL	211 and 212	Survey of English Literature I and II	10
A	³ A foreign language			(10-20)
C.	Choose from the following:			(0-10)
	ART	211	Art Appreciation	
	ART	213	Ancient, Medieval, and Renaissance Art	
	DRMA	211	Appreciation of the Dramatic Arts	
	ENGL	201	Survey of World Literature I	
	ENGL	202	Survey of World Literature II	
	ENGL	221	Survey of American Literature I	
	ENGL	222	Survey of American Literature II	
	HIST	111	Western Civilization I	
	HIST	251	American Civilization I	
	HIST	252	American Civilization II	
	MUSI	211	Music Appreciation	
	PHIL	211	Introduction to Philosophy	
	PHIL	221	Introduction to Logic	
	PSYC	201	General Psychology	
	PSYC	204	Child Growth and Development	
	SPCH	121	Communications	
	Total			30

³*It is required that the student show competence through the intermediate level.*

FORESTRY

Faculty Advisors: Brown, Halyard, Lam, Perry

	Course	Number	Title	Quarter Credit Hours
A.	BIOL	111 and 113	Principles of Biology	10
B.	CHEM	251	Organic Chemistry	5
C.	Choose from the following:			5
	COMP	201	Introduction to Computing	
	COMP	210	Principles of Computer Programming I	
D.	PHYS	151 and 152	Introductory General Physics I and II	10
	Total			30

Note: It is recommended that a student majoring in forestry complete SPCH 121 in fulfilling requirements for Area I and MATH 112 and 151 and CHEM 151 and 152 in fulfilling requirements for Area II.

FRENCH

Faculty Advisor: Legge

	Course	Number	Title	Quarter Credit Hours
A.	FREN	111 and 112	Elementary French I and II	(0-10)
B.	FREN	211 and 212	Intermediate French	10
C.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose from the following:			(10-20)
	ART	211	Art Appreciation	
	ART	213	Ancient, Medieval, and Renaissance Art	
	DRMA	211	Appreciation of the Dramatic Arts	
	ECON	110	Consumer Economics	
	ECON	201	Principles of Economics I	
	ECON	202	Principles of Economics II	
	HIST	111	Western Civilization I	
	HIST	251	American Civilization I	
	HIST	252	American Civilization II	
	MUSI	211	Music Appreciation	
	PHIL	211	Introduction to Philosophy	
	PHIL	221	Introduction to Logic	
	POLI	200	State and Local Government	
	POLI	211	Introduction to Comparative Politics	
	PSYC	201	General Psychology	
	PSYC	204	Child Growth and Development	
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
	SOCI	204	Marriage and the Family	
	SPAN	111	Elementary Spanish I	
	SPAN	112	Elementary Spanish II	
	SPAN	211	Intermediate Spanish	
	SPAN	212	Intermediate Spanish	
	SPCH	121	Communications	
			Total	30

Note: It is recommended that a student majoring in French who needs FREN 111 and/or FREN 112 apply credits in these courses to Area I requirements.

GEOLOGY

Faculty Advisors: Brown, Carpenter, Halyard, Perry

	Course	Number	Title	Quarter Credit Hours
A.	Choose from the following:			(0-15)
	BIOL	111	Principles of Biology	
	BIOL	112	Principles of Biology	
	BIOL	113	Principles of Biology	
	BIOL	203	Vertebrate Zoology	
B.	Choose from the following:			(0-15)
	CHEM	151	Principles of Chemistry	
	CHEM	152	Principles of Chemistry	
	CHEM	251	Organic Chemistry	
	CHEM	252	Organic Chemistry	
	Foreign Language			(0-15)
C.	Choose from the following:			(0-20)
	MATH	112	Precalculus	
	MATH	151	Calculus and Analytic Geometry I	
	MATH	152	Calculus and Analytic Geometry II	
	MATH	251	Calculus and Analytic Geometry III	
	MATH	252	Calculus and Analytic Geometry IV	
D.	Choose from the following:			(0-15)
	PHYS	151	Introductory General Physics I	
	PHYS	152	Introductory General Physics II	
	PHYS	153	Introductory General Physics III	
			Total	30

Note: It is recommended that a student majoring in geology planning to elect MATH 151 and 152 complete MATH 111 and 112 in fulfilling requirements for Area II. MATH 111 also is a prerequisite for CHEM 151 and PHYS 151.

HISTORY

Faculty Advisors: Hatfield, Jackson, Kohler, Rice, Welborn

	Course	Number	Title	Quarter Credit Hours
	HIST	251 or 252	American Civilization I or II	5
	HIST	111	Western Civilization I	5
	Choose one of the following:			5
	POLI	200	State and Local Government	
	POLI	211	Introduction to Comparative Politics	
	Choose a foreign language sequence and one of the following:			
	OR			
	Choose three of the following:			15
	ECON	201	Principles of Economics I	
	POLI	200	State and Local Government	
	POLI	211	Introduction to Comparative Politics	
	PSYC	201	General Psychology	
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
			Total	30

HOME ECONOMICS

Faculty Advisors: Brown, Halyard, Lam, Perry

	Course	Number	Title	Quarter Credit Hours
	Choose six of the following:			30
	ART	111	Art Structure I	
	BIOL	111	Principles of Biology	
	BIOL	112 or 113	Principles of Biology	
	CHEM	111	General Chemistry	
	CHEM	112	General Chemistry	
	CHEM	151	Principles of Chemistry	
	CHEM	152	Principles of Chemistry	
	EDUC	201	Introduction to Education	
	ECON	201	Principles of Economics I	
	ECON	202	Principles of Economics II	
	MATH	112	Precalculus	
	MATH	151	Calculus and Analytic Geometry I	
	MATH	152	Calculus and Analytic Geometry II	
	PHYS	151	Introductory General Physics I	
	PHYS	152	Introductory General Physics II	
	PSYC	201	General Psychology	
	PSYC	204	Child Growth and Development	
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
	SOCI	204	Marriage and the Family	
			Total	30

Note: It is recommended that SPCH 121 and any English literature course be taken in Area I. CHEM 151 and 152 are required of students majoring in nutrition. PSYC 201 is required at the University of Georgia for all Home Economics majors.

JOURNALISM

Faculty Advisor: Barnett

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	A foreign language:		15
B.	Choose one of the following:		(0-5)
	JOUR 100	Journalism Laboratory	
	JOUR 101	Mass Communications Practicum	
C.	Choose one of the following		5
	ART 211	Art Appreciation	
	ART 213	Ancient, Medieval, and Renaissance Art	
	DRMA 211	Appreciation of the Dramatic Arts	
	ENGL 201	Survey of World Literature I	
	ENGL 202	Survey of World Literature II	
	ENGL 221	Survey of American Literature I	
	ENGL 222	Survey of American Literature II	
	MUSI 211	Music Appreciation	
	PHIL 211	Introduction to Philosophy	
	PHIL 221	Introduction to Logic	
	SPCH 121	Communications	
D.	Choose one of the following:		(5-10)
	ECON 110	Consumer Economics	
	ECON 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
	HIST 111	Western Civilization I	
	HIST 251	American Civilization I	
	HIST 252	American Civilization II	
	POLI 200	State and Local Government	
	POLI 211	Introduction to Comparative Politics	
	PSYC 201	General Psychology	
	PSYC 204	Child Growth and Development	
	SOCI 105	Introduction to Sociology	
	SOCI 201	Contemporary Social Issues	
	Total		30

MATHEMATICS

Faculty Advisors: Aust, Bright, Nail, Plachy, Whitehead

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Choose from the following:		(0-15)
	MATH 112	Precalculus	
	MATH 151	Calculus and Analytic Geometry I	
	MATH 152	Calculus and Analytic Geometry II	
B.	MATH 251 and 252	Calculus and Analytic Geometry III and IV	10
C.	A foreign language (French is recommended)		(0-10)
D.	Choose from the following:		(0-20)
	CHEM 151	Principles of Chemistry	
	CHEM 152	Principles of Chemistry	
	COMP 201 or 210	Introduction to Computing or Principles of Computer Programming I	
	COMP 211 or 220	File Processing or Principles of Computer Programming II	
	EDUC 201	Introduction to Education	
	MATH 214	Introductory Linear Algebra	
	PHYS 251	General Physics I	
	PHYS 252	General Physics II	
	PHYS 253	General Physics III	
	Total		30

¹Students should begin their study of mathematics in the highest level course possible based on their ability and background. It is recommended that two of the following courses be taken in Area II: MATH 111, 112, 151, 152, COMP 210. It is recommended that students consult an advisor to determine the best choices in Areas II and IV.

MEDICAL ILLUSTRATION

Faculty Advisor: Daughtry

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	ART 111, 112, 113 and 114	Art Structure I, II, III and IV	20
B.	BIOL 111 and 112	Principles of Biology	10
	Total		30

MEDICAL RECORDS ADMINISTRATION

Faculty Advisors: Carpenter, Halyard, Lam

The medical records administrator has administrative and managerial ability in addition to the mastery of medical records techniques. This Program is designed for students desiring to transfer from Clayton State College to the Medical College of Georgia or to Emory University for professional courses in medical records. It is recommended that students see an advisor concerning the varying requirements of senior institutions. Typing proficiency is required in all programs.

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	BIOL 151 and 152	Human Anatomy and Physiology	(0-10)
B.	OADT 111 and 112	Keyboarding I and II	(0-6)
	OR		
	OADT 112 and 113	Keyboarding II and III	(0-15)
C.	Choose no more than three of the following:		(0-15)
	ART 211	Art Appreciation	
	PHIL 211	Introduction to Philosophy	
	PSYC 201	General Psychology	
	SPCH 121	Communications	
D.	Choose no more than three of the following:		(0-15)
	COMP 201 or 210	Introduction to Computing or Principles of Computer Programming I	
	MATH 111	College Algebra	
	MATH 231	Introductory Statistics	
	Total		30 or 31

MUSIC

Faculty Advisors: Holloway, Morrison

	<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	MUSI 100	Music Literature Survey	2
B.	MUSI 111, 112, 113, 201, 202, 203	Music Theory	18
C.	¹ MUSI 152	Applied Music	3
D.	¹ MUSI 252	Applied Music	3
E.	MUSI 191	Ensemble	6
	Total		32

¹All six quarter credit hours of applied music must be earned in the student's major instrument or voice.

Note: All music majors must demonstrate keyboard proficiencies in the following areas: scales, arpeggios cadence chords, sight reading harmonization and transposition. Students must enroll in Music 150a, 151a, or a higher level applied piano course each quarter they are enrolled until the proficiency is demonstrated.

PHILOSOPHY

Faculty Advisors: Doig, McElroy

Course	Number	Title	Quarter Credit Hours
A.	A foreign language		10
B.	PHIL 211	Introduction to Philosophy	5
C.	PHIL 221	Introduction to Logic	5
D.	Elective courses in art, mathematics, music, natural sciences or social sciences		10
Total			30

PHYSICAL EDUCATION/HEALTH

Faculty Advisors: Harvill, Jackson

Course	Number	Title	Quarter Credit Hours
A.	Choose one of the following:		5
	BIOL 102	Body Structure and Function	
	BIOL 151	Human Anatomy and Physiology	
B.	EDUC 201	Introduction to Education	5
C.	PSYC 204	Child Growth and Development	5
D.	Elective course in art, drama, music, or speech		5
E.	Courses appropriate to the academic goals of the health, physical education teacher		10
Total			30

Note: It is recommended that a student majoring in physical education complete the following:
 1) SPCH 121 Communications (in fulfilling Area I)
 2) PSYC 201 General Psychology (in fulfilling Area III)

Note: It is recommended that a student majoring in physical education/health who has not had high school chemistry complete CHEM 111 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete CHEM 121 in "C" of Area II plus an elective sequence in either biology or physics in "B" of Area II in fulfilling requirements for Area II.

PHYSICS/PRE-ENGINEERING

Faculty Advisors: Aust, Braun, Fisher, Pridmore

Course	Number	Title	Quarter Credit Hours
A.	PHYS 251, 252 and 253	General Physics I, II and III	15
B.	Choose three of the following:		15
	CHEM 151	Principles of Chemistry	
	CHEM 152	Principles of Chemistry	
	MATH 151	Calculus and Analytic Geometry I	
	MATH 152	Calculus and Analytic Geometry II	
	MATH 251	Calculus and Analytic Geometry III	
	MATH 252	Calculus and Analytic Geometry IV	
Total			30

Note: It is recommended that a student majoring in physics or pre-engineering complete MATH 112 and 151 and CHEM 151 and 152 in fulfilling requirements in Area II.

Note: A student planning to transfer to Southern Technical Institute to major in some field of engineering technology should refer to Area IV requirements for pre-engineering Technology on page 65 of this catalog.

POLITICAL SCIENCE

Faculty Advisors: Arnold, Trachtenberg

Course	Number	Title	Quarter Credit Hours
A.	POLI 200	State and Local Government	5
B.	POLI 211	Introduction to Comparative Politics	5
C.	Choose a foreign language sequence and two of the following		
	OR		
	Choose four of the following:		20
	COMP 201	Introduction to Computing	
	ECON 201	Principles of Economics I	
	HIST 111	Western Civilization I	
	HIST 251	American Civilization I	
	HIST 252	American Civilization II	
	MATH 231	Introductory Statistics	
	PSYC 201	General Psychology	
	SOCI 105	Introduction to Sociology	
	SOCI 201	Contemporary Social Issues	
	SOCI 204	Marriage and the Family	
Total			30

PRE-DENTISTRY

Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Pre-Dentistry meets the course requirements for dental school. Preparatory programs for professional schools may not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The School of Dentistry at the Medical College of Georgia requires applicants for admission to have completed a minimum of 90 quarter credit hours of college courses, however, most successful applicants have completed baccalaureate degrees.

The courses specified below include all of the college courses required of applicants by the School of Dentistry of the Medical College of Georgia.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
Standard Area I Core (see page 50)			20
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose two of the following:			
MATH	111	College Algebra	10
MATH	112	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
MATH	152	Calculus and Analytic Geometry II	
B. CHEM 151 and 152 Principles of Chemistry			
			10
AREA III — SOCIAL SCIENCES			
Standard Area III Core (see page 51)			20
AREA IV — MAJOR FIELD REQUIREMENTS			
A. BIOL	111 and 113	Principles of Biology	10
B. CHEM	251 and 252	Organic Chemistry	10
C. PHYS	151	Introductory General Physics I	5
D. Choose one of the following:			
PHYS	152	Introductory General Physics II	5
PHYS	153	Introductory General Physics III	
Total			90

Note: The Pre-Dentistry advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton State College in a pre-professional program does not guarantee acceptance into the professional school.

PRE-LAW

Faculty Advisors: Rice, Trachtenberg

Law schools do not require a particular major, but all schools accredited by the American Bar Association require that entering students hold a bachelor's degree. Students wishing to prepare for law school should consult with the pre-law advisor in the School of Arts and Sciences to determine the best major to suit their needs.

PRE-MEDICAL TECHNOLOGY

Faculty Advisors: Carpenter, Fisher, Halyard, Lam

This Program is intended to give the student initial college work toward the baccalaureate degree in medical technology offered by Georgia State University, Columbus College, or the Medical College of Georgia. It should not be confused with the two-year Career Program in Medical Laboratory Technology offered by Clayton State College in cooperation with Atlanta Area Technical School. Consult with the Dean of the School of Allied Health at the senior institution in order to obtain optimum choice of courses at Clayton State College.

Course	Number	Title	Quarter Credit Hours
A. Choose no more than four of the following:			
BIOL	111	Principles of Biology	(0-20)
BIOL	113	Principles of Biology	
BIOL	151	Human Anatomy and Physiology	
BIOL	152	Human Anatomy and Physiology	
BIOL	203	Vertebrate Zoology	
B. Choose no more than three of the following:			
			(0-15)
COMP	201	Introduction to Computing	(0-15)
MATH	112	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
MATH	231	Introductory Statistics	
PHYS	151	Introductory General Physics I	
C. Choose no more than three of the following:			
			(0-15)
CHEM	151	Principles of Chemistry	
CHEM	152	Principles of Chemistry	
CHEM	201	Introduction to Chemical Analysis	
CHEM	251	Organic Chemistry	
CHEM	252	Organic Chemistry	
Total			30

Note: It is recommended that a student majoring in Pre-Medical Technology complete MATH 111, CHEM 151 and 152, and MATH 231 in fulfilling requirements for Area II.

PRE-MEDICINE

Faculty Advisors: Braun, Carpenter, Fisher, Halyard

Pre-Medicine partially meets the requirements for medical school. Preparatory programs for professional schools may not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The Medical College of Georgia requires applicants for admission to have completed a minimum of 35 quarter credit hours of college courses and gives preference to applicants who will have completed their baccalaureate degree prior to entrance. Most entering medical students have baccalaureate degrees with majors in one of the basic sciences.

The courses specified below include the required and elective courses recommended during the first two years of college. An additional 45 quarter hours of college credits must be earned at a senior college university to complete the required pre-medicine curriculum. Upon completion of the courses prescribed below students should consult an advisor at the Medical College of Georgia or the senior college of their choice to determine the exact courses needed to complete all pre-medicine course requirements.

Course	Number	Title	Quarter Credit Hours	
AREA I — HUMANITIES				
Standard Area I Core (see page 50)			20	
AREA II — NATURAL SCIENCES AND MATHEMATICS				
A.	Choose one of the following:		5	
MATH	111	College Algebra		
MATH	112	Precalculus		
MATH	151	Calculus and Analytic Geometry I		
MATH	152	Calculus and Analytic Geometry II		
B.	CHEM	151 and 152	Principles of Chemistry	10
C.	PHYS	151	Introductory General Physics I	5
			<hr/>	
			20	
AREA III — SOCIAL SCIENCES				
Standard Area III Core (see page 51)			20	
AREA IV — MAJOR FIELD REQUIREMENTS				
A.	BIOL	111 and 113	Principles of Biology	10
B.	BIOL	203	Vertebrate Zoology	5
C.	CHEM	251 and 252	Organic Chemistry	10
D.	PHYS	152	Introductory General Physics II	5
			<hr/>	
			30	
Total			<hr/>	
			90	

Note: The Pre-Medicine advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton State College in a preprofessional program does not guarantee acceptance into the professional school.

PRE-OCCUPATIONAL THERAPY

Faculty Advisors: Carpenter, Halyard, Lam

Occupational therapy is a profession which is concerned with the physical and emotional well-being of an individual through the use of selected activities. Students can transfer from Clayton State College to the Medical College of Georgia for professional courses in occupational therapy.

Course	Number	Title	Quarter Credit Hours	
A.	BIOL	151 and 152	Human Anatomy and Physiology	10
B.	PSYC	201	General Psychology	5
C.	PSYC	258	Psychology of Adjustment	5
D.	Choose two of the following:		10	
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
	SOCI	204	Marriage and the Family	
Total			<hr/>	
			30	

Note: It is recommended that a student majoring in pre-occupational therapy who has not had high school chemistry complete CHEM 111 and 112 in fulfilling requirements for Area II. Students who have had high school chemistry should complete CHEM 121 in "C" of Area II plus a sequence in either biology or physics in "B" of Area II in fulfilling requirements for Area II.

PRE-PHARMACY

Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Pre-Pharmacy is a preparatory program for admission to the Pharmacy schools of the University of Georgia or Mercer University. Preparatory programs for professional schools do not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The School of Pharmacy of the University of Georgia (and of Mercer University) requires applicants for admission to have completed 90 quarter credit hours of college courses. The courses specified below include all of the college courses required of applicants by the School of Pharmacy of the University of Georgia (exceptions to these required courses acceptable to the School of Pharmacy of Mercer University are noted in parentheses).

Course	Number	Title	Quarter Credit Hours	
AREA I — HUMANITIES				
A.	ENGL	111 and 112	Communication: The Uses of Language I and II	10
B.	SPCH	121	Communications	5
C.	Choose one of the following:		5	
	ENGL	201	Survey of World Literature I	
	ENGL	202	Survey of World Literature II	
	ENGL	211	Survey of English Literature I	
	ENGL	212	Survey of English Literature II	
	FREN	211	Intermediate French	
	FREN	212	Intermediate French	
	SPAN	211	Intermediate Spanish	
	SPAN	212	Intermediate Spanish	
Total			<hr/>	
			20	

Note: For Mercer University the standard Area I options are required — see page 50.

AREA II — NATURAL SCIENCES AND MATHEMATICS

A.	MATH	112	Precalculus	5
B.	CHEM	151 and 152	Principles of Chemistry	10
C.	PHYS	151	Introductory General Physics I	5
Total			<hr/>	
			20	

AREA III — SOCIAL SCIENCES

A.	HIST	251 or 252	American Civilization I or II	5
B.	POLI	111	American National Government	5
C.	ECON	201	Principles of Economics I	5
D.	HIST	112	Western Civilization II	5
Total			<hr/>	
			20	

AREA IV — MAJOR FIELD REQUIREMENTS

A.	BIOL	111 and 113	Principles of Biology	10
B.	CHEM	201	Introduction to Chemical Analysis	5
C.	CHEM	251 and 252	Organic Chemistry	10
D.	PHYS	152	Introductory General Physics II	5
Total			<hr/>	
			30	

**HIST 112 is required after completing A,B, and C in Area III.*

Note: Mercer University does not require CHEM 201 or PHYS 152. Any college level elective may be substituted for these.

Note: The Pre-Pharmacy advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton State College in a preprofessional program does not guarantee acceptance into the professional school.

PRE-PHYSICAL THERAPY

Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Physical therapists are dedicated to the rehabilitation of handicapped individuals. Students can transfer from Clayton State College to Georgia State University or the Medical College of Georgia for professional courses in physical therapy.

	Course	Number	Title	Quarter Credit Hours
A.	PSYC	201	General Psychology	5
B.	Choose five of the following:			25
	BIOL	151	Human Anatomy and Physiology	
	BIOL	152	Human Anatomy and Physiology	
	CHEM	151	Principles of Chemistry	
	CHEM	152	Principles of Chemistry	
	CHEM	251	Organic Chemistry	
	CHEM	252	Organic Chemistry	
	MATH	112	Precalculus	
	MATH	231	Introductory Statistics	
	PHYS	151	Introductory General Physics I	
	PHYS	152 or 153	Introductory General Physics II or III	
	PSYC	258	Psychology of Adjustment	
	Total			30

Note: It is recommended that a student majoring in pre-physical therapy complete MATH 111 in fulfilling requirements for Area II. Students should consult an advisor to determine specific requirements of various programs and schools.

PRE-RADIOLOGIC TECHNOLOGY

Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Radiologic technologists assist physicians in the use of X-radiation and other forms of ionizing radiation to diagnose and treat disease. Students can transfer from Clayton State College to the Medical College of Georgia or Emory University for professional courses in radiologic technology. Students should consult an advisor to determine specific requirements of various programs and schools.

	Course	Number	Title	Quarter Credit Hours
A.	PHYS	151 and 152	Introductory General Physics I and II	10
B.	Choose no more than three of the following:			(0-15)
	BIOL	111	Principles of Biology	
	BIOL	112	Principles of Biology	
	BIOL	113	Principles of Biology	
	BIOL	151	Human Anatomy and Physiology	
	BIOL	152	Human Anatomy and Physiology	
C.	Choose no more than three of the following:			(0-15)
	CHEM	111	General Chemistry	
	CHEM	112	General Chemistry	
	CHEM	151	Principles of Chemistry	
	CHEM	152	Principles of Chemistry	
	CHEM	251	Organic Chemistry	
	CHEM	252	Organic Chemistry	
D.	Choose no more than two of the following:			(0-10)
	MATH	112	Precalculus	
	MATH	151	Calculus and Analytic Geometry I	
	Total			30

Note: It is recommended that a student majoring in pre-radiologic technology complete MATH 111 in fulfilling requirements for Area II. Students should consult an advisor to determine specific requirements of various programs and schools.

PRE-VETERINARY MEDICINE

Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Pre-Veterinary Medicine is a preparatory program for admission to the College of Veterinary Medicine of the University of Georgia. Preparatory programs for professional schools may not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The College of Veterinary Medicine of the University of Georgia requires applicants for admission to have completed a minimum of 105 quarter credit hours of college courses. However, most successful applicants have completed baccalaureate degrees.

The courses specified below include college courses required of applicants by the College of Veterinary Medicine of the University of Georgia.

	Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES				
	Standard Area I Core (see page 50)			20
AREA II — NATURAL SCIENCES AND MATHEMATICS				
A.	BIOL	111	Principles of Biology	5
B.	CHEM	151 and 152	Principles of Chemistry	10
C.	Choose one of the following:			5
	MATH	111	College Algebra	
	MATH	112	Precalculus	
	MATH	151	Calculus and Analytic Geometry I	
	MATH	152	Calculus and Analytic Geometry II	
	Total			20
AREA III — SOCIAL SCIENCES				
	Standard Area III Core (see page 51)			20
AREA IV — MAJOR FIELD REQUIREMENTS				
A.	BIOL	113	Principles of Biology	5
B.	BIOL	203	Vertebrate Zoology	5
C.	CHEM	251 and 252	Organic Chemistry	10
D.	PHYS	151 and 152	Introductory General Physics I and II	10
	Total			30
	Clayton State College Total			90

Note: The Pre-Veterinary Medicine advisor can give additional information on other requirements for this professional program. Students are expected to consult with the institution to which they plan to transfer to determine all entrance requirements. Graduation from Clayton State College in a pre-professional program does not guarantee acceptance into the professional school.

Note: Additional course requirements which are not offered by Clayton State College include Microbiology (pre-vet., med., dent., level with laboratory), biochemistry (laboratory is not required), and animal nutrition (laboratory is not required).

PSYCHOLOGY

Faculty Advisors: Manning, McCarty

	Course	Number	Title	Quarter Credit Hours
A.	PSYC	201	General Psychology	5
B.	Choose five of the following:			25
	BIOL	111	Principles of Biology	
	BIOL	112	Principles of Biology	
	BIOL	151	Human Anatomy and Physiology	
	BIOL	152	Human Anatomy and Physiology	
	BIOL	203	Vertebrate Zoology	
	COMP	201	Introduction to Computing	
	ECON	201	Principles of Economics I	
	MATH	111	College Algebra	
	MATH	121	Decision Mathematics I	
	MATH	122	Decision Mathematics II	
	MATH	231	Introductory Statistics	
	PHIL	211	Introduction to Philosophy	
	PHIL	221	Introduction to Logic	
	PSYC	204	Child Growth and Development	
	PSYC	258	Psychology of Adjustment	
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
	SOCI	204	Marriage and the Family	
	Total			30

RECREATION

Faculty Advisors: Harvill, Jackson

This Program is intended to give students initial college work toward the baccalaureate degree program in recreation offered by senior institutions of the University System of Georgia. Students are advised to consult with the academic advisor for recreation at the senior institution to which they intend to transfer in order to obtain an optimum choice of courses at Clayton State College.

	Course	Number	Title	Quarter Credit Hours
A.	PSYC	204	Child Growth and Development	5
B.	REC	201	Introduction to Recreation Services	5
C.	Elective courses in art, drama, or music			10
D.	Other elective courses appropriate to major			10
	Total			30

SOCIOLOGY/ANTHROPOLOGY

Faculty Advisors: Barr, Greer

	Course	Number	Title	Quarter Credit Hours
A.	Choose from the following:			(5-15)
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
	SOCI	204	Marriage and the Family	
B.	Choose from the following:			(5-15)
	COMP	201	Introduction to Computing	
	A foreign language			(10)
	MATH	111	College Algebra	
	MATH	121	Decision Mathematics I	
	MATH	122	Decision Mathematics II	
	MATH	231	Introductory Statistics	
	PHIL	221	Introduction to Logic	
C.	Choose from the following:			(5-15)
	ECON	201	Principles of Economics I	
	POLI	200	State and Local Government	
	POLI	211	Introduction to Comparative Politics	
	PSYC	201	General Psychology	
	PSYC	258	Psychology of Adjustment	
	Total			30

SPANISH

Faculty Advisor: Legge

	Course	Number	Title	Quarter Credit Hours
A.	SPAN	111 and 112	Elementary Spanish I and II	(0-10)
B.	SPAN	211 and 212	Intermediate Spanish	10
C.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose from the following:			(10-20)
	ART	211	Art Appreciation	
	ART	213	Ancient, Medieval, and Renaissance Art	
	DRMA	211	Appreciation of the Dramatic Arts	
	ECON	110	Consumer Economics	
	ECON	201	Principles of Economics I	
	ECON	202	Principles of Economics II	
	FREN	111	Elementary French I	
	FREN	112	Elementary French II	
	FREN	211	Intermediate French	
	FREN	212	Intermediate French	
	HIST	111	Western Civilization I	
	HIST	251	American Civilization I	
	HIST	252	American Civilization II	
	MUSI	211	Music Appreciation	
	PHIL	211	Introduction to Philosophy	
	POLI	200	State and Local Government	
	POLI	211	Introduction to Comparative Politics	
	PSYC	201	General Psychology	
	PSYC	204	Child Growth and Development	
	SOCI	105	Introduction to Sociology	
	SOCI	201	Contemporary Social Issues	
	SOCI	204	Marriage and the Family	
	SPCH	121	Communications	
	Total			30

Note: It is recommended that a student majoring in Spanish who needs SPAN 111 and/or 112 apply credits in these courses to Area I requirements.

		SPEECH/DRAMA		
Faculty Advisors: Corse, Wasserman				
<i>Course</i>	<i>Number</i>	<i>Title</i>		<i>Quarter Credit Hours</i>
SPEECH OPTION				
A.	SPCH 121	Communications		5
B.	A foreign language			10
C.	Choose three of the following:			15
	ART 211	Art Appreciation		
	ART 213	Ancient, Medieval, and Renaissance Art		
	DRMA 211	Appreciation of the Dramatic Arts		
	ECON 110	Consumer Economics		
	ECON 201	Principles of Economics I		
	ECON 202	Principles of Economics II		
	ENGL 201	Survey of World Literature I		
	ENGL 202	Survey of World Literature II		
	ENGL 211	Survey of English Literature I		
	ENGL 212	Survey of English Literature II		
	ENGL 221	Survey of American Literature I		
	ENGL 222	Survey of American Literature II		
	HIST 111	Western Civilization I		
	HIST 251	American Civilization I		
	HIST 252	American Civilization II		
	MUSI 211	Music Appreciation		
	PHIL 211	Introduction to Philosophy		
	PHIL 221	Introduction to Logic		
	POLI 200	State and Local Government		
	POLI 211	Introduction to Comparative Politics		
	PSYC 201	General Psychology		
	PSYC 204	Child Growth and Development		
	SOCI 105	Introduction to Sociology		
	SOCI 201	Contemporary Social Issues		
	SOCI 204	Marriage and the Family		
	Total			30
DRAMA OPTION				
A.	SPCH 121	Communications		5
B.	A foreign language			10
C.	DRMA 188	Introduction to Acting		3
D.	DRMA 191	Drama Workshop		
	and/or			(3-7)
	MUSI 191L	Music Theater		
E.	JOUR 101	Mass Communications Practicum		(0-4)
F.	Choose from the following:			(5-10)
	ART 211	Art Appreciation		
	ART 213	Ancient, Medieval, and Renaissance Art		
	DRMA 211	Appreciation of the Dramatic Arts		
	ECON 110	Consumer Economics		
	ECON 201	Principles of Economics I		
	ECON 202	Principles of Economics II		
	ENGL 201	Survey of World Literature I		
	ENGL 202	Survey of World Literature II		
	ENGL 211	Survey of English Literature I		
	ENGL 212	Survey of English Literature II		
	ENGL 221	Survey of American Literature I		
	ENGL 222	Survey of American Literature II		
	HIST 111	Western Civilization I		
	HIST 251	American Civilization I		
	HIST 252	American Civilization II		
	MUSI 211	Music Appreciation		
	PHIL 211	Introduction to Philosophy		
	PHIL 221	Introduction to Logic		
	POLI 200	State and Local Government		
	POLI 211	Introduction to Comparative Politics		
	PSYC 201	General Psychology		
	PSYC 204	Child Growth and Development		
	SOCI 105	Introduction to Sociology		
	SOCI 201	Contemporary Social Issues		
	SOCI 204	Marriage and the Family		
	Total			30 or 31

(continued on next page)

SPEECH/DRAMA (continued from previous page)

MUSIC THEATER OPTION

A.	SPCH 121	Communications	5
B.	A foreign language		10
C.	DRMA 188	Introduction to Acting	3
D.	MUSI 191L	Music Theater	
	and/or		3
	DRMA 191	Drama Workshop	
E.	MUSI 111	Music Theory	3
	MUSI 112	Music Theory	3
F.	MUSI 152	Applied Voice	3
	Total		30

TEACHER EDUCATION

Faculty Advisor: Kohler

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	EDUC 201	Introduction to Education	5
B.	PSYC 201	General Psychology	5
C.	SPCH 121	Communications	5
D.	Choose one of the following:		5
	ART 211	Art Appreciation	
	DRMA 211	Appreciation of the Dramatic Arts	
	MUSI 211	Music Appreciation	
E.	1 Elective courses appropriate to major		10
	Total		30

¹Elementary and early childhood majors should elect PSYC 204 as one of these choices.

²It is recommended that a student majoring in teacher education complete 10 hours of Mathematics in Area II in order to meet the requirements for teacher certification.

URBAN LIFE

Faculty Advisors: Barr, Greer

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	Choose one of the following:		5
	ECON 110	Consumer Economics	
	ECON 201	Principles of Economics I	
B.	PSYC 201	General Psychology	5
C.	Choose one of the following:		5
	SOCI 105	Introduction to Sociology	
	SOCI 201	Contemporary Social Issues	
D.	Choose three from one of the following groups		(15)
	Group 1		
	ECON 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
	POLI 200	State and Local Government	
	POLI 211	Introduction to Comparative Politics	
	PSYC 258	Psychology of Adjustment	
	SOCI 201	Contemporary Social Issues	
	Group 2		(15)
	ART 211	Art Appreciation	
	ART 213	Ancient, Medieval, and Renaissance Art	
	MUSI 211	Music Appreciation	
	PHIL 211	Introduction to Philosophy	
	PHIL 221	Introduction to Logic	
	Total		30

CAREER PROGRAM

MUSIC Two-Year Program (Associate in Applied Science Degree)

Faculty Advisors: Holloway, Morrison

The Career Music Program at Clayton State College is designed to develop skills in the performance of music and in the instruction of amateur musicians. Graduates of this Program will be prepared to teach privately or to direct amateur musical organizations such as church and community choirs. The Career Music Program requires a minimum of 93 quarter credit hours for graduation: 20 in Area I other than Music, 5 in Area II, 15 in Area III, and 53 in Music.

Course Number	Title	Quarter Credit Hours
AREA I — HUMANITIES		
A. ART 211	Art Appreciation	5
B. ENGL 111	Communication: The Uses of Language I	5
C. SPCH 121	Communications	5
D. Choose one of the following:		5
ART 213	Ancient, Medieval, and Renaissance Art	
ENGL 112	Communication: The Uses of Language II	
FREN 111	Elementary French I	
PHIL 211	Introduction to Philosophy	
SPAN 111	Elementary Spanish I	
		20
AREA II — NATURAL SCIENCES AND MATHEMATICS		
A. Choose one course in mathematics or natural sciences except MATH 107 and 122.		5
		5
AREA III — SOCIAL SCIENCES		
A. HIST 251 or 252	American Civilization I or II	5
B. POLI 111	American National Government	5
C. PSYC 201	General Psychology	5
		15
AREA IV — MAJOR FIELD REQUIREMENTS		
MUSI 100	Music Literature Survey	2
MUSI 111, 112, 113		
	201, 202, 203	18
¹ MUSI 140 or 141	Music Theory	5
MUSI 152 and 252	Pedagogy (Piano or Voice)	6
MUSI 191	Applied Music	6
MUSI 211	Ensemble	5
¹ MUSI 240 or 241	Music Appreciation	5
MUSIC ELECTIVES	Music Literature (Piano or Voice)	6
		53
		93
Total		

¹These career courses in music do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Transfer Program in Music.

Note: All music majors must demonstrate keyboard proficiencies in the following areas: scales, arpeggios, cadence chords, sight reading, harmonization and transposition. Students must enroll in Music 150a, 151a, or a higher level applied piano course each quarter they are enrolled until the proficiency is demonstrated.

SCHOOL OF BUSINESS

SCHOOL OF BUSINESS

General Information
Academic and General Requirements
Advisement
Placement

DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

Bachelor of Business Administration
Associate in Arts
Associate in Applied Science
Certificate Program

DEPARTMENT OF MANAGEMENT AND MARKETING

Bachelor of Business Administration
Associate in Arts
Associate in Science in Aviation Administration
Associate in Applied Science
Certificate Programs

OFFICE ADMINISTRATION AND TECHNOLOGY

Associate in Applied Science
Certificate Programs

SCHOOL OF BUSINESS

George R. Horton, Dean
C-IIM

GENERAL INFORMATION

The specific objectives of the School of Business are to provide

1. education and training for:
 - a. entrance positions in finance, accounting, computer information systems, marketing, general management, and economic analysis;
 - b. careers as professional managers and management specialists;
 - c. broad business backgrounds for entrepreneurs who plan to develop and operate their own businesses.
2. public service through special programs and courses, projects, consultation, and advising.

The School of Business consists of the following departments:

Accounting and Computer Information Systems
Economics and Finance
Management and Marketing

The School of Business offers programs leading to the Bachelor of Business Administration (B.B.A.), Associate of Arts (A.A.), Associate of Applied Sciences (A.A.S.), Associate of Science (A.S.A.A.) and Certificates. The major areas and degrees are as follows:

Accounting	(B.B.A.)
Accounting	(A.A.)
Accounting Technology	(Certificate)
Aviation Administration	(A.S.A.A.)
Banking and Finance	(A.A.)
Business Administration	(A.A.)
Business	(Certificate)
Business Education	(A.A.)
Computer Information Systems	(B.B.A.)
Data Processing	(A.A.S.)
Data Processing	(Certificate)
General Business	(B.B.A.)
Management	(B.B.A.)
Management and Supervision	(A.A.S.)
Management and Supervision	(Certificate)
Marketing/Management Technology	(A.A.S.)
Marketing/Management Technology	(Certificate)
Office Administration	(A.A.S.)
Office Assistant	(Certificate)
Office Technology	(Certificate)
Secretarial Studies/Office Administration	(A.A.)

Each candidate for a Baccalaureate Degree in Business Administration (B.B.A.) must first complete the Pre-Business Program, consisting of Area I, II, III and IV. (See pages 36-37 and 83 of the catalog.)

ACADEMIC AND GENERAL REQUIREMENTS

Students in the School of Business must meet all College admission and academic requirements. Students pursuing the Bachelor of Business Administration degree must meet the following additional standards of the School of Business which have been designed to accommodate students during the transition from junior college to senior college status.

- (1) Students in B.B.A. programs are required to complete Pre-Business (Freshman and Sophomore courses in Core Curriculum Areas I, II, III, and IV) before taking Junior and Senior courses. Individual exceptions may be made to this requirement after completion of 75 hours of coursework applicable to the intended degree.
- (2) Students in B.B.A. programs must complete Accounting 201 and 202 and Economics 201 and 202 before taking Junior and Senior courses.
- (3) For a B.B.A. degree, students must take at least the last 45 hours at Clayton State College, with no less than 20 hours being taken in the major field. The Business Policy course (BSAD 450) must be taken at Clayton State College. A total of 20 hours of approved correspondence credit through the Junior level will be accepted. Credit by examination will be accepted for approved courses listed in the catalog and with the Office of Counseling and Testing.
- (4) For other specific requirements, students should refer to the degree and certificate programs outlined in the following pages.

ADVISEMENT

Students in all business majors are required to have their program of study approved by a faculty advisor in business.

PLACEMENT

Clayton State College provides a job placement service especially attuned to the needs of business graduates. Information about these services may be found in this catalog in the Student Services section.

**DEPARTMENT OF
ACCOUNTING AND COMPUTER INFORMATION SYSTEMS**

**Harold W. Joseph, Head
C-11L**

The Department of Accounting and Computer Information Systems offers undergraduate majors in both Accounting and Computer Information Systems. These two programs lead to the Bachelor of Business Administration Degree. Requirements for all undergraduate majors include completion of at least 180 quarter credit hours of coursework, including 60 quarter credit hours of general education and major-related coursework at the Freshman and Sophomore level, and a Junior and Senior core of general business courses followed by specific major coursework. In addition, a two-year program in Accounting and one-year and two-year programs in Data Processing are offered. Supervised work experience to complement the coursework may be available. Details of each program offered by this department follow.

**ACCOUNTING
Bachelor of Business Administration (B.B.A.)**

The degree program in Accounting provides instruction in basic principles and practices underlying collection, use, and interpretation of accounting data. The curriculum includes offerings in financial and administrative accounting, managerial controls, and quantitative techniques applicable to the decision-making process. The program is designed to prepare students for careers in public, managerial, or governmental accounting. The program also provides an excellent foundation for careers in law, finance, and general management.

In addition to meeting Pre-Business Program requirements (see pages 36-37 of the catalog for Area I, II, III and page 83, Business Administration Two-Year Program, for Area IV), an Accounting major consists of at least 35 quarter hours of Accounting courses. The required course outline for the B.B.A. in Accounting is as follows:

B.B.A. IN ACCOUNTING

Business Administration Program Requirements

Course	Number	Title	Quarter Credit Hours
Junior Year:			
Required Business Core:			
BSAD	301	Business And Economics Statistics	5
BSAD	370	Business Law	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MKTG	301	Principles of Marketing	5
Required Accounting Core:			
ACCT	351	Intermediate Accounting I	5
ACCT	352	Intermediate Accounting II	5
Directed Electives:			
10 hours of Junior/Senior level courses from any offering <i>outside</i> the School of Business ¹			10
			45
Senior Year:			
Required Field Courses:			
ACCT	410	Managerial Cost Accounting	5
ACCT	411	Auditing	5
ACCT	420	Advanced Accounting	5
ACCT	450	Income Taxation I	5
Field Electives:			10
Select any two courses from:			
ACCT	430	Accounting Information Systems	
ACCT	440	Not-for-Profit Accounting	
ACCT	451	Income Taxation II	
BSAD	490	Directed Research and Readings	
Directed Electives:			10
Any two Junior/Senior courses from any offering of the college <i>outside</i> of the area of Accounting. An internship and/or cooperative education experience in any business-related area may be taken (BSAD 498).			
Business Policy (Required):			
	BSAD 450	Business Policy	5
			45
Junior and Senior Total			90

¹PHIL 311, *Ethical Issues of Business*, is recommended.

COMPUTER INFORMATION SYSTEMS

Bachelor of Business Administration (B.B.A.)

The Computer Information Systems major is structured to prepare students for careers in various business areas, emphasizing design, implementation, and integration of computer systems in accounting, management, marketing, information storage and retrieval, and other business processes.

In addition to meeting Pre-Business Program requirements (see pages 36-37 of the catalog for Area I, II, III and page 83, Business Administration Two-Year Program, for Area IV), a Computer Information Systems major consists of at least 40 quarter hours of Computer Information Systems courses. The required course outline for the B.B.A. in Computer Information Systems is as follows:

B.B.A. IN COMPUTER INFORMATION SYSTEMS

Business Administration Program Requirements

Course	Number	Title	Quarter Credit Hours
Junior Year:			
Required Business Core:			
BSAD	301	Business and Economics Statistics	5
BSAD	370	Business Law	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MKTG	301	Principles of Marketing	5
Required COIS Core:			
COIS	301	Elements of Computer Programming II	5
COIS	302	Introduction to System Software Concepts	5
Directed Electives:			
10 hours of Junior/Senior level courses from any offering <i>outside</i> the School of Business. ¹			10
			45
Senior Year:			
Required Field Courses:			
COIS	401	Introduction to Data Structures	5
COIS	402	Systems and Information Concepts	5
COIS	403	Applied Software Project	5
COIS	404	Organization of Programming Languages	5
Field Electives:			
Select any three courses from:			15
COIS	405	Office Automation	
COIS	406	Information Analysis	
COIS	407	Database Management Systems	
COIS	408	Data Communication Systems & Networks	
BSAD	490	Directed Research & Readings	
Directed Elective:			
Any one Junior/Senior level course from any offering of the college <i>outside</i> the area of COIS. An internship and/or cooperative education experience in any business-related area may be taken (BSAD 498).			5
Business Policy (Required):			
BSAD 450 Business Policy			5
			45
Junior and Senior Total			90

¹PHIL 311, *Ethical Issues of Business*, is recommended.

ACCOUNTING

Two-Year Program (Associate In Arts Degree)

The Accounting Career Program at Clayton State College is designed for students interested in an introduction to the accounting and problem-solving aspects of business. With emphasis on both theory and practical skills, the Program prepares students for employment in business at entry-level positions.

If a student decides to continue studying at a senior institution of the University System of Georgia, all course credits completed within the Program which also meet the requirements of the Core Curriculum of the University System may be transferred toward a baccalaureate degree. Students are advised, however, that the total Accounting Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia. Students who definitely plan to pursue a baccalaureate degree in business, or in a particular functional area of business, should enroll in the College Transfer Program with a major in Business Administration. (See page 83 in this catalog.)

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. ENGL	111 and 112	Communication: The Uses of Language I and II	10
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	121	Decision Mathematics I	5
B. COMP	201, COIS 210/ COMP 210, or COMP 211	Introduction to Computing, Principles of Computer Programming I, or File Processing	5
			10
AREA III — SOCIAL SCIENCES			
A. HIST	251 or 252	American Civilization I or II	5
B. POLI	111	American National Government	5
			10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. ACCT	201 and 202	Principles of Accounting I and II	10
B. ECON	201 and 202	Principles of Economics I and II	10
C. ¹ BMGT	293	Income Tax Accounting	5
¹ BMGT	294	Cost Control and Internal Reporting	5
¹ BMGT	295	Auditing and Specialized Reporting	5
D. Choose 10 hours from the following courses:			
¹ BMGT	251	Principles of Management and Supervision	5
¹ BMGT	271	Fundamentals of Money and Banking	5
¹ BMGT	281	Principles of Marketing	5
ECON	110	Consumer Economics	5
E. Choose a minimum of 15 hours from the following:			
¹ BMGT courses not used to satisfy Area IV, D			5-10
¹ OADT	111	Keyboarding/Typewriting I	3
¹ OADT	202	Business Machines	5
OADT	205	Business Communications	5
BSAD	270	Legal Environment of Business	5
COMP	201	Introduction to Computing	5
COIS 210/COMP 210		Principles of Computer Programming I	5
COMP	211	File Processing	5
ECON	110	Consumer Economics	5
MATH	122	Decision Mathematics II	5
			60-63
Total			90-93

¹These courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Transfer Program in Business Administration.

NOTE: A student may earn credit by examination for OADT 111 and OADT 202.

DATA PROCESSING

The Data Processing Program provides instruction in the functions and concepts of automated information processing equipment. Most majors in Data Processing will be prepared to become computer programmers and/or systems analysts. The graduate can expect to find career opportunities in business, industry, science, education, government, and other organizations utilizing computers.

Two programs of study have been developed to meet the individual needs of the student. The program requiring 90-93 quarter hours leads to an Associate in Applied Science Degree. The program of study with 58 quarter hours leads to a Certificate.

DATA PROCESSING Two-Year Program (Associate In Applied Science Degree)

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I — HUMANITIES			
A. ¹ ENGL	103	Technical Writing	5
ENGL	111	Communication: The Uses of Language I	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS (Select A or B)			
A. MATH	111	College Algebra	5
MATH	112 or 231	Precalculus or Introductory Statistics	5
B. MATH	121	Decision Mathematics I	5
MATH	122	Decision Mathematics II	5
			10
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
HIST	251 or 252	American Civilization I or II	5
B. CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)			5
			7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. ACCT	201	Principles of Accounting I	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
¹ ATDP	102	BASIC with Applications	3
¹ ATDP	203	RPC Programming	3
¹ ATDP	204	COBOL Programming I	5
¹ ATDP	206	Systems Analysis and Design	5
¹ ATDP	207	COBOL Programming II	5
¹ ATDP	208	Systems Software	5
¹ ATDP	210	Data Structures	5
			41
B. Select 22 hours from the following:			
ACCT	202	Principles of Accounting II	5
¹ ATDP	209	FORTTRAN Programming	5
¹ ATDP	222	Occupational Internship	5
¹ ATDP	233	Selected Topics and Problems	5
OADT	205	Business Communications	5
¹ BMGT	251	Principles of Management & Supervision	5
BSAD	270	Legal Environment of Business	5
³ ATCP	100	Career Planning	2
			22
			90-93

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

³Required (see also Footnote 1).

DATA PROCESSING One-Year Program (Certificate)

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. ¹ ENGL	103	Technical Writing	5
ENGL	111	Communication: The Uses of Language I	5
			10
B. Choose 1 or 2:			
1. MATH	111	College Algebra	5
MATH	112 or 231	Precalculus or Introductory Statistics	5
2. MATH	121	Decision Mathematics I	5
MATH	122	Decision Mathematics II	5
			10
C. Major area requirements			
ACCT	201	Principles of Accounting I	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
¹ ATDP	102	BASIC with Applications	3
¹ ATDP	203	RPC Programming	3
¹ ATDP	204	COBOL Programming I	5
¹ ATDP	207	COBOL Programming II	5
¹ ATDP	210	Data Structures	5
			31
D. Select 7 hours from the following:			
ACCT	202	Principles of Accounting II	5
¹ ATDP	208	Systems Software	5
¹ ATDP	209	FORTTRAN Programming	5
¹ ATDP	233d	Selected Topics and Problems	5
² ATCP	100	Career Planning	2
			7
			58

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Required (see also Footnote 1).

DEPARTMENT OF MANAGEMENT AND MARKETING

Room C-11

The Department of Management and Marketing offers undergraduate majors in General Business and Management. These two programs lead to the Bachelor of Business Administration Degree. Requirements for all undergraduate majors include completion of at least 180 quarter credit hours of coursework, with 60 quarter credit hours of general education and major-related coursework at the Freshman and Sophomore level, and a Junior and Senior core of general business courses followed by specific major coursework. In both programs, supervised work experience to complement the coursework may be available.

Associate of Arts degrees in a variety of business-related areas are offered by this department, as well as several specialized one-year and certificate programs. Each program is unique and is designed to meet specific student needs. These programs are listed following the B.B.A. programs in General Business and Management.

GENERAL BUSINESS Bachelor of Business Administration (B.B.A.)

The General Business major permits the student to design or structure a program to meet individual interests or needs. The program is developed in consultation with an academic advisor and is especially appropriate for students who plan to develop and operate their own businesses.

In addition to meeting the Pre-Business Program requirements (see pages 36-37 of the catalog for Area I, II, III and page 83, Business Administration Two-Year Program, for Area IV), a General Business major consists of at least 20 quarter hours of Management courses. The required course outline for the B.B.A. in General Business is as follows:

B.B.A. IN GENERAL BUSINESS

Business Administration Program Requirements

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
Junior Year:			
Required Business Core:			
BSAD	301	Business and Economics Statistics	5
BSAD	370	Business Law	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MKTG	301	Principles of Marketing	5
Directed Electives:			
10 hours of Junior/Senior level courses from any offering of the School of Business courses and			
10 hours of Junior/Senior level courses from any offering <i>outside</i> the School of Business (except BSAD 490 and BSAD 498) ¹			20
			45
Senior Year:			
Required Field Courses:			15
Select any three courses from:			
MGMT	401	Personnel Administration	
MGMT	402	Organizational Behavior	
MGMT	403	International Management	
MGMT	405	Physical Distribution Management	
Field Electives:			
10 hours of Junior/Senior level courses in two of the following three areas: Accounting & Computer Information Systems, Economics & Finance, Marketing & Management			
5 hours may be taken in BSAD 490			20
Directed Elective:			
Any one Junior/Senior level course from any offering of the college. An internship and/or cooperative education experience in any business-related area may be taken (BSAD 498)			5
Business Policy (Required):			
BSAD 450 Business Policy			5
			45
Junior and Senior Total			90

¹PHIL 311, *Ethical Issues of Business*, is recommended.

MANAGEMENT

Bachelor of Business Administration (B.B.A.)

The degree program in Management provides instruction in the basic managerial functions, such as planning, organizing, and controlling business enterprises in a dynamic environment. The program includes an emphasis on the development of leadership skills and the use of quantitative methods in decision making. Field options are available in Human Resource Management, Communication and Information Management, and General Management.

In addition to meeting the Pre-Business Program requirements (see pages 36-37 of the catalog for Area I, II, III and page 83, Business Administration Two-Year Program, for Area IV), a Management major consists of 25 required quarter hours of Management courses and an area of concentration in Management. The required course outline for the B.B.A. in Management is as follows:

B.B.A. IN MANAGEMENT

Business Administration Program Requirements

Course	Number	Title	Quarter Credit Hours
Junior Year:			
Required Business Core:			
BSAD	301	Business and Economics Statistics	5
BSAD	370	Business Law	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MKTG	301	Principles of Marketing	5
Directed Electives:			
10 hours of Junior/Senior level courses from any offering of the School of Business and			
10 hours of Junior/Senior level courses from any offering <i>outside</i> the School of Business (except BSAD 490 and BSAD 498) ¹			
			20
			45
Senior Year:			
Required Field Courses:			
Select any four courses from the following:			
MGMT	401	Personnel Administration	20
MGMT	402	Organizational Behavior	
MGMT	403	International Management	
MGMT	404	Production/Operations Management	
MGMT	405	Physical Distribution Management	
Field Options (Choose one of the following tracks):			
1. HUMAN RESOURCE MANAGEMENT:			
MGMT	410	Labor Relations	15
MGMT	411	Organizational Development and Design	
MGMT	412	Employee Compensation-Design and Administration	
MGMT	430	Leadership Dynamics	
2. COMMUNICATION AND INFORMATION MANAGEMENT:			
BSAD	401	Public Relations	
MGMT	420	Organizational Communications	
COIS	402	Systems and Information Concepts	

(continued on next page)

B.B.A. IN MANAGEMENT (continued from previous page)

3. GENERAL MANAGEMENT:

Select fifteen hours of the following courses in coordination with faculty advisors:

Course	Number	Title	Quarter Credit Hours
MGMT	410	Labor Relations	
MGMT	411	Organizational Development and Design	
MGMT	412	Employee Compensation-Design and Administration	
MGMT	420	Organizational Communications	
MGMT	430	Leadership Dynamics	
MGMT	450	Production and Inventory Control	
MGMT	460	Problems in Production/Operation Systems	
ECON 445/MGMT 445		Industrial Organization and Public Policy	
COIS	402	Systems and Information Concepts	
COIS	406	Information Analysis	

Directed Elective:

Any one Junior/Senior course from any offering of the college *outside* of area of Management. Any internship and/or cooperative education experience in any business-related area may be taken (BSAD 498).

Business Policy (Required):

BSAD 450 Business Policy

	5
	45
Junior and Senior total	90

BANKING AND FINANCE Two-Year Program (Associate In Arts Degree)

The Banking and Finance Program at Clayton State College is designed for students interested in an introduction to the financial, economic and human aspects of business.

In addition to providing preparation for individuals seeking entry-level positions in the banking industry, this Program offers present bank employees an opportunity for educational enrichment. Individuals working for, or preparing to work for, other financial institutions (such as savings and loan associations and finance companies) may want to consider this curriculum.

If a student decides to continue study at a senior institution of the University System of Georgia, all course credits completed within the Program which also meet the requirements of the Core Curriculum of the University System may be transferred toward a baccalaureate degree. The student is advised, however, that the total Banking and Finance Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia. Students who definitely plan to pursue a baccalaureate degree in business, or in a particular functional area of business, should enroll in the College Transfer Program with a major in Business Administration described on page 83.

¹PHIL 311, *Ethical Issues of Business*, is recommended.

BANKING AND FINANCE (continued from previous page)

Course Number	Title	Quarter Credit Hours
AREA I — HUMANITIES		
A. ENGL 111 and 112	Communication: The Uses of Language I and II	10
AREA II — NATURAL SCIENCES AND MATHEMATICS		
A. MATH 121	Decision Mathematics I	5
B. COMP 201, COIS 210/ COMP 210, or COMP 211	Introduction to Computing, Principles of Computer Programming I, or File Processing	5
AREA III — SOCIAL SCIENCES		
A. HIST 251 or 252	American Civilization I or II	5
B. POLI 111	American National Government	5
AREA IV — MAJOR FIELD REQUIREMENTS		
A. ACCT 201 and 202	Principles of Accounting I and II	10
B. ECON 201 and 202	Principles of Economics I and II	10
C. ¹ BMGT 251	Principles of Management and Supervision	5
¹ BMGT 261	Introduction to Finance	5
¹ BMGT 295	Auditing and Specialized Reporting	5
D. Choose 10 hours from the following:		
¹ BMGT 271	Fundamentals of Money and Banking	5
¹ BMGT 281	Principles of Marketing	5
¹ BMGT 293	Income Tax Accounting	5
ECON 110	Consumer Economics	5
E. Choose a minimum of 15 hours from the following:		
¹ BMGT courses not used to satisfy Area IV, D		5-10
¹ OADT 111	Keyboarding/Typewriting I	3
¹ OADT 202	Business Machines	5
OADT 205	Business Communications	5
BSAD 270	Legal Environment of Business	5
COMP 201	Introduction to Computing	5
COIS 210/COMP 210	Principles of Computer Programming I	5
COMP 211	File Processing	5
ECON 110	Consumer Economics	5
MATH 122	Decision Mathematics II	5
Total		60-63
		90-93

¹These courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Transfer Program in Business Administration.

Note: A student may earn credit by examination for OADT 111 and OADT 202.

Note: Total hours 90 or 93 depending on course selection by student.

BUSINESS ADMINISTRATION Two-Year Program (Associate in Arts Degree)

Students in this degree program should refer to pages 36-37 for requirements in Areas I, II, and III of the Core Curriculum.

Course Number	Title	Quarter Credit Hours
AREA IV — MAJOR FIELD REQUIREMENTS		
A. ACCT 201 and 202	Principles of Accounting I and II	10
B. ECON 201 and 202	Principles of Economics I and II	10
C. Choose two of the following: ¹		10
BSAD 201	Introduction to Business Information Systems	
BSAD 270	Legal Environment of Business	
COIS 210/COMP 210	Principles of Computer Programming I	
MATH 122	Decision Mathematics II	
MATH 152	Calculus and Analytic Geometry II	
Total		30

BUSINESS EDUCATION Two-Year Program (Associate in Arts Degree)

Students in this degree program should refer to pages 36-37 for requirements in Areas I, II, and III of the Core Curriculum.

Course Number	Title	Quarter Credit Hours
AREA IV — MAJOR FIELD REQUIREMENTS		
A. PSYC 201	General Psychology	5
B. EDUC 201	Introduction to Education	5
C. SPCH 121	Communications	5
D. ACCT 201 and 202	Principles of Accounting I and II	10
E. Choose one of the following:		5
ECON 201	Principles of Economics I	
OADT 205	Business Communications	
Total		30

Note: A student who has taken the CPS examination may receive course credit for any parts passed.

SECRETARIAL STUDIES/OFFICE ADMINISTRATION Two-Year Program (Associate in Arts Degree)

Students in this degree program should refer to pages 36-37 for requirements in Areas I, II, and III of the Core Curriculum.

Course Number	Title	Quarter Credit Hours
AREA IV — MAJOR FIELD REQUIREMENTS		
A. ACCT 201 and 202	Principles of Accounting I and II	10
B. ECON 201	Principles of Economics I	5
C. Choose from the following sequences:		6
² OADT 111 and 112	Keyboarding/Typewriting I and II	
or		
² OADT 112 and 113	Keyboarding/Typewriting II and III	
D. Choose from the following sequences:		10
² OADT 151 and 152	Shorthand I and II	
or		
² OADT 152 and 153	Shorthand II and III	
Total		31

¹Majors in COIS should take MATH 152 and COIS 210/COMP 210. All other School of Business students should take MATH 122 and BSAD 201.

²Competency examinations are available to establish credit by examination in one or more of these courses.

Note: A student who has taken the CPS examination may receive course credit for any parts passed.

AVIATION ADMINISTRATION
Two-Year Program
(Associate In Science In Aviation Administration Degree)

Advising School: Business

The Associate in Science in Aviation Administration Degree is awarded upon completion of this Program. In cooperation with Georgia State University, Clayton State College offers this career program designed to provide college-level training in general education and professional aviation management.

Aviation employment is available not only in the airline industry, but also in the areas of business and corporate flying, personal flying, flight instruction, and numerous military and government positions. Graduates may work in various capacities for commercial airlines, aircraft manufacturers, private corporations, fixed base operations, government agencies, and research and development firms.

The course of study has been designed by a joint industry-university committee. In addition to classes in general education, the Program offers professional courses giving training in the multiple phases of the aviation management business. An officially enrolled Aviation Administration student need not wait until completing the 45 hours of general studies before enrolling in any of the major field professional courses, unless there is a prerequisite that needs to be satisfied in a particular student's case. (See Course Descriptions section of this catalog.)

Present aviation employees and students wishing to transfer into the Program are encouraged to consult the Registrar's Office on credit transferability of any prior college work. Before a person may be admitted as a major in the Aviation Administration Program, he or she must meet the criteria established by Clayton State College and Georgia State University. For details on these criteria and the procedural aspects of the Program, an applicant should contact the School of Business at Clayton State College.

The major field professional courses are offered by Georgia State University, but some of these courses may be conducted on the Clayton State campus.

A student seeking a degree from Clayton State College must complete a minimum of 20 quarter hours in this degree at Clayton.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I — HUMANITIES			
A.	ENGL 111 and 112	Communication: The Uses of Language I and II	10
B.	Choose one of the following:		5
	ENGL 201	Survey of World Literature I	
	ENGL 202	Survey of World Literature II	
	ENGL 211	Survey of English Literature I	
	ENGL 212	Survey of English Literature II	
C.	SPCH 121	Communications	5
			20

(continued on next page)

AVIATION ADMINISTRATION (continued from previous page)

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	MATH 111 or 231	College Algebra or Introductory Statistics	5
B.	Choose one of the following sequences:		10
	BIOL 111 and 112	Principles of Biology	
	BIOL 111 and 113	Principles of Biology	
	CHEM 111 and 112	General Chemistry	
	CHEM 151 and 152	Principles of Chemistry	
	PHYS 151 and 152	Introductory General Physics I and II	
	PHYS 151 and 153	Introductory General Physics I and II	
	PHYS 251 and 252	General Physics I and II	
C.	ELECTIVE		5
Making sure that no more than a total of 10 hours is elected in any one subject, choose one of the following:			
1) One additional course from the science courses listed above			
2) Any additional mathematics course number 100 or higher, except MATH 107 and MATH 122			
	3) CHEM 121	Survey of Chemistry	
	4) COMP 201	Introduction to Computing	
	5) COIS 210/COMP 210	Principles of Computer Programming I	
	6) IDST 101	Selected Topics	
	7) SCI 105	Environmental Science	
	8) SCI 110	Science Appreciation	
			20
AREA III — SOCIAL SCIENCES			
A.	HIST 251 or 252	American Civilization I or II	5
B.	POLI 111	American National Government	5
C.	PSYC 201	General Psychology	5
	or		
	SOCI 105	Introduction to Sociology	
D.	After completion of A, B and C, students should enroll in:		5
	HIST 112	Western Civilization II	
			20
AREA IV — MAJOR FIELD REQUIREMENTS			
A.	¹ AVI 201	History of Aviation	5
B.	¹ AVI 202	Aviation Laws and Regulations	5
C.	¹ AVI 211	Elementary Aeronautics	5
D.	¹ AVI 220	Airline Management	5
	or		
	AVI 240	Airport Management and Operations	
E.	Choose 20 hours from the following in consultation with advisor:		20
	¹ AVI 203	Aviation Safety	
	² AVI 204	Aviation Economics	
	¹ AVI 210	Aviation Meteorology	
	¹ AVI 212	Principles of Instrument Flight	
	¹ AVI 221	Passenger Operations	
	¹ AVI 222	Airline Marketing and Public Relations	
	¹ AVI 223	Ground Operations & Air Cargo Handling	
	¹ AVI 230	Introduction to Air Traffic Control	
	¹ AVI 241	Aviation Insurance	
	¹ AVI 250	Travel and Tourism	
	³ AVI 280	Selected Topics	
	¹ AVI 296	Selected Projects	
	¹ AVI 299	Readings in Aviation Administration	
			40
Total			100

¹Aviation courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

²See Footnote 1; and ACCT 201 and ECON 201, or consent of the instructor, are prerequisites to AVI 204.

³See Footnote 1; and a maximum of 10 hours in AVI 280 shall be applicable toward the degree, with a maximum of 5 hours in any given quarter.

MANAGEMENT AND SUPERVISION

Advising School: Business

The Management and Supervision Program is designed to enable students to acquire the knowledge and skills necessary for employment as a first-line supervisor in a manufacturing or service industry.

The Program will equip students with the methods, techniques, and practices of modern management in planning, organizing, and controlling the workers and materials utilized in the manufacturing and service industries.

Two-Year Program (Associate In Applied Science Degree)

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. ¹ ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	121	Decision Mathematics I	5
			5
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
HIST	251 or 252	American Civilization I or II	5
or			
B. ¹ CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)			5
			7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. ¹ ATMK	110	Nature and Environment of Business	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ ATMS	110	Industrial Management	5
¹ ATMS	140	Quality Control	5
¹ ATMS	150	Labor Relations	5
¹ ATMS	165	Performance and Evaluation Techniques	5
¹ ATMS	170	Leadership Skills	5
¹ ATMS	180	Supervision in the Workforce	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
			45
B. Choose 25 hours from the following:			
¹ ATMS	120	Plant Operation and Maintenance Management	5
¹ ATMS	130	Work Design and Measurement	5
¹ ATMS	222	Occupational Internship	5-10
¹ ATMS	233	Selected Topics and Problems	5
¹ OADT	205	Business Communications	5
MATH	122	Decision Mathematics II	5
BSAD	270	Legal Environment of Business	5
ACCT	201	Principles of Accounting I	5
ECON	201	Principles of Economics I	5
ECON	202	Principles of Economics II	5
PSYC	201	General Psychology	5
			25
Total			92-95

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI III and HIST 252.

MARKETING/MANAGEMENT TECHNOLOGY

Advising School: Business

The Marketing/Management Technology curriculum is designed to enable students to acquire the knowledge and to develop the skills necessary for employment as a salesperson, buyer or store/department manager trainee in the business community.

The Marketing/Management graduate should be employable in businesses that utilize salespersons, buyers, and marketing management personnel.

Two-Year Program (Associate In Applied Science Degree)

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. ENGL	¹ 103 and 111	Technical Writing and Communication: The Uses of Language I	10
or			
B. ENGL	111 and 112	Communication: The Uses of Language I and II	10
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	121	Decision Mathematics I	5
			5
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
HIST	251 or 252	American Civilization I or II	5
or			
B. ¹ CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)			5
			7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. ¹ ATMK	110	Introduction to Business	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
			15
B. Choose 10 hours from the following:			
ACCT	201 or OADT 250	Principles of Accounting I or Automated Accounting	5
ECON	201	Principles of Economics	5
			10
C. Choose 15-20 hours from the following:			
¹ BMGT	281	Principles of Marketing	5
¹ ATMK	120	Professional Selling	5
¹ ATMK	130	Principles of Retailing	5
¹ ATMK	140	Principles of Advertising	5
			15-20

(continued on next page)

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program need to complete POLI III and HIST 252.

MARKETING/MANAGEMENT TECHNOLOGY (continued from previous page)

Course Number	Title	Quarter Credit Hours
D. An additional 15-20 hours in related courses to permit students to pursue a specialty area in marketing. Specialty areas include:		
1. Hotel and Hospitality Management		
¹ ATMK 240	Introduction to the Hospitality Industry	4
¹ ATMK 241	Food and Beverage Management and Service	4
¹ ATMK 242	Human Relations in the Hospitality Industry	4
¹ ATMK 243	Communications in the Hospitality Industry	4
¹ ATMK 244	Training in the Hospitality Industry	4
¹ ATMK 245	Convention Management and Service	4
¹ ATMK 246	Front Office Procedures	4
2. Food Industry Management		
¹ ATMK 260	Introduction to the Food Industry	3
¹ ATMK 261	Managing and Training People	3
¹ ATMK 262	Front-End Management	3
¹ ATMK 263	Customer Relations	2
¹ ATMK 264	Meat Management and Operations	2
¹ ATMK 265	Produce Management and Operations	2
¹ ATMK 266	Floral Management and Operations	2
¹ ATMK 267	General Merchandise Management and Operations	2
¹ ATMK 268	Food Store Sanitation	2
¹ ATMK 269	Food Store Security	3
3. Retail Industry		
ATMK 270	Retail Management	5
ATMK 271	Visual Merchandising	5
ATMK 272	Merchandise Buying	5
4. Advertising Industry		
		20
ADDITIONAL REQUIREMENT		
A. Select 10 quarter hours from the following with consent of program advisor:		
¹ ATMK 222	Occupational Internship	5-10
¹ ATMK 233	Selected Topics and Problems	5
¹ OADT 203	Office Management	5
¹ OADT 205	Business Communications	5
SPCH 121	Communications	5
PSYC 201	General Psychology	5
SOCI 105	Introduction to Sociology	5
		10
		92:95

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

BUSINESS
One-Year Program
(Certificate)

Advising School: Business

The Business Certificate represents a group of job-related college courses suitable for a student who is not interested in a degree program. This certificate may be of interest to someone already working in industry who needs more business background or perhaps who is interested in starting a new business. A student pursuing this certificate should be proficient in basic college-level mathematics and English.

Course Number	Title	Quarter Credit Hours
Required Courses:		
A. ACCT 201 and 202	Principles of Accounting I and II	10
B. ECON 201 and 202	Principles of Economics I and II	10
		10
Elective Courses:		
C. Choose a minimum of 25 hours from the following:		
¹ BMGT 251	Principles of Management and Supervision	5
¹ BMGT 261	Introduction to Finance	5
¹ BMGT 271	Fundamentals of Money and Banking	5
¹ BMGT 281	Principles of Marketing	5
¹ BMGT 293	Income Tax Accounting	5
¹ BMGT 294	Cost Control and Internal Reporting	5
¹ BMGT 295	Auditing and Specialized Reporting	5
OADT 205	Business Communications	5
BSAD 270	Legal Environment of Business	5
ECON 110	Consumer Economics	5
COMP 201, COIS 210/ COMP 210, or COMP 211	Introduction to Computing, Principles of Computer Programming I, or File Processing	5
		25
Total		45

¹These courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV of the College Transfer Program in Business Administration.

Note: A student should see a Business advisor before pursuing the Business Certificate Program.

**MANAGEMENT AND SUPERVISION
One-Year Program
(Certificate)**

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. REQUIRED COURSES			
¹ ATMK	110	The Nature and Environment of Business	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ ATMS	110	Industrial Management	5
¹ ATMS	140	Quality Control	5
¹ ATMS	150	Labor Relations	5
¹ ATMS	165	Performance and Evaluation Techniques	5
¹ ATMS	170	Leadership Skills	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
ACCT	201	Principles of Accounting I	5
			45
B. ADDITIONAL REQUIREMENTS (Select one)			
¹ ATCP	100	Career Planning	2
¹ ATMS	120	Plant Operation and Maintenance Management	5
¹ ATMS	130	Work Design and Measurement	5
¹ ATMS	222	Occupational Internship	5
¹ ATMS	233	Selected Topics and Problems	5
			2.5
	Total		47.50

**MARKETING/MANAGEMENT TECHNOLOGY
One-Year Program
(Certificate)**

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. REQUIRED COURSES			
¹ ATMK	110	The Nature and Environment of Business	5
¹ BMGT	281	Principles of Marketing	5
¹ ATMK	120	Creative Selling	5
¹ ATMK	130	Principles of Retailing	5
¹ ATMK	140	Principles of Advertising	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ OADT	100	Business English	5
ACCT	201	Principles of Accounting I	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
			45
B. ADDITIONAL REQUIREMENT (Select one)			
¹ ATCP	100	Career Planning	2
¹ ATMK	222	Occupational Internship	5
¹ ATMK	233	Selected Topics and Problems	5
			2.5
	Total		47.50

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

OFFICE ADMINISTRATION AND TECHNOLOGY

Advising School: Business

The Office Administration and Technology Programs prepare students for careers in today's automated offices. Based on their career goals, students may enroll in either associate degree or certificate programs.

In addition to the career programs described below, students may work toward a four-year baccalaureate degree through a major in one of the associate degree transfer programs — Business Education and Secretarial Studies/Office Administration.

The Office Administration Degree Program is an associate degree program designed for students who plan positions as administrative assistants, office supervisors, executive secretaries, or legal secretaries. Students may specialize in one of the preceding areas by taking a prescribed course of study.

The Accounting Technology Program prepares students for positions such as bookkeepers and accounting clerks. The microcomputer is used to teach automated accounting functions.

The Office Assistant Certificate Program offers short-term, intensive preparation for entry-level positions such as general office clerk, receptionist, and typist.

The Office Technology Certificate Program offers preparation for office positions such as word processing operator and secretary.

OFFICE ADMINISTRATION
Two-Year Program
(Associate In Applied Science Degree)

The Office Administration Degree Program prepares students for positions as administrative assistants, executive secretaries, and office supervisors in a variety of fields, including legal. These positions require an in-depth knowledge of company policies and structure and a high degree of technical skill. With emphasis on managerial skills and information systems concepts, this program may enhance advancement opportunities for students already employed in related fields.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A.	ENGL 111	Communication: The Uses of Language I	5
B.	SPCH 121	Communications	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	Any mathematics course numbered 100 or higher except Math 107 and 122.		5
			5
AREA III — SOCIAL SCIENCES			
A.	POLI 111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B.	¹ CITZ 101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A.	¹ OADT 100	Business English	5
B.	¹ OADT 111	Keyboarding/Typewriting I	3
	¹ OADT 112	Keyboarding/Typewriting II	3
	¹ OADT 113	Keyboarding/Typewriting III	3
C.	¹ OADT 202	Business Machines Calculation	5
D.	¹ OADT 203	Office Management	5
E.	OADT 205	Business Communications	5
F.	¹ OADT 207 or 207L	Office Procedures I or Office Procedures I — Legal	5
	¹ OADT 208 or	Office Procedures II, or	
	¹ OADT 208L or	Office Procedures II — Legal, or	
	¹ OADT 222	Occupational Internship	5
G.	¹ OADT 211	Concepts of Information Systems	5
H.	¹ OADT 212	Word/Information Processing I	5
I.	¹ OADT 214	Business Computer Software	5
J.	ACCT 201 or	Principles of Accounting I, or	
	¹ OADT 250	Automated Accounting I	5
K.	Select three of the following:		
	¹ OADT 151 a,c	Shorthand I	5
	¹ OADT 152 a,c	Shorthand II	5
	¹ OADT 153 a,c	Shorthand III	5
	¹ OADT 213 a,c	Word/Information Processing II	5
	¹ OADT 233 a,b,c	Special Topics and Problems	5
	ACCT 202 b or	Principles of Accounting II, or	
	¹ OADT 251	Automated Accounting II	5
	¹ ATDP 101 b	Introduction to Data Processing with BASIC	5
	¹ BMGT 251 b	Principles of Management and Supervision	5
	BSAD 270 c	Legal Environment of Business	5
			74
Total			96-99

Note: Section K courses recommended for:
a Executive Secretary/Administrative Assistant
b Office Supervisor/Administrator/Manager
c Legal Secretary

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

Note: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS exam may receive credit for parts passed.

ACCOUNTING TECHNOLOGY
One-Year Program
(Certificate)

The Accounting Technology Program is designed for students who are preparing for employment as bookkeepers, accounting clerks, bank clerks, and payroll clerks. This short-term program prepares students for automated accounting using the computer.

Course	Number	Title	Quarter Credit Hours
A. Required Courses			
¹ OADT	100	Business English	5
¹ OADT	111 or 112	Keyboarding/Typewriting I or Keyboarding/Typewriting II	3
¹ OADT	202	Business Machines Calculation	5
¹ OADT	211	Concepts of Information Systems	5
¹ OADT	214	Business Computer Software	5
¹ OADT	250 or ACCT 201	Automated Accounting I or Principles of Accounting I	5
¹ OADT	251 or ACCT 202	Automated Accounting II or Principles of Accounting II	5
¹ OADT	252 or 222	Automated Accounting Applications or Occupational Internship	5
			38
B. Elective Courses (Select three courses)			
¹ OADT	112	Keyboarding/Typewriting II	3
¹ OADT	203 or ⁴ BMGT 251	Office Management or Principles of Management and Supervision	5
	OADT 205	Business Communications	5
¹ OADT	233	Special Topics and Problems	5
¹ BMGT	293	Income Tax Accounting	5
			13-15
			51-53

⁴Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

Note: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS exam may receive credit for parts passed.

**OFFICE ASSISTANT
Short-Term Program
(Certificate)**

The Office Assistant Program is a credit program for students who need intensive, short-term preparation for office employment. Students can prepare for the following office jobs by taking the appropriate course of study outlined below in three program tracks: general office clerk, secretary/receptionist, word processing operator/typist, assistant office supervisor, and accounting clerk.

Certificates of completion are awarded for the Office Assistant Program. Credit earned in the program can also be applied to the Office Technology certificate program or the Office Administration degree program.

**TRACK I: (a) General Office Clerk
(b) Secretary/Receptionist
(c) Word Processing Operator/Typist**

(Note: Section B elective courses designated for a, b, and c above.)

A. REQUIRED COURSES			
OADT 100	Business English	5	
OADT 111	Keyboarding/Typewriting I	3	
OADT 112	Keyboarding/Typewriting II	3	
OADT 212	Word/Information Processing I	5	
			16
B. ELECTIVE COURSES (Select 3)			
OADT 113 (c)	Keyboarding/Typewriting III	3	
OADT 151 (b)	Shorthand I	5	
OADT 152 (b)	Shorthand II	5	
OADT 153 (b)	Shorthand III	5	
OADT 202 (a)	Business Machines Calculation	5	
OADT 203 (b)	Office Management	5	
OADT 205 (b)	Business Communications	5	
OADT 207 or 207L(a,b)	Office Procedures I or Office Procedures I-Legal	5	
OADT 208 or 208L(a,b) or 222	Office Procedures II or Office Procedures II-Legal or Occupational Internship	5	
OADT 211 (c)	Concepts of Information Systems	5	
OADT 213 (c)	Word/Information Processing II	5	
OADT 214 (a,b)	Business Computer Software	5	
OADT 250 (a,b)	Automated Accounting I	5	
			13-15
	Total		29-31

(continued on next page)

OFFICE ASSISTANT (continued from previous page)

TRACK II: Assistant Office Supervisor

Prerequisite: Type 40 wpm

A. REQUIRED COURSES			
OADT 100	Business English	5	
OADT 203	Office Management	5	
OADT 205	Business Communications	5	
OADT 207 or 207L	Office Procedures I or Office Procedures I-Legal	5	
OADT 250	Automated Accounting I	5	
			25
B. ELECTIVE COURSES (Select 2)			
OADT 211	Concepts of Information Systems	5	
OADT 214	Business Computer Software	5	
OADT 208 or 208L or 222	Office Procedures II or Office Procedures II-Legal or Occupational Internship	5	
			10
	Total		35

TRACK III: Accounting Clerk

Prerequisite: Ability to keyboard

A. REQUIRED COURSES			
OADT 214	Business Computer Software	5	
OADT 250	Automated Accounting I	5	
OADT 251	Automated Accounting II	5	
OADT 252 or 222	Automated Accounting Applications or Occupational Internship	5	
			20
B. ELECTIVE COURSES (Select 3)			
OADT 100	Business English	5	
OADT 111	Keyboarding/Typewriting I	3	
OADT 202	Business Machines Calculation	5	
OADT 211	Concepts of Information Systems	5	
			13-15
	Total		33-35

**OFFICE TECHNOLOGY
One-Year Program
(Certificate)**

The Office Technology Program prepares students for a variety of office positions according to elective courses taken. Some typical job titles include word processing operator, typist, general office clerk, receptionist, entry-level secretary, and accounting clerk. Emphasis is placed on using automated office equipment, such as word processors, electronic typewriters, and microcomputers.

<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A. Required Courses		
¹ OADT 100	Business English	5
¹ OADT 111 or 112	Keyboarding/Typewriting I or Keyboarding/Typewriting II	3
¹ OADT 112 or 113	Keyboarding/Typewriting II or Keyboarding/Typewriting III	3
¹ OADT 202	Business Machines Calculation	5
¹ OADT 205	Business Communications	5
¹ OADT 207	Office Procedures I	5
¹ OADT 208 or 222	Office Procedures II or Occupational Internship	5
¹ OADT 211	Concepts of Information Systems	5
		36
B. Elective Courses (Select three courses)		
¹ OADT 113 b,c	Keyboarding/Typewriting III	3
¹ OADT 151 b	Shorthand I	5
¹ OADT 152 b	Shorthand II	5
¹ OADT 153 b	Shorthand III	5
¹ OADT 203 a,b,c	Office Management	5
¹ OADT 212 b,c	Word/Information Processing I	5
¹ OADT 213 b,c	Word/Information Processing II	5
¹ OADT 214	Business Computer Software	5
¹ OADT 233 a,b,c	Special Topics and Problems	5
¹ OADT 250 a	Automated Accounting I	5
¹ OADT 251 a	Automated Accounting II	5
¹ OADT 252 a	Automated Accounting Applications	5
		13-15
		49-51

Note: Elective courses recommended for:

- a Accounting Clerk
- b Secretary
- c Word Processing Operator

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

Note: Competency examinations are available to establish credit by examination in one or more of these courses. A student who has taken the CPS exam may receive credit for parts passed.

SCHOOL OF HEALTH SCIENCES

**SCHOOL OF HEALTH SCIENCES
General Information
Bachelor of Science in Nursing
Associate in Arts
Certificate Programs**

SCHOOL OF HEALTH SCIENCES

Robert E. Puddy, Dean
C-37E

GENERAL INFORMATION

The School of Health Sciences serves the needs of those students who seek majors in health-related fields. The overall objective of the School is to prepare health care providers who are broadly educated and technically proficient. Each program has a strong general education component and provides extensive clinical experience. Graduates are employed in a variety of settings, including hospitals, clinics, medical offices, and nursing homes.

The three departments of the School are as follows:

Baccalaureate Degree Nursing
Associate Degree Nursing
Dental Hygiene

Certificate programs for Licensed Practical Nursing and Medical Office Assistant are also offered.

Following are the curricula, courses, and specific requirements for majors in each department and program.

BACHELOR OF SCIENCE (B.S.) DEGREE IN NURSING

Carole Schoffstall, Department Head
C-37A

The Bachelor of Science in Nursing program will be a two-year upper-division program for registered nurses who are graduates of associate degree or diploma nursing programs. The program will be designed to prepare graduates to practice professional nursing in diverse health/illness settings, including the hospital, home, clinic, hospice, industry, and community. Matriculation into the program will be possible on a full-time or part-time basis. Flexible scheduling will be convenient for the working R.N.

The program will offer a flexible curriculum which is built upon previously attained knowledge and experience, recognizing the unique educational needs and abilities of the adult learner. Educational experiences will be provided to facilitate the registered nurse in expanding the scope of his or her practice in a rapidly changing society and health care delivery system. Course work in upper-division nursing will include content areas in leadership/management, physical assessment, community health nursing, complex clinical situations, nursing theory, health communication, current issues/trends, and nursing research. Nursing and general college course offerings will promote critical thinking, expanded role development, and leadership skills, as well as a sensitive and analytical perception of self, the human condition, and the world.

Dependent upon Georgia State Board of Nursing approval, the first Junior/Senior-level nursing courses will be offered in the Fall Quarter, 1988. Students can register for the supportive courses, both required and elective, in the Fall Quarter, 1987.

Registered nurses or students preparing to graduate from associate or diploma programs who desire further information about this program should consult a faculty advisor in the Baccalaureate Program, School of Health Sciences.

ASSOCIATE DEGREE NURSING
Two-Year Program
(Associate In Arts Degree)

Barbara H. McCant, Department Head
C-37J

The Associate Degree Nursing Program at Clayton State College is designed to educate persons who desire a career in nursing and to meet the expressed need for nurses in the south Atlanta metropolitan area. A graduate of the Associate Degree Program may petition to take the examination of the Georgia Board of Nursing; successful completion of the examination licenses the graduate as a Registered Nurse.

The Associate Degree Nursing Program consists of six quarters and begins with the Fall Quarter. Formal admission into this program occurs after completion of the Fall Quarter if the student has a minimum grade point average of 2.0 (C), earns a grade of C or higher in the Nursing course required during the Fall Quarter, and meets the prerequisites for other courses prescribed for Winter Quarter. Although the nursing courses are sequential in nature, beginning with Nursing 105, a student may begin the general education courses required in the Associate Degree Program during any quarter.

A candidate for acceptance into the Associate Degree Nursing Program should display previous achievement through high school records; a strong science background of high school chemistry, biology, and algebra (or appropriate courses beyond high school); ability as measured by the Scholastic Aptitude Test (SAT) or the American College Test (ACT); and those personal qualifications appropriate to nursing. An applicant who, in the judgment of the Associate Degree Nursing Admissions Committee, presents high overall qualifications is selected for acceptance.

It is recommended that an applicant who has been away from school for a considerable period of time enroll in at least one course in an accredited college during the school year or summer preceding the applicant's planned entrance into the Associate Degree Nursing Program.

A nursing student is responsible for providing transportation between campus and clinical areas such as community hospitals and other health agencies. A student is required to wear the official student uniform of the Associate Degree Nursing Program. A student accepted for this program will be sent information on supplies and equipment needed for the Fall Quarter prior to the beginning of the quarter.

The Associate Degree Nursing Program has a limited enrollment, and students will be selected on the basis of SAT or ACT scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

A. STUDENTS NOT PREVIOUSLY ENROLLED IN A REGISTERED NURSING PROGRAM.

Students who do not meet the requirements for admission into college-level studies and enroll in the Developmental Studies Program of the College may apply for admission into the Associate Degree Nursing Program after completing 20 quarter credit hours of college-level courses with a grade point average of 2.0 or higher. (Suggested

NURSING (continued from previous page)

courses include English 111, Chemistry 112 or 121, Psychology 201, Political Science 111, and History 251 or 252. Note: CHEM 111 is a prerequisite to CHEM 112.)

An applicant to the Associate Degree Nursing Program must follow this procedure:

1. Meet the requirements for admission to Clayton State College and be in good academic standing. Students should indicate on the application form that the desired major is a two-year career degree in nursing. High school seniors may be accepted on a "conditional" basis prior to graduation.

Note: A student who has a felony conviction may be admitted to the Nursing Program at Clayton, but eligibility for licensure as a registered nurse will be determined by the Georgia Board of Nursing.

2. Have completed one year of high school algebra, one year of high school chemistry, and one year of high school biology with a minimum grade average of C in each of these courses; or have completed appropriate college courses in these subjects with a grade of C or higher in each. (Appropriate courses at Clayton are Mathematics 098, Chemistry 111, and Biology 111.) It is suggested that students also take Chemistry 112 or 121 prior to entering the Associate Degree Nursing Program in the Fall. (Note: CHEM 111 is a prerequisite to CHEM 112.)

Note: It is recommended that students who plan to complete these requirements at another institution contact the Director of Admissions at Clayton State College.

3. Complete the Personal Data Form required by the Associate Degree Nursing Program.

4. Be free of all health problems which would interfere with an applicant's ability to practice nursing. Complete the self-assessment Medical Form (Part I). Part II is required for admission after the Associate Degree Nursing Admissions Committee has reviewed academic information.

5. Meet any requirements subsequently imposed by accrediting agencies prior to enrollment in nursing courses. Applicants will be promptly informed if changes are imposed on the Program.

B. STUDENTS PREVIOUSLY ENROLLED IN A REGISTERED OR LICENSED PRACTICAL NURSING PROGRAM (including Clayton State's Program).

An applicant to the Associate Degree Nursing Program must follow this procedure:

1. Meet requirements as specified for students without previous enrollment in a nursing program.

2. Have a Clayton State College reference form sent from the Head of the Nursing Program and from another nursing faculty member to Clayton's Office of Admissions.

3. Have only withdrawn or been on academic dismissal from any and all programs a single time. (Students are limited to two attempts at all Nursing Programs, including Clayton State College's Program.) Students may petition the Associate Degree Nursing Admissions Committee for special consideration if they have had to withdraw from a program for non-academic reasons.

Note: Students readmitted with nursing courses three years or older can enter the Associate Degree Nursing Program under the following condition: they must show evidence of clinical and theoretical knowledge at the level required of all students prior to clinical activities in the first nursing course in which these readmitted students are enrolled.

4. Achieve a minimum overall grade point average of 2.0 before being considered for readmission into the Associate Degree Nursing Program, if previously suspended from a nursing program (including Clayton State College's Associate Degree Program). All other current requirements of the Associate Degree Program must also be met in order to be readmitted.

C. CONTINUATION IN THE CLAYTON STATE ASSOCIATE DEGREE NURSING COLLEGE PROGRAM.

Students enrolled in the Associate Degree Nursing Program must maintain a minimum cumulative grade point average of 2.0 or higher and must meet appropriate prerequisite course requirements.

Note: The nursing curriculum is subject to change, without notice, in order to comply with regulations of accrediting agencies. Prior Clayton State College nursing courses may have to be re-evaluated, and no guarantee can be given on the acceptance of prior courses if there has been a curriculum change.

ASSOCIATE DEGREE NURSING CURRICULUM: Students are required to see a nursing faculty advisor each quarter to insure that courses are taken at the appropriate times.

FRESHMEN

Fall Quarter

I. Nursing 105	6
Introduction to Nursing	
II. Biology 151	5
Human Anatomy & Physiology	
III. Choose from the following:	5
A. ¹ Chemistry 112	
General Chemistry	
B. ¹ Chemistry 121	
Survey of Chemistry	
	<hr/>
	16

Winter Quarter

I. Nursing 121	8
Adult Nursing I (Surgical)	
II. Nursing 106	2
Pharmacology	
III. Physical Education Elective	1
IV. Biology 152	5
Human Anatomy & Physiology	
	<hr/>
	16

Spring Quarter

I. Nursing 122	8
Adult Nursing II (Medical)	
II. English 111	5
Communication:	
The Uses of Language I	
III. Biology 250	5
Microbiology	
	<hr/>
	18

SOPHOMORES

Fall Quarter

I. Nursing 203	4
Nursing Care of the Childbearing Family	
II. Nursing 204	4
Nursing Care of Children and Families	
III. Psychology 201	5
General Psychology	
IV. Humanities Elective	<hr/>
	18

Winter Quarter

I. Nursing 205	4
Psychiatric-Mental Health Nursing	
II. Nursing 206	4
Advanced Physiologic Nursing	
III. Political Science 111	5
American National Government	
IV. Physical Education 102	2
First Aid	<hr/>
	15

Spring Quarter

I. Nursing 209	10
Nursing Care Management and Responsibility	
II. Choose from the following:	5
A. History 251	
American Civilization I	
B. History 252	
American Civilization II	<hr/>
	15

¹It is recommended that students take CHEM 121. If students have not had high school chemistry recently, they may benefit by taking CHEM 111 prior to entering the Program. CHEM 121 is offered during the Summer Quarter and may be taken prior to entering the Associate Degree Nursing Program. CHEM 111 (or its college-level equivalent) is a prerequisite to CHEM 112. Students wishing to complete a Bachelor of Science in Nursing at some future time should complete the CHEM 111, 112 sequence prior to Fall Quarter of the first year.

DENTAL HYGIENE
Two-Year Program
(Associate In Arts Degree)

Wilbur G. Reed, Department Head
C-37H

The profession of dental hygiene is an ideal career for one interested in science and health services. A dental hygienist works under the general supervision of a dentist and performs a number of dental functions.

Activities usually include performing oral prophylaxis (cleaning of the teeth); instructing patients in dental health; taking, developing, and mounting dental x-rays; applying fluorides; and assisting the dentist in chairside and laboratory duties.

A dental hygienist should have good health, neat appearance, high moral character, a desire to be of service to others, and the ability to get along with people.

The Dental Hygiene Program at Clayton State College consists of seven quarters of full-time study (two academic years and the intervening summer quarter) and leads to an Associate in Arts Degree. Students are accepted into the Dental Hygiene Program beginning with the Fall Quarter. A minimum grade point average of 2.0(C), a grade of C or higher in the two dental hygiene courses given in the Fall Quarter, and completion of prerequisites for courses prescribed for the Winter Quarter are required to continue in the Program.

Although the Dental Hygiene courses are sequential in nature, starting with Dental Hygiene 101, a student may begin the general education courses required in the Program during any quarter.

Dental Hygiene students are responsible for providing their own transportation between the campus and community agencies when assigned for field experience. Students are expected to wear the official student uniform of the Dental Hygiene Program.

A graduate of the Dental Hygiene Program must be at least 18 years old in order to be licensed by the State of Georgia as a practicing dental hygienist. Successful completion of the Program does not insure passing state, regional, and national board examinations.

The Dental Hygiene Program has a limited enrollment, and students will be selected on the basis of Scholastic Aptitude Test (SAT) or American College Test (ACT) scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

Students who do not meet the requirements for admission into college-level studies and enroll in the Developmental Studies Program of the College may apply for admission into the Dental Hygiene Program after completing 20 quarter credit hours of college-level courses with a grade point average of 2.0 or higher. (Suggested courses include English 111, Chemistry 112 or 121, Psychology 201, Speech 121, Sociology 105, and History 251 or 252. (Note: CHEM 111 is a prerequisite to CHEM 112.)

(continued on next page)

DENTAL HYGIENE (continued from previous page)

An applicant to the Program must follow this procedure:

1. Meet the requirements for admission to Clayton State College and be in good standing. College transfer credit from an accredited college or university, or previous Clayton State College credit, must be at *C* (2.0) average level or higher. Students should indicate on the application form that the desired major is dental hygiene. High school seniors may be accepted on a "conditional" basis prior to graduation.
2. Have completed one year of high school algebra, one year of high school chemistry, and one year of high school biology with a minimum grade average of *C* in each of these courses; or have completed appropriate college courses in these subjects with a grade of *C* or higher in each. (Appropriate courses at Clayton State College are Mathematics 098, Chemistry 111, and Biology 111.) It is suggested that students also take Chemistry 112 or 121 prior to entering the Dental Hygiene Program in the Fall. (Note: CHEM 111 is a prerequisite to CHEM 112.) Students who plan to complete these requirements at another institution should contact the Director of Admissions at Clayton State College.
3. Complete the Personal Data Form required by the Dental Hygiene Program.
4. Be free of all health problems which would interfere with an applicant's ability to practice dental hygiene. Complete the Student Health Assessment Form, Part I: History. The Health Assessment Form, Part II: Physical Assessment, requires an examination by a physician or nurse practitioner prior to December 15 of the Freshman fall quarter and, again, during the summer between the Freshman and Sophomore year. A dental examination will be given in the Dental Hygiene Clinic during the fall quarter of the Freshman year. Since hepatitis B infection is a serious problem for health care professionals, a program of immunization has been arranged with the Clayton County Health Department during winter quarter of the Freshman year. Immunization by a personal physician is an alternative.
5. Meet any requirements subsequently imposed by accrediting agencies prior to enrollment in dental hygiene courses.

Students admitted to the Dental Hygiene Program who do not maintain a cumulative grade point average of 2.0 or better are subject to suspension from the Program.

Due to the sequential nature of the Dental Hygiene Program, a grade of *F* obtained in any Dental Hygiene course will cause the student to be suspended from the Program. Suspended students who reapply to the Program must achieve a grade point average of 2.0 or better before being considered for readmission. In addition, a condition of readmission may be the auditing of specified previously-taken courses.

In order to graduate, all students must have a *C* (2.0) overall average and a 2.0 average in their major.

A student must have CPR certification within three years prior to graduation. This training is available in Physical Education 102 (First Aid). Evidence of CPR certification must be presented to the Admissions Office for inclusion in the student's record. American Heart Association, Red Cross, or college course transfer CPR certification is acceptable.

(continued on next page)

DENTAL HYGIENE (continued from previous page)

FRESHMAN

Fall Quarter	
Dental Hygiene 101	5
Embryology, Oral Histology, and Dental Morphology	
Dental Hygiene 103	1
Orientation to Dental Hygiene	
¹ Chemistry 112	
General Chemistry	
OR	5
¹ Chemistry 121	
Survey of Chemistry	
Biology 151	5
Human Anatomy & Physiology	
	16
Winter Quarter	
Dental Hygiene 102	3
Head and Neck Anatomy	
Dental Hygiene 104	4
Pre-Clinical Dental Hygiene	
Biology 152	5
Human Anatomy & Physiology	
English 111	5
Communication: The Uses of Language I	
	17
Spring Quarter	
Dental Hygiene 105	4
Clinical Dental Hygiene I	
Dental Hygiene 106	3
General Pathology, Oral	
Pathology, and Oral Medicine	
Speech 121	5
Communications	
Biology 250	5
Microbiology	
	17

SOPHOMORE

Summer Quarter	
² Citizenship 101	2
Citizenship	
Dental Hygiene 107	3
Periodontics	
Dental Hygiene 201	3
Pharmacology & Anesthesiology	
Physical Education 101	2
Personal Health	
Physical Education 102	2
First Aid	
Psychology 201	5
General Psychology	
	17
Fall Quarter	
Dental Hygiene 110	5
Nutrition	
Dental Hygiene 202	7
Clinical Dental Hygiene II	
Dental Hygiene 205	3
Dental Health Education	
	15
Winter Quarter	
Dental Hygiene 108	3
Dental Materials	
Dental Hygiene 203	7
Clinical Dental Hygiene III	
Dental Hygiene 211	3
Community Dental Health I	
Sociology 105	5
Introduction to Sociology	
	18
Spring Quarter	
Dental Hygiene 204	7
Clinical Dental Hygiene IV	
Dental Hygiene 212	2
Community Dental Health II	
Directed Field Experience	
History 251 or 252	5
American Civilization I or II	
	14
Total	114

¹CHEM 121 is offered during the Summer Quarter and may be taken prior to entering the Dental Hygiene Program. CHEM 111 is a prerequisite to CHEM 112.

²CITZ 101 will not transfer to a baccalaureate program; POLI 111 may be substituted for CITZ 101.

Note: Dental Hygiene career courses may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.

MEDICAL LABORATORY TECHNOLOGY
Two-Year Program
(Associate In Arts Degree)

Advising School: Health Sciences

The Medical Laboratory Technology Program at Clayton State College is offered in cooperation with Atlanta Area Technical School to train men and women as medical laboratory technicians to work in medical laboratories under the direct supervision of a medical technologist.

A medical laboratory technician is a medical fact-finder, producing evidence to aid physicians' diagnoses by exacting laboratory tests on blood and body fluids; by preparing tissue specimens; by identifying micro-organisms found in air, food, milk, and body materials; and by operating special apparatuses and precision instruments.

For these reasons, an applicant to the Medical Laboratory Technology Program should have an interest in health and science and a strong background of high school courses in chemistry and biology. Personal qualifications essential for success as a medical laboratory technician include a sense of responsibility, an exacting nature and an ability to be precise with detail, and a willingness to work in order to reach goals. A graduate of the Program will find employment with hospitals, clinics, and individual physicians in all parts of the country.

An applicant to the Medical Laboratory Technology Program may begin the general education courses required during any quarter of the academic year. However, the five quarters of work required at Atlanta Area Technical School are sequential in nature, and admission is made into the course sequence only twice during the year. A student should consult closely with the School of Health Sciences at Clayton State College and with the Office of Admissions at Atlanta Area Technical School in working toward the cooperative degree and certificate.

A medical laboratory technology student is responsible for providing transportation between the campus and community agencies when assigned for laboratory classes and experience.

NOTE: A minimum of 20 quarter hours in this degree program must be completed at Clayton State College, and the institution reserves the right to determine which 20 hours are to be completed at Clayton.

COURSES TO BE TAKEN AT CLAYTON STATE COLLEGE

Biology 111 — Principles of Biology	5
Chemistry 151 — Principles of Chemistry	5
English 111 — Communication: The Uses of Language I	5
History 251 or 252 — American Civilization I or II	5
Mathematics 111 — College Algebra	5
Political Science 111 — American National Government	5
	30

(continued on next page)

MEDICAL LABORATORY TECHNOLOGY (continued from previous page)

**COURSES TO BE TAKEN AT CLAYTON STATE COLLEGE
OR ATLANTA AREA TECHNICAL SCHOOL**

A.	Biology 102 — Body Structure and Function	5
	or	
	Biology 112 — Principles of Biology	5
	ATMA 100 — Introduction to Health Professions	10
B.	Biology 161 — Urinalysis, microbiology/parasitology, immunology, immunohematology, laboratory chemistry	10
	Biology 260 — Hematology	5
	Chemistry 260 — Clinical Chemistry	5
	Biology 261 — Experience in Clinical Lab I	15
	Biology 262 — Experience in Clinical Lab II	15
	Total	90

PRE-DENTAL HYGIENE
(Associate in Arts Degree)

This Program is intended to give the student initial college work toward the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. It should not be confused with the two-year Program in Dental Hygiene offered by Clayton State College. The student is advised to consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia in order to obtain optimum choice of courses at Clayton State College.

	Course	Number	Title	Quarter Credit Hours
A.	BIOL	151 and 152	Human Anatomy and Physiology	10
B.	CHEM	111 and 112	General Chemistry	10
C.	PSYC	201	General Psychology	5
D.	SPCH	121	Communications	5
			Total	30

Note: It is recommended that a student majoring in pre-dental hygiene who has not had high school chemistry complete CHEM 111 and 112 in fulfilling requirements for Area II.

Note: Students who have had high school chemistry should complete CHEM 121 in "C" of Area II plus a sequence in either biology or physics in "B" of Area II in fulfilling requirements for Area II.

PRE-NURSING
(Associate in Arts Degree)

This Program is intended to give the student initial college work toward the baccalaureate degree. It should not be confused with the two-year Associate Degree offered by Clayton State College. Students are advised to consult with the academic advisor for the School of Nursing at the senior institution of their choice in order to obtain optimum choices of courses at Clayton State College. Most baccalaureate programs require nursing courses in the first two years of study; due to this requirement, students may be unable to complete a baccalaureate degree in two additional years after the associate degree is awarded from Clayton State College. Students intending to pursue the Bachelor of Science in Nursing at Clayton State College should not enroll in the Pre-Nursing program, but should instead complete a registered nursing program.

	Course	Number	Title	Quarter Credit Hours
A.	BIOL	151 and 152	Human Anatomy and Physiology	10
B.	BIOL	250	Microbiology	5
C.	Elective courses in biology, chemistry, natural sciences, philosophy, psychology or sociology. (No more than 10 hours in philosophy, psychology and sociology.)			15
			Total	30

Note: It is recommended that a student majoring in pre-nursing complete CHEM 111 and 112 in fulfilling requirements for Area II.

MEDICAL OFFICE ASSISTANT
One-Year Program
(Certificate)

Lee W. Bell, Program Coordinator
C-37D

The Medical Office Assistant Program is designed to prepare students to perform as receptionists, bookkeepers, and other office managerial positions while assisting physicians, dentists, and other health professionals in physical examinations, minimal laboratory tests, and patient record keeping.

	Course	Number	Title	Quarter Credit Hours
A.	REQUIRED COURSES			
	¹ ATMA	100	Introduction to Health Professions	5
	¹ ATMA	110	Medical Assisting Procedures	5
	¹ ATMA	115	Medical Administrative Procedures	5
	¹ ATMA	120	Treatment Modalities	3
	¹ ATMA	130	Laboratory Procedures	3
	¹ ATMA	140	Medical-Surgical Problems	5
	¹ ATMA	222	Occupational Internship	10
	BIOL	102	Body Structure and Function	5
	¹ OADT	100	Business English	5
	¹ OADT	111	Keyboarding/Typewriting I	3
	¹ OADT	112	Keyboarding/Typewriting II	3
	¹ OADT	250	Automated Accounting I	5
	¹ OADT	212	Word/Information Processing I	5
			Total	62
B.	ELECTIVE			
	¹ ATMA	233	Selected Topics and Problems	5
			Total	67

PRACTICAL NURSING
One-Year Program
(Certificate)

Frances J. McDowell, Program Coordinator
C-37D

The Practical Nursing Program at Clayton State College is designed to educate individuals who desire a career in nursing and to meet the expressed need for nurses in the south metropolitan area of Atlanta. A graduate of the Program may petition to take the examination of the Georgia Board of Nursing and upon successful completion will be licensed as a Licensed Practical Nurse.

The Program is 1400 hours or 99 quarter credit hours in length.

An applicant to the Practical Nursing Program must meet the following requirements:

1. Have graduated from an accredited high school or its equivalent (GED).
2. Have no more than one failure in any health-related program of one year or less in duration.
3. Be at least seventeen (17) years of age.
4. Have completed documentation verifying good mental and physical health.
5. Have an acceptable score on the Scholastic Aptitude Test (SAT) or American College Test (ACT) or meet Developmental Studies requirements.
6. Complete the application to the College.
7. Complete a personal interview with the Practical Nursing Admissions Committee.

Students are expected to provide their own transportation between campus and clinical areas utilized for training purposes. Students are required to wear the official uniform of the Practical Nursing Program and will be expected to supply needed supplies and equipment.

Students admitted into the Practical Nursing Program who do not maintain a minimum cumulative grade point average of 2.0 (C) or better are subject to suspension from the Program. For graduation with a certificate in Practical Nursing, a student must complete all courses in the Practical Nursing curriculum with a 2.0 or better grade point average.

	Course	Number	Title	Quarter Credit Hours
A.	REQUIRED COURSES			
	¹ BIOL	102	Body Structure and Function	5
	¹ LPN	121	Introduction to Practical Nursing	3
	¹ LPN	123	Basic Nutrition	3
	¹ LPN	124	Introduction to Patient Care	5
	¹ LPN	125	Determining the Nursing Needs of Patients	6
	¹ LPN	126	Medical-Surgical Nursing I	18
	¹ LPN	127	First Aid for Practical Nursing	2
	¹ LPN	128	Pharmacology and Nursing	8
	¹ LPN	129	Obstetric Nursing	9
	¹ LPN	130	Pediatric Nursing	9
	¹ LPN	131	Medical-Surgical Nursing II	6
	¹ LPN	132	Psychiatric Nursing	6
	¹ LPN	133	Medical-Surgical Nursing III	14
	¹ LPN	134	Community Health Nursing	5
			Total	99
B.	ELECTIVE			
	¹ LPN	233	Special Topics and Problems	1-10
			Total	1-10
			Total	99-109

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.



SCHOOL OF TECHNOLOGY

SCHOOL OF TECHNOLOGY

General Information

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY

Associate in Applied Science

DEPARTMENT OF ELECTRONICS AND DRAFTING

Associate in Applied Science (Drafting and Design)

Associate in Applied Science (Electronics)

Certificate Programs (Electronics)

COOPERATIVE PROGRAM

PRE-ENGINEERING TECHNOLOGY (TRANSFER)

SCHOOL OF TECHNOLOGY

Carlos R. Schmitt, Dean
C-61J

GENERAL INFORMATION

The primary function of the School of Technology is to provide quality technical programs in the areas of aviation maintenance technology, drafting and design technology, electronics technology, and cooperative programs. Each program is designed to meet the individual needs of the student as well as the manpower needs of business and industry.

The programs are for students who wish to develop a technical skill and enter the world of work upon completion. Business and industry are looking for technicians who have acquired a sound general education and technical skills. Upon completion of a program, a student will receive an Associate in Applied Science Degree or a Certificate.

The School of Technology offers an Associate in Applied Science Degree with the following programs of study:

- Architectural Design Technology
- Aviation Maintenance Technology
- Avionics Technology
- Computer Science Technology
- Electromechanical Technology
- Electronics Technology
- Instrumentation Technology
- Mechanical Drafting Technology
- Pre-Airway Science (Aviation Maintenance Technology)
- Telecommunications Technology

The School offers certificate programs in the following:

- Electrical Power Technology
- Electronics Technology

The School has the responsibility for advising students enrolled in the following associate degree programs:

- Cooperative Program
(with Griffin-Spalding County Area Vocational-Technical School)
- Pre-Engineering Technology (Transfer)

Students may enroll on a full-time or part-time basis, depending on their individual needs. Courses are scheduled for day, evening, and summer based on a sequential format. Due to limited enrollment, some courses may not be offered every quarter or academic year. Students are strongly encouraged to enroll in their major courses the quarter in which they are offered.

Students are cautioned that some of the specialty courses in Area IV and specialized general education courses may not transfer readily to other institutions. Transferability depends upon the requirements of the college or university and the program into which the student desires to transfer. For this and other academic reasons, students are expected to work with their major advisor when planning their quarterly schedule.

Because some students do not have work experience in their area of specialization, the School allows internship experience within some majors. Students are advised to discuss their interest in an internship with their advisor prior to the quarter they plan to enroll. The School does not assume responsibility for locating an employer to serve as an internship experience.

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY

Jack Moore, Head
AV-4, 9013 Tara Boulevard, Jonesboro

Clayton State College offers two distinct types of Aviation Maintenance Technology degree programs for individuals who wish to prepare for the FAA Airframe and/or Powerplant (A & P) rating examinations and pursue degree programs which require that knowledge and skill.

AVIATION MAINTENANCE TECHNOLOGY (Associate In Applied Science Degree)

EMPHASIS: FAA Part 147

This program, which is designed to prepare students for a career in aerospace vehicle maintenance, presents a carefully selected blend of theory and practical applications. A graduate of the Program may make application to take the Federal Aviation Administration's written, oral and practical test battery for certification as an aircraft mechanic. Successful completion of all the required tests results in the issuance of an FAA Mechanic Certificate with the airframe and/or powerplant rating, as appropriate.

The Aviation Maintenance Program consists of seven quarters and begins after completion of all general education Core Curriculum requirements in Areas I, II and III. A candidate for acceptance into the Program should have a strong math/science background, specifically in algebra; academic ability as measured by the Scholastic Aptitude Test (SAT) and American College Test (ACT), if required; and mechanical aptitude.

The Aviation Maintenance Program has a limited enrollment, and students will be selected on the basis of SAT and ACT scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

There is no provision for absence in any of the courses in Major Field Requirements. Eligibility for FAA testing is contingent upon completion of the entire 1900 hours of scheduled instruction, and absence for any reason requires the work missed be made up. Make-up work is scheduled at the convenience of the instructor and should be coordinated in advance when an absence is anticipated.

Students may receive advanced-standing credit for previous course work only if they were enrolled at an FAA-approved Aviation Maintenance Technician School that holds regional accreditation status. In addition, this credit is granted only if a transcript is provided at the time of enrollment and only if that credit was earned during Clayton State College's most recent academic year. All other applications for transfer or advanced-standing credit may require a competency test, including practical skill demonstration, and may require a fee.

AVIATION MAINTENANCE TECHNOLOGY
Two-Year Program
 (Associate In Applied Science Degree)

EMPHASIS: FAA Part 147

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
• ENGL	111	Communication: The Uses of Language I	5
			5
AREA II — NATURAL SCIENCE AND MATHEMATICS			
* ¹ MATH	107	Applied Trigonometry	5
			5
AREA III — SOCIAL SCIENCES			
A. • POLI	111	American National Government	5
• HIST	252	American Civilization	5
B. Choose one of the following:			5
* ¹ PSYC	210	Industrial Psychology	5
• SOCI	105	Introduction to Sociology	5
			15
AREA IV — MAJOR FIELD REQUIREMENTS			
¹ AVMT	101	Maintenance Regulations	3
¹ AVMT	102	Aircraft Basic Science	4
¹ AVMT	103	Aircraft Applied Science	10
¹ AVMT	104	Basic Electricity and Electronics	10
* ¹ AVMT	105	Air Transportation Maintenance	10
¹ AVMT	201	Sheet Metal	10
¹ AVMT	202	Airframe Structures	10
¹ AVMT	203	Utility Systems	10
¹ AVMT	204	Fluid Power/Landing Gear Systems	10
¹ AVMT	205	Electrical and Navigation Systems	10
* ¹ AVMT	210	Air Carrier Maintenance Operations	5
¹ AVMT	211	Turbine Engines	10
¹ AVMT	212	Reciprocating Engines	10
¹ AVMT	213	Powerplant Accessories	10
¹ AVMT	214	Powerplant Electrical Systems	10
¹ AVMT	215	Engine Fuel and Fuel Metering Systems	10
			137
			162

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

*Note: The following courses are NOT FAA-approved courses and are not required for certification of FAA mechanic testing eligibility: ENGL 111, MATH 107, POLI 111, HIST 252, CITZ 101, PSYC 210, SOCI 105, AVMT 105, AVMT 210.

Note: Students must complete Regents' Testing program requirement. (See pages 38-39 in this catalog.)

PRE-AIRWAY SCIENCES (AVIATION MAINTENANCE)
Two-Year Program
 (Associate In Applied Science Degree)

EMPHASIS: FAA Part 65 Program

This Program offers special Aviation Maintenance courses to students who are experienced but unlicensed aircraft maintenance specialists. These are broad-based courses which deal primarily with the theory and concepts of airframe and powerplant maintenance and the general practices, problems, and special considerations involved in maintaining aircraft in an airworthy condition under the privileges of the FAA Mechanics Certificate.

To be eligible for enrollment in this program, students must meet the eligibility requirements of Federal Aviation Regulation 65, subpart D, paragraphs 65.71 and 65.77. Upon completing the FAA Test Battery and attaining certification, students may apply course work to the Part 65 degree program requirements.

A student convicted of violating any Federal or State statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, depressant or stimulant drugs, or other controlled substances is not eligible for any certificate or rating issued under Federal Aviation Regulation Part 65 for one (1) year after the date of commission of the act or final conviction, whichever is later (Federal Aviation Regulation Part 65, Paragraph 65.12). The commission of any act cited above is also grounds for revoking any certificate held under any FAR.

This program is NOT approved by the FAA nor is it approved by the UAA (University Aviation Association). Students enrolling in this program should check with the institution where they intend to complete their Baccalaureate Degree to verify transferability.

(continued on next page)

PRE-AIRWAY SCIENCES (AVIATION MAINTENANCE)

Two-Year Program

(Associate In Applied Science Degree)

EMPHASIS: FAA Part 65 Program

Course Number	Title	Quarter Credit Hours
AREA I — HUMANITIES		
Standard Area I Core (see page 36)		
20		
AREA II — NATURAL SCIENCE AND MATHEMATICS		
A. Choose two of the following:		
MATH 111	College Algebra	10
MATH 112	Precalculus	
MATH 151	Calculus and Analytic Geometry I	
MATH 152	Calculus and Analytic Geometry II	
B. Choose one of the following sequences:		
PHYS 151,152	Introductory General Physics I, II	10
PHYS 151,153	Introductory General Physics I, III	
PHYS 251,252	General Physics I and II	
20		
AREA III — SOCIAL SCIENCES		
A. HIST 251 or 252	American Civilization I or II	5
B. POLI 111	American National Government	
C. ECON 201	Principles of Economics I	5
D. Choose from the following:		
ECON 202	Principles of Economics II	5
COMP 201	Introduction to Computing or	
COMP/COIS 210	Principles of Computer Programming I	
20		
AREA IV — MAJOR FIELD REQUIREMENTS		
¹ AVMT 221	General Maintenance Applications	5
¹ AVMT 223	Airframe Structures Applications	
¹ AVMT 225	Airframe Systems & Component Applications	
¹ AVMT 227	A&P Electrical & Electronic Applications	
¹ AVMT 222	Powerplant Theory Applications	
¹ AVMT 224	Propulsion Systems & Applications	
30		
90		

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

Note: Students must complete Regents' Testing program requirement. (See pages 38-39 in this catalog.)

DEPARTMENT OF ELECTRONICS AND DRAFTING

Advisors: Bladine, Clark, Eddins, Hansen, Honeycutt

The Department of Electronics and Drafting offers preparation for persons seeking careers as technicians in selected areas of emphasis in electronics or drafting. Programs lead to an Associate in Applied Science Degree or a Certificate, depending on the number of hours completed.

ASSOCIATE IN APPLIED SCIENCE (DRAFTING AND DESIGN)

Two areas of emphasis in Drafting and Design are available: Architectural Technology and Mechanical Drafting Technology.

ARCHITECTURAL DESIGN TECHNOLOGY

Two-Year Program

(Associate In Applied Science Degree)

The Architectural Technology option prepares qualified drafters to develop drawings of residential and commercial buildings which are used in the construction process. Students study such areas as building codes, zoning laws, safety regulations, building materials, surveying procedures, and electrical and mechanical systems.

Course Number	Title	Quarter Credit Hours
AREA I — HUMANITIES		
A. ¹ ENGL 103	Technical Writing	5
B. ENGL 111	Communication: The Uses of Language I	5
10		
AREA II — NATURAL SCIENCES AND MATHEMATICS		
A. MATH 111	College Algebra	5
B. PHYS 151	Introduction to General Physics	5
10		
AREA III — SOCIAL SCIENCES (Select A or B)²		
A. POLI 111	American National Government	5
HIST 251 or 252	American Civilization I or II	5
or		
B. ¹ CITZ 101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		
5		
7-10		
AREA IV — MAJOR FIELD REQUIREMENTS		
A. Level 1		
¹ ATDD 101	Engineering Drawing I	5
¹ ATDD 102	Technical Illustrations	5
¹ ATDD 110	Descriptive Geometry	5
¹ ATDD 115	Precision Sheet Metal Drawing	3
¹ ATDD 201	Computer-Aided Drafting	5
¹ ATDP 101	Introduction to Data Processing with BASIC	5
28		

(continued on next page)

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

ARCHITECTURAL DESIGN TECHNOLOGY (continued from previous page)

B. Level 2			
¹ ATAD	201	Architectural Drafting I	5
¹ ATAD	202	Architectural Drafting II	5
¹ ATAD	203	Surveying	5
¹ ATAD	204	Construction Estimating	3
¹ ATAD	215	Architectural Rendering	5
¹ ATAD	222 or 233	Occupational Internship or Selected Topics and Problems	5
			28
C. ADDITIONAL REQUIREMENTS			
MATH	107	Applied Trigonometry	5
Related electives selected with consent of program advisor.			5
			10
Total			93-96

MECHANICAL DRAFTING TECHNOLOGY Two-Year Program (Associate In Applied Science Degree)

The Mechanical Drafting Technology option prepares students to translate ideas, rough sketches, and specifications developed by engineers and designers into working drawings. Emphasis is placed upon developing a second foundation in basic drafting practices, including tool, machine, and product design.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. ¹ ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	111	College Algebra	5
B. PHYS	151	Introduction to General Physics	5
			10
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
HIST	251 or 252	American Civilization I or II	5
			10
B. ¹ CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)			5
			7-10

(continued on next page)

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI III and HIST 252.

MECHANICAL DRAFTING TECHNOLOGY (continued from previous page)

AREA IV — MAJOR FIELD REQUIREMENTS

A. Level 1			
¹ ATDD	101	Engineering Drawing I	5
¹ ATDD	102	Technical Illustrations	5
¹ ATDD	110	Descriptive Geometry	5
¹ ATDD	115	Precision Sheet Metal Drawing	3
¹ ATDD	201	Computer-Aided Drafting	5
¹ ATDP	101	Introduction to Data Processing with BASIC	5
			28
B. Level 2			
¹ ATMD	201	Mechanical Drafting I	5
¹ ATMD	203	Materials and Processes of Industry	5
¹ ATMD	204	Blueprint Reading	3
¹ ATMD	210	Mechanical Design II	5
¹ ATMD	215	Presentation Drawings	5
¹ ATMD	222 or 233	Occupational Internship or Selected Topics and Problems	5
			28
C. ADDITIONAL REQUIREMENTS			
MATH	107	Applied Trigonometry	5
Related electives selected with consent of program advisor.			5
			10
Total			93-96

ASSOCIATE IN APPLIED SCIENCE (ELECTRONICS)

Six associate degree emphases are available for students majoring in Electronics: Avionics, Computer Service, Electromechanical, General Electronics, Instrumentation, and Telecommunications. Two certification programs — General Electronics and Electrical Power — are also available.

AVIONICS TECHNOLOGY Two-Year Program (Associate In Applied Sciences Degree)

The Avionics Technology Program is designed to prepare technicians qualified for the installation, maintenance, and repair of communication, navigation, and other equipment aboard aircraft and on the ground. All major field courses involve laboratory exercises on state-of-the-art equipment including color radar, flight controls, automated test equipment and other avionics systems.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. ¹ ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. ¹ MATH	107	Applied Trigonometry	5
B. MATH	111	College Algebra	5
			10

(continued on next page)

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

AVIONICS TECHNOLOGY (continued from previous page)

AREA III — SOCIAL SCIENCES (Select A or B)¹			
A.	POLI 111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B.	¹ CITZ 101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			<hr/> 7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A.	Core Area		
	¹ ATEL 101	DC Circuit Analysis	5
	¹ ATEL 103	AC Circuit Analysis	5
	¹ ATEL 104	Active Devices and Applications	5
	¹ ATEL 106	Linear Devices and Applications	5
	¹ ATEL 107	Introduction to Digital Circuits	5
	¹ ATEL 108	Microprocessors	5
	¹ ATEL 110	Electronic Troubleshooting and Fabrication Techniques	3
			<hr/> 33
B.	Specialty Area		
	¹ ATAV 210	Aircraft Systems	5
	¹ ATAV 220	Navigation Systems	5
	¹ ATAV 230	Air to Ground and Related Systems	5
	¹ ATTC 210	Receiver/Transmitters	5
	¹ ATTC 212	Specialized Communication Systems and Techniques	5
			<hr/> 25
C.	ADDITIONAL REQUIREMENTS		
	Select 10 quarter credit hours from the following with consent of program advisor.		
	¹ ATIT 111	Introduction to Instrumentation Technology	5
	¹ ATIT 272	Process/Industrial Instrumentation	5
	¹ ATEM 235	Mechanics	5
	¹ ATEM 237	Hydraulics/Pneumatics	5
	¹ ATTC 220	FCC Rules and Regulations	5
	¹ ATCO 221	Introduction to Computers	5
	¹ ATAV 226	Data Communications	5
	¹ ATAV 222	Occupational Internship	5
	¹ ATAV 233	Selected Topics and Problems	5
			<hr/> 10

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

COMPUTER SERVICE TECHNOLOGY
Two-Year Program
(Associate In Applied Sciences Degree)

The Computer Service Technology Program is designed to prepare technicians qualified in the design, installation, and maintenance of computers and other information processing equipment.

Course Number	Title	Quarter Credit Hours	
AREA I — HUMANITIES			
A. ¹ ENGL 103	Technical Writing	5	
B. ENGL 111	Communication: The Uses of Language I	5	
		<hr/> 10	
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. ¹ MATH 107	Applied Trigonometry	5	
B. MATH 111	College Algebra	5	
		<hr/> 10	
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI 111	American National Government	5	
	HIST 251 or 252	American Civilization I or II	5
	or		
B. ¹ CITZ 101	Citizenship	2	
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		
		5	
		<hr/> 7-10	
AREA IV — MAJOR FIELD REQUIREMENTS			
A.	Core Area		
	¹ ATEL 101	DC Circuit Analysis	
	¹ ATEL 103	AC Circuit Analysis	
	¹ ATEL 104	Active Devices and Applications	
	¹ ATEL 106	Linear Devices and Applications	
	¹ ATEL 107	Introduction to Digital Circuits	
	¹ ATEL 108	Microprocessors	
		<hr/> 30	
B.	Specialty Area — Select 30 hours from the following:		
	¹ ATCO 208	Advanced Microprocessor Interfacing	
	¹ ATCO 221	Introduction to Computers	
	¹ ATCO 222	Occupational Internship	
	¹ ATCO 224	Computer Peripheral Devices	
	¹ ATCO 225	Operating Systems Concepts	
	¹ ATCO 226	Data Communications	
	¹ ATCO 228	Troubleshooting Techniques and Customer Relations	
		5	
	¹ ATCO 233	Selected Topics and Problems	
		5	
		<hr/> 30	
C.	ELECTIVE TO BE SELECTED WITH CONSENT OF ADVISOR		
		5	
		<hr/> 5	
		<hr/> 92-95	

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

ELECTROMECHANICAL TECHNOLOGY
Two-Year Program
(Associate In Applied Sciences Degree)

The Electromechanical Technology Program is designed to prepare technicians qualified to assemble, maintain, and repair mechanical and electrical systems in manufacturing and field service situations.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I — HUMANITIES			
A. ¹ ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. ¹ MATH	107	Applied Trigonometry	5
B. MATH	111	College Algebra	5
			10
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B. ¹ CITZ	101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. Core Area			
¹ ATEL	101	DC Circuit Analysis	5
¹ ATEL	103	AC Circuit Analysis	5
¹ ATEL	104	Active Devices and Applications	5
¹ ATEL	106	Linear Devices and Applications	5
¹ ATEL	107	Introduction to Digital Circuits	5
¹ ATEL	108	Microprocessors	5
¹ ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			33
B. Specialty Area			
¹ ATEM	235	Mechanics	5
¹ ATEM	231	Industrial Electronics	5
¹ ATEM	237	Hydraulics/Pneumatics	5
¹ ATEM	239	Robotics	5
¹ ATEM	251	Rotating Machines and Controls	5
			25
C. ADDITIONAL REQUIREMENTS			
	Elective technical course selected with consent of program advisor (may include ¹ ATEM 222, Occupational Internship, or ¹ ATEM 233, Selected Topics and Problems).		5
			5
		Total	90-93

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

ELECTRONICS TECHNOLOGY
Two-Year Program
(Associate In Applied Science Degree)

The Electronics Technology Degree Program is designed to prepare broadly-trained technicians to work in electronics and related industries in which breadth of experience, rather than specialization, is preferred.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I — HUMANITIES			
A. ¹ ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. ¹ MATH	107	Applied Trigonometry	5
B. MATH	111	College Algebra	5
			10
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B. ¹ CITZ	101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			7-10
AREA IV — MAJOR FIELD REQUIREMENTS			
A. Core Area			
¹ ATEL	101	DC Circuit Analysis	5
¹ ATEL	103	AC Circuit Analysis	5
¹ ATEL	104	Active Devices and Applications	5
¹ ATEL	106	Linear Devices and Applications	5
¹ ATEL	107	Introduction to Digital Circuits	5
¹ ATEL	108	Microprocessors	5
¹ ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			33
B. Specialty Area			
With the approval of their program advisors, students should select 30 quarter hours distributed among at least three of the following areas: Avionics, Computer Science, Electromechanical, Instrumentation, and Telecommunications. (These courses may include ¹ ATEL 222, Occupational Internship, or ¹ ATEL 233, Selected Topics and Problems.)			

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Student planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

INSTRUMENTATION TECHNOLOGY
Two-Year Program
(Associate In Applied Science Degree)

The Instrumentation Technology Program is designed to prepare technicians qualified to operate, install, calibrate, repair, maintain, and design equipment and systems used for measurement and control purposes in the biomedical, scientific, and manufacturing industries.

Course Number	Title	Quarter Credit Hours
AREA I — HUMANITIES		
A. ¹ ENGL 103	Technical Writing	5
B. ENGL 111	Communication: The Uses of Language I	5
		10
AREA II — NATURAL SCIENCES AND MATHEMATICS		
A. ¹ MATH 107	Applied Trigonometry	5
B. MATH 111	College Algebra	5
		10
AREA III — SOCIAL SCIENCES (Select A or B)²		
A. POLI 111	American National Government	5
HIST 251 or 252	American Civilization I or II	5
or		
B. ¹ CITZ 101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
		7-10
AREA IV — MAJOR FIELD REQUIREMENTS		
A. Core Area		
¹ ATEL 101	DC Circuit Analysis	5
¹ ATEL 103	AC Circuit Analysis	5
¹ ATEL 104	Active Devices and Applications	5
¹ ATEL 106	Linear Devices and Applications	5
¹ ATEL 107	Introduction to Digital Circuits	5
¹ ATEL 108	Microprocessors	5
¹ ATEL 110	Electronic Troubleshooting and Fabrication Techniques	3
		33
B. Specialty Area		
¹ ATIT 111	Introduction to Instrumentation Technology	5
¹ ATIT 260	Biomedical Instrumentation	5
¹ ATIT 272	Process/Industrial Instrumentation	5
¹ ATEM 239	Robotics	5
¹ ATCO 221	Introduction to Computers	5
		25
D. ADDITIONAL REQUIREMENTS		
Elective technical or science courses selected with consent of program advisor. May include but not limited to the following:		
ATIT 222	Occupational Internship	5
ATIT 233	Selected Topics and Problems	5
ATIT 251	Analytical/Scientific Instrumentation	5
ATIT 278	Computer/Microprocessor Applications	5
ATIT 288	Design of Electronic Circuits and Systems	3
ATIT 291	Instrumentation Design Project	3
		10
Total		95-98

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

TELECOMMUNICATIONS TECHNOLOGY
Two-Year Program
(Associate In Applied Science Degree)

The Telecommunications Technology Program is designed to prepare technicians qualified for employment in the design, installation, calibration, maintenance, repair, and operation of modern telecommunications equipment and systems.

Course Number	Title	Quarter Credit Hours
AREA I — HUMANITIES		
A. ¹ ENGL 103	Technical Writing	5
B. ENGL 111	Communication: The Uses of Language I	5
		10
AREA II — NATURAL SCIENCES AND MATHEMATICS		
A. ¹ MATH 107	Applied Trigonometry	5
B. MATH 111	College Algebra	5
		10
AREA III — SOCIAL SCIENCES (Select A or B)²		
A. POLI 111	American National Government	5
HIST 251 or 252	American Civilization I or II	5
or		
B. ¹ CITZ 101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
		7-10
AREA IV — MAJOR FIELD REQUIREMENTS		
A. Core Area		
¹ ATEL 101	DC Circuit Analysis	5
¹ ATEL 103	AC Circuit Analysis	5
¹ ATEL 104	Active Devices and Applications	5
¹ ATEL 106	Linear Devices and Applications	5
¹ ATEL 107	Introduction to Digital Circuits	5
¹ ATEL 108	Microprocessors	5
¹ ATEL 110	Electronic Troubleshooting and Fabrication Techniques	3
		33
B. Specialty Area		
¹ ATTC 210	Receivers and Transmitters	5
¹ ATTC 212	Specialized Communication Systems and Techniques	5
¹ ATTC 215	Telephone Systems	5
¹ ATCO 226	Data Communications	5
		20
C. ADDITIONAL REQUIREMENTS		
Elective technical courses selected with consent of program advisor (may include ¹ ATTC 222, Occupational Internship, or ¹ ATTC 233, Selected Topics and Problems).		
		10
Total		90-95

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

CERTIFICATE PROGRAMS (ELECTRONICS)

ELECTRICAL POWER TECHNOLOGY One-Year Program (Certificate)

The certificate program in Electrical Power Technology is designed to prepare technicians for entry-level positions such as electrician's helper, electrical installer, and electrical maintenance worker.

Course	Number	Title	Quarter Credit Hours
A. ¹ ENGL	103	Technical Writing	5
B. ¹ MATH	107	Applied Trigonometry	5
C. MAJOR FIELD REQUIREMENTS:			5
¹ ATEP	101	Residential Wiring	5
¹ ATEP	102	National Electrical Code	5
¹ ATEP	103	Industrial Wiring	5
¹ ATEP	110	Electrical Applications in AC and DC	5
¹ ATEP	201	Power Distribution	5
¹ ATEM	251	Rotating Machines and Controls	5
¹ ATIT	272	Process/Industrial Instrumentation	5
Total			35
			45

ELECTRONICS TECHNOLOGY One-Year Program (Certificate)

The certificate program in Electronics Technology is designed to prepare technicians for entry-level positions such as bench technicians, field technicians, electronic maintenance technicians, and electronic assembly occupations.

Course	Number	Title	Quarter Credit Hours	
A. ¹ ENGL	103	Technical Writing	5	
B. ¹ MATH	107	Applied Trigonometry	5	
	MATH	111	College Algebra	5
C. MAJOR FIELD REQUIREMENTS:			10	
¹ ATEL	101	DC Circuit Analysis	5	
¹ ATEL	103	AC Circuit Analysis	5	
¹ ATEL	104	Active Devices and Applications	5	
¹ ATEL	106	Linear Devices and Applications	5	
¹ ATEL	107	Introduction to Digital Circuits	5	
¹ ATEL	108	Microprocessors	5	
¹ ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3	
Total			33	
			48	

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

COOPERATIVE PROGRAM

(With Griffin-Spalding County Area Vocational-Technical School)

Carlos R. Schmitt, Advisor

Dean of the School of Technology, C-61J

The Cooperative Program is an agreement between Clayton State College and Griffin-Spalding County Technical School that permits a student from Griffin Tech to block transfer credits toward an Associate in Applied Science Degree at Clayton State College. Students enrolling in this program will meet the admissions requirements of both institutions and must be admitted by both institutions.

Students may choose to attend either institution first or may attend both institutions simultaneously. In order to be eligible to receive the Associate in Applied Science Degree from Clayton State College, the student must have successfully completed the appropriate diploma program at Griffin Tech and have successfully completed a minimum of 45 quarter hours at Clayton State College. Griffin Tech programs approved by this agreement are Auto Body Fender Repair; Auto Mechanics; Carpentry; Cosmetology; Electrical Technology; Heating, Air Conditioning and Refrigeration; Machine Shop; and Welding. In addition, all University System of Georgia degree requirements must be satisfactorily completed.

COOPERATIVE PROGRAM (Recommended Curriculum)

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. ENGL	111	Communication: The Uses of Language I	5
B. ¹ ENGL	103	Technical Writing	5
			10
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose one of the following in consultation with the assigned academic advisor:			
MATH	107	Applied Trigonometry	5
MATH	111	College Algebra	5
MATH	121	Decision Mathematics	5
			5
B. Choose two of the following in consultation with the assigned academic advisor:			
CHEM	111	General Chemistry I	5
CHEM	112	General Chemistry II	5
PHYS	151	Intro General Physics I	5
PHYS	152	Intro General Physics II	5
PHYS	153	Intro General Physics III	5
MATH	121	Decision Mathematics I	5
MATH	122	Decision Mathematics II	5
			10
AREA III — SOCIAL SCIENCES (Select A or B)²			
A. POLI	111	American National Government	5
HIST	252	American Civilization II	5
		or	
B. CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE			5
			7-10
AREA IV — MAJOR FIELD			
A. In consultation with the assigned academic faculty advisor, choose thirteen to fifteen hours of specialized courses related to the student's major.			
			13-15
B. Griffin Tech Program			
			45
Total			90-95

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

²Students planning to transfer to a four-year program will need to complete POLI 111 and HIST 252.

PRE-ENGINEERING TECHNOLOGY (TRANSFER)

Carlos R. Schmitt, Advisor
Dean of the School of Technology, C-61J

The Pre-Engineering Technology transfer program is specifically designed to parallel the freshman and sophomore years of study leading toward a baccalaureate degree in engineering technology at senior institutions. In view of the emphasis on mathematics and science, students pursuing this major should have demonstrated strong academic potential in these areas.

Students planning to transfer into a baccalaureate degree program must complete 90 quarter credit hours in Areas I, II, III, and IV. The curriculum provides the following areas of study: Area I, Humanities; Area II, Natural Sciences and Mathematics; and Area III, Social Sciences. Area IV requirements consist of 30 quarter credit hours within a field of study directly related to engineering technology.

Students interested in this major should contact the Dean of the School of Technology for advisement and registration information. The following is the recommended Area IV courses. The specific requirements for Areas I, II and III can be located in the Core Curriculum requirements section of this catalog.

PRE-ENGINEERING TECHNOLOGY

	Course	Number	Title	Quarter Credit Hours (5-15)
A.	Choose from the following:			
	PHYS	151, 152, 153	Introductory General Physics I, II, III	
B.	MATH	151 and 152	Calculus and Analytic Geometry I, II	10
C.	CHEM	111 or 151	General Chemistry or Principles of Chemistry	5
D.	Choose from the following:			(0-10)
	ECON	201	Principles of Economics	
	COMP	201 or 210	Introduction to Computing or Principles of Computer Programming I	
			Total	30

NOTE: It is recommended that a student majoring in engineering technology and planning on attending Southern Tech complete MATH 111, 112 and a 10 quarter hour sequence in physics in fulfilling requirements for Area II. Southern Tech requires 15 quarter hours of physics of all majors except architectural engineering technology, which requires PHYS 151 and 153 only. Georgia Southern College requires 15 quarter hours of physics.

LEARNING RESOURCES CENTER

Clayton State College's Learning Resources Center (LRC) houses a variety of instructional spaces, services, and resources which carry it beyond the traditional library setting. Located within the LRC are library areas, audio-visual areas, IBM computer labs, and offices and laboratories for the Department of Developmental Studies.

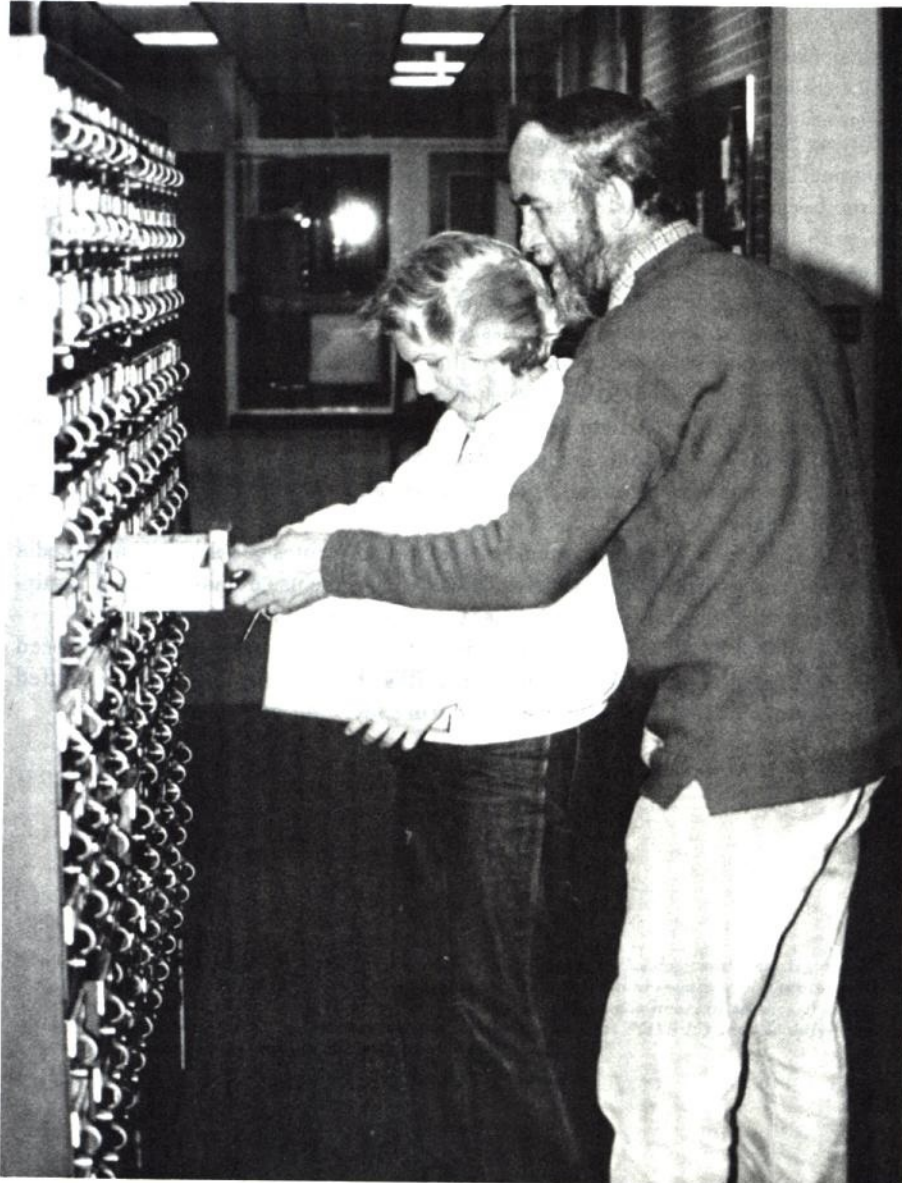
Resources include over 57,787 books and 31,721 audio-visual materials including slides, tapes, and filmstrips. The Center also subscribes to over 395 current periodicals and to a variety of newspapers. Back issues of most magazines and newspapers are retained in bound volumes or on microfilm.

The Center is designed on an open-space concept. There are seats for over 450 persons at both tables and study carrels, including special study carrels designed for multi-media use. Other facilities available to students in the LRC include typewriters, computer terminals, photocopiers, and cassette duplicators for non-copyrighted tapes.

The LRC is open 74 hours a week with a staff of professional librarians, media specialists, and assistants available to aid students in the use of materials and equipment. Orientation in the use of the Center is conducted in various classes.

Also available in the LRC is a Learning Laboratory to assist students who need help with English, mathematics, and certain other topics. This laboratory is staffed according to a posted schedule, usually during morning and evening hours.

COURSE DESCRIPTIONS



In all course descriptions, the three digits following each course title refer to weekly class hours, weekly laboratory hours, and quarter credit hours, respectively. For example, (4-3-5) represents a course meeting classes for four hours weekly and a laboratory period for three hours weekly, with resulting credit of five quarter hours for successful completion of the course.

ACCOUNTING

Note: For Career Accounting courses, see Business Management.

ACCT 201 — Principles of Accounting I (5-0-5)

Financial Accounting. A study of the basic processes and concepts of the accounting cycle; includes the preparation and analysis of financial statements for external use. Accounting techniques and internal control are introduced within the framework of current business practices.

ACCT 202 — Principles of Accounting II (5-0-5)

Managerial Accounting. An analysis of the accumulation and utilization of accounting information for internal management purposes. Major emphasis on performance evaluation and the decision-making process.

Prerequisite: ACCT 201.

ACCT 351 — Intermediate Accounting I (5-0-5)

An in-depth analysis of the accounting and reporting processes and accounting theory, together with current problems in reporting financial position, income determination, and integration of current professional standards.

Prerequisites: ACCT 202 and Junior Standing.

ACCT 352 — Intermediate Accounting II (5-0-5)

A continuation of ACCT 351 with emphasis on the measurement and reporting of sources of corporate capital and the relationships of these sources to income determination. The impact of professional pronouncements is stressed.

Prerequisites: ACCT 351 and Junior Standing.

ACCT 410 — Managerial Cost Accounting (5-0-5)

Cost accounting principles and techniques applied to job order and process types of industry, planning and control of the elements of production costs, and preparation of internal cost reports for management. Includes an introduction to standard costing concepts and variance analysis. Use of cost information for business policy implementation and management purposes is stressed, as well as current cost topics.

Prerequisites: ACCT 202 and Junior Standing.

ACCT 411 — Auditing (5-0-5)

Internal and independent auditing and criteria for effective internal control. Includes the study of generally accepted auditing standards and professional ethics of Certified Public Accountants.

Prerequisites: ACCT 352 and Junior Standing.

ACCT 420 — Advanced Accounting (5-0-5)

A study of special topics including partnerships, installment sales, home office-branch relationships, consolidated statements, and non-profit accounting.

Prerequisites: ACCT 352 and Junior Standing.

ACCT 430 — Accounting Information Systems (5-0-5)

Study of the methodology of analyzing organizational needs for accounting information, structuring of systems (manual and computer) for supplying the needed information, and selection of equipment required to process the requisite data.

Prerequisites: ACCT 351 and BSAD 201 and Junior Standing.

ACCT 440 — Not-For-Profit Accounting (5-0-5)

Study of fund accounting and reporting practices for governmental units and public organizations.

Prerequisites: ACCT 202 and Junior Standing.

See Page 131 for an explanation of digits following course titles.

ACCT 450 — Income Taxation I (5-0-5)
Internal Revenue Code and Treasury Regulations as applied to individual and business income, deductions, credits, and exclusions.
Prerequisites: ACCT 351 and Junior Standing.

ACCT 451 — Income Taxation II (5-0-5)
The Internal Revenue Code and Treasury Regulations as applied to corporations, partnerships, estates, and trusts.
Prerequisites: ACCT 450 and Junior Standing.

ARCHITECTURAL DESIGN TECHNOLOGY

¹ATAD 201 — Architectural Drafting I (2-8-5)
Fundamentals of architectural drafting including reading blueprints; interpreting symbols and terminology; building materials; plot plans; floor plans; elevations; detail in frame and masonry construction; building codes; and site locations. Each student prepares a complete set of working drawings for a residential project.
Prerequisites: ATDD 101 and ATDD 110.

¹ATAD 202 — Architectural Drafting II (2-8-5)
The second course in Architectural Drafting with emphasis on structural steel and reinforced concrete construction in commercial and industrial applications. Each student prepares a detailed set of working drawings for a commercial building.
Prerequisite: ATAD 201.

¹ATAD 203 — Surveying (2-8-5)
This course is designed to familiarize the student with surveying terminology; methods and equipment used to make basic surveying measurements; contours and elevations. Proper use of transit, level, tape and other instruments used in surveying is emphasized.
Prerequisites: MATH 111 or 112.

¹ATAD 204 — Construction Estimating (3-0-3)
Introduction to construction estimating using complete plans and specifications to develop material quantities and cost, and familiarization with appropriate tables and guide lists used by estimators.

¹ATAD 215 — Architectural Rendering (1-9-5)
A study of various techniques used to produce architectural presentation drawings. Perspective drawings of buildings rendered in pencil, ink, and/or color will be completed.
Prerequisites: ATDD 102, ATAD 202.

¹ATAD 222 — Occupational Internship (1-15-5)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.
Prerequisites: Employment, Technology major, and permission of program advisor.

¹ATAD 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

ART

ART 111 — Art Structure I (0-10-15)
A study of the visual and spatial relationships between objects of different shapes, textures, and sizes in a two-dimensional plane with an introduction to color.

ART 112 — Art Structure II (0-10-5)
An introduction to oil and water base paints and to the general principles of drawing and painting. Concentration on still life, the figure, and the transition from realism to other types of work.
Prerequisite: ART 111.

ART 113 — Art Structure III (0-10-5)
A study of work in three dimensions in wood, paper, metal, clay, and plastic.

ART 114 — Art Structure IV (0-10-5)
A continuation of work in the three-dimensional area studying the relationship between an object and the space in which it exists. Major emphasis on wood, clay, plaster, and metal.
Prerequisite: ART 113.

ART 211 — Art Appreciation (5-0-5)
A study of the visual arts and the concept of creativity through exposure to painting, sculpture, architecture, and other arts of contemporary and historical times.

ART 213 — Ancient, Medieval, and Renaissance Art (5-0-5)
Introduction to a chronological survey of art forms of the ancient Orient, Crete, Greece, Rome, the Middle Ages, and the Renaissance.

ART 221 — Painting (0-10-5)
A continuation of ART 112, explores further the relationships of objectives in a plane. Concentration on color in oil and water base media.
Prerequisites: ART 112 and ART 114.

ART 222 — Drawing (0-10-5)
A study of the two-dimensional aspects of drawing as an end in itself. Concentration on graphite and other varied media on paper.
Prerequisites: ART 112 and ART 114.

ART 223 — Sculpture (0-10-5)
A continuing study of the three-dimensional aspects of objects. Concentration on hard media.
Prerequisites: ART 112 and ART 114.

ART 224 — Ceramics (0-10-5)
A heavy concentration on clay and the possibilities therein. Wheel and hand building.
Prerequisites: ART 112 and ART 114.

See Page 131 for an explanation of digits following course titles.

AVIATION ADMINISTRATION

(Clayton State College offers a career program in Aviation Administration in cooperation with Georgia State University. This Program leads to the Associate in Science in Aviation Administration Degree granted by Clayton State College.

- ¹AVI 201 — History of Aviation (5-0-5)
An informative, historical survey of the effort of manned flight, the development of aircraft, milestones in aviation, noted pioneers, and the socio-economic impact of flight upon modern civilization.
- ¹AVI 202 — Aviation Laws and Regulations (5-0-5)
A survey of government laws, regulations, and requirements affecting airline and airport operations. Explanation of CAB and FAA as government operations affecting aviation.
- ¹AVI 203 — Aviation Safety (5-0-5)
A study of various aspects of safety in an aviation environment to include human factors, aeromedical factors' aircraft design, life-support equipment and procedures, post-crash factors, and accident investigations.
- ¹AVI 204 — Aviation Economics (5-0-5)
Theory and practice in aviation financing. Capital budget preparation and justification of personnel, equipment, and operations.
Prerequisites: ACCT 201 and ECON 201, or consent of instructor.
- ¹AVI 210 — Aviation Meteorology (5-0-5)
The interpretation of meteorological phenomena affecting aircraft flight. A study of the basic concepts of aviation meteorology; temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Analysis and use of weather data for flight planning and safe flying; interpretation of U.S. Weather Service maps, reports, and forecasts.
- ¹AVI 211 — Elementary Aeronautics (5-0-5)
A study of the fundamentals of flight: aerodynamic forces; properties of the atmosphere; aircraft motion and control; aircraft structures and propulsion; and basic air navigation and traffic control.
- ¹AVI 212 — Principles of Instrument Flight (5-0-5)
Instrument flight regulation, charts, weather interpretation. Course requirements will allow students to take FAA instrument written exam after completion.
Prerequisite: AVI 211.
- ¹AVI 220 — Airline Management (5-0-5)
Functions of management in airline operations; organizational structures of airlines; personnel supervision; federal labor regulations and practices; air carrier familiarization; scheduling of resources; effect of Federal regulations; internal control and auditing; industrial, financial, and economic implications.
- ¹AVI 221 — Passenger Operations (5-0-5)
Principles of passenger services; reservations and ticketing; gate operations; security practices; public relations; liability policies.
- ¹AVI 222 — Airline Marketing and Public Relations (5-0-5)
Survey of practices in advertising, sales, public relations and marketing efforts; measurement of marketing effectiveness; public relations programs; relationship to scheduling of services. Operations of travel agencies relative to airline bookings and promotion; principles of tourism.

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 131 for an explanation of digits following course titles.

- ¹AVI 223 — Ground Operations and Air Cargo Handling (5-0-5)
Ground support functions and maintenance for aircraft; operational activities prior to and after flight. Practices and responsibilities in the varied operations centered about the trans-shipment of air cargo. Includes logistics of air freight and special regulations and laws pertaining to air cargo operation; security practices; handling hazardous cargo; liability policies.
- ¹AVI 230 — Introduction to Air Traffic Control (5-0-5)
Study of FAA Air Traffic Control System, communications and operations procedures, separation rules of air traffic, phraseology, and stripmarking techniques.
Prerequisite: AVI 211.
- ¹AVI 240 — Airport Management and Operations (5-0-5)
Major functions of airport management; organization, zoning, adequacy, financing, revenues, expenses, evaluation and safety. A study of the airport and its socio-economic effect on the community.
- ¹AVI 241 — Aviation Insurance (5-0-5)
The identification of the coverages available against aviation perils: Aircraft operations, specifically aircraft hull and liability; other aviation liability, including airport, hangarkeeper, and products. Discussion enables the student to recognize and appreciate the basic concepts and underwriting techniques peculiar to insuring against aviation perils.
- ¹AVI 250 — Travel and Tourism (5-0-5)
Travel modes, the travel agent, why tourists travel, economic and social impacts of tourism as well as tourist destination development.
- ¹AVI 280 — Selected Topics ([1-5]-0-[1-5])
Subjects which may fit the particular needs and interests of students. May be repeated if topics are different. A maximum of ten (10) quarter hours may be applied toward the major.
- ¹AVI 296 — Special Projects (5-0-5)
Study, research, and/or work activity designed to meet the needs and special interests of the student. Discussion and evaluation seminars under the guidance of the chairman of the department. Available to Aviation Administration majors only.
Prerequisite: Consent of department chairman.
- ¹AVI 299 — Readings in Aviation Administration ([1-5]-0-[1-5])
Extensive research in an area not yet studied by the student. The student's research will culminate in a major report. The course is offered on a limited basis and only to those students who either are within two quarters of graduation having a curriculum problem in fulfilling graduation requirements, or those students who have another AVI course cancelled for which AVI 299 may serve as a course substitution.

AVIATION MAINTENANCE TECHNOLOGY (Part 147)

- ¹AVMT 101 — Aircraft Maintenance Regulations (2-3-3)
An introduction to mechanics' privileges and limitations, including certification eligibility, procedure and liability as outlined in the Federal Aviation Regulation (FAR) Part 65. Includes a survey of the various maintenance publications; and the process for establishing and maintaining a maintenance records system which meets FAR 91, FAR 43, and FAR Part I requirements.
- ¹AVMT 102 — Aircraft Basic Science (3-3-4)
The theory and application of physics to aerospace vehicles and their subsystems. Topics include origin and transmission of sound, relationship between temperature and heat; relationships of pressure, temperature and air mass volume; laws of confined gases; Bernoulli's Principle; relationship of air density to temperature and humidity and the effect on aircraft performance. The theory of weight and balance, the weighing process, and the mathematical calculation of net changes.

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 131 for an explanation of digits following course titles.

¹AVMT 103 — Aircraft Applied Science (8-7-10)

A study of aircraft servicing methods and ground operations with emphasis on safety. Cleaning, corrosion detection and control; fluid line fabrication and installation; aircraft hardware and materials; and industrial processes applied to aerospace construction materials including non-destructive testing and precision dimensional inspection. The interpretation of aircraft drawings, blueprints, charts, graphs, and wiring.

¹AVMT 104 — Basic Electricity and Electronics (8-7-10)

A study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Topics include alternators, generators, starters, motors, and charging systems. An introduction to Semiconductor Fundamentals, Digital and Microprocessors is included.

¹AVMT 105 — Air Transportation Maintenance (5-0-5) (NOT FAA APPROVED)

Contrasts the knowledge and technical competence requirements of mechanics in general aviation with corporate and business aviation and air carrier operations. Extensive discussion of regulatory control of maintenance activities in these three areas.

¹AVMT 201 — Sheet Metal (8-7-10)

A study of metal structures of welded tube and riveted sheet monocoque or semi-monocoque. Topics include identification, selection and installation of rivets and other mechanical fasteners in stressed skin construction. The principles of oxy-acetylene welding and inspection; and the repair of honeycomb, laminated and composition materials and thermo-setting plastics.

¹AVMT 202 — Airframe Structures (8-7-10)

A survey of the wood structures used in early aircraft and current home-built aircraft. Other topics include fabric covering and various covering finishes, assembly of major components of an aircraft, rigging flight systems and controls, and airworthiness inspection procedures for mechanics.

¹AVMT 203 — Utility Systems (8-7-10)

A study of the heating, cooling, ventilation and pressurization of the aircraft interior and the protection of exterior surfaces from ice accumulation. Includes fire detection and extinguishing systems, fuel storage, transfer, distribution and dump systems, and aircraft flight instrument systems.

¹AVMT 204 — Fluid Power & Landing Gear Systems (8-7-10)

A study of the principles of generation, distribution and management of hydraulic and pneumatic power throughout the aircraft structure. Includes topics on wheels, tires, brakes, fixed and retractable landing gear systems, and position indicating and warning systems.

¹AVMT 205 — Electrical and Navigation Systems (8-7-10)

A study of circuit protection devices, switches and ratings, proof of current requirements, determinations of wire requirements, inverter systems, alternators and AC current and frequency output, aircraft voltage systems, AC generators, transformer-rectifier principles. Other topics include radio transmitter and receiver principles, instrument landing systems, emergency locator transmitters (ELT's) and installation practices and procedures.

¹AVMT 210 — Air Carrier Maintenance Operations (5-0-5) (NOT FAA APPROVED)

Survey of the organizational structure, work scheduling controls and quality assurance programs of air carrier maintenance operations. Specific aircraft models in common use by air carriers and their related maintenance problems will be discussed.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹AVMT 211 — Turbine Engines (8-7-10)

A study of the fundamentals and evolution of the jet engine and jet propulsion. Includes topics on materials used in compressor construction, application of the laws of physics of motion, inlet ducts, combustion chambers, turbine wheels, diffusers, exhaust ducts, reversers and maintenance procedures for organic cleaning compounds, hot section inspections, set engine trimming and instrumentation.

¹AVMT 212 — Reciprocating Engines (8-7-10)

Piston engine theory and maintenance including the development of air and water cooled aircraft engines. Other topics include power production, horsepower calculation, timing and valve overlap, displacement and volumetric efficiency. Procedures for total engine overhaul from disassembly to reassembly with new and/or serviceable parts to achieve acceptable overhaul tolerance. Included is the removal and installation of the powerplant, rigging controls, test operation and troubleshooting.

¹AVMT 213 — Powerplant Accessory Systems (8-7-10)

Includes lubrication systems and lubricants, propeller systems and operational principles, induction systems, cooling systems, exhaust collection and removal systems.

¹AVMT 214 — Powerplant Electrical Systems (8-7-10)

Includes electronic, loop, thermocouple and thermal switch fire detection circuits; fire warning and extinguishing systems; and engine instrumentation. Other topics include magneto and capacitance discharge ignition systems, engine electrical systems, DC generators and powerplant electrical accessories.

¹AVMT 215 — Engine Fuel Systems and Fuel Metering (8-7-10)

A study of fuels as chemical mixtures; fuel-air ratios; flame characteristics; ignition requirements; and properties such as volatility, anti-knock value and vapor pressure tendencies. Other topics include the primary units of a basic fuel system, the relationship of fuel metering to mass airflow, carburetion, fuel controls, and factors affecting fuel metering. Fundamentals of powerplant inspection include hundred-hour inspections.

AVIATION MAINTENANCE TECHNOLOGY (Part 65)

(All courses numbered AVMT 221 through 227 conclude with an achievement test in the form of, and covering the same content as, the FAA written test battery for the area of knowledge. Participants must make their own arrangements for FAA written, oral and practical testing.)

¹AVMT 221 — General Maintenance Applications (5-0-5)

A survey course for the experienced mechanic who is eligible by PART 65, Para 65.77, and desires to develop skills in physics, weight and balance, materials and processes of aerospace construction, cleaning and corrosion treatment, ground handling and servicing, fire protection and fluid line fabrication. All the subject areas of the FAA General Curriculum except math and basic electricity are reviewed.

¹AVMT 222 — Powerplant Theory Applications (5-0-5)

Powerplant theory and maintenance applications for both reciprocating and turbine engines up to overhaul are discussed and includes removal, troubleshooting and installation of complete power plant assemblies. Course concludes with powerplant conformity and airworthiness inspections.

¹AVMT 223 — Airframe Structures Applications (5-0-5)

Topics include wood, welded tube, both monocoque and semi-monocoque sheet metal formed structures. Composite material construction of structures is introduced and fabric and synthetic covers, finishing products and plastics are included. Course concludes with Inspection privileges for the Airframe Mechanic.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹AVMT 224 — Propulsion Systems and Applications (5-0-5)

A comprehensive survey of the principle of operation and function of the lubrication, induction, cooling and exhaust systems; fuel, fuel metering and engine instrument systems; fire protection, ignition and propeller systems.

¹AVMT 225 — Airframe Systems and Component Applications (5-0-5)

Aircraft landing gear systems, hydraulic and pneumatic power systems and cabin atmosphere controls are explained; the course continues with aircraft fuel systems, instruments, position and warning systems. The course concludes with ice and rain control and fire protection systems.

¹AVMT 227 — A & P Electrical & Electronics Applications (5-0-5)

Topics include basic electricity, both AC and DC theory and circuit analysis; airframe electrical systems to include generation, control, wiring and distribution of electrical power. Semi-conductor fundamentals and digital applications are introduced.

AVIONICS TECHNOLOGY

¹ATAV 210 — Aircraft Systems (5-0-5)

An introductory course in avionics focusing on modern aircraft systems such as structures, power plants, fuel systems, hydraulics/pneumatics, and electrical systems. Avionic systems include flight director and autopilot operation. Applicable government regulations and safety procedures will be addressed.

¹ATAV 220 — Navigation Systems (4-3-5)

A study of the operation and maintenance of various navigation systems including ADF, VOR, Localizer, Glide Slope, Area NAV, Loran C, and VLF. Testing calibration and troubleshooting will be emphasized.

Prerequisites: ATEL 110 and ATTC 210.

¹ATAV 230 — Air-to-Ground and Related Systems (4-3-5)

A study of the operation and maintenance of DME, transponders, and altitude encoding systems. Testing calibration and troubleshooting using manual and automated test equipment will be emphasized.

Prerequisites: ATEL 110 and ATTC 210.

¹ATAV 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.

Prerequisites: Employment, technology major, and permission of program advisor.

¹ATAV 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.

Prerequisites: Technology major and permission of program advisor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

BIOLOGY

¹BIOL 102 — Body Structure and Function (5-0-5)

The purpose of this course is to help the student understand the normal structure and function of the body and its individual components.

¹BIOL 111 — Principles of Biology (4-3-5)

Scientific method, basic and biological chemistry, structure and function of the cell and cell organelles, cell division, introductory Mendelian and human genetics, plant and animal development.

¹BIOL 112 — Principles of Biology (4-3-5)

A continuation of Biology 111 suitable for non-science majors. Plant and animal tissues and organ systems, ecology, evolution, and special interest topics.

Prerequisite: BIOL 111.

¹BIOL 113 — Principles of Biology (4-3-5)

A continuation of Biology 111 or 112 recommended for science and pre-professional majors. Bioenergetic processes, advanced Mendelian and molecular genetics, population genetics, origin of life, and survey of the five kingdoms.

Prerequisite: BIOL 111.

¹BIOL 151, 152 — Human Anatomy and Physiology (4-3-5 each course)

A study of the structure and functions of the systems of the human body most pertinent to students enrolled in programs in the health sciences. Note: These courses do not fulfill the Core Curriculum laboratory science sequence requirement under AREA II.

Prerequisite: High School Biology or BIOL 111.

Prerequisite or Corequisite: CHEM 112 or 121.

Prerequisite to BIOL 152: BIOL 151.

¹BIOL 203 — Vertebrate Zoology (3-6-5)

A comparative study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy, and phylogeny.

Prerequisite: BIOL 112 or 113 or consent of instructor.

¹BIOL 250 — Microbiology (3-4-5)

A study of the morphology, growth, modes of transmission, and relationship to diseases of pathogenic micro-organisms. This course is only pertinent to students enrolled in programs in the health sciences.

Prerequisite: BIOL 152.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

BUSINESS ADMINISTRATION

BSAD 201 — Introduction to Business Information Systems (5-0-5)

An introduction to business information systems and the function of information systems in business organization. This course is designed to provide an overview of information systems and their implementation on microcomputers.

BSAD 270 — Legal Environment of Business (5-0-5)

An overview of the legal problems of commercial activity. Offered with the purpose of illustrating the propriety and necessity of local, state, and federal regulations of business. Major topics include regulating activities of legislative bodies, administrative agencies, and executive departments and the legal framework in which business functions.

BSAD 301 — Business and Economics Statistics (5-0-5)

Applications of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference, and regression.
Prerequisite: Junior Standing.

BSAD 370 — Business Law (5-0-5)

A study of the legal aspects of contracts, sales contracts, negotiable instruments agency, partnerships, corporations, and property for the purpose of expanding the student's understanding of the legal rights and liabilities in the ordinary course of business.
Prerequisite: Junior Standing.

BSAD 401 — Public Relations (5-0-5)

Provides an understanding of the profession, the practice, and the process of public relations as it relates to influencing public opinion, publicity, communication with critical publics (employees, communities, media, investors), and organizational decision making.
Prerequisites: MGMT 301 and Junior Standing.

BSAD 450 — Business Policy (5-0-5)

A capstone course to integrate the knowledge and skills gained in a student's program of study. It is an opportunity for a student to formulate an overall business policy and strategy.
Prerequisites: Senior standing and completion of the required junior core, to be taken during last two quarters.

BSAD 490 — Directed Research and Readings (5-0-5)

Special advanced work not offered in the regular courses. A research paper is required.
Prerequisite: Approval of faculty advisor and Senior standing.

BSAD 498 — Internship and/or Cooperative Education (5 to 10)

Individually designed and planned learning experience involving off-campus field experience and study in the private and public sector. Must be approved by the Department Chair.
Prerequisite: Senior Standing.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

BUSINESS MANAGEMENT

¹BMGT 251 — Principles of Management and Supervision (5-0-5)

A basic introductory course covering management principles in general terms. This includes a study of the responsibilities of the supervisor in industry in regards to organization, supervisory duties, human relations, grievances, training, appraisal, promotion, quality control, and management-employee relations.

¹BMGT 261 — Introduction to Finance (5-0-5)

An introductory course in business finance and its relationships to economics, accounting, and law. The course covers capital, capitalization, and financial planning; initial financing, refinancing, working capital, expansions, and internal and external financial relationship of the firm.
Prerequisite: ACCT 201 or consent of the instructor.

¹BMGT 271 — Fundamentals of Money and Banking (5-0-5)

A study of the basic principles and concepts of money and credit and their relationships to the economy and impact upon business decisions and economic activity. It includes a study of monetary theory, banking and the Federal Reserve System, financial institutions, monetary and fiscal policies, and money and credit flows.
Prerequisite: ECON 201 or consent of instructor.

¹BMGT 281 — Principles of Marketing (5-0-5)

A study of the principles and methods involved in the movement of goods and services from producers to consumers. This includes the marketing functions, the marketing of manufactured goods and raw materials, and proposals for improving the marketing structure.

¹BMGT 293 — Income Tax Accounting (5-0-5)

This course deals with the theory of taxation, federal income tax laws applicable to individuals and businesses, and tax planning within the tax laws applicable to individuals and businesses, and tax planning within the tax law provisions.
Prerequisite: ACCT 201 or OADT 250 or consent of instructor.

BMGT 294 — Cost Control and Internal Reporting (5-0-5)

Internal accounting procedures as applied to service, merchandising, and manufacturing firms. Emphasis is on the control of costs and reports for management use.
Prerequisite: ACCT 201 or OADT 250.

¹BMGT 295 — Auditing and Specialized Reporting (5-0-5)

Internal control, internal auditing, and external auditing are studied. Some specialized reporting functions of not-for-profit and governmental units are also covered.
Prerequisite: ACCT 201 or OADT 250.

CAREER PLANNING

¹ATCP 100 — Career Planning (2-0-2)

An introduction to the process of choosing a career and an overview of the job search process.

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 131 for an explanation of digits following course titles.

CHEMISTRY

CHEM 111, 112 — General Chemistry (4-2-5 each course)

A two-quarter lecture-laboratory sequence on the basic principles and application of chemistry useful to the non-science major or a student who will take only one or two quarters of chemistry.

CHEM 111 is a prerequisite for CHEM 112.

CHEM 121 — Survey of Chemistry (5-0-5)

A one-quarter non-laboratory introduction to the basic principles of inorganic and organic chemistry and biochemistry most pertinent to students enrolled in programs in the health sciences.

Prerequisite: High school chemistry or CHEM 111.

CHEM 151, 152 — Principles of Chemistry (4-3-5 each course)

A study of the fundamental principles of chemistry, including the traditional concepts of general chemistry. A two-quarter lecture-laboratory sequence primarily for science majors who will take additional science courses.

Prerequisite: High school chemistry or consent of instructor.

Prerequisite or corequisite: MATH 111.

CHEM 151 is a prerequisite for CHEM 152.

CHEM 201 — Introduction to Chemical Analysis (3-6-5)

A third-quarter chemistry course for science majors involving the study of equilibria and elementary analytical chemistry. Laboratory involves the qualitative analysis of mixtures by traditional schemes and reaction mechanisms.

Prerequisite: CHEM 152 or consent of instructor.

CHEM 251, 252 — Organic Chemistry (4-3-5 each course)

A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparations, and reactions utilizing modern theories of electronic structure and reaction mechanisms.

Prerequisite: CHEM 152 or consent of instructor.

CITIZENSHIP

¹CITZ 101 — Citizenship (2-0-2)

Instruction in the essentials of United States and Georgia history and Constitutions.

COMMUNICATION

¹COMM 098 — Developmental Seminar (2-0-2)

See Page 149.

¹COMM 191 — Writing Skills Laboratory I (1-2-1)

A laboratory designed to provide supplemental instruction in writing skills required in English 111 or 112. Where required, to be taken concurrently with English 111 or 112.

¹COMM 192 — Writing Skills Laboratory II (1-2-1)

A laboratory designed to enhance writing skills needed in the disciplines or in other contexts.

Prerequisite: English 112 or consent of the Vice-President for Academic Affairs.

¹COMM 193 — Speaking Skills Laboratory I (1-2-1)

A laboratory designed to provide supplemental instruction in speaking skills required in English 111 or 112. Where required, to be taken concurrently with English 111 or 112.

¹COMM 194 — Speaking Skills Laboratory II (1-2-1)

A laboratory designed to enhance speaking skills needed in the disciplines or in other contexts.

Prerequisite: English 112.

¹*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.*

See Page 131 for an explanation of digits following course titles.

COMPUTER INFORMATION SYSTEMS

COIS 210/COMP 210 — Principles of Computer Programming I (4-2-5)

Introduction to data representation and computer system organization; algorithm development using simple data types (integer, boolean, character, real) and control structures (sequence, selection, repetition); further development using procedures, functions, and structured data types (arrays, records, files, sets); introduction to the pointer data types. Pascal programming language used to teach these concepts.

Prerequisite: A Mathematics course numbered 111 or higher.

COIS 301 — Elements of Computer Programming II (5-0-5)

Advanced structured programming skills for business applications. Emphasis is placed on the concepts of sequential and random file processing techniques, searching, sorting, and the use of program subroutines. The COBOL programming language is used.

Prerequisites: COIS 210/COMP 210 and Junior Standing.

COIS 302 — Introduction to System Software Concepts (5-0-5)

The concepts and functions of the components of a computer system are introduced. Topics include the operations of the processor, process management, memory management, compilers, linkers and loaders, and other operating system concepts.

Prerequisites: COIS 301 and Junior Standing.

COIS 401 — Introduction to Data Structures (5-0-5)

An introductory course to Data Structures and their applications in which emphasis is placed on the understanding and manipulation of standard data structures and the accompanying algorithms that perform their creation and manipulation. Topics include stacks, queues, linked lists, arrays, trees, and graphs.

Prerequisites: COIS 301 and Junior Standing.

COIS 402 — Systems and Information Concepts (5-0-5)

An introduction to the theory of information processing and its integration into the business environment and the organizational structure. Emphasis is placed on the development of structured process flow and analysis, the system development cycle, input/output analysis, data flow development, and the analysis of system structures and decision theory.

Prerequisites: COIS 301 or BSAD 201 and Junior Standing.

COIS 403 — Applied Software Project (5-0-5)

Emphasis is placed on application of the elements of structured systems analysis and design and information gathering methods in a case structure environment. The system development cycle, the design of computer information systems, and verbal and communication skills in the analysis process are emphasized during the course.

Prerequisites: COIS 402 and Junior Standing.

COIS 404 — Organization of Programming Languages (5-0-5)

A survey of technical topics related to computer systems with emphasis on the relationships between hardware architecture, systems software, and application software.

Prerequisites: COIS 301 and Junior Standing.

COIS 405 — Office Automation (5-0-5)

An examination of the office as a center of business activity, operational logistics, decision support, and the impact of automation on the office environment.

Prerequisites: COIS 301 and Junior Standing.

COIS 406 — Information Analysis (5-0-5)

An analysis of the highest level of information support systems (decision support systems) which aid the manager in the decision-making process.

Prerequisites: COIS 402 and Junior Standing.

COIS 407 — Database Management Systems (5-0-5)

An in-depth investigation of data modeling, system development, and data base administration in database environment.

Prerequisites: COIS 301 and Junior Standing.

COIS 408 — Data Communications Systems and Networks (5-0-5)

An examination of the features and impact of distributed systems in the business enterprise.

Prerequisites: COIS 301 and Junior Standing.

See Page 131 for an explanation of digits following course titles.

COMPUTER SCIENCE

COMP 201 — Introduction to Computing (4-2-5)

An introduction to computing and computer programming as a problem-solving tool, using the BASIC language.

Prerequisite: A mathematics course numbered 100 or higher.

COMP 210/COIS 210 — Principles of Computer Programming I (4-2-5)

Introduction to data representation and computer system organization; algorithm development using simple data types (integer, boolean, character, real) and control structures (sequence, selection, repetition); further development using procedures, functions, and structured data types (arrays, records, files, sets); introduction to pointer data types. Pascal programming language used to teach these concepts.

Prerequisite: A Mathematics course numbered 111 or higher.

COMP 211 — File Processing (4-2-5)

An introduction to information processing emphasizing file processing, utilizing the COBOL language.

Prerequisite: COMP 210/COIS 210 or consent of instructor.

COMP 220 — Principles of Computer Programming II (4-2-5)

Continuation of the study of programming style, expression, and documentation using Pascal programming language. An introduction to data structures and the syntax of Pascal language features such as pointers and dynamic memory allocation.

Prerequisite: COMP 210/COIS 210.

COMPUTER SERVICE TECHNOLOGY

¹ATCO 208 — Advanced Microprocessor Interfacing (4-3-5)

A study of the fundamental theory of operation of the hardware components in a computer system. Included is a study of the processor and its associated memory and input/output interfacing components. Emphasis will be on the functional aspects and interrelationship of these devices.

Prerequisite: ATEL 108.

¹ATCO 221 — Introduction to Computers (4-3-5)

An introduction for electronic majors to the hardware and software systems of a computer, including a history of data processing systems, terminology applications, and equipment.

Prerequisite: ATEL 101.

¹ATCO 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations for further their occupational skills, technical competence, and attitudes in an area related to their vocational specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.

Prerequisites: Employment, Technology major, and permission of program advisor.

¹ATCO 224 — Computer Peripheral Devices (4-3-5)

A study of the fundamental theory of operation of the peripheral devices found in a typical computer system. Emphasis will be on the functional characteristics of each device and its corresponding relationship to the system as a whole.

Prerequisite: ATEL 108, ATCO 221.

¹*Courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.*

See Page 131 for an explanation of digits following course titles.

¹ATCO 225 — Operating Systems Concepts (4-3-5)

A study of the principles and concepts of current systems software technology. The course emphasizes the relationship between hardware and software and their effects on each other. The fundamental features of various programming languages are introduced with special emphasis on BASIC (Beginners All-Purpose Symbolic Instruction Code).

Prerequisites: ATCO 108, ATCO 221.

¹ATCO 226 — Data Communications (4-3-5)

A study of data communications and terminology. Special emphasis is placed on networking, protocols, and modems.

Prerequisite: ATEL 108.

¹ATCO 228 — Troubleshooting Techniques and Customer Relations (3-6-5)

Students will develop, utilize, and document the processes involved in defining symptoms, problems, and solutions. Troubleshooting techniques will stress modular replacement and will include methods to define problems to the Optimum Replacement Unit (ORU). Special emphasis will be placed on the art of good customer relations in the business environment.

Prerequisite: ATCO 208, ATCO 224.

¹ATCO 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.

Prerequisites: Technology major and permission of program advisor.

CRIMINAL JUSTICE

CJUS 201 — Introduction to Criminal Justice (5-0-5)

A survey of criminal justice agencies on the local, state, and federal levels and an overview of the administration of justice in the United States.

CJUS 202 — Criminology (5-0-5)

A survey of the scope of crime, its causation, society's reaction to criminals, correctional treatment, and post-release problems.

DATA PROCESSING

¹ATDP 101 — Introduction to Data Processing with BASIC (4-3-5)

The student receives an overview of electronic data processing. Instruction covers data processing systems, terminology, equipment, applications, functions of data processing hardware, flow charts, data system concepts, fundamentals of computer programming and programming languages.

¹*Courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.*

See Page 131 for an explanation of digits following course titles.

¹ATDP 102 — BASIC With Applications (2-3-3)

An introduction to the BASIC (Beginner's All-Purpose Symbolic Instruction Code) programming language for students majoring in data processing, computer science, secretarial, clerical, management, industrial, and technical areas. Mathematical and business-oriented problems are solved using a computer.

Prerequisite: ATDP 101.

¹ATDP 203 — RPG Programming (2-3-3)

The course will assist the student to develop knowledge of RPG II (Report Program Generator) on a step-by-step basis. Instruction includes planning, coding, handling tables, using arrays, and processing of files.

Prerequisite: ATDP 101.

¹ATDP 204 — COBOL Programming I (4-3-5)

This course is an introduction to COBOL (Common Business Oriented Language). It permits a programmer to instruct computers in English. The rules and language are taught, and various business problems are solved on the computer.

Prerequisite: ATDP 101.

¹ATDP 206 — Systems Analysis and Design (4-3-5)

The student will study the fundamentals of systems design and development. Practical applications are stressed. A system is developed through its evolution of (1) analysis of present information flow, (2) system specifications and equipment requirements, and (3) implementation of the system.

Prerequisites: ATDP 101, ATDP 204, ATDP 210.

¹ATDP 207 — COBOL Programming II (4-3-5)

A continuation of ATDP 204, COBOL Programming I. This course introduces more advanced COBOL features. These advanced features are taught through the technique of applying them to solve typical business problems.

Prerequisites: ATDP 101, ATDP 204.

¹ATDP 208 — Systems Software (5-0-5)

Offers a practical view of systems software. The student is exposed to computer operating systems concepts, job control language, telecommunication distributed processing, and database management systems. Interaction of various software with the hardware to provide systems functions and support in the program development environment is covered. Concepts are examined from systems commonly used in industry.

Prerequisites: ATDP 101, ATDP 204.

¹ATDP 209 — FORTRAN Programming (4-3-5)

A beginning course in the FORTRAN IV language, developing knowledge to code and debug programs of a beginning and midrange level. Programming problems will have application to business and scientific problems.

Prerequisite: ATDP 101.

¹ATDP 210 — Data Structures (4-3-5)

Introduces students to data structures. Emphasis is on understanding and manipulation of standard data structures and application of these structures in file organization, access methods, and data base design. COBOL is used as the primary programming language and BASIC as a supplement for illustration and laboratory work.

Prerequisites: ATDP 101, ATDP 102, or ATDP 207, or ATDP 209.

¹ATDP 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.

Prerequisites: Employment, Technology major, and permission of program advisor.

¹*Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.*

See Page 131 for an explanation of digits following course titles.

¹ATDP 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.

Prerequisites: Technology major and permission of program advisor.

DENTAL HYGIENE

¹DHYG 101 — Embryology, Oral Histology, and Dental Morphology (3-2-5)

A developmental study of the oral cavity covering the embryonic growth and development of the oral cavity; histology of the teeth, the calcification, eruption, morphology, and function of the human dentition and supporting structures. Emphasis is given throughout to those areas of particular interest to the dental hygienist.

¹DHYG 102 — Head and Neck Anatomy (3-0-3)

Study of the head and neck anatomy with emphasis on applications to dental hygiene practice.

Prerequisite: BIOL 151.

¹DHYG 103 — Orientation to Dental Hygiene (1-0-1)

An introductory orientation to the profession of dental hygiene including ethics, jurisprudence, and an introduction to clinical practice.

¹DHYG 104 — Pre-Clinical Dental Hygiene (2-6-4)

A comprehensive study of soft deposits, stains, and dental calculus with emphasis on oral prophylaxis procedures, sterilization, and other fundamental skills associated with dental hygiene practice. Laboratory sessions will be utilized for orientation to the instruments, equipment, and materials used, including medical and dental emergencies, and for practice in performing these procedures.

Prerequisite: DHYG 103.

¹DHYG 105 — Clinical Dental Hygiene I (2-6-4)

Students continue with the development of oral prophylaxis techniques, the care and maintenance of dental instruments, equipment and supplies, and dental records, including oral evaluation indices. Methods and materials used in individual patient education will be introduced. Clinical practice will emphasize the development of skills in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning.

Prerequisite: DHYG 104.

¹DHYG 106 — General Pathology, Oral Pathology, and Oral Medicine (3-0-3)

The principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth by the hygienist is emphasized.

Prerequisite: BIOL 152.

¹DHYG 107 — Periodontics (3-0-3)

Etiology and classification of periodontal disease and principles of periodontics pertinent to dental hygiene practice.

Prerequisite: BIOL 250.

¹DHYG 108 — Dental Materials (2-3-3)

A series of lectures and demonstrations designed to acquaint the student with dental materials commonly used in the dental office and laboratory. Laboratory time will be used to practice the manipulation of selected materials.

¹DHYG 110 — Fundamentals of Nutrition (5-0-5)

A survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutritional status. The relationships of nutrition to the practice of dental hygiene are emphasized.

¹*Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.*

¹*Career courses which may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.*

See Page 131 for an explanation of digits following course titles.

²DHYG 201 — Pharmacology and Anesthesiology (3-0-3)

The study of drugs with special consideration given to those used in the dental office. The study is to acquaint the student with the origin of these drugs, their physical and chemical properties, modes of administration, and effects upon the body systems.

²DHYG 202 — Clinical Dental Hygiene II (2-15-7)

Study of the theory and principles of exposing, processing, and mounting dental radiographs. Clinical experience will include dental prophylaxis, dental radiography, and dental hygiene treatment planning coordinated with chairside dental health instruction. Radiation hygiene is emphasized. Prerequisite: DHYG 105.

²DHYG 203 — Clinical Dental Hygiene III (2-15-7)

A continuation of DHYG 104, 105, 202. Lecture time will cover laws governing dental hygiene practice, office procedures, areas of employment, advanced dental hygiene techniques, and an overview of the various specialties in dentistry. Clinical experience in applied dental hygiene will be continued with observations and assisting experience in the dental specialties. Prerequisite: DHYG 202.

²DHYG 204 — Clinical Dental Hygiene IV (2-15-7)

A continuation of DHYG 104, 105, 202, 203. Seminar for discussion and evaluation of situations encountered in the clinical laboratory, the management of patients with special problems, additional advanced procedures and review. Clinical experience will center on improved proficiency in all areas of applied dental hygiene, dental radiography, and treatment planning for total care. Prerequisite: DHYG 203.

²DHYG 205 — Dental Health Education (3-0-3)

A study of content essential to familiarize the student with the methods and materials used in dental health education. Each student will be required to design a table clinic, lesson plans, and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients.

²DHYG 211 — Community Dental Health I (3-1-3)

The study of dental health as a community problem with emphasis on the theory and practice of dental public health and preventive dentistry and the role of the dental hygienist in promoting dental health on community, state, and national levels. Prerequisite: PHED 101.

²DHYG 212 — Community Dental Health II (1-3-2)

A continuation of DHYG 211. Further study of the theory and practice of dental public health and preventive dentistry; employs directed field experience using current methods related to community dental health problems. Prerequisite: DHYG 211.

²Career courses which may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.

See Page 131 for an explanation of digits following course titles.

DEVELOPMENTAL STUDIES COURSES

¹COMM 098 — Developmental Seminar (2-0-2)

A course using small group discussion and individual oral presentation to develop communication, learning, and career planning skills.

¹ENGL 088 — Regents' Test Writing Preparation (5-0-5)

A course to assist students who have accumulated 75 or more quarter credit hours and who must take the Regents' Test in writing. Work will be individualized to meet a student's specific needs in writing.

¹ENGL 090 — Introductory Communication (5-0-5)

A course in the fundamentals of writing and speaking. Emphasis is on development of skills in standard edited English.

¹ENGL 099 — Developmental Communication (5-0-5)

A review of writing and speaking skills required for entrance into a college-level communication course. Prerequisite: ENGL 090 or required performance ratings on entry assessment.

¹MATH 090 — Introductory Mathematics (5-0-5)

A course in the fundamentals of arithmetic, including whole numbers, fractions, mixed numbers, decimals, percents, ratio and proportion, word problems, simple equations, and signed numbers.

¹MATH 098 — Developmental Mathematics (5-0-5)

A review of arithmetic and introduction of the topics of basic algebra. The course will deal with decimals, fractions, percents, operations with signed numbers, operations with polynomials, solutions of linear equations in one variable, and word problems.

¹MATH 099 — Review Algebra (5-0-5)

A review of intermediate algebra, including properties of the real number system, linear equations and inequalities, linear systems, polynomials, rational expressions, exponents, roots and radicals, quadratic equations, word problems, and graphing of linear and non-linear equations. Prerequisite: One year of high school algebra or MATH 098.

¹READ 088 — Regents' Test Reading Preparation (5-0-5)

A course to assist students who have accumulated 75 or more quarter credit hours and who must take the Regents' Test in reading. Work will be individualized to address a student's specific needs in reading.

¹READ 095 — Reading Improvement (5-0-5)

A course in academic reading skills. Students work on vocabulary, comprehension, and reading efficiency.

¹SARS 099 — Study and Research Skills (3-0-3)

A course in test-taking, note-taking, and using the library and other learning resources.

¹Credit received in Developmental Studies courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions. Students who have had no high school algebra or who have had only one year of high school algebra or who have not taken math for several years may need to take one or more Developmental Studies mathematics courses before enrolling in any math course numbered higher than 105.

See Page 131 for an explanation of digits following course titles.

DRAFTING AND DESIGN TECHNOLOGY

¹ATDD 101 — Engineering Drawing I (2-8-5)

Course includes introduction to drafting equipment, materials, basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections, and conventions, fasteners, dimensioning, and reproduction of drawings.

¹ATDD 102 — Technical Illustrations (2-8-5)

This course deals primarily with translation of orthographic drawings into three dimensional, pictorial representations. Topics include axonometric drawings; perspectives; illustration techniques in shading; rendering; airbrush applications; and freehand sketching.

Prerequisite: ATDD 101 or permission of instructor.

¹ATDD 110 — Descriptive Geometry (2-8-5)

Course includes graphic analysis of problems involving point, line, and plane relationships. Instruction is also provided in successive auxiliary view, revolution, piercing points, surface development and intersections.

Prerequisite: ATDD 101 or permission of instructor.

¹ATDD 115 — Precision Sheet Metal Drawing (1-6-3)

This course deals with layouts and developments of various shapes commonly used in sheet metal. Such topics as bend radii, set-back charts, and precision dimensioning are discussed.

Prerequisites: ATDD 101, ATDD 110, or permission of instructor.

¹ATDD 201 — Computer Aided Drafting (2-8-5)

Computer applications in engineering drafting and design problems. Includes basic and numerical control programming and use of plotter subroutines.

Prerequisites: ATDP 101, ATDD 101.

Corequisites: ATDD 102 and permission of instructor.

DRAMA

DRMA 188 — Introduction to Acting (2-3-3)

An introduction to basic acting techniques. Includes an exercise regimen as well as skill development in stage combat, mime, voice production, and role preparation.

DRMA 191 — Drama Workshop (0-3-1)

A course whereby students may receive credit for work on quarterly drama productions. May be repeated for credit. A maximum of six quarter credit hours may be applied toward graduation.

DRMA 211 — Appreciation of the Dramatic Arts (5-0-5)

A study of the dramatic arts from the perspective of performance as an integral part of cultures, past and present. Through the study of live, televised, and film dramatic presentations, students will learn to appreciate the dramatic arts as they appear in their culture.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

ECONOMICS

ECON 110 — Consumer Economics (5-0-5)

The study of all phases of personal finance from taxes to consumer protection. Other areas to be studied will include home buying, interest, insurance, investments, retirement, and estate planning.

ECON 201 — Principles of Economics I (5-0-5)

An introductory survey of macroeconomic principles: the scope and method of economics, basic supply and demand theory, money and prices, national income analysis, and economic stabilization.

ECON 202 — Principles of Economics II (5-0-5)

Application of microeconomic principles to economic problems: the theory of production, market structures, income distribution, government regulation and business, labor organization, and international trade.

ECON 404 — Managerial Economics (5-0-5)

Microeconomic topics applicable to understanding and analyzing firm behavior: optimization, demand, estimation, production, and cost theory. Applications to business problems.

Prerequisites: ECON 202, FINA 301, BSAD 301, and Junior Standing.

ECON 406 — Money and Credit (5-0-5)

Nature, principles, and fluctuations of money; development and operation of financial institutions in the American monetary system, with emphasis on processes, problems, and policies of commercial banks in the U.S.A.

Prerequisites: ECON 201 and Junior Standing.

ECON 445/MGMT 445 — Industrial Organization and Public Policy (5-0-5)

An examination of measures and determinants of industrial concentration and an analysis of market structure, conduct, performance, and policies related to performance.

Prerequisites: ECON 202 and Junior Standing.

EDUCATION

EDUC 201 — Introduction to Education (4-2-5)

A survey of the development and nature of American education and the teaching profession. Observation experience in schools required.

ELECTRICAL POWER TECHNOLOGY

¹ATEP 101 — Residential Wiring (4-3-5)

An introductory course in common electrical wiring techniques found in single-family dwellings. Special emphasis is given to minimum standards as prescribed by the National Electrical Code, local codes and ordinances, and national testing agencies. Students will interpret working drawings and design appropriate wiring diagrams.

¹ATEP 102 — National Electrical Code (5-0-5)

The requirements for a safe installation provided by the National Electrical Code will be the basis for this course. The student will develop a thorough familiarization with the National Electrical Code as each chapter is dealt with in detail and correlated to pertinent sections in all chapters.

Prerequisites: ATEL 101 and ATEP 101.

¹ATEP 103 — Industrial Wiring (4-3-5)

This course provides an examination of the wiring techniques used in a modern industrial setting. Topics covered will include distribution panels, switch panels, sub-panels, motor circuits, non-interruptible power and lighting circuits.

Prerequisites: ATEL 103 and ATEP 102.

See Page 131 for an explanation of digits following course titles.

¹ATEP 110 — Electrical Applications in AC & DC (5-0-5)

An introduction to the basic concepts of electrical theory. Emphasis will be placed on understanding units of measure, Ohm's law, power calculations, series and parallel circuits, and single-phase and three-phase electrical systems.

¹ATEP 201 — Power Distribution (5-0-5)

This course provides a study of the principles and procedures for the efficient installation of residential and single and polyphase commercial and industrial power distribution systems. Particular attention will be given to sizing conduit, feeder and junction boxes, grounding systems, over current protection, loading, transformers, and distribution networks.
Prerequisites: ATEP 103 and MATH 107.

ELECTROMECHANICAL TECHNOLOGY

¹ATEM 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

¹ATEM 231 — Industrial Electronics (4-3-5)

A study of power electronic devices and their circuit application in the industrial environment. Major emphasis is placed on the control of manufacturing equipment through electronic devices and circuitry.
Prerequisite: ATEL 106 or permission of instructor.

¹ATEM 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

¹ATEM 235 — Mechanics (4-3-5)

A study of the principles and application of force and motion, work energy and power, basic machines and function, as well as circular motion and rotational dynamics.

¹ATEM 237 — Hydraulics/Pneumatics (4-3-5)

A study of the basic concepts of liquids and gases under pressure, their reactions to temperatures and changes in flow, force strain, movement and control devices.
Prerequisite: ATEL 106 or permission of instructor.

¹ATEM 239 — Robotics (4-3-5)

An introduction to robotics technology, including fundamentals of robotics, AC and fluidic power, DC power and positioning, microprocessor control and robot programming, data acquisition sensors, data handling and conversion, voice synthesis, interfacing, and the robot in industry.
Prerequisites: ATEL 106 and ATEL 108, or permission of instructor.

¹ATEM 251 — Rotating Machines and Controls (4-3-5)

An introduction to the various types of DC and AC motors and generators commonly used in business and industry. Basic motor and electronic control concepts are studied and clarified through laboratory activities. An analysis of three-phase power and appropriate applications are explored.
Prerequisite: ATEL 106 or permission of instructor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

ELECTRONICS TECHNOLOGY

¹ATEL 101 — DC Circuit Analysis (4-3-5)

An introductory course in electronics promoting interests through applications of DC circuits. The student is exposed to state-of-the-art lab equipment and various techniques such as soldering and circuit construction. The student will assemble resistive circuits and analyze parameters using Ohm's Law, Kirchoff's Law, Thevenins' and Nortons' Theorems.
Prerequisite: MATH 107 or MATH 111 or permission of instructor.

¹ATEL 102 — Electronic/Electrical Drawing (1-6-3)

This course introduces the student to electronic drafting. The student will investigate and make applications of the drafting techniques used in electronic drafting. The course provides students with the basic concepts and skills in using drafting equipment, mechanical drawings, technical lettering, electronic graphic symbols, block diagrams, and schematic diagrams.

¹ATEL 103 — AC Circuit Analysis (4-3-5)

A study of the fundamentals of AC circuits introducing capacitors, inductors and magnetic circuits in combination with resistance. The student will use vector analysis as the basis for understanding RC, RL, and RCL circuits.
Prerequisites: ATEL 101, MATH 107 or MATH 111 or permission of instructor.

¹ATEL 104 — Active Devices and Applications (4-3-5)

A study of Electronic Devices such as diodes, transistors, FETS, thyristors, and related devices. Applications, circuits configurations, and failure analysis techniques are explored.
Prerequisites: ATEL 103 and MATH 107 or MATH 111 or permission of instructor.

¹ATEL 106 — Linear Devices and Applications (4-3-5)

A study of linear devices, amplifiers, power supplies, regulation, active filters, OP-AMPS, digital interface, and linear-integrated circuitry.
Prerequisites: ATEL 104 and ATEL 107 or permission of instructor.

¹ATEL 107 — Introduction to Digital Circuits (4-3-5)

This is a basic course in digital-logic circuits. The course emphasizes logic gates in combination to general, more complex circuits that are found in digital computers. Also included is an introduction to microprocessing with emphasis on large scale integration.
Prerequisites: ATEL 103 and MATH 107 or MATH 111 or permission of instructor.

¹ATEL 108 — Microprocessors (3-6-5)

The fundamental concepts of microprocessors and their applications. Included will be an introduction to software development, memory components, circuit organization, and the basics of interfacing with external devices.
Prerequisites: ATEL 104 and ATEL 107 or permission of instructor.

¹ATEL 110 — Electronic Troubleshooting and Fabrication Techniques (1-6-3)

A course stressing the practical application of electronic theory to failure analysis of electronic devices, circuits, and systems; specialized soldering techniques; printed circuitry; test equipment selection and application and tool usage.
Prerequisites: ATEL 106 and ATEL 108 or permission of instructor.

¹ATEL 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

¹ATEL 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

ENGLISH

ENGL 088 — Regents' Test Writing Preparation (5-0-5)
See Page 149.

ENGL 090 — Introductory Communication (5-0-5)
See Page 149.

ENGL 099 — Developmental Communication (5-0-5)
See Page 149.

¹ENGL 103 — Technical Writing (5-0-5)
A course designed to develop writing proficiency in technical fields. Emphasis on collecting, organizing, presenting, and analyzing materials applicable to various specialized areas.

ENGL 111 — Communication: The Uses of Language I (5-0-5)
A course in college-level writing and speaking which emphasizes the development of general communication skills through a variety of communication tasks. Readings to assist in the development of these skills will be selected from a variety of subjects. (For supplemental laboratory instruction which may be required concurrently, see COMM 191 and 193.)
Prerequisite: Successful writing entry assessment.

ENGL 112 — Communication: The Uses of Language II (5-0-5)
A continuation of the study and practice of writing and speaking skills which are important in a variety of settings and communication tasks. Readings will be selected from a variety of subjects, primarily in the humanities, including but not limited to literature. (For supplemental laboratory instruction which may be required concurrently, see COMM 191 and 193.)
Prerequisite: ENGL 111. (For students who took English 111 prior to Fall Quarter, 1985, or at another institution, the English 111 exit assessment may be required.)

ENGL 201 — Survey of World Literature I (5-0-5)
A survey of World Literature from Homer through the Renaissance.
Prerequisite: ENGL 112.

ENGL 202 — Survey of World Literature II (5-0-5)
A survey of World Literature from the Renaissance to the present.
Prerequisite: ENGL 112.

ENGL 211 — Survey of English Literature I (5-0-5)
A survey of English Literature from Beowulf to about 1800.
Prerequisite: ENGL 112.

ENGL 212 — Survey of English Literature II (5-0-5)
A survey of English Literature from about 1800 to the present.
Prerequisite: ENGL 112.

ENGL 221 — Survey of American Literature I (5-0-5)
A survey of American Literature from the Colonial Period to the Civil War.
Prerequisite: ENGL 112.

ENGL 222 — Survey of American Literature II (5-0-5)
A survey of American Literature from the Civil War to the present.
Prerequisite: ENGL 112.

ENGL 303 — Professional Communication (4-2-5)
A course in the study and practice of professional communication in a technological age, including research and presentation of material in formats, both written and spoken, appropriate for situation, audience, and purpose. Course will include an introduction to database research and the use of graphic and visual tools in communication.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

FINANCE

FINA 301 — Corporate Finance (5-0-5)
An introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds, and capital structure strategies of the non-financial corporation.
Prerequisite: Junior Standing.

FINA 302 — Problems in Financial Management (5-0-5)
A continuation of Corporate Finance, including contemporary financial theory of the firm. Emphasis on the application of principles of financial management to specific cases.
Prerequisites: FINA 301 and Junior Standing.

FINA 401 — Investments (5-0-5)
The principles of investments in stocks, bonds, and other markets, including the study of portfolio management.
Prerequisites: FINA 301 and Junior Standing.

FRENCH

FREN 111, 112 — Elementary French I and II (5-0-5 each course)
Introduction to speaking, reading, and writing French; includes an introduction to French culture.

FREN 211 — Intermediate French (5-0-5)
Grammar review, reading and translation, composition and conversation, outside readings.
Prerequisite: FREN 112.

FREN 212 — Intermediate French (5-0-5)
Reading and translation, composition and conversation, outside readings.
Prerequisite: FREN 211.

FREN 295, 296, 297 — Studies Abroad (5-0-5 each)
See Page 179.

HISTORY

HIST 111 — Western Civilization I (5-0-5)
An inquiry into selected areas of the political, social, and cultural development of western civilization from the earliest times to 1715.

HIST 112 — Western Civilization II (5-0-5)
An inquiry into selected areas of the political, social, and cultural development of western civilization from 1715 to the present.

HIST 251 — American Civilization I (5-0-5)
An inquiry into selected areas of the social, intellectual, political, and cultural growth of the United States through the Civil War. (Satisfies the legislative requirement for the study of U.S. and Georgia history.)

HIST 252 — American Civilization II (5-0-5)
An inquiry into selected areas of the social, intellectual, political, and cultural growth of the United States since the Civil War. (Satisfies the legislative requirement for the study of U.S. and Georgia history.)

HIST 330 — Business & Economic History of the United States (5-0-5)
An examination of the historical development of the American economy with emphasis on business organization, business values, business cycles, and business-government relationships.

See Page 131 for an explanation of digits following course titles.

INSTRUMENTATION TECHNOLOGY

¹ATIT 111 — Introduction to Instrumentation Technology (4-3-5)

An introduction to and overview of the field of instrumentation technology, including basic physics and electronics for instrumentation, transducer fundamentals, overview of process/industrial, analytical/scientific, and biomedical instrumentation, optoelectronics, robotics, remote sensing, computer/microprocessor fundamentals, and opportunities in the instrumentation field. Designed for those interested in instrumentation as a career field, as well as individuals in related science or technology programs.

¹ATIT 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

¹ATIT 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.

Prerequisites: Technology major and permission of program advisor.

¹ATIT 251 — Analytical/Scientific Instrumentation (4-3-5)

A comprehensive introduction to the field of analytical and scientific instrumentation, including pH, conductivity and specific-ion sensors, manometers, meteorological instrumentation, thermal analyzers, thermal infrared systems, spectrophotometers, gas and liquid chromatographs, ultrasonic systems, photographic systems, nuclear radiation sensors, telemetry, computer applications, and others.

Prerequisite: ATIT 111 or ATEL 103 or permission of instructor.

¹ATIT 260 — Biomedical Instrumentation (4-3-5)

A comprehensive introduction to the field of biomedical instrumentation including transducers, electrodes, sources of bioelectric potentials, cardiovascular measurements, patient care and monitoring systems, noninvasive diagnostic instrumentation, biotelemetry, instrumentation for sensory measurements, clinical laboratory instrumentation, x-ray and radioisotope instrumentation, and the computer in biomedical instrumentation.

Prerequisite: ATIT 111 or ATEL 103 or permission of instructor.

¹ATIT 272 — Process/Industrial Instrumentation (4-3-5)

A comprehensive introduction to the field of process measurement and industrial control, including automatic and feedback process control, hydraulic, pneumatic and electronic control systems, motors, generators and motor controls, actuators and valves, control loop adjustment and analysis, programmable controllers, combination control systems, and process computers and simulation. Emphasis is placed on the monitoring and control of such important process variables as pressure, temperature, humidity, flow, level, density, and analytical parameters.

Prerequisite: ATIT 111 or ATEL 103 or permission of instructor.

¹ATIT 278 — Computer/Microprocessor Applications (4-3-5)

Applications of the computer and microprocessor to instrumentation technology. Emphasis will be placed on interfacing techniques and control applications. Basic programming techniques in BASIC, machine language, and assembly language will be covered.

Prerequisite: ATEL 108 or permission of instructor.

¹ATIT 288 — Design of Electronic Circuits and Systems (1-6-3)

Design of electronic circuits and systems of particular importance to the instrumentation field. Includes the design, practical prototype construction, test and measurement, and troubleshooting of circuits systems as SCR circuits, FET amplifiers, differential amplifiers, constant current sources, monostable multivibrators, op amp circuits, ADC or DAC converter circuitry, phase locked loop circuits, and others. Each student will emphasize circuitry and systems in his or her area of specialization.

Prerequisite: ATIT 278 or permission of instructor.

¹ATIT 291 — Instrumentation Design Project (1-6-3)

The student will undertake conceptual design, design calculations, preparation of plans and specifications, prototype construction, alignment, calibration and troubleshooting, and final construction of an instrumentation device or system within his or her area of specialization.

Prerequisite: ATIT 288 or permission of instructor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

INTERDISCIPLINARY STUDIES

IDST 101 — Selected Topics

An inquiry into selected topics that synthesize uniform themes which may be traced through disciplines found in the humanities, natural sciences and mathematics, and social sciences. The emphasis of the course varies with the topics studied.

Note: Credit hours may vary and are accumulative to five hours. Selection for credit in any of the areas of the Core must be made at the time of registration for the course.

JOURNALISM

JOUR 100 — Journalism Laboratory (1-2-1)

Basic principles of newspaper or literary journal publication. A conference and workshop course for student newspaper or literary journal staff members. May be repeated for credit, not to exceed six quarter hours.

JOUR 101 — Mass Communications Practicum (1-2-1)

Supervised practical experience with the College video system. May be repeated for credit, not to exceed six quarter credit hours.

MANAGEMENT

MGMT 301 — Principles of Management (5-0-5)

Designed to introduce basic principles and concepts of management that are applicable to a variety of organizations. Topics include a history of the study of management, underlying ideas of "schools or management thought," and functional and behavioral aspects of management and organizational theory.

Prerequisite: Junior Standing.

MGMT 401 — Personnel Administration (5-0-5)

The principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements.

Prerequisites: MGMT 301 and Junior Standing.

MGMT 402 — Organizational Behavior (5-0-5)

Study of the behavioral aspects related to the management of individuals and groups within an organization.

Prerequisites: MGMT 301 and Junior Standing.

MGMT 403 — International Management (5-0-5)

Survey course introducing students to the considerations involved in the international flow of people, information, funds, and goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in business in other countries.

Prerequisites: MGMT 301 and Junior Standing.

MGMT 404 — Production/Operation Management (5-0-5)

An analytical approach to planning, operating, and controlling manufacturing processes; plant location and layout; inventory and quality control; project planning and control.

Prerequisites: BSAD 301 and MGMT 301 and Junior Standing.

MGMT 405 — Physical Distribution Management (5-0-5)

Analysis and development of integrated physical distribution systems for the firms; application of both quantitative and qualitative methods of problems involving movement and storage of raw materials and finished goods.

Prerequisites: MGMT 301 and Junior Standing.

See Page 131 for an explanation of digits following course titles.

- MGMT 410 — Labor Relations (5-0-5)
Study of labor-management history and relationships, contract negotiations, grievance procedures, arbitration, and mediation and conciliation.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 411 — Organizational Development and Design (3-0-3)
Advanced study of methods of designing organizations, techniques for changing organizations, and the use of systems concepts in studying and evaluating organizations.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 412 — Employee Compensation — Design and Administration (5-0-5)
Philosophy, design, and administration of compensation programs.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 420 — Organizational Communications (5-0-5)
Provides an understanding and knowledge of the communication process within organizations and the management and dissemination of organizational information.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 430 — Leadership Dynamics (2-0-2)
Characteristics of effective leadership, dilemmas of leadership, organizational leadership, motivation of people, effecting change, theories of leadership and leader's personality. Study of leadership function in small-group settings.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 445/ECON 445 — Industrial Organization and Public Policy (5-0-5)
An examination of measures and determinants of industrial concentration and an analysis of market structure, conduct, performance, and policies related to performance.
Prerequisites: ECON 202 and Junior Standing.
- MGMT 450 — Production and Inventory Control (5-0-5)
Micro applications of scheduling strategies and inventory management applied in day-to-day operations. Macro issues in production planning and scheduling, forecasting, aggregate planning, and project scheduling. Application of MRP and related subsystems in managing a manufacturing environment with computer-based production.
Prerequisites: MGMT 404 and Junior Standing.
- MGMT 460 — Problems in Production/Operation Systems (5-0-5)
Application of production/operations management principles, theories, and skills.
Prerequisites: MGMT 404 and Junior Standing.

See Page 131 for an explanation of digits following course titles.

MANAGEMENT AND SUPERVISION

- ATMS 110 — Supervisory Management (5-0-5)
Problems of production management. Plant layout, site selection, provisions for effective selection and arrangement of facilities for maximum production efficiency and safety.
- ATMS 120 — Plant Operation and Maintenance Management (5-0-5)
Problems relating to building and plant maintenance. Areas studied include maintenance management, organizational problems, and mechanical maintenance and their relationships to the overall management of the institution.
- ATMS 130 — Work Design and Measurement (5-0-5)
Design methods and work measurement in business and industry. Techniques of developing time standards, time study, work sampling and simplification, and the effect of automation on production.
Prerequisite: ATMS 110.
- ATMS 140 — Quality Control (5-0-5)
The application of specified standards to industrial production. Areas of study include frequency distributions, variable and attribute control charts, acceptance sampling techniques, and inspection management.
Prerequisite: ATMS 110.
- ATMS 150 — Labor Relations (5-0-5)
Theories of the labor movement, union-management relationships, contract negotiations, contract administration, and the roles of the first-line supervisor.
- ATMS 165 — Performance and Evaluation Techniques (5-0-5)
Through the use of a series of instructional modules, the student receives hands-on experience in the areas of improving, maintaining, and evaluating employee performance. Also, the student will learn how to discuss performance with an employee and, when necessary, discuss termination of employment.
- ATMS 170 — Leadership Skills (5-0-5)
Through the use of a series of instructional modules, the student receives hands-on experience in the areas of orienting new employees, conducting effective meetings, delegating responsibility, gaining acceptance as a supervisor, handling complaints, and taking corrective action.
- ATMS 180 — Supervision In The Workforce (5-0-5)
Through the use of a series of instructional modules, the student receives hands-on experience in the areas of implementing positive change, improving work attendance, reducing tardiness, dealing with grievances, discrimination, and emotional situations.
- ATMS 222 — Occupational Internship (1-15-5)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.
Prerequisites: Employment, Technology major, and permission of program advisor.
- ATMS 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

MARKETING

- MKTG 301 — Principles of Marketing (5-0-5)
Marketing concepts and activities relating to the flow of goods and services to consumers.
Prerequisite: Junior Standing.

Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

MARKETING/MANAGEMENT TECHNOLOGY

¹ATMK 110 — The Nature and Environment of Business (5-0-5)

Emphasizes the traditional facets of business (its environment, organization, and basic business functions) as well as the social and physical climate in which business and industry operate.

¹ATMK 120 — Creative Selling (5-0-5)

A study of selling as a career, sales psychology, sales techniques, product analysis, product information, and customer service.

¹ATMK 130 — Principles of Retailing (5-0-5)

A study of retail merchandising and operation. The course includes the physical distribution of merchandise, buying procedures, pricing policies, store location, layout, retail advertising, and credit.

¹ATMK 140 — Principles of Advertising (5-0-5)

Advertising purposes and procedures, covering primarily the point of view of the advertising manager. Study of proper aspects, copy preparation, layout, and media.

¹ATMK 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.

Prerequisites: Employment, Technology major, and permission of program advisor.

¹ATMK 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.

Prerequisites: Technology major and permission of program advisor.

¹ATMK 240 — Introduction to the Hospitality Industry (4-0-4)

A study of the growth and development of the lodging industry from early inns to modern high-rise and commercial hotels and highway motels. A review of the organization of hotel operations and the opportunities and future trends in the industry is also covered.

Prerequisite: Permission of program advisor.

¹ATMK 241 — Food and Beverage Management and Service (4-0-4)

A study of the principles of food production and service management, sanitation, menu planning, purchasing, storage, and beverage management.

Prerequisite: Permission of program advisor.

¹ATMK 242 — Human Relations in the Hospitality Industry (4-0-4)

A study of the preparation required for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

Prerequisite: Permission of program advisor.

¹ATMK 243 — Communications in the Hospitality Industry (4-0-4)

A study of the development and implementation of communication skills and group interaction techniques involved in basic interpersonal relationships in the hospitality industry.

Prerequisite: Permission of program advisor.

¹ATMK 244 — Training in the Hospitality Industry (4-0-4)

A study of the assessment and analysis of training needs, the systematic design of instruction, the evaluation of training programs, and management of the training function.

Prerequisite: Permission of program advisor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹ATMK 245 — Convention Management and Service (4-0-4)

A study of the scope and various segments of the convention market, what is required to meet individual needs and, most importantly, identifies methods and techniques that should lead to better service.

Prerequisite: Permission of program advisor.

¹ATMK 246 — Front Office Procedures (4-0-4)

A study of the activities and functions performed in today's lodging operations. Offers a comparison of manual, machine assisted, and computer based methods for each front office function.

Prerequisite: Permission of program advisor.

¹ATMK 260 — Introduction to the Food Industry (3-0-3)

A comprehensive study of the food industry from past, present, and future. This study will include potential changes in the food industry during the latter stages of the twentieth century.

Prerequisite: Permission of program advisor.

¹ATMK 261 — Managing and Training People (3-0-3)

A study of food store operations, designed primarily for managers and management trainees. Innovative management suggestions and tested procedures, along with ideas for incorporating them into action are presented in detail.

Prerequisite: Permission of program advisor.

¹ATMK 262 — Front-End Management (3-0-3)

A study of the procedures vital to the one area in the store where customers and clerks always meet. Designed for store-level personnel, supervisors, and management trainees, and presents information as to how their activities relate to the important operations at checkout counters.

Prerequisite: Permission of program advisor.

¹ATMK 263 — Customer Relations (2-0-2)

A study of the relationship between consumers and food retailers. Particular emphasis is placed on the value and satisfaction derived from efforts made by store personnel to meet all the needs of all consumers at all times.

Prerequisite: Permission of program advisor.

¹ATMK 264 — Meat Management and Operations (2-0-2)

A study of reliable, practical methods for dealing with meat operations by managers at all levels. Beneficial to all store employees in that it helps them become aware of how meat departments relate to the total store operation.

Prerequisite: Permission of program advisor.

¹ATMK 265 — Produce Management and Operations (2-0-2)

A study of the history of fresh fruit and vegetable merchandising. A review of the supervisory and organizational skills needed in the department, as well as displaying and merchandising techniques necessary to sell fresh fruit and vegetables.

Prerequisite: Permission of program advisor.

¹ATMK 266 — Floral Management and Operations (2-0-2)

A study of the benefits floral crops offer retailers in supermarkets and other mass markets. A review of natural attractiveness of floral displays, high gross margins, and customers who enjoy shopping where flowers can be seen.

Prerequisite: Permission of program advisor.

¹ATMK 267 — General Merchandise Management and Operations (2-0-2)

A detailed study of these products in relation to the retail grocery stores of today. Reviews how they are distributed, merchandised, advertised, and promoted. Identifies methods for computing costs, determining advantageous buying routines, and ascertaining profits.

Prerequisite: Permission of program advisor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹ATMK 268 — Food Store Sanitation (2-0-2)

A study of safe and profitable methods for handling foods in all departments of a retail store. Review includes basic facts necessary for the establishment and maintenance of an effective program of sanitation and cleanliness. Upon successful completion of this course, the student will have met the Food and Drug Administration's requirements for certifying employees to supervise sanitary programs in stores.

Prerequisite: Permission of program advisor.

¹ATMK 269 — Food Store Security (3-0-3)

A study of well-tested methods for combating both external and internal thefts that occur in the food distribution segments of the food industry — wholesale and retail. Reviews techniques for preventing these crimes.

Prerequisite: Permission of program advisor.

¹ATMK 270 — Retail Management (5-0-5)

A study of the financial factors necessary in profitable merchandising and how to manage security and safety.

Prerequisites: ATMK 130, MATH 121.

¹ATMK 271 — Visual Merchandising (5-0-5)

A study of visual merchandising and the total image of visual presentation of merchandise. This course includes terminology used in store planning and display. Students develop appropriate display themes, designs, props and signs.

¹ATMK 272 — Merchandise Buying (5-0-5)

A practical guide for students wishing to pursue careers in retail management. Information covered in this course includes the following: contacting vendors; wholesalers; manufacturers; developing a model stock plan; determining fashion seasons; planning the merchandise budget and organizing the buying function.

MATHEMATICS

MATH 090 — Introductory Mathematics (5-0-5)

See Page 149.

MATH 098 — Developmental Mathematics (5-0-5)

See Page 149.

MATH 099 — Review Algebra (5-0-5)

See Page 149.

²MATH 107 — Applied Trigonometry (5-0-5)

A course in algebra and trigonometry for selected technology majors including: a review of elementary algebra, angles, circles, triangles, similar triangles, trigonometric functions and graphs, trigonometric identities and equations, definition of inverse trigonometric functions, solution of triangles, vectors, complex numbers, polar coordinates, and applications.

Prerequisite: MATH 99 or two years of high school algebra and consent of School of Arts and Sciences.

MATH 111 — College Algebra (5-0-5)

A study of the essential subject matter of college algebra including a review of basic algebraic facts and techniques, equations and inequalities, functions and graphs, systems of equations and inequalities, theory of polynomial equations, and applications to a variety of real-world situations especially those related to mathematics and the natural sciences. Appropriate for non-business majors.

Prerequisite: MATH 99 or two years of high school algebra and consent of School of Arts and Sciences.

¹*Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.*

²*Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Areas II or IV.*

See Page 131 for an explanation of digits following course titles.

MATH 112 — Precalculus (5-0-5)

A course in precalculus mathematics including: a review of algebraic techniques, functions and graphs; logarithmic and exponential functions, trigonometric functions, identities, and equations.

Prerequisite: MATH 111 or two years of high school algebra, at least one quarter of advanced algebra or trigonometry, and consent of School of Arts and Sciences.

MATH 121 — Decision Mathematics I (5-0-5)

A study of basic quantitative methods used in business and the social sciences including a review of algebra, introduction to functions and graphing, with emphasis on linear, quadratic, exponential, and logarithmic functions, linear systems of equations, matrix algebra, linear programming, and the mathematics of finance. Appropriate for majors outside natural sciences and mathematics.

Prerequisite: MATH 99 or two years of high school algebra and consent of School of Arts and Sciences.

MATH 122 — Decision Mathematics II (5-0-5)

A non-rigorous study of differential and integral calculus of functions of one variable and selected topics in multivariable calculus with decision applications for business and social sciences. One-variable calculus topics include limits and continuity, derivative rules, maxima and minima, techniques of integration, the definite integral, and area between curves. Multivariable calculus topics include partial derivatives, maxima and minima. Not appropriate for students with credit for MATH 151 or 152.

Prerequisite: MATH 111 or MATH 121.

MATH 151 — Calculus and Analytic Geometry I (5-0-5)

A study of differential calculus of functions of one variable, including limits, continuity, derivatives of algebraic and trigonometric functions, applications of derivatives and antiderivatives.

Prerequisite: MATH 112 or consent of School of Arts and Sciences.

MATH 152 — Calculus and Analytic Geometry II (5-0-5)

A study of integral calculus of functions of one variable, including the definite integral, the Fundamental Theorem of Calculus, applications of integrals and techniques of integration, and additional topics in one variable calculus including logarithmic, exponential, and inverse trigonometric functions.

Prerequisite: MATH 151 or consent of instructor.

MATH 251 — Calculus and Analytic Geometry III (5-0-5)

A study of three-dimensional analytic geometry; vector calculus, and multivariable calculus including limits, continuity, partial derivatives, extrema, multiple integrals, and applications.

Prerequisite: MATH 152 or consent of instructor.

MATH 252 — Calculus and Analytic Geometry IV (5-0-5)

A study of additional topics of vector and multivariable calculus including line integrals and additional topics in one variable calculus including sequences and series, Taylor's Theorem, improper integrals, and differential equations.

Prerequisite: MATH 251 or consent of instructor.

MATH 214 — Introductory Linear Algebra (5-0-5)

An introduction to matrix algebra including determinants, vector spaces, linear transformations, and characteristic roots.

Prerequisite: MATH 152 or consent of instructor.

MATH 231 — Introductory Statistics (5-0-5)

A study of basic descriptive and inferential statistics. Topics include probability, random variables, probability functions, measures of central tendency and variation, sampling, and statistical estimation and prediction.

Prerequisite: MATH 111 or MATH 121 or consent of instructor.

See Page 131 for an explanation of digits following course titles.

MECHANICAL DRAFTING TECHNOLOGY

- ¹ATMD 201 — Mechanical Design I (2-8-5)
Advanced orthographic projection design layout; detailing finishes; shop assemblies; pipe and pipe layout simulating industrial drafting conditions.
Prerequisite: ATDD 101.
- ¹ATMD 203 — Materials and Processes of Industry (5-0-5)
Introduction to manufacturing procedures in industry. Topics include material properties, material classification, machining operations, heat treating, testing, casting and other molding processes.
- ¹ATMD 204 — Blueprint Reading (3-0-3)
Comprehensive study in interpretation of working drawings, including nomenclature and specifications; determination of material quantity and cost.
- ¹ATMD 210 — Mechanical Design II (3-6-5)
Design of systems utilizing engineering tables and preparation of working drawings for their construction. Topics include tolerancing, computation of fits, power transmission appliances, coefficients of expansion, stress strain diagrams, and cam design.
- ¹ATMD 215 — Presentation Drawings (1-9-5)
A study of various methods and techniques used for producing illustrations. Such topics as dimetrics, trimetrics, exploded views and highlighting will be examined.
Prerequisites: ATDD 102, ATMD 210.
- ¹ATMD 222 — Occupational Internship (1-15-5)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.
Prerequisites: Employment, Technology major, and permission of program advisor.
- ¹ATMD 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

MEDICAL LABORATORY TECHNOLOGY

Specialized courses in the medical laboratory technology curriculum are offered at Atlanta Area Technical School. Please refer to the catalog of that institution for descriptions of these courses.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

MEDICAL OFFICE ASSISTANT

- ¹ATMA 100 — Introduction to Health Professions (5-0-5)
An introduction to health professions that includes personal health and hygiene, interpersonal relationships, communication skills, medical terminology, abbreviations, medical law, and ethics.
- ¹ATMA 110 — Medical Assisting Procedures (3-6-5)
A study of the basic clinical skills needed for successful employment in the physician's office. Areas of emphasis include vital signs, positioning and draping, general examinations, sterilization techniques, medical/surgical asepsis, medical office emergencies, first aid and CPR.
Prerequisite: ATMA 100.
- ¹ATMA 115 — Medical Administrative Procedures (3-6-5)
A study of records and record keeping procedures used in the medical office, including appointments, filing, insurance forms, correspondence, financial records, and the pegboard system.
Prerequisites: ATMA 100, OADT 111.
- ¹ATMA 120 — Treatment Modalities (2-3-3)
A study of basic approaches to medical office treatment, including diet therapy, drug therapy, office surgery, and physical therapy.
Prerequisite: ATMA 100.
- ¹ATMA 130 — Laboratory Procedures (2-3-3)
A study of basic diagnostic tests performed in the medical office, including laboratory practice in capillary puncture, venipuncture, hemoglobin, hematocrit, blood typing, urine testing, red and white cell counts, sedimentation rate, electrocardiograms, and x-ray techniques.
Prerequisite: ATMA 110.
- ¹ATMA 140 — Medical/Surgical Problems (5-0-5)
A study of medical/surgical, pediatric, and obstetrical conditions seen in the physician's office, including symptoms, diagnostic tests, and treatments.
Prerequisite: ATMA 100, BIOL 102.
- ¹ATMA 222 — Occupational Internship (1-30-10)
After successful completion of the required courses the student is provided experience in one or two physicians' offices for a total period of ten weeks. In unusual circumstances, and with approval of advisor, a student in good standing may take one business course concurrently.
Prerequisite: All ATMA courses.
- ¹ATMA 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of vocational program advisor.

MILITARY SCIENCE

(Texts and Equipment. All texts, classroom equipment and any uniforms that may be issued are furnished by the Department of the Army without charge. Each student is responsible for the proper care of all items loaned to him or her during Military Science courses and must return these items in good condition when so directed.)

- MILI 101 — Introduction to ROTC (1-1-2)
Organization of the Army and ROTC. Career opportunities for ROTC graduates. The Army as a profession. Confidence building adventure training (orienteeing, mountaineering).
- MILI 102 — Basic Military Skills (1-1-2)
Military land navigation instruction; basic rank identification; small unit organization theory and management techniques. Classroom instruction and field application.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

- MILI 103 — ROTC Basic Summer Alternative (3-3-3)
Intensive and challenging Military Science course which compresses MILI 101, 102, 104, 201, 202, and 203 into the Summer Quarter. Completion fully prepares and qualifies the student for direct entry into the Advanced Program during the upcoming Fall Quarter.
- MILI 104 — Basic Military Traditions (1-1-2)
Significance of military courtesy, discipline, customs, and traditions of the service. Development of leadership abilities through practical exercises.
- MILI 201 — Basic Military Science (1-1-2)
Introduction to the basic techniques and operations of the military, topographic map reading, classroom and field application of military science and confidence skills.
- MILI 202 — Basic Leadership and Tactics (1-1-2)
Development of skills required of junior military leaders; classroom discussion and practical exercise.
- MILI 203 — Basic Leadership Skills (1-1-2)
Functions, duties, and responsibilities of junior leaders; the use of map and aerial photographs. Classroom and field application of military science skills.
- MILI 231 — Methods of Instruction (3-1-3)
Planning, presenting, and evaluating military instruction.
- MILI 232 — Leadership in Small Unit Operations (3-1-3)
Decision-making processes, delegation of authority, and leadership and management functions in the tactical employment of small military units.
- MILI 233 — Advanced Leadership Development (3-1-3)
Leadership fundamentals including simulated problems in military leadership.
- MILI 241 — Military Management and Leadership (3-1-3)
Organization, decision-making, managerial functions, as systematically applied to administrative, intelligence, training and logistics operations.
- MILI 242 — Military History (5-0-5)
Historical growth and development of the Army.
- MILI 243 — The Military Officer (3-1-3)
Role of the officer in the military and contemporary world. Military implications of world change; officer responsibilities for use of tactics and combined arms teams in combat.

MUSIC

- MUSI 100 — Music Literature Survey (2-1-2)
A survey of music literature from the Middle Ages through the twentieth century.
Prerequisite: Consent of instructor.
- MUSI 111 — Music Theory (4-0-3)
Fundamentals of notation, pitch, time classification, intervals, scales, key signatures; beginning identification of triads; sight-singing and dictation of intervals and simple melodies in treble, bass, alto and tenor clefs. Open to all music majors and all students wishing to deepen their understanding of technical aspects of music.
- MUSI 112 — Music Theory (4-0-3)
Further identification of triads; introduction to functional harmony and analysis; beginning exercises in part-writing of triads in root position, first and second inversions; sight-singing and dictation of melodies with introduction of modes and minor scales.
Prerequisite: MUSI 111 or consent of the instructor.

See Page 131 for an explanation of digits following course titles.

- MUSI 113 — Music Theory (4-0-3)
Further part-writing exercises; study of phrase structure and cadences; the technique of harmonization; non-harmonic tones; seventh chords, melodic dictation through two parts and sight-singing of more complex melodies including modulation.
Prerequisite: MUSI 112.
- ¹MUSI 140 — Piano Pedagogy (4-2-5)
Current methods and trends used in teaching private piano lessons with special emphasis on keyboard technique and literature for beginners of all ages.
- ¹MUSI 141 — Voice Pedagogy (4-2-5)
The physical and mental processes involved in singing. A survey of vocal methods, art song, and contemporary solo literature.
- ¹MUSI 150 — Beginning Group Instruction in Applied Music (2-0-2)
Group lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
- MUSI 151 — Applied Music (.5-0-1)
Private lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Note: This course does not count for graduation credit from Clayton State College in Area IV of the College Transfer Program in Music.
- MUSI 152 — Applied Music (1-0-1)
Private lesson in voice and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Note: A maximum of three quarter credit hours may be applied toward graduation.
- MUSI 191 — Ensemble (0-3-1)
Choral and instrumental groups for which students may receive credit. May be repeated quarterly. The particular ensemble will be listed as a part of the course title.
MUSI 191A — Choir
MUSI 191B — Chamber Ensemble
MUSI 191F — Band
MUSI 191G — Piano Ensemble
MUSI 191J — Jazz Ensemble
MUSI 191L — Music Theatre
- MUSI 201 — Music Theory (4-0-3)
A study of 18th and 19th century harmonic practices, including chords of the seventh. Writing of some original compositions required. Ear-training, sight-singing, and dictation continuing in two-parts and beginning three-parts. Functional keyboard harmony.
Prerequisite: MUSI 113.
- MUSI 202 — Music Theory (4-0-3)
A study of 18th and 19th century harmonic practice, including chords of the 9th, 11th, 13th and modulation. Writing of original compositions required. Ear-training, sight-singing, and dictation continuing in three-parts. Functional keyboard harmony.
Prerequisite: MUSI 201.
- MUSI 203 — Music Theory (4-0-3)
A study of harmonic practices of the 20th century. Ear-training, sight-singing, and dictation in three-parts and four-parts. Some original compositional writing required. Keyboard harmony exercises.
Prerequisite: MUSI 202.

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 131 for an explanation of digits following course titles.

- MUSI 211 — Music Appreciation (5-0-5)
Study of all types of music through reading and listening to records; for the general student wishing to develop the talent of perceptive listening.
- ¹MUSI 240 — Piano Literature (5-0-5)
A survey of standard piano literature with emphasis in teaching piano lessons.
- ¹MUSI 241 — Choral Techniques and Literature (4-2-5)
Basic conducting and choral techniques. A study of choral history and examination of choral works.
- ¹MUSI 250 — Intermediate Group Instruction in Applied Music (2-0-2)
Group lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Prerequisite: MUSI 150 or equivalent.
- ¹MUSI 251 — Applied Music (5-0-1)
Continuation of MUSI 151.
Note: This course does not count for graduation credit from Clayton State College in Area IV of the College Transfer Program in Music.
- MUSI 252 — Applied Music (1-0-1)
Continuation of MUSI 152.
Note: May be repeated for credit. A maximum of three quarter credit hours may be applied toward graduation.

NURSING

- ²NURS 105 — Introduction to Nursing (5-3-6)
This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs and on using the problem-solving approach in nursing situations. Mental health concepts are introduced to form a basis for better understanding of the patient as a person and as a background for further study.
Prerequisite or corequisite: BIOL 151.
- ²NURS 106 — Pharmacology (2-0-2)
The course outlines basic concepts of pharmacology and their clinical application. Major drug classifications are identified. Current practices for insuring safe, optimal chemotherapy are presented.
Prerequisites or corequisite: BIOL 151, BIOL 152, CHEM 112, or CHEM 121.
- ²NURS 121 — Adult Nursing I (5-9-8)
The student further develops the fundamental skills with the adolescent to young adult hospitalized patient and family. Emphasis is placed upon skill in assessment of patient's needs and approaches to appropriate nursing intervention as they relate to the developmental stage of the patient. Common recurring health problems which require surgical intervention are the primary focus of the content area.
Prerequisites or corequisites: NURS 105, CHEM 112 or 121, NURS 106, and BIOL 152.

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

²Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

- ¹NURS 122 — Adult Nursing II (5-9-8)
The student further develops fundamental nursing skills with the hospitalized adult. Emphasis is placed on the utilization of the nursing process in the care of middle aged and older adults and their families. The content of the course focuses on major health problems which require medical intervention.
Prerequisites or corequisites: NURS 105, CHEM 112 or 121, NURS 106, and BIOL 152.
- ¹NURS 203 — Nursing Care of the Child-Bearing Family (4-12-4)
This is a family-centered course which utilizes the nursing process in caring for clients and their families during the hospitalization phase of the childbearing cycle. Nursing care related to normal and abnormal physiology and psychological conditions which affect pregnancy, childbirth, and the newborn is the focus for the course.
Prerequisites or corequisites: NURS 105, 106, 121, 122.
- ¹NURS 204 — Nursing Care of Children and Families (4-12-4)
This course focuses on the nursing care of children and their families during the childrearing cycle. The nursing process is utilized throughout, as the basis from which the child and family are discussed in relation to health promotion and maintenance.
Prerequisites or corequisites: NURS 105, 106, 121, 122.
- ¹NURS 205 — Psychiatric-Mental Health Nursing (4-12-4)
This course focuses on the needs of clients with mental health problems and their physiological and behavioral adaptation. The course serves as an introduction to care of clients with multi-system stressors, with emphasis on application of the nursing process to their care.
Prerequisites or corequisites: NURS 105, 106, 121, 122, 203, 204.
- ¹NURS 206 — Advanced Physiological Nursing (4-12-4)
An advanced Medical-Surgical course which emphasizes application of the nursing process in care of clients with acute problems. This course serves as an introduction to care of clients with multi-system stressors and their physiological and behavioral adaptation to those stressors.
Prerequisites or corequisite: NURS 105, 106, 121, 122, 203, 204, PHED 102, PSYC 201.
- ¹NURS 209 — Nursing Care Management and Responsibilities (5-15-10)
An opportunity for the student to demonstrate beginning skills in mid-management by developing and implementing nursing care plans for groups of patients in team nursing situations. Issues in contemporary nursing, legal responsibilities, and professional considerations are included.
Prerequisites or corequisites: NURS 207, 208.

OFFICE ADMINISTRATION AND TECHNOLOGY

- ¹OADT 100 — Business English (5-0-5)
Knowledge and application of grammar, punctuation, spelling, capitalization, numbers, abbreviations, and word division for all business writing situations.
- ¹OADT 111 — Keyboarding/Typewriting I (1-4-3)
An introductory course for individuals who have had no typewriting or who type less than 30 words per minute. Designed for those who will operate any type of keyboard, including typewriter, computer, or word processor. Simple letters, reports, tabulation.
- ¹OADT 112 — Keyboarding/Typewriting II (1-4-3)
Development of speed and accuracy in keyboarding as well as the production of various types of business correspondence, reports, forms, manuscripts, and tabulation.
Prerequisite: OADT 111 or permission of instructor.
- ¹OADT 113 — Keyboarding/Typewriting III (1-4-3)
Advanced course providing further development of speed and accuracy skills. Production of a wide variety of business communications from rough-draft materials using the electronic typewriter.
Prerequisite: OADT 112.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

- ¹OADT 151 — Shorthand I (5-0-5)
A study of the principles of Gregg shorthand with emphasis on reading and writing shorthand. Dictation of familiar material at a minimum of 60 words per minute for three minutes and transcription with a minimum of 95 percent accuracy.
Prerequisites or corequisites: OADT 100 and OADT 111.
- ¹OADT 152 — Shorthand II (5-0-5)
Emphasis on dictation of new material. Minimum dictation speed of 80 words per minute for five minutes on new material. Transcription at the typewriter with a minimum of 95 percent accuracy.
Prerequisites: OADT 100 and OADT 151.
- ¹OADT 153 — Shorthand III (5-0-5)
Dictation of new material and transcription at the typewriter. Dictation of 100-120 words per minute and transcription with a minimum of 95 percent accuracy. Mailable letters.
Prerequisite: OADT 152.
- ¹OADT 202 — Business Machines Calculation (3-4-5)
Development of skills in operating various office machines, including electronic calculators and reprographics equipment. Knowledge and application of business mathematics.
Prerequisite: OADT 111 or permission of instructor.
- ¹OADT 203 — Office Management (5-0-5)
Emphasis on management and supervision of employees in the automated office. Topics include selection of employees, compensation, and incentive plans, job descriptions and analyses, ergonomics, personnel supervision, and implementation of office systems.
Prerequisite or corequisite: OADT 211.
- OADT 205 — Business Communications (5-0-5)
Knowledge and application of principles of oral, written, and nonverbal communications in business situations. Letter writing and report writing: planning, organizing, outlining, writing, and rewriting to get a final manuscript.
Prerequisite or corequisite: OADT 100 for OADT students; ENGL 111 for non-OADT students.
- ¹OADT 207 — Office Procedures I (5-0-5)
Office procedures typical of business offices, with emphasis on decision-making, telephone techniques, filing and records management, meeting and travel arrangements, and mail responsibilities.
Prerequisites: OADT 100, 112, 205, 211, 212, and 152 or permission of instructor.
Corequisite: OADT 208.
- ¹OADT 207L — Office Procedures I — Legal (5-0-5)
Office procedures typical of legal offices, with emphasis on legal terminology, decision-making, telephone techniques, filing and records management, meeting and travel arrangements, and mail responsibilities.
Prerequisites: OADT 100, 112, 205, 211, 212, and 152 or permission of instructor.
Corequisite: OADT 208L.
- ¹OADT 208 — Office Procedures II (5-0-5)
Students work in simulated office and produce work based on employability standards. Emphasis on production of business documents, work flow, office systems, setting priorities, human relations, professionalism, and job-seeking techniques.
Corequisite: OADT 207.
- ¹OADT 208L — Office Procedures II — Legal (5-0-5)
Students work in simulated legal office and produce work based on employability standards. Emphasis on production of legal documents, work flow, office systems, setting priorities, human relations professionalism, and job-seeking techniques.
Corequisite: OADT 207L.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

- ¹OADT 211 — Concepts of Information Systems (4-2-5)
An introduction to concepts of information processing and systems related to today's business office. Topics include information processing terms; development and business use of computers, word processors, and other automated office equipment; careers in the electronic office; records management; and hands-on business use of the microcomputer.
Prerequisite or corequisite: OADT 111.
- ¹OADT 212 — Word/Information Processing I (2-6-5)
Intensive use of word processing equipment and machine transcription units. This course will help to prepare students for duties in a variety of office positions, particularly in word processing.
Prerequisites or corequisites: OADT 100, 112, and 211.
- ¹OADT 213 — Word/Information Processing II (2-6-5)
An advanced course in word/information processing. Includes advanced word/information processing applications, transcription and dictation skill development, basic system maintenance, and a simulation representing activities in a word processing center.
Prerequisite: OADT 212.
- ¹OADT 214 — Business Computer Software (2-6-5)
A hands-on computer software course on the IBM-PC and PC compatible. Designed for business and office personnel who use prepackaged software on microcomputers. Includes electronic spreadsheets, data base management, word processing, and integrated software.
Prerequisites: OADT 211; ability to keyboard.
- ¹OADT 222 — Occupational Internship (1-15-5)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.
Prerequisite: Employment, Technology major, and permission of program advisor.
Corequisite: OADT 207.
- ¹OADT 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.
- ¹OADT 250 — Automated Accounting I (5-0-5)
Introduction of the basic accounting cycle and emphasis on accounting procedures typical of both retail and service business establishments. Computer applications will be introduced.
Prerequisite or corequisite: OADT 211.
- ¹OADT 251 — Automated Accounting II (4-2-5)
Emphasizes accounting procedures typical of partnerships and corporations. Computer applications continued.
Prerequisite: OADT 250.
- ¹OADT 252 — Automated Accounting Applications (3-4-5)
A conclusion of fundamental principles of accounting with emphasis on control accounting, decision-making, and individualized non-profit organizations. Major emphasis will be on advanced computer applications.
Prerequisite: OADT 251.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

PHILOSOPHY

PHIL 211 — Introduction to Philosophy (5-0-5)

The nature of philosophical thinking, the relation to and difference from other types of intellectual endeavor, studied through reading and discussing representative texts of major philosophers.

PHIL 221 — Introduction to Logic (5-0-5)

Study of the art of correct reasoning in the light of classical and modern techniques of analysis.

PHIL 311 — Ethical Issues in Business (5-0-5)

An examination of ethical perspectives and values in selected issues in business. A focus on communication, critical thinking, and value perspective.

Prerequisite: Junior Standing.

PHYSICAL EDUCATION/HEALTH/RECREATION

(Equipment for all classes will be furnished by the Physical Education Department unless otherwise indicated.)

PHED 100 — Prescriptive Exercise (1-2-2)

Designed to assist the student in developing an individual fitness program utilizing components of flexibility, muscular strength, cardiovascular endurance, and body composition. The course will also deal with related topics such as nutrition, heart disease, and stress management.

¹PHED 101 — Personal Health (2-0-2)

An examination of the physical and mental health problems of man. Emphasis will be placed on emotional problems, drug abuse, alcohol abuse, foods, diet and weight control, reproduction, medical services, and ecology.

PHED 102 — First Aid (1-2-2)

General instruction in basic emergency first aid techniques. American Red Cross certification is available to those satisfactorily completing the course.

PHED 104 — Modern Marriage and Family Relationships (2-0-2)

An examination of the man-woman relationship as it is found in dating, courtship, marriage, and family life in contemporary America.

¹PHED 105 — Archery (0-2-1)

Development of proper shooting technique, terminology, shooting etiquette, and tackle selection.

PHED 110 — Badminton (0-2-1)

Development of the skills of the serve, drive, smash, drop, and clear. Instruction in singles and doubles play, rules, and terminology.

¹PHED 120 — Beginning Golf (0-2-1)

Designed to develop effective chipping, putting, and driving skills for the novice golfer. Rules and etiquette of golf are included. The student should wear low-heel shoes. Golf shoes are not required. The College provides clubs and balls. The student is required to play 9 holes of regulation golf during the quarter.

¹PHED 125 — Beginning Tennis (0-2-1)

Primary emphasis is on the development of the forehand and backhand ground strokes and serve. Introduction to lob, overhead, and volley. Singles and doubles play included. Emphasis on rules and etiquette of tennis. Students furnish tennis shorts, T-shirt, and smooth-soled tennis shoes. The College provides tennis racquets and tennis balls. Students may use their personal tennis racquets.

¹A student may receive credit by examination for these courses by successfully completing a competency examination. Please contact a member of the Health, Physical Education, and Recreation faculty for further information.

See Page 131 for an explanation of digits following course titles.

PHED 126 — Intermediate Tennis (0-2-1)

This course is designed for students who have developed sound forehand and backhand ground strokes and have developed an effective overhead loop serve. The emphasis is on the development of the overhead, lob, and volley and on placement of shots. Strategy for singles and doubles play is included. Rules and etiquette of tennis are stressed. Students furnish tennis shorts, T-shirts, and smooth-soled tennis shoes. The College provides tennis racquets and tennis balls. Students may use their personal racquets.

Prerequisite: PHED 125 or permission of instructor.

PHED 130 — Gymnastics-Apparatus (0-2-1)

Instructions in the basic stunts and creative routines on the following pieces of apparatus: balance beam, uneven parallel bars, rings, horizontal bar, and side horse.

PHED 131 — Tumbling (0-2-1)

Instruction in basic stunts and creative routines.

PHED 135 — Beginning Judo (0-2-1)

Development of basic throws, falls, and techniques involved in subduing an attacker. Emphasis is placed on judo as a defense technique and judo as a sport. Students must furnish uniform.

PHED 137 — Self Defense (0-2-1)

Skill and understanding essential for defense against an aggressor with emphasis on avoiding attacks. Includes falls, throws, counters, locks, and escapes. Student must furnish uniform.

¹PHED 139 — Beginning Karate (0-2-1)

Basic development of the art of kicks and punches through demonstration and practice of proper techniques. Emphasis is placed on safety and control. Tae Kwon Do is the art of self defense without weapons. Students must furnish uniform.

¹PHED 140 — Jogging (0-2-1)

Development of proper jogging technique, endurance and stamina, proper warm-up techniques and knowledge of the physiological and health benefits associated with physical activity.

¹PHED 141 — Weight Training (0-2-1)

Development of proper lifting technique. Acquire knowledge of several methods of development of strength and muscular endurance and the physiological principles of weight training.

PHED 143 — Intermediate Karate (0-2-1)

Improvement on basic techniques developed in beginning karate class and development of new and more advanced techniques involving a higher proficiency of skill and control.

Prerequisite: PHED 139 or equivalent.

PHED 159 — Aerobic Dance (0-2-1)

Designed to develop the knowledge, understanding, and values of aerobic activity through rhythmic movement.

PHED 160 — Folk Dances of Western Europe and the United States (0-2-1)

Native dances from countries of Western Europe and the United States are the primary focus. Brief historical development of dances is included.

¹A student may receive credit by examination for these courses by successfully completing a competency examination. Please contact a member of the Health, Physical Education, and Recreation faculty for further information.

See Page 131 for an explanation of digits following course titles.

- PHED 161 — Round and Square Dance (0-2-1)
Basic instruction in American dance. Fundamental steps and formations are included.
- PHED 163 — Beginning Modern Dance (0-2-1)
Development of an understanding of the skills, knowledge, and conditioning essential for free and creative dance. Students must furnish leotards and tights.
- PHED 164 — Intermediate Modern Dance (0-2-1)
Designed to further develop the student's technical skills and knowledge with concentration on promoting the individual style needed for jazz. Students must furnish leotards, tights, and ballet shoes.
- PHED 165 — Folk Dances of Eastern Europe (0-2-1)
Native dances from countries of Eastern Europe are the primary focus. Introduction to customs, cultures, and brief historical development of dances is included.
- PHED 166 — Beginning Tap Dance (0-2-1)
Designed to teach the basic tap steps and combinations along with their rhythmic analysis and style to be used in composition. Students must furnish tap shoes.
- PHED 167 — Social Dance (0-2-1)
Instruction in the basic techniques and patterns of traditional couple dances with an emphasis on current dances.
- PHED 168 — Beginning Ballet (0-2-1)
A program of classical ballet, including alignment of the body, position of the feet, elementary locomotive movements, basic ballet terms, and jumps. Student must furnish leotards, tights, and ballet shoes.
- PHED 169 — Intermediate Ballet (0-2-1)
An in-depth technical approach to the understanding and appreciation of ballet. Concentration on improving one's ability to master the basic step and turns. Will include ballet history. Students must furnish leotards, tights, and ballet shoes.
- PHED 170 — Volleyball (0-2-1)
Development of the skills of the pass, the volley, the spike, the block, and the serve. Instruction of offensive and defensive technique, rules, and terminology.
- PHED 172 — Intermediate Tap Dance (0-2-1)
An advanced level of tap, designed to provide the student with more intricate tap rhythms, steps and combinations with emphasis on style and speed. Student must furnish leotards, tights, and tap shoes.
- PHED 176 — Roller Skating (0-2-1)
A course designed to develop stops, turns, forward and backward skating, and elementary figure skating.
- PHED 180 — Hiking and Backpacking (0-2-2)
This course is designed to expose the novice hiker/backpacker to the equipment needed for hiking and backpacking. Class time will be devoted to selection of footwear, selection of pack and frame, selection and preparation of appropriate foods, first aid, sanitation, selection of sleeping gear, shelter, and use of map and compass. In addition, there will be an emphasis on minimum impact hiking and backpacking with significance of man's relation to his environment being stressed.
- PHED 183 — Cycling (1-2-2)
Development of the proper riding skills and techniques. Instruction in safety rules, bicycle and gear selection, and proper maintenance. Weekend rides are required. Students must furnish bicycles.

See Page 131 for an explanation of digits following course titles.

- PHED 185 — Camping (1-2-2)
A basic course in camping. This course includes aspects of pioneer camping as well as family recreational camping. There will be overnight camp-outs during the course.
- PHED 195 — Personalized Physical Education (1 hr. credit)
Provides an opportunity for exceptional students to complete the physical education requirement in a course that can be adapted to meet special needs.
- PHED 196 — Personalized Physical Education (1 hr. credit)
Provides an opportunity for exceptional students to complete the physical education requirement in a course that can be adapted to meet special needs.
- PHED 260 — Foundations of Physical Education (5-0-5)
An introductory study of the history, philosophy, principles, foundations, nature, and scope of the field of physical education. For those majoring in health and physical education.
- PHED 265 — Physical Education in the Elementary School (4-2-5)
Lecture and field experience in planning, supervising, and administering the elementary school physical education program.
- RECR 201 — Introduction to Recreation Services (5-0-5)
This course is designed to introduce the student to the historical and philosophical foundations of leisure and recreation. Many types of agencies which provide leisure services are presented and emphasis is placed on the interrelation of these agencies in meeting the recreational needs of society. Opportunity will be afforded to observe the operation of a number of these agencies.

PHYSICS

- PHYS 151 — Introductory General Physics I (4-2-5)
Non-calculus based study of mechanics (statics and dynamics). Does not assume any prior course in physics.
Prerequisite: Two years of high school algebra or MATH 111.
- PHYS 152 — Introductory General Physics II (4-2-5)
Thermodynamics, electricity, and magnetism.
Prerequisite: PHYS 151.
- PHYS 153 — Introductory General Physics III (4-2-5)
Wave physics (sound and optics) and modern physics.
Prerequisite: PHYS 151.
- PHYS 251 — General Physics I (4-3-5)
Calculus-based study of statics and dynamics.
Prerequisite: MATH 151.
Prerequisite or corequisite: MATH 152.
- PHYS 252 — General Physics II (4-3-5)
Calculus-based study of thermodynamics, electricity, and magnetism.
Prerequisites: PHYS 251 and MATH 152.
Prerequisite or corequisite: MATH 251.
- PHYS 253 — General Physics III (4-3-5)
Calculus-based study of sound, optics, and modern physics.
Prerequisites: PHYS 252 and MATH 251 or consent of instructor.

See Page 131 for an explanation of digits following course titles.

POLITICAL SCIENCE

POLI 111 — American National Government (5-0-5)

An introduction to the structures and processes of American national politics, from the perspective of political science methodology. (Satisfies the legislative requirement for the study of the U.S. and Georgia Constitution.)

POLI 200 — State and Local Government (5-0-5)

An introduction to the organization and processes of government at the state and local levels. Special emphasis will be placed upon the current problems faced by urban government.

POLI 211 — Introduction to Comparative Politics (5-0-5)

Designed to acquaint students with certain key concepts and methods; a comparative study of political systems in Western Europe, the Communist nations, and the Third World.

PRACTICAL NURSING

¹LPN 121 — Introduction to Practical Nursing (3-0-3)

This course is designed to orient the student to the history of nursing, the patient as a person, the process of communication, health care delivery systems, the roles of various health professionals, and the scope of practice of the Licensed Practical Nurse.

¹LPN 123 — Basic Nutrition (3-0-3)

This course is designed to provide the practical nursing student with the basic principles of nutrition, nutritional variations in the management of disease conditions, and nutritional needs during the life cycle.

¹LPN 124 — Introduction to Patient Care (2-6-5)

This course introduces the student to the basic skills and nursing procedures which are generally performed by the practical nurse. Instruction and practice in the laboratory setting are provided with continued experience coordinated in the clinical area. BCLS certification (American Heart Association) in CPR is provided upon successful completion of testing. Also included in the course is a review of basic mathematics necessary as a prerequisite for pharmacology.

¹LPN 125 — Determining the Nursing Needs of Patients (6-0-6)

This course presents the practical nursing student with an introduction to the nursing theory necessary to perform competently in the role of Licensed Practical Nurse.

¹LPN 126 — Medical-Surgical Nursing I (9-18-18)

This course offers an introduction to the practical nursing care of patients with selected medical-surgical problems to include the following: the surgical patient, the geriatric patient, the patient with cancer, the patient with disorders of the blood and lymph, the patient with orthopedic disorders, and the patient with disorders of the endocrine system. Pharmacology appropriate to these disorders is included. This course includes clinical practice in the medical/surgical area. Beginning experience in the administration of medications also is provided.

¹LPN 127 — First Aid for Practical Nursing (2-0-2)

This course is designed to prepare the practical nursing student to intervene effectively in common emergency medical situations until more sophisticated help arrives. It supplements the practical nursing curriculum.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹LPN 128 — Pharmacology and Nursing (4-9-8)

This course is designed to teach the basic skills necessary for the safe administration of medications and for accurate evaluation of the effects of those medications on the patient. It includes practical experience in the clinical area.

¹LPN 129 — Obstetric Nursing (6-6-9)

This course is designed to prepare the student in the area of obstetric nursing and to further enhance worth to the health field. It is planned to provide students an opportunity to apply theory to practice and skillfully care for patients in the antepartal, labor and delivery, postpartum, and newborn periods.

¹LPN 130 — Pediatric Nursing (6-6-9)

This course is designed to prepare the student in the area of Pediatric Nursing. It is intended to help the student understand the periods of infancy, toddler, pre-school, school age, and adolescent. Emphasis is placed on growth and development changes and scientific rationale related to both normal and abnormal physiological states.

¹LPN 131 — Medical Surgical Nursing II (4-4-6)

This course is a continuation of Medical-Surgical Nursing I. It is designed to instruct students in the nursing care and altered physiological processes of patients with medical/surgical problems of the genitourinary, integumentary, sensory, reproductive systems, and allergic disorders and the medical and surgical treatments used for each.

¹LPN 132 — Psychiatric Nursing (3-6-6)

This course instructs the student in principles of psychiatric nursing. It begins with normal adaptation in life and progresses to deviations from the norm. It covers current treatment modalities used for psychiatric problems.

¹LPN 133 — Medical-Surgical Nursing III (7-14-14)

This course is a continuation of Medical-Surgical Nursing I and II. It is designed to instruct the student in concepts of advanced medical-surgical nursing and the altered physiological processes seen in various disorders. Areas covered include disorders/diseases of the gastrointestinal, endocrine, central nervous, cardiovascular and respiratory systems, and the medical-surgical management of each.

¹LPN 134 — Community Health Nursing (3-4-5)

This course introduces the student to community health nursing and the practical nurse's role as a referral agent and health educator. It will cover current health problems, populations and risk, and agencies available to offer assistance.

¹LPN 233 — Selected Topics and Problems (1-10)(1-24)(1-10)

Available to those students who have justified a special need to the program advisor. Prior to beginning the course, a topic/problem will be identified, objectives written, means of accomplishment outlined, and evaluation criteria provided.

PSYCHOLOGY

PSYC 201 — General Psychology (5-0-5)

An experimental approach to the study of psychology as a science. Emphasis is placed on methods in psychological experimentation, social behavior, learning, and memory and cognition.

PSYC 204 — Child Growth and Development (5-0-5)

An introduction to child psychology with special attention focused on the social, emotional, intellectual, and personal development of the child.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹PSYC 210 — Industrial Psychology (5-0-5)

An introduction to the behavior aspects of people in business and industry. Emphasis will be placed on the motivation, stress, and disciplinary characteristics of both labor and management personnel.

PSYC 258 — Psychology of Adjustment (5-0-5)

A study of the dynamics of adjustment in human behavior. Emphasis is placed on behavioral and phenomenological processes and application of adjustment techniques in individual and group situations.

SCIENCE

SCI 105 — Environmental Science (5-0-5)

A study of man and his relationship to the environment with emphasis on current environmental problems. Designed for the non-science major.

SCI 110 — Science Appreciation (5-0-5)

This course deals with the way scientists approach and solve questions relating to natural phenomena. A variety of current interest topics will be discussed in a qualitative manner.

SOCIOLOGY

SOCI 105 — Introduction to Sociology (5-0-5)

An introduction to the basic sociological concepts regarding social institutions, social organization, culture, stratification, formal organization, collective behavior, and urbanization in modern American society.

SOCI 201 — Contemporary Social Issues (5-0-5)

An analysis of current social issues utilizing data from basic research and emphasizing the part that individuals and communities alike play in isolating, describing, and solving America's internal problems.

SOCI 204 — Marriage and the Family (5-0-5)

An in-depth study of the institutions of marriage and the family including historical development, cross-cultural perspective, structure and function, and an analysis of current forces of change affecting marriage and the family.

SPANISH

SPAN 111, 112 — Elementary Spanish I and II (5-0-5 each course)

Introduction to speaking, reading, and writing Spanish; includes an introduction to Spanish culture.

SPAN 211 — Intermediate Spanish (5-0-5)

Grammar review and continued development of the student's basic skills in speaking, reading, and writing Spanish with emphasis on readings of a more difficult nature than those previously encountered by the student.

Prerequisite: SPAN 112.

SPAN 212 — Intermediate Spanish (5-0-5)

Continued development of the student's basic skills in speaking, reading, and writing Spanish with emphasis on readings of a more difficult nature than those previously encountered by the student.

Prerequisite: SPAN 211.

SPAN 295, 296, 297 — Studies Abroad (5-0-5)

See page 179.

SPAN 322 — Spanish for Business and Economics (5-0-5)

Spanish for students whose field of interest encompasses any phase of economic studies. The course presents the specialized and technical vocabulary necessary to function in the business world and within situations normally encountered by people in business, always in the context of conversational grammar (listening, speaking, reading and writing are emphasized).

Prerequisite: Junior Standing.

¹Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia for Area IV.

See Page 131 for an explanation of digits following course titles.

SPEECH

SPCH 121 — Communications (5-0-5)

An introductory course dealing with concepts of communications and offering experience in communication situations. Intrapersonal communications, interpersonal communications, mass media, and communication strategy will be explored.

STUDIES ABROAD

CLAS 295, 296, 297 Studies Abroad (5-0-5 each)

A nine-week academic program in classical studies with instruction by University System of Georgia faculty. Travel in Italy and/or Greece is included. The Studies Abroad Program is a full 15-quarter credit hour course load which is offered only in the summer.

GERM 295, 296, 297 Studies Abroad (5-0-5 each)

A nine-week academic program in German under the direction of University System of Georgia faculty. Included is a course of study with foreign professors and at least one week of travel in Germany. The Studies Abroad Program is a full 15-quarter credit hour course load which is offered only in the summer.

LATIN 295, 296, 297 Studies Abroad (5-0-5 each)

A nine-week academic program in Spanish and Latin American studies under the direction of University System of Georgia faculty. The Studies Abroad Program is a full 15-quarter credit hour course load which is offered only in the summer.

FREN 295, 296, 297 Studies Abroad (5-0-5 each)

A nine-week academic program in French conducted under the direction of University System of Georgia faculty. It includes a course of study under foreign professors and at least one week of travel in France. The Studies Abroad Program is a full 15-quarter credit hour course load which is offered only in the summer.

SPAN 295, 296, 297 Studies Abroad (5-0-5 each)

A nine-week academic program in Spanish conducted under the direction of University System of Georgia faculty. It includes a course of study under foreign professors and at least one week of travel in Spain. The Studies Abroad Program is a full 15-quarter credit hour course load which is offered only in the summer.

TELECOMMUNICATIONS TECHNOLOGY

¹ATTC 210 — Receivers and Transmitters (4-3-5)

A study of the fundamental principles of communications receivers and transmitters in the AM, FM, and SSB modes. RF circuits, IF circuits, modulation, demodulation, detection, and power amplifiers will be covered from a block diagram approach.

Prerequisite: ATEL 110.

¹ATTC 212 — Specialized Communication Systems and Techniques (4-3-5)

An introduction to basic radar circuits and systems, microwave devices, interference, waveguides, weather systems in color and monochrome, specialized communication systems and antenna systems and propagation.

Prerequisite: ATEL 110.

¹ATTC 215 — Telephone Systems (4-3-5)

A study of modern telephone switchgear and control devices. Topics covered will include PBX systems, signaling, WATS, and network management.

Prerequisite: ATEL 110.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

See Page 131 for an explanation of digits following course titles.

¹ATTC 220 — FCC Rules and Regulations (5-0-5)

A study of the requirements to obtain an FCC General Radiotelephone License. Special attention will be given to the electronic calculations, circuit recognition, and troubleshooting skills required to obtain a general radiotelephone license.
Prerequisite: ATEL 110.

¹ATTC 222 — Occupational Internship (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.
Prerequisites: Employment, Technology major, and permission of program advisor.

¹ATTC 233 — Selected Topics and Problems (1-12-5)

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

¹Career courses which may not fulfill requirements for the baccalaureate degree or be transferable to other programs. Students should consult with the institution to which they plan to transfer to determine transferability.

FINANCIAL AID

PURPOSE OF FINANCIAL AID PROGRAM INFORMATION FOR FINANCIAL AID APPLICANTS GENERAL LOAN PROGRAMS

- Guaranteed Student Loan
- National Direct Student Loan
- Supplemental Loans
- Plus Loans
- Emergency Loans

GENERAL SCHOLARSHIP PROGRAMS

- Mitchell C. Bishop Scholarship Fund
- John Word West Scholarships
- Regents' Scholarships
- Clayton State College Foundation Achievement Scholarships
- Clayton State College Foundation Talent Scholarships
- The Gary Daniel Teal Memorial Scholarship Fund
- Trust Company Bank of Clayton County Scholarship Program
- The Robert V. Hooks Scholarship
- The Clayton State College Special Opportunity Stipend

GENERAL WORK PROGRAMS

- College Work-Study Program

GRANTS

- Pell Grants
- Supplemental Educational Opportunity Grant

SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS

- State Student Incentive Grant
- Federal Nursing Loan (FNL) Program
- Reserve Officer Training Corps (ROTC) Scholarship
- State Direct Health Career Loans

PURPOSE OF FINANCIAL AID PROGRAM

The purpose of financial aid at Clayton State College is to provide assistance to the student who otherwise could not attend college. Clayton has established the guideline that the primary responsibility for financing a college education lies with the students and their families. Thus the needs of an individual student for financial assistance are determined by the difference between what the student and the family can contribute and the actual cost of attending Clayton State College. A student's family contribution and need analysis will be processed by the College Scholarship Service when the Financial Aid Form is filed for processing. Financial Aid Forms are available from most secondary school counselors, from the Office of Financial Aid at Clayton State College, or from the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

Detailed standards for academic progress and financial aid eligibility are available in the Office of Financial Aid. All students receiving financial aid should be aware that these standards for retaining aid are in addition to the academic standards expected for continued enrollment.

INFORMATION FOR FINANCIAL AID APPLICANTS

1. File a formal application for admission to Clayton State College;
2. File a general application for financial aid (available from the Office of Financial Aid at Clayton State College);
3. For all students applying for Federally funded programs based on financial need, including the Pell Grant, the student should do the following:
 - a. Complete steps (1) and (2) above.
 - b. File a Financial Aid Form (FAF) through the College Scholarship Service or any other Needs Analysis Form that has been approved by the U.S. Department of Education. The charge for processing the Financial Aid Form is \$7.00 and \$5.50 for each additional copy requested. There is no additional charge for processing the Pell Grant.
 - c. Apply for the Pell Grant by checking "Yes" in item 44 on the Financial Aid Form. This will result in the information supplied on the Financial Aid Form being sent to the Pell Grant Program in Iowa City, Iowa, which in turn will send the student a Student Aid Report to the Financial Aid Office. The student should not wait until registering to bring in this report.
 - d. Students who are residents of the State of Georgia must complete item 45 on the Financial Aid Form to apply for the State Student Incentive Grant. An additional \$2.50 is charged to have information taken off the Financial Aid Form sent to the Georgia Student Finance Authority in application for the State Student Incentive Grant.
 - e. If the student has attended other institutions beyond high school, Federal regulations require that the student have the institutions forward a financial aid transcript to the institution at which aid is requested, whether the student did or did not receive aid. Financial Aid Transcripts may be picked up in the Financial Aid Office in room C-57.
4. For students applying for scholarships that do not require financial need to be shown, the student should do the following:
 - a. Complete steps (1) and (2) above.
 - b. Secure an application from either High School Counselor or Financial Aid Officer.
 - c. Complete all data required on the application.
 - d. Submit all required data, once completed, to the Director of Financial Aid, Clayton State College.

5. The awarding of Financial Aid at Clayton State College is based upon these factors:
 - a. The student's having a completed Financial Aid Folder;
 - b. the student's showing financial need (for those programs requiring need); and
 - c. the institution's availability of funds.

A completed Financial Aid folder includes a general application, a Pell Grant Student Aid Report, a Financial Aid Form analysis for those students desiring aid other than the Pell Grant, and a Financial Aid Transcript for those students who transfer to Clayton State College.

6. Applicants for Federal and State need-based Financial Aid programs at Clayton State College must meet the following criteria:
 - a. Be a U.S. citizen, National, or permanent resident.
 - b. Be enrolled on at least a half-time basis (6 hours or more) in a degree program.
 - c. Must be making academic progress in their course of study. Students who are making satisfactory academic progress shall be classified as eligible recipients of financial aid *except* as follows:
 1. Students who have been suspended because of cumulative or quarterly grade point averages. Eligibility for financial aid shall be restored only after such students have returned to college for at least one quarter, completed at least five quarter credit hours, and earned a grade point average of 2.0 or higher.
 2. A student will not be eligible for financial aid if, after enrolled in 30 or more credit hours, he or she has not successfully completed 50% of those hours with passing grades. (The symbols *F*, *W*, *WF* and *I* are not passing grades.) Students who repeat courses or students who change their major will be required to complete the same percentage requirements of attempted hours.
 3. A student will not be eligible for financial aid, if after enrolling in 60 or more credit hours, he or she has not successfully completed 75% of those hours with passing grades. (The symbols *F*, *W*, *WF* and *I* are not passing grades.) Students who have to repeat courses or students who change their major will be required to complete the same percentage requirements of attempted hours.
 4. A student will not be eligible for financial aid for courses that are not appropriate to the student's major.
 5. A student will not be eligible to receive financial aid for repeating a course in which a passing grade has already been made.
 6. Financial aid recipients will be allowed to change their major twice and still maintain financial aid eligibility. However, if the change of major results in the loss of hours, financial aid will be affected. If a change of major does not affect the number of hours earned toward a degree, financial aid will not be affected.
 7. A student will be eligible to receive financial aid for a maximum of 135 credit hours attempted. Symbols *F*, *W*, *WF* and *I* received for courses will be included as part of the 135 credit hours maximum but will not count as hours completed.
 8. Students enrolled in the Developmental Studies Program will be allowed to receive financial aid for 45 hours of Developmental Studies Courses.
 9. When a student who has been suspended from financial aid feels that he or she has mitigating circumstances that have prevented the student from meeting Standards of Academic progress, he or she will be given the opportunity to appeal the financial aid suspension. The appeals process will be as follows:
 - (a) The student will indicate in writing to the Director of Financial Aid the reasons why he or she did not achieve minimum academic requirements and the reasons why he or she should not be suspended from financial aid.
 - (b) The Director of Financial Aid will review the appeal with the Financial Aid Committee, and they shall determine whether or not the financial aid suspension is justified. The student will be advised in writing of the decision.
 - (c) Within 10 days a student may request, in writing, that the Dean of Students review this decision. Such a written request will include the reasons why such a decision should be reconsidered. The Dean of Students will meet with the student to discuss the decision. Subsequent to such a meeting, the Dean of Students shall inform, in writing, the student to the findings and decision.
 - d. Must sign a statement indicating that the applicant is not in default on a Guaranteed Student Loan or National Direct Student Loan.

- e. Must have established financial need by filing a Financial Aid Form for those programs requiring need to be shown.
 - f. Be registered for the draft with Selective Service if applicant is a man who is at least 18 years old and born after December 31, 1959, and who is not a current member of the active armed forces.
7. Financial Aid is awarded on a quarterly basis. All awards are disbursed in equal shares. For example, a student receiving a loan of \$300 would receive \$100 a quarter for Fall, Winter and Spring quarters. Except for the College Work-Study Program, aid is disbursed through a Financial Aid voucher from the Financial Aid Office. The voucher is accepted in place of cash or personal check for a student's tuition and fees. For students receiving aid in excess of tuition and fees, they will receive the balance in two payments. The first payment will be made on the first day of classes for those students who register at early registration and two weeks after regular registration for those students who register at that time. All students will receive the second payment following the last day to officially drop courses without academic penalty (approximately the sixth week of the quarter).
8. Schedules concerning the repayment of student loans are available from the College's Business Office or Financial Aid Office. Information regarding the refunding of student fees may be found in the Financial Information section of this catalog.
9. The cost of attendance at Clayton State College may be found in the Financial Information section of this catalog.

GENERAL LOAN PROGRAMS

GUARANTEED STUDENT LOAN

Georgia residents who meet certain income criteria may obtain Educational Loans from banks and other private lending institutions that take part in the State and Federal Guaranteed Student Loan Programs.

Before a student's eligibility can be determined for the Guaranteed Student Loan, the student must complete a Financial Aid Form or any other Needs Analysis Form that has been approved by the U.S. Department of Education. The student must request that information from the Needs Analysis Report be sent to Clayton State College. The student must also submit the student Aid Report to the Financial Aid Office before processing of the Guaranteed Student Loan can be completed.

First- and second-year undergraduate students may borrow a maximum of \$2,625.00 each year. Third-, fourth-, and fifth-year undergraduates students may borrow a maximum of \$4,000 per year, with an aggregate limit of \$17,250.00 for five years.

Loans made to students by lending institutions are guaranteed by the Georgia Student Finance Authority (GSFA) at an annual rate of nine percent (9%) for students who borrowed prior to September 12, 1983, and at an annual rate of eight percent (8%) for students who made loans after that date. All interest on loans is paid by the United States Government while the student is in school. Loans may be repaid in monthly installments following graduation or withdrawal from the school. Georgia Guaranteed Loan applications are available in the College Office of Financial Aid.

NATIONAL DIRECT STUDENT LOAN

The National Direct Student Loan is available to students with financial need at the time of enrollment or thereafter. Interest at six percent (6%) begins to accrue six months after the borrower leaves school. The loan may be repaid in one lump sum or in installments. Borrowers who elect to teach in certain eligible schools located in areas of primarily low-income families may qualify for cancellation of the entire obligation over a five-year period.

Clayton State College is able to provide matching funds for National Direct Student Loans and Emergency Loans to students through a generous grant by the John Word West Education Foundation, Inc.

SUPPLEMENTAL LOANS

Supplemental loans are available to independent undergraduate students.

Supplemental loans are available at the discretion of lending institutions and are guaranteed by the Georgia Student Finance Authority for residents of Georgia or other guaranteed agencies for non-residents of Georgia.

The maximum loan amount that an independent student may borrow is \$4,000.00 per year, with an aggregate limit of \$20,000.00

Supplemental loans are available at a ten percent (10%) interest and borrowers must begin repayment sixty (60) days after the loan is disbursed.

PLUS LOANS

The Plus Loan Program provides educational loans to parents on behalf of the dependent undergraduate son or daughter. Plus loans are made at the discretion of the Georgia Student Finance Authority to eligible lending institutions and are guaranteed for residents of Georgia or other guaranteeing agencies for non-residents.

The maximum loan amount that parents may borrow for their son or daughter is \$4,000.00 per year, with an aggregate limit of \$20,000.00.

Plus Loans are available at a ten percent (10%) interest rate, and borrowers must begin repayment sixty days after the loan is disbursed.

EMERGENCY LOANS

In cases of exceptional circumstances, a student may apply for an Emergency Loan of up to 80% of the matriculation fee. A student wishing to apply for an Emergency Loan should secure from the Office of Financial Aid a copy of the guidelines and application form, to be returned to the Director of Financial Aid at least two working days prior to the Official Registration Day of the quarter in which the student plans to enroll. Emergency Loans are not available at Early Registration and must be repaid within a period of 30 days.

GENERAL SCHOLARSHIP PROGRAMS

MITCHELL C. BISHOP SCHOLARSHIP FUND

The Mitchell C. Bishop Scholarship Fund was created to provide financial assistance for deserving students to attend Clayton State College. Established by a contribution made by the Atlanta Airport Rotary Club, the trust fund was named for the late Mr. Bishop, one of the club's most distinguished members.

Financial assistance provided by the trust fund is available to deserving students in the form of scholarships, grants, awards, loans, and/or other appropriate stipends as determined by the College. Further contributions may be made to the fund, but only the interest income may be used to support the Scholarship Fund.

Each year the scholarship fund provides each of four outstanding students a \$300 cash award. The cash awards are disbursed, at a rate of \$100 per quarter, each quarter that the selected student is enrolled during that academic year.

JOHN WORD WEST SCHOLARSHIPS

Financial assistance is available to deserving students as the result of a generous grant made to Clayton State College by the John Word West Educational Foundation, Inc. These funds provide for assistance in the form of scholarships to deserving students.

This assistance is designed to provide incentive for those deserving students who might not go to college without this financial encouragement. It is further the intent of the Fund to provide an attraction for those exceptional students who, due to this recognition, would continue to develop their talents.

Those students who would profit from attending college and who have shown reasonable academic promise are encouraged to apply for a John Word West Scholarship.

Recipients will normally receive a scholarship to cover all resident tuition and fees for one academic year to attend Clayton State College. Students awarded a one-year scholarship will be given preference for a second one-year award. Scholarships may be awarded for periods of less than one academic year.

REGENTS' SCHOLARSHIPS

Regents' Scholarships were established for the purpose of assisting the student of superior ability who needs financial aid in order to attend college. The scholarship program is administered by Clayton State College in accordance with policies established by the Board of Regents.

In order to qualify for a Regents' Scholarship, an applicant must enroll as a full-time student and have average grades or predicted average grades that place him in the upper 25% of his class. The amount of the scholarship will depend upon the financial need of the applicant as determined by the College Scholarship Service Need Analysis Report.

Recipients of a Regents' Scholarship are expected, upon completion of their program of study, to reside in the State of Georgia and to engage in work for which they were prepared through scholarship aid for a period of one year for each \$1,000 of scholarship aid received.

CLAYTON STATE COLLEGE FOUNDATION ACHIEVEMENT SCHOLARSHIPS

Foundation Achievement Scholarships are sponsored by the Clayton State College Foundation, Inc., to recognize and reward outstanding area high school students for their record of academic achievement.

Formerly called the Foundation Merit Scholarship Program, awards for recipients of Foundation Achievement Scholarships are provided for the highest ranking graduates of selected area high schools who elect to attend Clayton State College. To be eligible, students must be in the top five percent of their class and score 1,000 or more on the Scholastic Aptitude Test.

A special feature of the Achievement Scholarship Program provides awards to STAR Students from the counties of Clayton, Henry, Fayette, Fulton, Rockdale, and Spalding.

The following area high schools participate in this program:

From Clayton County:

Forest Park Senior High
Jonesboro Senior High
Morrow Senior High
North Clayton Senior High
Riverdale Senior High

From Henry County:

Henry County High
Stockbridge High

From Fayette County:

Fayette County High
McIntosh High

From Spalding County:

Griffin/Spalding County High

From south Fulton County:

Campbell High
College Park High
Feldwood High
Hapeville High
Lakeshore High
M.D. Collins High
Palmetto High
Russell High
Westwood High
Woodland High
Woodward Academy

From Rockdale County:

Rockdale County High
Heritage High

These awards cover the entire cost of Georgia residency tuition and fees for a full-time student for two years, and must be utilized within a three-year period. A financial aid application is not required for this scholarship as each high school designates those eligible.

CLAYTON STATE COLLEGE FOUNDATION TALENT SCHOLARSHIPS

The Clayton State College Foundation, Inc., provides financial assistance for students in the form of two-year, full-tuition scholarships. This award must be utilized within a three-year period. Eligibility to receive these awards is based upon academic excellence (and a course of study selection).

To be eligible, students must have a minimum score of 1,000 on the Scholastic Aptitude Test.

Foundation Talent Scholarships are awarded to students of superior ability and talent who plan to major in business, music, art, the humanities, natural sciences and mathematics, social sciences, health-related fields, and technology courses. Additionally, two Foundation Talent Scholarships will be awarded to students of superior ability and talent of any major.

Students wishing to apply for Clayton State College Foundation Scholarships should contact the Director of Financial Aid at Clayton State College.

THE GARY DANIEL TEAL MEMORIAL SCHOLARSHIP FUND

The Gary Daniel Teal Memorial Scholarship Fund provides a one-year full-tuition scholarship for an outstanding second-year student to attend Clayton State College. Sponsored by the Atlanta Felt Company, the scholarship fund was established in honor and memory of Mr. Gary Daniel Teal, a former employee of the Atlanta Felt Company, 1157 Battlecreek Road, Jonesboro, Georgia.

TRUST COMPANY BANK OF CLAYTON COUNTY SCHOLARSHIP PROGRAM FOR STUDENTS TO ATTEND CLAYTON STATE COLLEGE

Trust Company Bank of Clayton County has established a scholarship program for the purpose of assisting capable, deserving, and needy adults or recent high school graduates from Clayton County in completing their college education. The scholarship is available to students who are enrolled or have been accepted for admission to Clayton State College.

Students who receive a scholarship must select a major within the field of Business, and priority will be given to students majoring in Banking and Finance. Most scholarships are granted for a period of one year for part-time or full-time study. The amount of each award, up to \$2,500, will be determined by the financial circumstances of each student.

Renewal of the scholarship is based on the student's maintaining a *B* or higher average and continuing to demonstrate financial need.

Applicants must complete a Trust Company Bank of Clayton County Scholarship Application and a Financial Need Assessment Form, write a personal letter explaining their qualifications as a "capable and deserving" student and their educational goals, and submit two written recommendations.

THE ROBERT V. HOOKS SCHOLARSHIP

The scholarship is available to students who are majoring in any area of Business.

Entering freshmen must have earned a SAT score of 1,000 or better and have a high school grade point average of 3.0 or above.

Currently enrolled students must have grades that place them in the top 25% of their class at Clayton State College.

Applicants must complete a Robert V. Hooks Application, write a brief statement explaining how the scholarship will help them complete their educational objectives, and furnish two recommendations from instructors who are familiar with their academic capabilities.

To be eligible for the Robert V. Hooks Scholarship, students must be enrolled on a full-time basis.

THE CLAYTON STATE COLLEGE SPECIAL OPPORTUNITY STIPEND

The Special Opportunity Stipend has been established at Clayton State College to advance the economic opportunities of black students who demonstrate financial need.

Applicants must be eligible to enroll in college credit classes, scoring at least a 710 on the SAT, and possess a high school grade point average of 1.6.

Applicants must complete a Special Opportunity Stipend Scholarship Application and a Need Assessment Form, submit two recommendations, and write a brief statement explaining how the stipend will assist the applicant in achieving his or her educational objective. Deadline is April 1.

GENERAL WORK PROGRAMS

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program is available to the qualified student at the time of initial enrollment or thereafter. Family income is the primary basis for determining eligibility. Satisfactory academic progress and work performance are required. Under present arrangements, a student may work each class day during the regular quarter, based upon the amount of individual financial need. There also is the possibility of full-time summer work. Since the student earns the funds, no repayment is necessary.

A student who qualifies for aid under the College Work-Study Program also may qualify for a loan and/or a grant, thereby making it possible to receive sufficient aid to meet virtually all educational expenses.

GRANTS

PELL GRANTS

The Pell Grant Program is a Federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of a Pell Grant is determined on the basis of an applicant's and his or her family's financial resources. Every student is encouraged to apply for the Pell Grant.

To apply for a Pell Grant, a student must complete a Financial Aid Form (FAF) or any other Needs Analysis Form that has been approved by the U.S. Department of Education. Copies are available from the Office of Financial Aid.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The purpose of this program is to make a college education available to students who demonstrate financial need. The amount of the grant is determined by an analysis of the College Scholarship Service (CSS) Financial Aid Form (FAF) and any other Needs Analysis Form that has been approved by the U.S. Department of Education.

SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS

STATE STUDENT INCENTIVE GRANT

The State Student Incentive Grant (SSIG) was created by an act of the 1974 Georgia General Assembly to establish a program of need-based scholarships to qualified Georgia residents to enable them to attend eligible post-secondary institutions of their choice within the state. The grant awards are designed to provide only a portion of the total cost of a student's post-secondary education. The College Scholarship Service Financial Aid Form must be submitted, and the resulting College Scholarship Service Need Analysis Report must indicate financial need. The student must also be enrolled on a full-time basis to be eligible. Students under age 25 who are applying for this grant must have their parent(s), if living, sign the College Scholarship Financial Aid Form and the Financial Aid Form Supplement.

FEDERAL NURSING LOAN (FNL) PROGRAM

The purpose of the Federal Nursing Loan Program is to aid students who show financial need (demonstrated in the CSS Need Analysis Report) and who plan careers in nursing. To be considered for the Federal Nursing Loan Program, the student must be enrolled in a course of study leading to an Associate of Arts degree in Nursing.

The maximum amount that may be borrowed for an academic year is \$2,500. This amount depends on individual need. Loans are repayable over a ten-year period which begins nine months after leaving school. Interest begins to build at the time the loan becomes repayable at a rate of six percent (6%) per year.

RESERVE OFFICER TRAINING CORPS (ROTC) SCHOLARSHIP

The Georgia State Department of Military Science accepts applications for the Army ROTC Scholarship throughout the year from students at Clayton State College. Students do not have to be enrolled in ROTC to apply for these scholarships. In addition, students who attend the Basic Camp, offered throughout the summer at Fort Knox, Kentucky, may apply for a two-year scholarship awarded at the end of the camp.

Each scholarship pays tuition, books, lab fees, and other educational expenses. The scholarship student also receives \$100 a month for 10 months of each school year of the scholarship period.

Note: These payments do not interfere with other Financial Aid that students may be receiving.

Other financial benefits are available. Applicants should contact the Army ROTC representative at 961-3464 (Room G-110J) for more information.

STATE DIRECT HEALTH CAREER LOANS

Health Career Loans may be awarded by the Georgia Student Finance Authority (GSFA) to students who are enrolled in or have been accepted to educational programs leading to careers in certain health-care fields. Students may borrow up to \$1,400 per academic year and may choose to cancel the repayment obligation by practicing their professions in Georgia one calendar year for each academic year of financial assistance. Otherwise, the same interest and repayment plans apply that apply to State Guaranteed Loans. Clayton State College students in the nursing and dental hygiene programs are eligible to apply. The loan application and transmittal letter must be filed and can be obtained from the Office of Financial Aid. New borrowers must submit a copy of their academic transcript along with their application.

Students applying for the State Direct Health Career Loans must also apply for the Pell Grant and submit the Student Aid Reports to the Financial Aid Office before their application can be processed.

STUDENT SERVICES AND STUDENT ACTIVITIES

STUDENT SERVICES

Career Services and Resources

Counseling/Testing

Financial Aid

Health Services

Housing Information

Job Placement

Orientation

Tutoring

Vehicle Registration

Veterans' Services

Vocational Evaluation

STUDENT ACTIVITIES

Clubs/Organizations

Drama Activities

Freshman Scholars

General Entertainment

Intramural Athletics

Lyceum

Music Groups

Publications

Student Affairs Committees

Student Government

STUDENT HANDBOOK

Rights and Responsibilities

STUDENT SERVICES

CAREER SERVICES AND RESOURCES

The Counseling Center (Building D, Room 208) houses a well-equipped Career Resource Center containing current college catalogs, occupational information, cassette tapes, job search materials, and career self-assessment resources. Several career software programs are available on microcomputer (with color monitors) to assist in the process of career decision-making.

The Counseling Center offers a variety of career services, including individual career counseling, group career workshops, computer-assisted career guidance, and a two-credit-hour Career Planning course.

COUNSELING/TESTING

Counseling is available to Clayton State College students in a variety of areas. The goal is to assist students in gaining an understanding of themselves so that they are better able to make informed personal, academic, and vocational choices. In addition to individual counseling, group programs are regularly available on topics such as Study Skills, Test Anxiety Reduction, Career Planning, and Job Search Skills. The Counseling staff is available to conduct group or individual sessions on these and other areas of concern. A broad range of career exploration is available to the individual student at no cost. The Counseling Center also offers special resources for handicapped/disadvantaged students (see page 8).

The Office of Counseling and Testing also administers the GED (High School Equivalency Test), the Scholastic Aptitude Test (SAT), the Regents' Testing Program of the University System of Georgia, and the College Level Examination Program.

FINANCIAL AID

A full program of Financial Aid, including employment, loans, scholarships, and grants, is available to the students through the College. Information about financial aid is published in the preceding section of this catalog.

HEALTH SERVICES

A student at Clayton State College is responsible for making arrangements for personal health care with the following exceptions.

1. First Aid for minor accidents is available in the Office of Public Safety and in the Physical Education Building;
2. On-campus emergencies will be handled by the Department of Public Safety or the Office of Student Services;
3. A group policy of health and/or accident insurance is available through the Office of Student Services for the student who elects to subscribe.

HOUSING INFORMATION

Information on housing near the campus is available to the students through the Office of the Dean of Students. However, the College neither approves nor disapproves housing, and the selection of student housing is the responsibility of the student and his or her parents or guardians.

JOB PLACEMENT AND COOPERATIVE EDUCATION EXPERIENCES

The Office of Placement and Cooperative Education (Room D-208A) assists all students interested in full-time, part-time, temporary, summer career employment, and cooperative education experiences. This office counsels students seeking assistance in making educational choices by providing career and occupational information, employability workshops, and industry recruitment. Current job listings are posted on a job information board to assist students in obtaining part-time and full-time jobs. Individual placement assistance and cooperative education experiences are available for graduates of career, technical, and baccalaureate degree programs.

ORIENTATION

Regularly-scheduled activities enable new students to move effectively through the assessment/orientation/advisement/registration process of entering the College. All new students attend a Day One session, receiving an introduction to the outcome-focused general education curriculum and participating in assessments to assist in placement into appropriate courses. New students return to campus for a Day Two session during which they receive further orientation to the College resources, meet with faculty for academic advisement, and register for the courses they will take in their first quarter. Workshops on Choosing a Career/Major are provided to assist students in choosing a major or verifying a previous choice.

TUTORING

Students experiencing academic difficulty or wishing to become tutors may inquire about the Tutorial Clearinghouse at the Office of Counseling and Testing in Room D-208. A veteran attending Clayton State College under the G.I. Bill or a member of the armed forces enrolled at Clayton State College is eligible to participate in the Veterans' Tutorial Program, which provides funds for veterans and members of the armed forces requiring tutors. Veterans seeking tutorial assistance should contact the Veterans' Affairs Office (C-57) prior to requesting a tutor from the Office of Counseling and Testing (D-208).

VEHICLE REGISTRATION

To insure efficient control of traffic and parking on campus and the safety of all persons and vehicles, each motorized vehicle operated at Clayton State College must be registered with the Department of Public Safety and must display an affixed decal. These decals are issued without cost to the student at the Business Office.

VETERANS' SERVICES

The Veterans' Affairs Office was established at Clayton State College to assist veterans in utilizing their educational benefits to the fullest advantage. Federal, state and institutional policies and procedures concerning standards of progress (i.e., attendance, length of program, and specific classes pursued) are currently in effect for all students receiving veteran benefits. Information concerning these procedures is available in the Veterans' Office and is routinely mailed to all enrolled veterans. Veterans enrolled or planning to enroll at Clayton State College are invited to contact the Veterans' Affairs Office in the Office of the Dean of Students with questions about their educational benefits under the G.I. Bill.

The veteran enrolled at Clayton State College is encouraged to take advantage of such programs as the Veterans' Tutorial Program for the veteran who is experiencing academic difficulties and the Developmental Studies Program for the student who needs to review basic academic skills. The veteran enrolled at Clayton also may contact the Office of Veterans' Affairs for assistance in dealing with difficulties with the Veterans' Administration.

The following is a guide for veterans applying for veterans' benefits to be used at Clayton State College:

1. *New Students.* Veterans who have never used their educational benefits should obtain Form #1990 from the Veterans' Affairs Office and return the completed form together with a certified copy of their DD 214 to the Veterans' Affairs Office.
2. *Previously-Enrolled and Transfer Students.* A veteran who has received benefits previously at Clayton or at another college or university should obtain Form #1995 from the Veterans' Affairs Office, complete the form, and return it to the Veterans' Affairs Office.
3. *All veterans* attending Clayton are requested to notify the Veterans' Affairs Office each quarter of their total number of enrolled hours to insure that all eligible veterans continue to receive their benefits during the following quarter.

VOCATIONAL EVALUATION

Vocational evaluation is a systematic process used to estimate an individual's current or future employment potential and adjustment. Vocational interest inventories, aptitude batteries, and career search materials and real or simulated work are used in the process. The process determines vocational skills, interests, limitations, tolerances, and overall work behavior. Vocational evaluations are conducted by the vocational evaluator in the Office of Counseling and Testing (D-208).

STUDENT ACTIVITIES

CLUBS/ORGANIZATIONS

The organization of student-interest groups related to the programs and the purposes of the College is encouraged. Clubs and organizations now in operation include the Art Club, Baptist Student Union, Black Cultural Awareness Association, Chess Club, Clayton State Democratic Club, College Republicans, Data Processing Management Association, Delta Epsilon Chi (Marketing Club), Georgia Association of Nursing Students, the International Awareness Club, Magic Club, Mu Alpha Theta (Math Club), Music Club, Phi Beta Lambda (Business Club), Practical Nursing Club, Students Supporting Other Students, and the Student American Dental Hygienists' Association.

DRAMA ACTIVITIES

The student interested in acting and stage craft is encouraged to participate in the Clayton State Theatre, funded by the Lyceum Committee. Auditions, open to all students of the College, are held for several productions staged throughout the academic year. These range from one-act plays to opera to musicals to major dramatic presentations. Academic credit can be received for participating in Clayton State Theatre productions.

FRESHMAN SCHOLARS

Students enrolled as Freshman Scholars at Clayton State College are eligible and encouraged to participate in the activities of both their high schools and the College. See page 16 for more information about this program.

GENERAL ENTERTAINMENT

General Entertainment presents many outstanding recent feature films and film classics throughout the year. Recent films have included *Crocodile Dundee*, *Star Trek IV*, *Top Gun*, and *Ferris Bueller's Day Off*. In addition to the feature films, "kiddie" films, with supervision, are presented with most films. General Entertainment also sponsors the annual Christmas Ball at an off-campus location. A variety of general activities, including "Family Night Dinners," are also sponsored throughout the year.

INTRAMURAL ATHLETICS

A full program of intramural athletics involving both team and individual activities is scheduled during each academic quarter and is open to each student of the College.

LYCEUM

Each year the Lyceum Committee presents a series of concerts, recitals, and lectures for the intellectual enrichment and enjoyment of the student body. These programs are often offered in conjunction with a particular course. Among the major lecturers in recent years have been John Houseman, Judith Crist, Dean Rusk, Alex Haley, Ralph Nader, Douglas Fraser, Walter Heller, Eric Sevareid, Arthur Schlesinger, Jeff Greenfield, and Elizabeth Janeway. Major recitals have been presented by the Cleveland String Quartet, violinist Eugene Fodor, cellist Leonard Rose, oboist Heinz Holliger, and Metropolitan Opera tenor Timothy Jenkins. Lyceum programs are open to the general public at no cost.

MUSIC GROUPS

Organized musical groups on campus include the Chamber Ensemble, Choir, and Piano Ensemble. Performances by these groups are both on-campus and off-campus. A student interested in membership auditions through the music faculty of the College. Academic credit can be received for participating in campus musical groups.

PUBLICATIONS

The Publications Committee is responsible for assisting the *Bent Tree* (student newspaper) staff in coordinating financial matters and in establishing and maintaining standards of responsible journalism. Academic credit can be received for participating as a member of the *Bent Tree* staff.

STUDENT AFFAIRS COMMITTEES

Several faculty/student committees, sub-committees, and commissions are responsible for coordinating and supervising student-oriented functions and activities through the Office of Student Services. These include the Student Affairs Committee, the Lyceum Committee, the General Entertainment Committee, the Publications Committee, the Judicial Commission, the Intramurals Committee, and the Health and Safety Committee.

STUDENT GOVERNMENT

It is the philosophy of Clayton State College that student government should provide an organizational framework within which a student may participate in and contribute to the operation and development of the College. The Student Government Association (SGA) works as an advisory body to the Student Affairs Committee. The function of the SGA shall be to provide for the general welfare of the student body by providing appropriate student activities; providing the student body with necessary information that may be of its concern; and providing, in and of itself, a means for student input and opinion in the organization and operation of student affairs. There are twelve (12) elected positions.

STUDENT HANDBOOK

RIGHTS AND RESPONSIBILITIES

The Student Handbook details the rights and responsibilities of a student at Clayton State College. A copy of the Student Handbook is presented to each student during Orientation. It is anticipated that students at Clayton State College will conduct themselves in accordance with the regulations set down in this catalog and in the Student Handbook. A violation of the student conduct code will be adjudicated through the Office of Student Services.

OFFICE OF COMMUNITY SERVICES

OFFICE OF COMMUNITY SERVICES

General Information

**Partial Listing of Continuing Education Courses Offered
SERVICES TO BUSINESS AND INDUSTRY**

Industrial Training

Small Business Development Center

OFFICE OF COMMUNITY SERVICES

GENERAL INFORMATION

Clayton State College is dedicated to serving the educational and cultural needs of Atlanta's "southern crescent." As an institution of the University System of Georgia, the College shares with its sister institutions the philosophy that such service extends beyond purely academic offerings to the special educational and cultural needs of the community itself, especially through continuing education for adults. It is the mission of the Office of Community Services to provide for adults high quality learning experiences which are affordable and accessible. The office interfaces with community organizations and area businesses to make the educational resources of the college available for economic development and improved quality of life.

Last year, during four quarters, almost 40,000 people participated in continuing education programs offered through the Office of Community Services. Directed towards personal and professional enrichment, continuing education programs do not require a high school diploma or entrance tests. Programs are offered both on the Morrow campus and at instructional centers within Clayton, Henry, south Fulton, Fayette, Spalding, and Rockdale counties.

During the past year, the Office has worked closely with school systems in Henry, Fayette, Clayton, Rockdale, Spalding, and south Fulton counties to design and offer dozens of programs at locations convenient to residents.

Courses offered through the Office of Community Services have several purposes. Career-oriented courses are designed to help individuals improve skills and move toward new occupational opportunities. Personal growth courses provide individuals the opportunity for greater self-awareness and progress toward their full potential. Courses in the area of sports and recreation provide physical activity and the development of a sound physical condition, while leisure time and enrichment courses are designed to improve the quality of life through art, music, hobbies, and special interests.

Courses offered through the Office of Community Services are designed primarily for adults. However, the Office does provide special opportunities for young people in music, dance and sports, as well as an extensive summer program entitled "Stagedoor South," which allows youth to work together during the creation of a musical production.

This office also works with groups of individuals within the community to generate continuing education workshops and seminars to meet other special educational needs. During the last several years, for example, the Office of Community Services has conducted workshops in continuing professional education for nurses, teachers, managers, public officials, and social workers. The Office has sponsored forums on community issues.

Workshops and courses also are planned and conducted to meet special needs of local government officials and of the business community. Local governments have benefitted from programs such as land use planning and financial management. State government employees regularly attend classes in the Certified Public Manager Program, jointly planned by the State Merit System and the University of Georgia and conducted on the Clayton State College campus. The business community has participated in special programs in the areas of banking, supervisory development, and clear writing.

The Industrial Training Coordinator in the Office of Community Services consults with business and industry managers about the training and educational needs of their employees and develops programs to meet these needs. Through the combined

resources of the College's School of Business, School of Technology, and the Office of Community Services, programs can be developed in highly technical skill areas and in areas like interpersonal communications and performance appraisal that are common to all managers and supervisors. (For more information on Clayton State College's services to business and industry, turn to page 200 of this catalog.)

The Small Business Development Center on the Clayton campus adds another dimension to the services of the College. The Center provides small businesses with information and advice and offers a series of small business management seminars each quarter in cooperation with the Office of Community Services. (For more information on the Small Business Development Center, turn to page 200 of this catalog.)

The Clayton State College Speakers' Bureau is a source of speakers for civic groups, schools, and other community organizations. Programs are available on topics ranging from canoeing to opera.

The Office of Community Services mails its quarterly schedule of programs to more than 150,000 homes in the south metropolitan Atlanta area. The Schedule describes classes and lists program times and fees. Residents may contact the Office of Community Services to be placed on the mailing list.

As an institution of the University System of Georgia, Clayton State College also serves as the official representative of the resources of the entire University System for the south metropolitan Atlanta community. The Office of Community Services is, therefore, a liaison between individuals and groups within the community and other institutions of the University System of Georgia, bringing the resources of those institutions to bear on educational needs within the College's service area.

Clayton State College recently became a member of the statewide Teleconference Network, coordinated by the University of Georgia's Center of Continuing Education. The College is one of 14 University System institutions serving as "downlink" sites in the Teleconference Network. "Uplink" capabilities are available only at the Georgia Center location in Athens.

A satellite dish antenna, installed on the roof of the Learning Resources Center Building, enables the College to receive programming from any of the satellites transmitting on the C-Band. Presently, there are over a dozen different satellites, each having the potential of transmitting up to 24 different channels.

The Director or Assistant Director of Community Services is always eager to discuss with individuals or groups within the community special educational and cultural needs which may be met through the resources of Clayton State College, through the resources of another institution of the University System of Georgia, or through institutional cooperation.

PARTIAL LISTING OF CONTINUING EDUCATION COURSES OFFERED

Assertiveness Training	Interior Design
Basic Math Review	Introductory Bookkeeping and Accounting
Basic Yoga	Jazz, Tap and Aerobic Dance
Beginning Piano I and II	Karate and Self Defense
Business English	Landscape Design
Cabinet Making	Machine Shop
Community Band	Motorcycle Rider
Community Chorus	Painting for Adults
Computer Programming in BASIC	Photography
Coping with Stress	Preparatory School of Music
Divorce Adjustment	Principles of Investment
Drafting	Principles of Supervision and Communication
Drawing & Sketching	Real Estate Sales, Brokerage, First and Second Year Post-License Preparation
Early Childhood Education - Basic I	Stagedoor South
Electronics	Welding
Emergency Medical Technical (EMT) Training	
Income Tax Preparation	

SERVICES TO BUSINESS AND INDUSTRY

INDUSTRIAL TRAINING

An experienced general management executive now serves as the Industrial Training Coordinator in the Office of Community Services. The Coordinator is available to consult with business and industry managers about the training and educational needs of their employees, and helps develop programs to meet their needs.

Through the combined resources of the College's School of Business, School of Technology, and the Office of Community Services, programs can be developed in technical areas as well as for employee development. Programs range from math skills to telecommunications and supervisory training.

The Industrial Training Coordinator supervises the Quick Start Program, which is funded by the State Department of Education. This program is designed to train employees for expanding companies as well as for new companies wishing to locate here.

The cost of these services is very reasonable. More information is available at 961-3415.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) at Clayton State College offers a number of services to members of the business community. Operating within the School of Business, the SBDC provides small business owners, managers, and chambers of commerce with information and advice at no charge.

Each quarter throughout the year, in cooperation with the Office of Community Services, the Center offers a series of management seminars for small businesses.

The Director of the SBDC works with individuals on a one-on-one basis, whether their business is very small, brand new, or well established. Assistance and information is available in the following:

- record keeping, inventory control, computer applications;
- cash flow analysis, capital requirements, loan applications;
- motivating employees, management organization, increasing productivity;
- pricing approaches, sales techniques, distribution methods;
- and many other areas of business concern.

All counseling services provided by the SBDC are free. A small fee is required for programs and seminars offered through the quarterly management series.

To schedule an appointment or to obtain more information, applicants should call the Small Business Development Center at 961-3414.

UNIVERSITY SYSTEM OF GEORGIA



THE UNIVERSITY SYSTEM OF GEORGIA

MEMBERS OF THE BOARD OF REGENTS

		Current Term
JOHN H. ANDERSON, JR., Hawkinsville	State-at-Large	1983-1990
MARIE W. DODD, Roswell	State-at-Large	1981-1988
CAROLYN D. YANCEY, Atlanta	State-at-Large	1985-1992
JOSEPH D. GREENE, Thomson	State-at-Large	1984-1991
JOHN E. SKANDALAKIS, Atlanta	State-at-Large	1981-1988
ARTHUR M. GIGNILLIAT, JR., Savannah	First District	1983-1990
WILLIAM T. DIVINE, JR., Albany	Second District	1982-1989
WILLIAM B. TURNER, Columbus	Third District	1986-1993
JACKIE M. WARD, Atlanta	Fourth District	1984-1991
ELRIDGE W. McMILLAN, Atlanta	Fifth District	1982-1989
EDGAR L. RHODES, Bremen	Sixth District	1985-1992
W. LAMAR COUSINS, Marietta	Seventh District	1987-1994
THOMAS H. FRIER, SR., Douglas	Eighth District	1985-1992
JAMES E. BROWN, Dalton	Ninth District	1987-1994
JOHN W. ROBINSON, JR., Winder	Tenth District	1986-1993

OFFICERS OF THE BOARD OF REGENTS

JACKIE M. WARD, Chair
JOSEPH D. GREENE, Vice Chair
H. DEAN PROPST, Chancellor
HENRY G. NEAL, Executive Secretary
JACOB H. WAMSLEY, Vice Chancellor — Fiscal Affairs and Treasurer

STAFF OF THE BOARD OF REGENTS

H. DEAN PROPST, Chancellor
DAVID S. SPENCE, Executive Vice Chancellor
HENRY G. NEAL, Executive Secretary
JACOB H. WAMSLEY, Vice Chancellor — Fiscal Affairs and Treasurer
FREDERICK O. BRANCH, Vice Chancellor — Facilities
W. RAY CLEERE, Vice Chancellor — Academic Affairs
ARTHUR DUNNING, Vice Chancellor — Services and Minority Affairs
THOMAS F. McDONALD, Vice Chancellor — Student Services
HASKIN R. POUNDS, Vice Chancellor — Research and Planning
MICHAEL E. MOORE, Interim Assistant Vice Chancellor — Planning
T. DON DAVIS, Assistant Vice Chancellor — Fiscal Affairs/Personnel
ANNE FLOWERS, Assistant Vice Chancellor — Academic Affairs
GORDON M. FUNK, Assistant Vice Chancellor — Fiscal Affairs — Accounting Systems and Procedures
MARY ANN HICKMAN, Assistant Vice Chancellor — Affirmative Action
H. GUY JENKINS, JR., Assistant Vice Chancellor — Facilities
THOMAS E. MANN, Assistant Vice Chancellor — Facilities
DAVID M. MORGAN, Assistant Vice Chancellor — Academic Affairs
ROGER MOSSHART, Assistant Vice Chancellor — Fiscal Affairs — Budgets
JOSEPH H. SILVER, Assistant Vice Chancellor — Academic Affairs
JOSEPH J. SZUTZ, Assistant Vice Chancellor — Research

UNIVERSITY SYSTEM OF GEORGIA

Thirty-four public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

Sixteen junior colleges offer the first two years of studies leading to bachelor degrees and professional degrees, as well as one- and two-year career programs designed to prepare students for immediate employment. Career programs are available in fields such as accounting, computer science, agricultural equipment technology, electronics, drafting, dental hygiene, nursing, secretarial studies, and over fifty other fields.

The fifteen senior colleges offer bachelor degrees, and in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music. Some of these institutions also offer many of the two-year career programs offered by junior colleges.

The four universities offer graduate programs leading to master's and doctor's degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology; economics and health administration at Georgia State University; medicine and dentistry at the Medical College of Georgia; to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the thirty-four colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia.

The thirty-four institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 15-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years.

INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h — On-Campus Student Housing Facilities
 Degrees Awarded: A — Associate; B — Bachelor's; J — Juris Doctor;
 M — Master's; S — Specialist in Education; D — Doctor's

Universities

Athens 30602
 University of Georgia — h; B,J,M,S,D
 Atlanta 30332
 Georgia Institute of Technology — h; B,M,D

Atlanta 30303
 Georgia State University — A,B,M,S,D
 Augusta 30912
 Medical College of Georgia — h; A,B,M,D

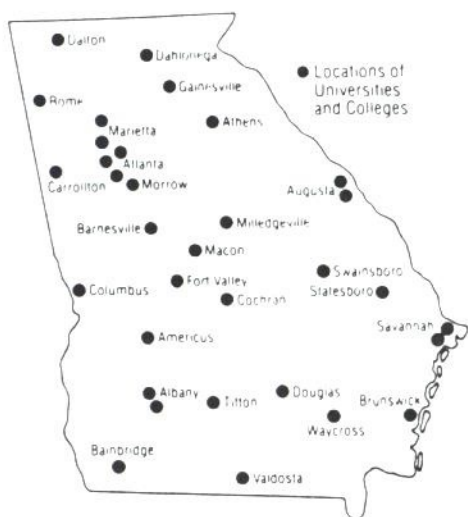
Senior Colleges

Albany 31705
 Albany State College — h; B,M
 Americus 31709
 Georgia Southwestern College — h;
 A,B,M,S
 Augusta 30910
 Augusta College — A,B,M,S
 Carrollton 30118
 West Georgia College — h; A,B,M,S
 Columbus 31993
 Columbus College — A,B,M,S
 Dahlonega 30597
 North Georgia College — h; A,B,M
 Fort Valley 31030
 Fort Valley State College — h; A,B,M

Marietta 30061
 Kennesaw College — A,B
 Marietta 30060
 Southern Technical Institute — h; A,B
 Milledgeville 31061
 Georgia College — h; A,B,M,S
 Morrow 30260
 Clayton State College — A,B
 Savannah 31406
 Armstrong College — A,B,M
 Savannah 31404
 Savannah State College — h; A,B,M
 Statesboro 30460
 Georgia Southern College — h; A,B,M,S
 Valdosta 31698
 Valdosta State College — h; A,B,M,S

Junior Colleges

Albany 31707
 Albany Junior College — A
 Atlanta 30310
 Atlanta Junior College — A
 Bainbridge 31717
 Bainbridge Junior College — A
 Barnesville 30204
 Gordon Junior College — h; A
 Brunswick 31523
 Brunswick Junior College — A
 Cochran 31014
 Middle Georgia College — h; A
 Dalton 30720
 Dalton Junior College — A
 Clarkston 30021
 DeKalb College — A
 Douglas 31533
 South Georgia College — h; A
 Gainesville 30403
 Gainesville Junior College — A
 Macon 31297
 Macon Junior College — A
 Rome 30106
 Floyd Junior College — A
 Swainsboro 30401
 Emanuel County Junior College — A
 Tifton 31793
 Abraham Baldwin Agri. College — h; A
 Waycross 31501
 Waycross Junior College — A



University System of Georgia
 244 Washington Street, S.W.
 Atlanta, Georgia 30334

THE UNIVERSITY SYSTEM OF GEORGIA UNIVERSITY SYSTEM INSTITUTIONS

Universities and Colleges

Georgia Institute of Technology
 President John P. Creene
 225 North Avenue, N.W.
 Atlanta, Georgia 30332
 (404) 894-2000 — GIST 222-2000

Georgia State University
 President William M. Suttles (Acting)
 University Plaza
 Atlanta, Georgia 30303
 (404) 658-2000 — GIST 223-2000

Medical College of Georgia
 President Judson C. Hickey (Acting)
 1120 — 15th Street
 Augusta, Georgia 30902
 (404) 828-0211 — GIST 331-0211

University of Georgia
 President Charles B. Knapp
 Athens, Georgia 30602
 (404) 542-3030 — GIST 241-3030

Albany State College
 President Billy C. Black
 504 College Drive
 Albany, Georgia 31705
 (912) 439-4234 — GIST 341-4234

Armstrong State College
 President Robert A. Burnett
 11935 Abercorn Street Ext.
 Savannah, Georgia 31406
 (912) 925-4200 — GIST 369-5211

Augusta College
 President Richard S. Wallace
 2500 Walton Way
 Augusta, Georgia 30904
 (404) 828-3054 — GIST 331-3054

Clayton State College
 President Harry S. Downs
 5900 No. Lee Street
 Morrow, Georgia 30260
 (404) 961-3400 — GIST 220-3400

Columbus College
 President Francis J. Brooke
 Algonquin Drive
 Columbus, Georgia 31907
 (404) 568-2011 — GIST 251-2011

Fort Valley State College
 President Luther Burse
 805 State College Drive
 Fort Valley, Georgia 31030
 (912) 825-6211 — GIST 327-6211

Georgia College
 President Edwin G. Speir, Jr.
 231 West Hancock
 Milledgeville, Georgia 31061
 (912) 453-5187 — GIST 324-5187

Georgia Southern College
 President Nicholas Henry
 Statesboro, Georgia 30458
 (912) 681-5611 — GIST 364-5611

Georgia Southwestern College
 President William H. Capitan
 Wheatly Street
 Americus, Georgia 31709
 (912) 928-1279 — GIST 345-1279

Kennesaw College
 President Betty L. Siegel
 3450 Frey Lake Road, N.W.
 Marietta, Georgia 30060
 (404) 422-8770 — GIST 228-4011

North Georgia College
 President John H. Owen
 Dahlonega, Georgia 30533
 (404) 864-3391 — GIST 244-6011

Savannah State College
 President Wendell G. Rayburn
 Savannah, Georgia 31404
 (912) 356-2186 — GIST 362-2186

Southern Technical Institute
 President Stephen R. Cheshier
 534 Clay Street
 Marietta, Georgia 30060
 (404) 424-7200 — GIST 224-7200

Valdosta State College
 President Hugh C. Bailey
 North Patterson Street
 Valdosta, Georgia 31698
 (912) 333-5800 — GIST 343-5800

West Georgia College
 President Maurice K. Townsend
 Carrollton, Georgia 30117
 (404) 834-1211 — GIST 232-1211

Junior Colleges

Abraham Baldwin Agricultural
 College
 President Wayne C. Curtis (Acting)
 Moore Highway
 Tifton, Georgia 31794
 (912) 386-3236 — GIST 342-3236

Albany Junior College
 President B.R. Tilley
 2400 Gullionville Road
 Albany, Georgia 31701
 (912) 439-4200 — GIST 341-4200

Atlanta Junior College
 President Edwin A. Thompson
 1630 Stewart Avenue, S.W.
 Atlanta, Georgia 30310
 (404) 656-6444 — GIST 221-6444

Bainbridge Junior College
 President Edward D. Mobley
 U.S. Highway 84E
 Bainbridge, Georgia 31717
 (912) 246-7941 — GIST 246-7941

Brunswick Junior College
 President John W. Teel
 Brunswick, Georgia 31520
 (912) 246-7941 — GIST 365-7941

Dalton Junior College
 President Derrell C. Roberts
 Dalton, Georgia 30720
 (404) 278-3113 — GIST 235-5221

DeKalb College
 President Marvin M. Cole
 Clarkston, Georgia 30021
 (404) 299-4204

Emanuel County Junior College
 President Willie D. Gunn
 Swainsboro, Georgia 30401
 (912) 237-7831 — GIST 333-4011

Floyd Junior College
 President David B. McCorkle
 U.S. 27S
 Rome, Georgia 30106
 (404) 295-6339 — GIST 231-6339

Gainesville Junior College
 President J. Foster Watkins
 Mundy Mill Road
 Gainesville, Georgia 30501
 (404) 536-5226 — GIST 246-4011

Gordon Junior College
 President Jerry M. Williamson
 103 College Street
 Barnesville, Georgia 30204
 (404) 358-1700 — GIST 258-4011

Macon Junior College
 President S. Aaron Hyatt
 Highway 80
 Macon, Georgia 31206
 (912) 474-2700 — GIST 323-7011

Middle Georgia College
 President Louis C. Alderman, Jr.
 Sarah Street
 Cochran, Georgia 31014
 (912) 934-6221 — GIST 325-3011

South Georgia College
 President Edward D. Jackson, Jr.
 Douglas, Georgia 31533
 (912) 384-1100 — GIST 347-4011

Waycross Junior College
 President James M. Dye
 2001 Francis Street
 Waycross, Georgia 31501
 (912) 285-6135 — GIST 368-6135

THE CLAYTON STATE COLLEGE FOUNDATION, INC.

In September of 1974, a charter was obtained for a new corporation with perpetual duration, entitled "The Clayton State College Foundation, Inc." A non-profit corporation, the new Foundation was established primarily to assist and support Clayton State College in the pursuit of excellence in programs and services, and to assist and encourage citizens of our community in their pursuit of an education.

An annual program of work established by the Board of Trustees of the Foundation focuses on scholarships for area high school students to attend Clayton State College; awards for outstanding students, faculty and staff already associated with the College; and the establishment of an Endowment Fund to insure support of programs of the Foundation in future years.

The Foundation welcomes interest in its programs and goals, and is in a position to accept support for special programs that citizens may wish to identify.

Current members of the Board are as follows:

Harmon M. Born, Rex, Georgia (chairman)

G. Robert Oliver, Morrow, Georgia (vice-chairman)

Charles E. Wells, Morrow, Georgia (secretary-treasurer)

Harry S. Downs, Morrow, Georgia (assistant treasurer)

Guy L. Benefield, Morrow, Georgia

Neil C. Berry, Jonesboro, Georgia

S. Truett Cathy, Hampton, Georgia

Ernest L. Cheaves, Forest Park, Georgia

Thomas B. Clonts, Jonesboro, Georgia

C.S. Conklin II, Jonesboro, Georgia

Margarett B. Conklin, Atlanta, Georgia

Ernest A. Dunbar, Jr., MD, Morrow, Georgia

Perry J. Hudson, Hapeville, Georgia

Elizabeth H. Marshall, Jonesboro, Georgia

W. Cameron Mitchell, Hampton, Georgia

Hill R. Redwine, Fayetteville, Georgia

Roosevelt V. Robinson, Atlanta, Georgia

Allan Vigil, Fayetteville, Georgia

Claude H. Whaley, Jonesboro, Georgia

James M. Wood, Jr., Forest Park, Georgia

All programs sponsored by the Foundation are funded totally by contributions, and all contributions made to the non-profit corporation are tax deductible. Contact a member of the Board of Trustees or phone 961-3535 or 961-3531 for complete information.

COLLEGE PERSONNEL



CLAYTON STATE COLLEGE — Administrative Officers/Staff

OFFICE OF THE PRESIDENT

Harry S. Downs, President
Dianne D. Jordan, Secretary
Ric D. Sanchez, Assistant to the President

OFFICE OF ACADEMIC AFFAIRS

Jack K. Carlton, Vice-President for Academic Affairs
Ruby C. Litzenberger, Secretary
Joan Johnson, Secretary

SCHOOL OF ARTS AND SCIENCES

Mary F. Estes, Dean
Elliott W. McElroy, Head, Department of General Studies
Judy C. Brown, Head, Department of Developmental Studies
E. Donald Crapps, Counselor
Patty Jo Maynard, Teaching Assistant
Elsie Vaughn, Teaching Assistant
Rhonda Holtzclaw, Laboratory Assistant
JoAnn Quattlebaum, Secretary
Rebecca Byrd, Secretary
Barbara Emert, Secretary
Lorraine W. Fort, Secretary
Elizabeth Miller, Secretary
Mamie Jeffreys, Secretary
Rae Hobgood, Secretary
Kathy Gayle Sapp, Secretary
Linda Albertson, Secretary

SCHOOL OF BUSINESS

George R. Horton, Dean
Harold W. Joseph, Head, Department of Accounting and Computer Information Systems
Head, Department of Management
James W. Halloran, Director, Small Business Development Center
Dorothy H. Bumbalough, Secretary
Henrietta Cowan, SBDC Secretary
Charles Robinson, SBDC Consultant
Ralph McDaniel, SBDC Consultant
Joyce Bonner, Secretary
Cynthia Mason, Secretary
Dianne Grover, Secretary

SCHOOL OF HEALTH SCIENCES

Robert E. Puddy, Dean
M. Carole Schoffstall, Head, Department of Baccalaureate Degree Nursing
Barbara H. McCant, Head, Department of Associate Degree Nursing
Wilbur G. Reed, Head, Department of Dental Hygiene
Marjorie D. Poss, Secretary
Ulma Spoon, Secretary

SCHOOL OF TECHNOLOGY

Carlos R. Schmitt, Dean
Jack R. Moore, Head, Department of Aviation Maintenance Technology
Florence Cunningham, Secretary
Linda Stavro, Secretary
Barbara Gregory, Secretary

OFFICE OF STUDENT SERVICES

Robert C. Bolander, Dean of Students
Robert J. Taylor, Director of Student Activities
Margaret C. Davis, Director of Counseling and Testing
Willie L. Williams, Director of Financial Aid
Michelle Settle, Counselor (Handicapped/Disadvantaged)
Peggy A. Gardner, Director of Placement and Cooperative Education
Cherrie L. Kassem, Counselor
Counselor (Vocational Evaluation)
Iris Harris, Veterans Certification Officer
Sherry Barwick, Administrative Secretary
Kathy Fields, Secretary
Anita James, Secretary
Barbara Geiger, Secretary
Rita G. Tiller, Secretary
Linda Greene, Secretary

OFFICE OF FISCAL AFFAIRS

Robert H. Koermer, Vice-President for Fiscal Affairs
Linda D. Corva, Director of Fiscal Affairs
B. Duncan Brantley, Director of Procurement
Priscilla G. Leed, Director of Personnel Services
Debby Mapp, Data Entry
Frances Williams, Budget Analyst
Linda Stanford, Financial Aid
Sandra Freilich, Secretary
Debby Maldonado, Clerk
Merry Cook, Accounts Payable
Arie Swartz, Cashier
Dirk Morrell, Storekeeper
Melinda Bishop, Clerk
Naomi Loffert, Procurement Clerk

OFFICE OF COMMUNITY SERVICES

Bryan P. Edwards, Director
Diana O. Hart, Assistant Director
Jerri H. Hager, Conference Coordinator
Pat Keane, Records Coordinator
Dianne Poteat, Secretary
Lynn Park, Clerk-Typist
Fabienne Smith, Weekend-Evening Coordinator
Thomas E. Merriwether, Industrial Training Coordinator
Greg W. Arnold, Program Development Specialist

OFFICE OF PUBLIC INFORMATION

Jerry H. Atkins, Director
Donna Braddy, Public Information Assistant
Peggy Dennis, Composer Operator
Frank J. Mockaitis, Offset Press Operator
Beverly Pittman, Secretary

OFFICE OF ADMISSIONS AND RECORDS

Tonya R. Hobson, Director of Admissions and Registrar
Judith C. Nichols, Admissions Counselor
Suzanne N. Green, Assistant Registrar
Matt A. Murphy, Minority Recruiter
Susan Fowler, Clerk-Typist
Sandra Budell, Clerk
Sherry L. Wilhite, Clerk

LEARNING RESOURCES CENTER

Kristina C. Brockmeier, Director of Learning Resources
Gwendolyn G. Bell, Public Services Librarian
Robert A. Harrell, Media Services Coordinator
Jane G. Richards, Technical Services Librarian
Jan Reck, Library-Media Specialist
Winnie M. Thacker, Secretary
Gordon Baker, Part-time Public Services Librarian
Jean B. McClure, Library Assistant
Joan Taylor, Library Assistant
Providencia Soto-Alicea, Media Specialist
Kelly Terrell, Audio-Visual Technician
Dan Leckie, Audio-Visual Repair Technician

COMPUTER CENTER

Leonard R. Daniel, Director
David Neyhart, Information Analyst
Abate Zewide, Data Processing Specialist
Suzanne Hall, Programmer
Jean Fowler, Data Entry Operator
Judy Gifford, Computer Operator
Carol Braun, Programmer I

INSTITUTIONAL RESEARCH AND ASSESSMENT

Director
Jacquelyn E. Stewart, Secretary
Encarnacion Martinez, Assessment Center Secretary
Robert Wanstreet, Clerk

GENERAL INFORMATION

Carol Biffle, Receptionist
Barbara Grizzell, Evening Receptionist
Louise Thompson, Evening Receptionist

DEPARTMENT OF PUBLIC SAFETY

E. Bill Hart, Director
Ted Ray, Sergeant
Samuel Richardson
Gregg McCuen
Ben Mance
Sherman Triplett
D. Wayne Miller

BOOKSTORE

Robert E. Holmes, Manager
Jenny Godby, Clerk

FOOD SERVICES

Gene McCuen, Food Services Manager
Mary Price Britt
Martha Jenkins
Lois Bennett
Clara Garrett
Jean Blankenship
Laura Walker

PLANT OPERATIONS

Cecil A. Smith, Director
Leann Casey, Secretary
Bob Brock, Delivery Worker
Thurston Anderson, Building Maintenance Supervisor
Christopher M. Gowing, Custodial Supervisor
Randel Johnnicon, Custodial Foreman
Charles Martin, Grounds Supervisor
Frank Orr, Plumber
Merle Jackson, Skilled Trades Helper
William Moody, Skilled Trades Helper
Donald Zuber, Skilled Trades Worker
Richard Russell, Mechanic
A.D. Adams, Utility Worker
Derrick McDowell, Utility Worker
Norman Miller, Utility Worker
David McDowell, Utility Worker
Johnny Wellmaker, Utility Worker
Herbert Saenz, Custodial Supervisor
Mary Bonner, Custodian
Philip Lunceford, Custodian
Flora Carter, Custodian
Marie Burch, Custodian
Martha Lindley, Custodian
Betty Thomas, Custodian
Annie Ruth Combs, Custodian
Laura Adamson, Custodian
Maria Anderson, Custodian
Will Avery, Custodian
Earl Kerlin, Custodian
Leslie Kerlin, Custodian
W. Louise Moore, Custodian
Jessie Ellis, Custodian
Sidney Puckett, Custodian
Gatie Camp, Custodian
Harold Feagin, Custodian

FACULTY

- H. LARI ARJOMAND, Associate Professor of Business
B.S., National University of Iran, 1966; M.S., Southern Illinois University, 1971;
Ph.D., The University of Oklahoma, 1980.
- HUGH M. ARNOLD, Assistant Professor of Political Science
A.B., University of Georgia, 1968; M.A., Georgia State University, 1975; Ph.D.,
University of Nebraska, 1980.
- M. CATHERINE AUST, Professor of Mathematics
B.S., University of Georgia, 1968; Ph.D., Emory University, 1973.
- THOMAS V. BARNETT, Associate Professor of English
B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971;
Ph.D., Georgia State University, 1982.
- FAYE T. BARR, Associate Professor of Sociology
B.A., Georgia College, 1962; M.A., University of Tennessee, 1972; Ph.D., University of
Tennessee, 1984.
- MARTHA O. BELIVEAU, Associate Professor of Business Education
B.S.Ed., Western Carolina University, 1967; M.A.Ed., Western Carolina University,
1969; Ed.S., Georgia State University, 1981.
- GWENDOLYN G. BELL, Public Services Librarian
B.A., Benedict College, 1968; M.S.L.S., Atlanta University, 1974.
- LEE W. BELL, Instructor of Practical Nursing
Diploma, Grady Memorial Hospital, 1958; B.S.N., Medical College of Georgia,
1973.
- DENNIS J. BLADINE, Instructor of Avionics
B.S., Bob Jones University, 1977.
- ROBERT C. BOLANDER, Dean of Students and Assistant Professor of History
B.A., College of William & Mary, 1962; M.A., College of William & Mary, 1964.
- JAMES R. BRAUN, Associate Professor of Chemistry
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washington
University, 1976.
- JAMES E. BRIGHT, Associate Professor of Mathematics
B.A., Huntingdon College, 1965; M.A., University of Alabama, 1967; Ph.D. Georgia
State University, 1980.

KRISTINA C. BROCKMEIER, Director of Library Services
B.A., University of Virginia, 1975; M.A., Vanderbilt University, 1979; M.S., Florida State University, 1979.

HELEN D. BROWN, Associate Professor of Biology
A.A., Mars Hill College, 1954; B.S., Appalachian State University, 1956; M.A., Appalachian State University, 1959; Ph.D., University of Florida, 1972.

JUDY C. BROWN, Head of the Department of Developmental Studies and Professor of English
B.A., University of Tennessee, 1963; M.A., University of Tennessee, 1966; Ed.D., University of Tennessee, 1973.

PEGGY CAPELL, Professor of Mathematics
B.S., University of Montevallo, 1962; M.A., Louisiana State University, 1963; Ph.D., Florida State University, 1973.

JACK K. CARLTON, Vice-President for Academic Affairs and Professor of Chemistry
B.S., Centenary College, 1942; M.S., Louisiana State University, 1949; Ph.D., Louisiana State University, 1951.

C. BLAINE CARPENTER, Professor of Biology
A.A., Lindsey Wilson Junior College, 1962; B.S., West Virginia Wesleyan College, 1964; M.S., Marshall University, 1966; Ph.D., University of Cincinnati, 1972.

DORIS C. CASH, Professor of Business
B.B.A., Georgia State University, 1961; M.B.A., Georgia State University, 1963; D.B.A., Georgia State University, 1965.

RALPH D. CLARK, Instructor of Electronics
A.A., The University of the State of New York, 1982; B.S., Southern Illinois University, 1982; M.S. Admin., Central Michigan University, 1987.

PATRICK R. COLLINS, Associate Professor of English
A.B., Stonehill College, 1953; M.A., Fordham University, 1959; Ph.D., Bowling Green State University, 1973.

PATRICIA C. COOK, Assistant Professor of Nursing
A.N., Georgia Southwestern College, 1963; B.S.N., Medical College of Georgia, 1976; M.N., Emory University, 1977.

LARRY B. CORSE, Professor of English
B.Mus., North Texas State University, 1962; M.Mus., North Texas State University, 1963; M.A., North Texas State University, 1970; Ph.D., North Texas State University, 1972.

E. DONALD CRAPPS, Counselor in Division of Developmental Studies
A.A., North Greenville Junior College, 1952; B.A., Furman University, 1954; M.Div., Southern Baptist Theological Seminary, 1957; M.A., University of Alabama, 1967.

DEBORAH S. CURLETTE, Instructor of Marketing/Management Technology
B.A., Georgia State University, 1973; M.Ed., Georgia State University, 1976; Ed.S., Georgia State University, 1983.

LEONARD R. DANIEL, Director of Computer Services and Professor of Chemistry
B.Ch.E., Georgia Institute of Technology, 1946; Ph.D.Ch.E., Georgia Institute of Technology, 1952.

THOMAS B. DAUGHTRY, Associate Professor of Art
B.F.A., University of Alabama, 1967; M.A., University of Alabama, 1968.

MARGARET C. DAVIS, Director of Counseling and Testing
A.B. Hollins College, 1949; M.A., University of Georgia, 1951; Ed.D., University of Georgia, 1981.

JAMES C. DOIG, Professor of Philosophy
B.A., University of Notre Dame, 1954; S.T.L., Gregorian University, 1958; Ph.D., University of Louvain, 1965.

KATHRYN N. DONOVAN, Associate Professor Emerita of Nursing
Diploma, Louisville General Hospital, 1943; B.S.N., Medical College of Georgia, 1969; M.N., Emory University, 1970.

HARRY S. DOWNS, President
B.S.Ed., University of Georgia, 1949; M.Ed., University of Georgia, 1950; Ed.D., Michigan State University, 1962.

THOMAS C. EDDINS, Assistant Professor of Drafting and Design Technology
B.S., Eastern Kentucky University, 1971; M.S.Ed., Virginia Polytechnic Institute, 1979.

BRYAN P. EDWARDS, Director of Community Services
A.B., Presbyterian College, 1954; M.Div., Southern Baptist Theological Seminary, 1957; Ed.D., University of Georgia, 1978.

MARY F. ESTES, Dean of the School of Arts and Sciences and Professor
B.S., Alabama College, 1952; M.S., University of Tennessee, 1957; Ph.D., Florida State University, 1971.

JOHN E. FEATHERS, Associate Professor of Business
B.S.B.A., Auburn University, 1958; M.A., University of Alabama, 1968.

GERALDINE C. FELLS, Assistant Professor of Nursing
B.S.N., Florida A&M University, 1965; M.A., University of South Alabama, 1972; M.S.N., Texas Woman's University, 1978.

WILLIAM F. FISHER, Professor of Chemistry
B.S., Juniata College, 1965; Ph.D., Georgia Institute of Technology, 1970.

MARGARET E. GAMBLE, Assistant Professor of Nursing
B.S., Tuskegee Institute, 1963; M.A., Michigan State University, 1971.

FREDERICK GOLDBERG, Associate Professor of English
B.S., Columbia University, 1964; M.A., New York University, 1966; Ph.D., Emory University, 1975.

DEBORAH H. GREER, Assistant Professor of Sociology
B.A., Virginia State College, 1973; M.A., Atlanta University, 1974.

REBECCA A. HALYARD, Professor of Biology
B.A., Emory University, 1965; M.S., Emory University, 1967; Ed.D., University of Georgia, 1976.

THOMAS L. HANSEN, Instructor of Telecommunications Technology
B.S., Bob Jones University, 1977.

ROBERT A. HARRELL, JR., Media Services Coordinator
B.S.Ed., Georgia Southern College, 1972; M.Ed., Georgia Southern College, 1974.

AVERY H. HARVILL, Professor of Physical Education
B.S.Ed., University of Georgia, 1955; M.Ed., University of Georgia, 1956; P.E.D., Indiana University, 1966.

EUGENE A. HATFIELD, Associate Professor of History
B.A., Washington & Lee University, 1966; M.A., University of North Carolina, 1973; Ph.D., The University of North Carolina at Chapel Hill, 1979.

CAROL W. HENSON, Assistant Professor of Business Education
B.A., Georgia College, 1965; M.Ed., University of Georgia, 1969; Ed.S., University of Georgia, 1972; Ed.D., University of Georgia, 1980.

MARJORIE E. HICKS, Instructor of Mathematics
A.B., Lindenwood College, 1967; M.A.T., University of Florida, 1980.

DORIS A. HOLLOWAY, Professor of Music
B.F.A., University of Georgia, 1956; M.M., University of Illinois, 1958.

PEGGY A. GARDNER, Director of Placement and Cooperative Education
A.A., Gulf Coast Community College, 1974; B.S., University of West Florida, 1976; M.Ed., University of South Alabama, 1983.

BOYCE J. HONEYCUTT, Instructor of Computer Service Technology
A.A.S., Rutledge College, 1977.

CHRISTINA D. HORNE, Assistant Professor of Nursing
B.S.N., Duke University, 1978; M.S., Georgia State University, 1982.

GEORGE R. HORTON, Dean of the School of Business and Professor of Business
B.S., Auburn University, 1952; M.S., Auburn University, 1953; Ph.D., University of Virginia, 1962

HARVEY H. JACKSON, Professor of History
A.A., Marion Institute, 1963; B.A., Birmingham Southern College, 1965; M.A., University of Alabama, 1966; Ph.D., University of Georgia, 1973.

TERRY Y. JACKSON, Assistant Professor of Physical Education
B.S., University of Georgia, 1966; M.Ed., University of Georgia, 1972; Ed.D., University of Georgia, 1979.

HAROLD W. JOSEPH, Head of the Department of Accounting and Computer Information Systems and Professor of Accounting
B.S., Southern University, 1963; M.B.A., University of Chicago, 1968; D.B.A., Louisiana Tech University, 1978.

CHERRIE L. KASSEM, Counselor
B.A., College of William and Mary, 1975; M.A.Ed., Virginia Polytechnic Institute and State University, 1979.

MARION F. KEY, Instructor of Developmental Studies
B.S.Ed., Georgia College, 1964; M.Ed., Georgia College, 1969; Ed.S., Georgia State University, 1974.

BARBARA G. KING, Instructor of Reading
B.S., Georgia Southern College, 1967; M.Ed., Georgia State University, 1970; Ed.S., Georgia State University, 1972.

ROBERT H. KOERMER, Vice-President for Fiscal Affairs and Assistant Professor of Business
B.S., Fairleigh Dickinson University, 1962; M.B.A., Georgia State University, 1970.

JOHN H. KOHLER, III, Associate Professor of History
B.A., Millsaps College, 1964; M.A., Appalachian State University, 1973; Ph.D., Georgia State University, 1982.

GREGORY S. KORDECKI, Assistant Professor of Business
B.A., Marquette University, 1970; M.P.A., Georgia State University, 1976; M.D.S., Georgia State University, 1981.

OSCAR C. LAM, III, Professor of Biology
A.B., Shorter College, 1966; Ph.D., University of Georgia, 1972.

JUNE M. LEGGE, Associate Professor of Foreign Language
A.A., Young Harris College, 1962; B.A., University of Georgia, 1964; M.A., University of North Carolina at Chapel Hill, 1968; Ph.D., University of North Carolina at Chapel Hill, 1972.

DAVID A. LUDLEY, Assistant Professor of English
B.A., Illinois State University, 1972; M.A., Illinois State University, 1973; Ph.D., Emory University, 1981.

WILLIE J. MANNING, Assistant Professor of Psychology
B.S., Tennessee State University, 1964; M.S., Howard University, 1967; Ph.D., Georgia State University, 1977.

ROBERT G. MARCUS, Instructor of Data Processing
B.S., University of Alabama, 1971; M.B.A., Auburn University at Montgomery, 1980; M.S., University of Alabama, 1984.

ELIZABETH H. MARSHALL, Professor Emerita of History
B.A., Georgia College, 1937; M.A., University of Georgia, 1959; Ph.D., University of Georgia, 1974.

JOHN S. MARTIN, Associate Professor of English
A.A., Old Dominion College, 1964; B.A., Ohio State University, 1965; M.A., Ohio State University, 1968; Ph.D., Ohio State University, 1971.

BARBARA H. McCANT, Head of the Department of Associate Degree Nursing and Associate Professor of Nursing
B.S.N., Tuskegee Institute, Alabama, 1964; M.S.N., Medical College of Georgia, 1978.

DONNA W. McCARTY, Instructor of Psychology
B.A., University of Georgia, 1976; M.Ed., University of Georgia, 1977.

FRANCES J. McDOWELL, Instructor of Practical Nursing
A.N., Georgia Southwestern College, 1964; B.S., Georgia State University, 1972.

ELLIOTT W. McELROY, Head of the Department of General Studies and Professor of Philosophy
B.A., Davidson College, 1962; B.D., Columbia Theological Seminary, 1966; Ph.D., University of Georgia, 1972.

HENRIETTA C. MILLER, Associate Professor of Reading
A.A., Central Piedmont Community College, 1966; B.A., University of North Carolina, 1968; M.Ed., University of Georgia, 1973; Ph.D., University of Georgia, 1979.

BENITA H. MOORE, Assistant Professor of Business Education
A.A., Clayton Junior College, 1974; B.S., Georgia State University, 1975; M.S. The University of Tennessee, 1976; Ed.S., Georgia State University, 1981; Ph.D., Georgia State University, 1984.

JACKIE R. MOORE, Instructor and Head of the Department of Aviation Maintenance Technology
A.A.Appl.A.S., Mountain View College, 1980.

RICHARD E. MOORE, Assistant to the Dean of the College Emeritus and Associate Professor Emeritus of Education
A.B., Talladega College, 1938; M.S., Atlanta University, 1949; M.A., Atlanta University, 1960; Ed.S., Auburn University, 1972; Ed.D., Auburn University, 1980.

JEANNINE R. MORRISON, Professor of Music
B.Mus., Rollins College, 1951; M.A., Columbia University, 1953.

BILLY R. NAIL, Professor of Mathematics
B.A., Hardin-Simmons University, 1956; A.M., University of Illinois, 1962; Ph.D. University of Illinois, 1967.

JAMES R. NEBLETT, Assistant Professor of Data Processing
B.E.E., University of Louisville, 1965; M.S., University of Louisville, 1966; M.Engr., University of Louisville, 1974.

JUDITH C. NICHOLS, Admissions Counselor
B.A., Texas Tech University, 1972; M.S., University of Georgia, 1976.

WILLIAM A. PASCH, Associate Professor of English
A.B., Wittenberg University, 1970; M.A., University of Massachusetts, 1973; Ph.D., University of Massachusetts, 1977.

MIRIAM P. PERRY, Associate Professor of Biology
A.B., Washburn University, 1961; M.Ed., University of Georgia, 1964; Ph.D. University of Georgia, 1972.

FREDRIC R. PLACHY, Assistant Professor of Mathematics
A.B., Colorado State College, 1953; M.A., Wyoming University, 1956.

LOIS W. POWELL, Assistant Professor of Dental Hygiene
A.A., Albany Junior College, 1973; B.S., Armstrong State College, 1978; M.Ed. University of Georgia, 1981.

BROOKE M. PRIDMORE, Professor of Physics
A.B., West Georgia College, 1968; M.S., University of Michigan, 1969; Ph.D., Georgia State University, 1978.

ROBERT E. PUDDY, Dean of the School of Health Sciences and Professor of Biology
B.S., Louisiana Tech University, 1964; Ph.D., University of Houston, 1970.

- JANET L. RECK, Library Media Specialist
B.S.Ed., Slippery Rock State College, 1973; M.S., Clarion State College, 1978.
- WILBUR G. REED, Head of the Department of Dental Hygiene and Assistant Professor
Diploma, Morgan Park Junior College, 1949; B.S., University of Illinois, 1952;
D.D.S., University of Illinois, 1954.
- BRADLEY R. RICE, Professor of History
B.A., Oklahoma State University, 1970; M.A., University of Texas at Austin, 1971;
Ph.D., University of Texas at Austin, 1976.
- JANE G. RICHARDS, Technical Services Librarian
B.S., North Georgia College, 1968; M.Ln., Emory University, 1982.
- J. GRANGER RICKS, Associate Professor of History
B.A., Mercer University, 1962; M.A., Yale University, 1965.
- ELAINE E. RIDGEWAY, Instructor of Nursing
B.S.N., University of the District of Columbia, 1978; M.S.N., Catholic University of
America, 1983.
- MADELEINE D. ST. ROMAIN, Associate Professor of Reading
B.S., Loyola University, 1954; M.Ed., Louisiana State University in New Orleans,
1969; Ed.D., Syracuse University, 1974.
- CARLOS R. SCHMITT, Dean of the School of Technology and Professor of Technical
Education
B.S., Murray State University, 1963; M.A., Murray State University, 1964; Ph.D.,
Michigan State University, 1971.
- M. CAROLE SCHOFFSTALL, Head of the Department of Baccalaureate Degree Nursing
and Associate Professor of Nursing
B.A., University of Colorado, 1973; M.S., University of Colorado Health Sciences Center,
1975; Ph.D., University of Maryland, 1984.
- LEONARD K. SCHREIBER, Head Emeritus of the Department of Dental Hygiene,
and Professor Emeritus
B.A., New York University, 1936; D.D.S., New York University, 1940.
- JANICE S. SCOTT, Instructor of Mathematics
B.S., University of Georgia, 1969; M.S., University of Georgia, 1972.
- SHARON M. SELLERS, Associate Professor of English
B.A., University of Texas, 1971; M.A., Emory University, 1976; Ph.D., Emory University,
1976.
- DAVID O. SHUFELDT, Instructor of Industrial Management
A.Tech.Spec., University of Dayton, 1972; B.Tech., University of Dayton, 1973;
M.A., Central Michigan University, 1977.
- EUGENIA B. SMITH, Instructor of Dental Hygiene
A.S., DeKalb Community College, 1980; B.S.Ed., Georgia State University, 1985.
- WALTER L. STAPLETON, Assistant Professor of Aviation Maintenance Technology
A.A., Saddleback College, 1979; B.S., Southern Illinois University, 1981; M.S.Ed.,
Southern Illinois University, 1985.
- ALICE A. STATHIS, Instructor of Mathematics
B.A., Montclair State College, 1977; M.A., Montclair State College, 1979.
- JOYCE C. SWOFFORD, Associate Professor of English
B.A., University of Utah, 1968; M.A., University of Minnesota, 1970; Ed.S., Appalachian
State University, 1976; Ed.D., Auburn University, 1981.
- ROBERT J. TAYLOR, Director of Student Activities
B.A., Stetson University, 1969; M.A., Stetson University, 1971.
- JOSEPH S. TRACHTENBERG, Associate Professor of Political Science
B.A., Willamette University, 1970; M.A., Portland State University, 1973; Ph.D.,
Emory University, 1978.
- TED S. WALKUP, Assistant Professor of English
B.A., University of South Carolina, 1969; M.A., Vanderbilt University, 1971; Ph.D.,
University of South Carolina, 1982.
- RHEDA C. WANSTREET, Instructor of Mathematics
A.B., West Virginia University, 1952; M.T.S., Catholic University, 1966.
- ELLIOT H. WASSERMAN, Assistant Professor of English, Drama and Speech
B.A., University of Florida, 1976; M.A., University of Florida, 1978; M.F.A., University of
Georgia, 1981.
- H. BRENT WEAVER, Instructor of Music
B.A., Goshen College, 1979; M.M., University of Oregon, 1984.
- PAMELA B. WEBB, Instructor of Mathematics
B.A., Duke University, 1970; M.A., Appalachian State University, 1982.
- ROBERT H. WELBORN, Associate Professor of History
A.A., Anderson Junior College, 1966; B.A., Clemson University, 1968; M.A., University
of South Carolina, 1971; Ph.D., University of South Carolina, 1978.
- GLADYS G. WHITEHEAD, Assistant Professor of Mathematics
B.S., Florida A&M University, 1972; M.Ed., Florida International University, 1975; Ph.D.,
Georgia State University, 1986.
- MARTHA M. WOOD, Assistant Professor of Developmental Studies
A.A., Mars Hill Junior College, 1949; B.A., Mississippi College, 1951; M.A.T., Emory
University, 1961.

COLLEGE HISTORY

June, 1965	Board of Regents authorizes three new junior colleges, one to serve south metropolitan Atlanta.
October, 1965	Board of Regents designates northern section of Clayton County as the general location of college.
October, 1966	A \$4,900,000 bond issue is passed by the citizens of Clayton County.
February, 1967	\$3,300,000 is transmitted to the Board of Regents for buildings and equipment.
February, 1968	College is officially named Clayton Junior College.
October, 1968	Construction of facilities begins.
August, 1969	First building is occupied by members of college staff.
September, 1969	Classes open with 942 students.
January, 1971	College is accredited by the Southern Association of Colleges and Schools.
September, 1974	New Classroom Building is occupied.
September, 1979	New Learning Resources Center is occupied.
January, 1981	Multi-purpose gymnasium and dance studio added to the Physical Education Building.
September, 1981	Renovation of the second floor of the Student Center Building is completed, providing specialized space necessary to accommodate new Vocational-Technical Education Programs.
September, 1983	College receives a three-year \$237,000 grant from the U.S. Department of Education to develop a comprehensive general education program.
May, 1985	Board of Regents authorizes conversion of Clayton from a two-year to a four-year institution.
May, 1985	College receives \$1 million gift honoring the late Dr. Walter P. Spivey, to be used to design and construct a music recital hall on the campus.
June, 1985	The Charles Schmidlapp Conklin Chair of Finance, the College's first faculty Chair, is established in honor of the late Charles S. Conklin, long-time Clayton County banker and member of the College Foundation's Board of Trustees.
February, 1986	Board of Regents authorizes new organizational structure for Clayton as a four-year institution, effective July 1, 1986.
May, 1986	Board of Regents authorizes name change to Clayton State College, effective July 1, 1986.
July 1, 1986	College officially becomes Clayton State College.

COLLEGE FACILITIES

USE OF COLLEGE FACILITIES

Facilities and equipment of Clayton State College are provided for the purpose of supporting the educational programs and services approved for the College by the Board of Regents.

The Office of Community Services is responsible for sanctioning the use of college facilities by groups not affiliated with the College. The primary considerations in determining use of college facilities by outside groups are whether the proposed activity is in keeping with the mission of the College and whether the College has the resources to co-sponsor the activity as one of its own programs.

Activities of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purposes of the College are usually approved and co-sponsored by the College.

The physical education facilities are primarily for the use of College students, faculty and staff.

Policies governing the use of these facilities are designed to permit maximum utilization by students, faculty, staff, and their guests; to insure the safety and well-being of the participants; and to provide for the protection, care, and maintenance of the facilities.

CAMPUS FACILITIES

A. The ADMINISTRATION BUILDING houses the offices of the President, the Vice-President for Academic Affairs, Admissions and Records, Comptroller, Community Services, Public Information, Institutional Research and Assessment, and Computer Services. The College's Computer Center is located in the Administration Building with additional terminals located in the Learning Resources Center.

B. The ROUND BUILDING contains six lecture rooms. These lecture rooms accommodate from 50 to 150 students. Each is served by a multi-media backscreen projection audio-visual system.

C. The ACADEMIC BUILDING contains general classroom and special purpose rooms and laboratories for science and nursing.

D. The STUDENT CENTER houses the Office of Counseling and Testing, Department of Public Safety, laboratories and faculty offices for the School of Technology, the Dental Hygiene Clinic and laboratory, Student Lounge, Student Government Association and student publications offices, Bookstore, and dining facilities and grill service.

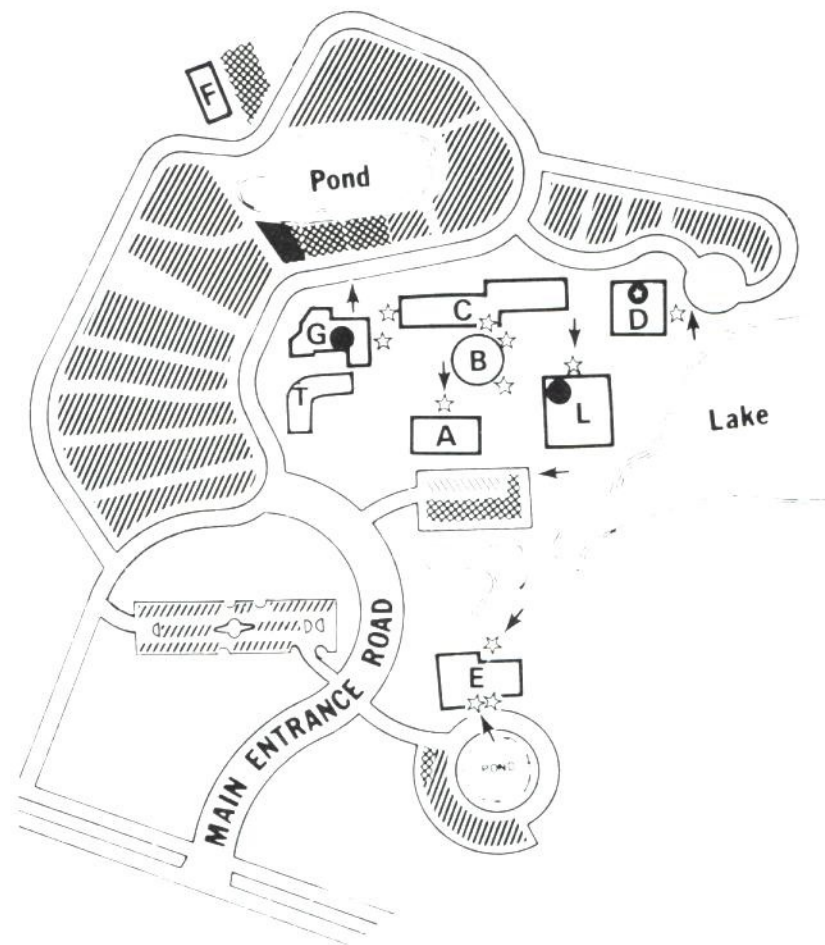
E. The PHYSICAL EDUCATION BUILDING contains instructional and activity areas for physical education, shower and locker rooms for men and women, and faculty offices. Included is a multi-use gymnasium, classroom space, a dance and music studio, and a lobby and exhibit area. The gymnasium includes two full-length basketball courts which serve students for indoor badminton, tennis, and volleyball, in addition to basketball. An isometric area and practice cages for golf and archery also are included. Playing fields for softball and baseball, tennis courts, and a putting green for golf are located adjacent to the building.

F. The MAINTENANCE BUILDING contains the offices of the Director of Plant Operations, and storage area for the College's inventory of operating supplies.

G. The CLASSROOM BUILDING includes specialized areas for music and art, and the College's modern 230-seat Lecture Hall.

L. The LEARNING RESOURCES CENTER houses a variety of instructional services and resources. The two-story structure includes areas for library public services, technical services, and media services; and for videotape and closed-circuit or cable television. Also included is an area for the College's graphics arts and central duplicating services. Instructional areas for the Department of Developmental Studies, and office spaces for the head and faculty of Department of Developmental Studies are provided along with office spaces for the Director of Learning Resources and his staff.

T. The TECHNOLOGY BUILDING to be completed in 1988 will include laboratories, classrooms and faculty offices for programs offered through the School of Technology.



VISITOR PARKING

STAFF PARKING

STUDENT PARKING

HANDICAP PARKING

WHEELCHAIR ENTRANCE

CURB CUT OR RAMP

ELEVATORS

ELEVATOR (handicap use only)

A - Administration Building

B - Round Building

C - Academic Building

D - Student Center Building

E - Physical Education Building

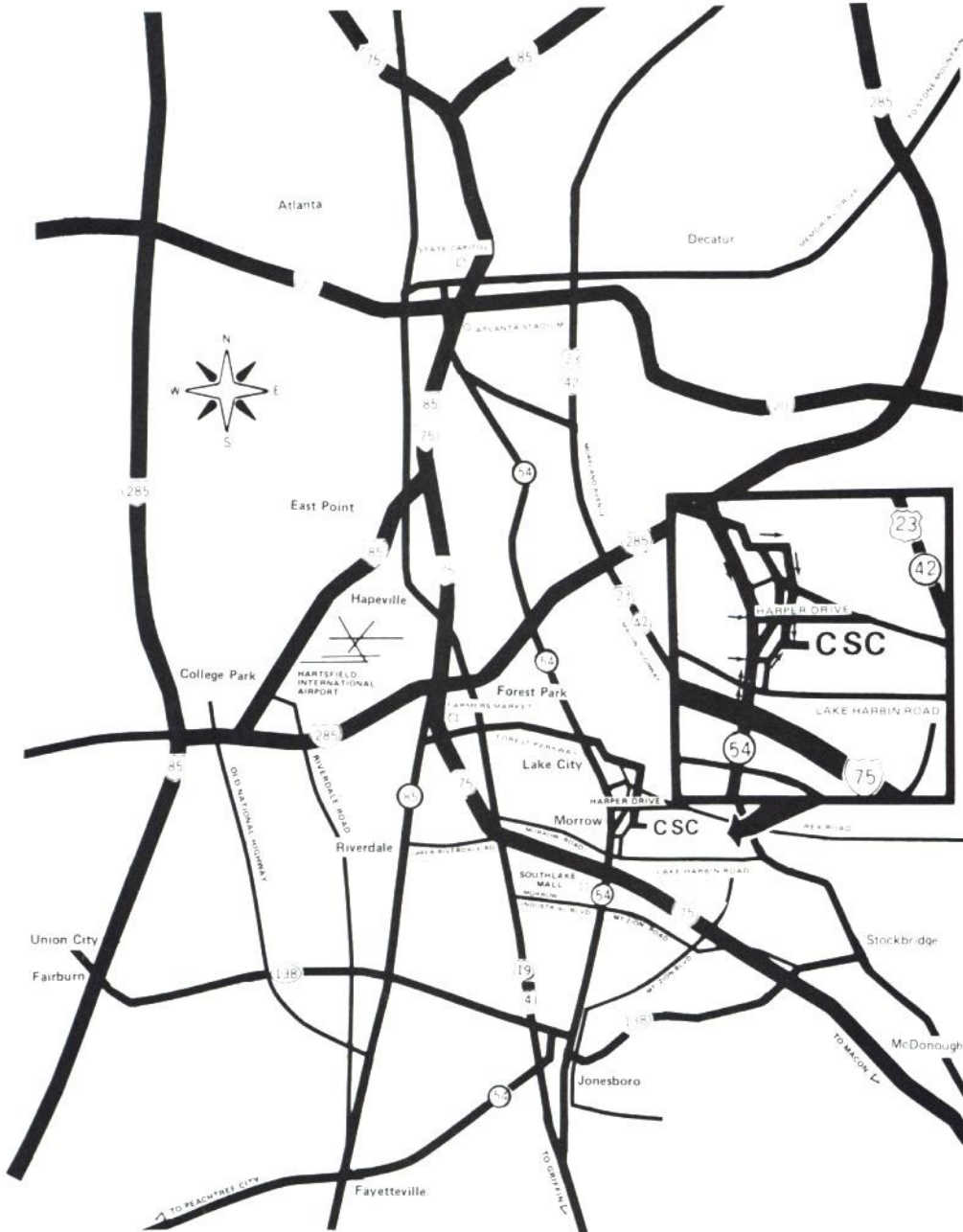
F - Maintenance Building

G - Classroom Building

L - Learning Resources Center

T - Technology Building

CLAYTON STATE COLLEGE



A Senior College of The University System of Georgia

INDEX

A

Academic Information	24
Advisement	24
Application for a Degree or Certificate	32
Calendar	4
Changing Schedules	25
Course Load	27
Credit (See Course Credit)	27
Credit By Examination	27
Day One and Day Two	24
Degrees Offered	32
Dropping Courses/Withdrawal	25
Freshman Orientation	24
Good Standing	30
Grade Appeals	27
Grading System	26
Honors	30
Majors	25
Probation	30
Regents' Testing Program	38
Registering for Classes	24
Repeating Courses	26
Studies Abroad Program	29
Suspension	31
Withdrawal/Dropping Courses	25
Accounting	
Associate Degree Program	75
Baccalaureate Degree Program	72
Courses	131
Accounting Clerk (See Office Assistant)	94
Accounting Technology	
Certificate Program	93
Activities, Student	195
Administrative Officers, Listing of	208
Admission Information	
All Applicants	11
Application Instructions	11
Auditors	16
College Preparatory Curriculum Requirements	13
Dental Hygiene Program	103
Freshman Admissions	12
Freshman Scholars	16
General Policy for Admission	10
General Requirements for Admission	12
International Students	17
Nursing, Associate Degree	100
Nursing, Practical	109
Persons 62 and Older	17
Residency Requirements	19
Scholastic Aptitude Test (SAT)	11, 12
Special Students	18
Transfer Admissions	14
Transient Admissions	16

Advanced Placement Assessments and Course Credits	27-28
Agricultural Engineering, Program	48
Agriculture, Program	48
American College Testing Program (ACT)	11, 12
Annual Notice of Privacy Rights	10
Anthropology, Program (See Sociology)	65
Application	
Deadlines (See Academic Calendar)	4
For a Degree or Certificate	32
Forms, Procedures, Requirements (See Admission Information)	11, 12
Architectural Design Technology	
Associate Degree Program	117
Courses	132, 150
Army ROTC	
Courses (See Military Science)	165
Art	
Associate Degree Program	49
Courses	133
Art Education, Program	49
Arts and Sciences, School of	45
Department of Developmental Studies	47
Department of General Studies	47
Programs of Study	48
Assessment Requirements	12, 40
Assistant Office Supervisor (See Office Assistant)	94
Associate Degrees	32, 34
Athletic Facilities	223
Athletics, Intramural	195
Auditing Courses	29
Automobile Registration	193
Aviation Administration	
Associate Degree Program	84
Courses	134
Aviation Maintenance Technology	
Associate Degree Program (Part 147)	113
Associate Degree Program (Part 65)	115
Courses	135, 137
Avionics Technology	
Associate Degree Program	119
Courses	138

B

Baccalaureate Degrees	32, 34
Bachelor of Business Administration (B.B.A.) Programs	
Accounting	72
Computer Information Systems	74
General Business	78
Management	80
Bachelor of Science in Nursing	99
Banking and Finance	
Associate Degree Program	81
Basic Skills Examination (BSE)	12, 14, 15, 18
Biology	
Associate Degree Program	49
Courses	139
Board of Regents, Officers and Staff	202
Books	21
Botany (See Biology, Courses)	49
Business, General	
Baccalaureate Degree Program	78
Courses	140

Business, School of	69
Department of Accounting and Computer	
Information Systems	72
Department of Management and Marketing	78
Business Administration	
Associate Degree Program	83
Courses	140
Business Certificate Program	89
Business Education, Program	83
Business Management Courses	157

C

Calendar	
Academic	4
Career Planning Program Course	141
Certificate Programs	32, 34
Changing Schedules	25
Chemistry	
Associate Degree Program	50
Courses	142
Citizenship Course	142
Civil Rights Statement	1
Clayton State College Foundation, Inc	206
Clayton State College Foundation Scholarships	187
Clubs/Organizations	195
College	
Accreditation and Memberships	8
Facilities	223
History	222
Personnel	207
Purpose	6
Resources for Disabled Students	8
College Preparatory Curriculum	13
College Transfer Programs	32, 34, 36, 48
Community Services	197
Computer Information Systems	
Baccalaureate Degree Program	74
Courses	143
Computer Science	
Associate Degree Program	50
Courses	144
Conduct, Student	196
Constitution and History Requirement, State of Georgia	34
Continuing Education (See Community Services)	197
Cooperative Education	
Office of Placement and Cooperative Education	193
Cooperative Program	
Associate Degree Program	127
Core Curriculum, University System of Georgia	36
Requirements, Areas I, II, III	36, 37
Correspondence Credit	29
Counseling	
Academic	24
Career/Personal	192
Course	
Credit	27
Descriptions	130
Load/Overload	27
Courses	
Auditing	29
Dropping	25
Registering for	24
Repeating	26

Courses, Continuing Education	199
Credit	
By Examination	27
Course	27
Transfer of	36
Criminal Justice	
Associate Degree Program	51
Courses	145

D

Data Processing	
Associate Degree Program	76
Certificate Program	77
Courses	145
Declaring a Major	25
Degrees Offered	32
Degree Programs	42
Degree Requirements, General	33
Assessment Requirements	40
Clayton State College Writing Program	40
Core Curriculum	36
Degrees and Certificates	34
Regents' Test Policy	38
Dental Hygiene	
Associate Degree Program	103
Courses	147
Dental Hygiene, Pre-, Program (College Transfer)	107
Dentistry, Pre-, Program	58
Department of Public Safety	237
Developmental Studies Program	
Courses	149
Program	47
Disabled Students, Resources for	8
Drafting and Design Technology	
Architectural Design Technology	
Associate Degree Program	117
Courses	132, 150
Mechanical Drafting Technology	
Associate Degree Program	118
Courses	150, 164
Drama	
Associate Degree Program (See Speech)	66
Courses	150
Drama Activities, Student	195
Dropping Courses	25

E

Economics	
Associate Degree Program (See Business Administration)	83
Courses	151
Education	
Associate Degree Program (See Teacher Education)	67
Courses	151
Electrical Power Technology	
Certificate Program	126
Courses	151
Electromechanical Technology	
Associate Degree Program	122
Courses	152

Electronics Technology	
Avionics Technology	
Associate Degree Program	119
Courses	138
Computer Service Technology	
Associate Degree Program	121
Courses	144
Electrical Power Technology	
Certificate Program	126
Courses	151
Electromechanical Technology	
Associate Degree Program	122
Courses	152
Electronics Technology	
Associate Degree Program	123
Certificate Program	126
Courses	153
Instrumentation Technology	
Associate Degree Program	124
Courses	156
Telecommunications Technology	
Associate Degree Program	125
Courses	179
Employment, Student (Job Placement)	193
Engineering, Pre-, Program (See Physics)	57
Engineering Technology, Pre- (Transfer)	128
English	
Associate Degree Program	51
Courses	154

F

Facilities, Use of	223
Faculty, Alphabetical Listing	213
Fees	21
Auditor	21
Continuing Education Courses	21
Nursing/Dental Hygiene Students	21
Non-Resident, State of Georgia	21
Resident, State of Georgia	21
Finance (See Banking and Finance)	81
Financial Aid	181
Information for Applicants	183
Programs	185
Purpose	182
Financial Information	20
Quarterly Fees	21
Books	21
Refunds	22
Financial Obligations to the College	21
Foreign Language Requirement	34
Forestry, Program	51
Foundation, Clayton State College	206
French	
Associate Degree Program	52
Courses	155
Freshman Orientation	24
Freshman Scholar Program for High School Seniors	16
Freshman, Admission Requirements	12

G

General Business	
Baccalaureate Degree Program	78
Courses	140
General Education Development Test (GED)	11, 12
General Entertainment	195
General Information	6
General Office Clerk (See Office Assistant)	94
Geology, Program	52
Good Standing	30
Grade Appeals	27
Grade Point Average	26
Grading System	26
Graduation	
Application for	32
Exercise	32
Requirements (See Degree Requirements, General)	33
Grants	189

H

Handicapped/Disabled Students, Resources for	8
Health	
Associate in Arts (See Physical Education)	56
Courses (See Physical Education, Courses)	172
Requirements	35
Services, Student	192
Health Sciences, School of	97
Department of Associate Degree Nursing	100
Department of Baccalaureate Degree Nursing	99
Department of Dental Hygiene	103
High School Equivalency Certificate	11, 12
History	
Associate Degree Program	53
Courses	155
Home Economics, Program	53
Honors, Academic	30
Honors Convocation	30
Housing Information, Student	193

I

Incomplete Work	26
Industrial Training	200
Industrial Management, Program (See Business Administration)	83
Instrumentation Technology	
Associate Degree Program	124
Courses	156
Interdisciplinary Studies, Courses	157
International Students	17

J

Job Placement	193
Journalism	
Associate Degree Program	54
Courses	157

L

Law, Pre-, Program	58
Library/Learning Resources Center	129
Loans	185
General Loan Programs	185
Specialized Scholarship Loan Programs	189
Lyceum	195

M

Major, Declaring	25
Maps	
Campus	225
Campus Location	226
Management	
Baccalaureate Degree Program	80
Courses	157
Management and Supervision	
Associate Degree Program	86
Certificate Program	90
Courses	159
Marketing/Management Technology	
Associate Degree Program	87
Certificate Program	90
Courses	160
Mathematics	
Associate Degree Program	54
Courses	162
Mechanical Drafting Technology	
Associate Degree Program	118
Courses	150, 164
Medical Illustration, Program	55
Medical Laboratory Technology	
Associate Degree Program	106
Courses	164
Medical Office Assistant	
Certificate Program	108
Courses	165
Medical Records Administration, Program	55
Medical Technology, Pre-, Program	59
Medicine, Pre-, Program	60
Military Science, Courses	165
Music	
Associate Degree Program (College Transfer)	55
Career Program	68
Courses	166
Performing Groups, Students	196

N

Non-traditional Admissions	18
Nursing	
Associate Degree Program	100
Baccalaureate Degree Program	99
Certificate Program (Practical Nursing)	109
Courses	168
Courses (Practical Nursing)	176
Nursing, Pre-, Program (College Transfer)	108

O

Occupational Therapy, Pre-, Program	60
Office Administration	
Associate Degree Program	92
Courses	169
Office Administration and Technology, Courses	169
Office Administration and Technology, Programs	91
Accounting Technology	93
Office Administration	92
Office Assistant	94
Office Technology	96
Office Assistant, Certificate Program	94
Accounting Clerk (Track III)	95
Assistant Office Supervisor (Track II)	95
General Office Clerk (Track I)	95
Secretary/Receptionist (Track I)	95
Word Processing Operator/Typist (Track I)	95
Office Technology	
Certificate Program	96
Orientation, Freshman	24

P

Parking	193
Pharmacy, Pre-, Program	61
Phi Theta Kappa	30
Philosophy	
Associate Degree Program	56
Courses	172
Physical Education	
Associate Degree Program	56
Courses	172
Facilities	223
Requirements	35
Physical Therapy, Pre-, Program	62
Physics	
Associate Degree Program	57
Courses	175
Placement, Job	193
Political Science	
Associate Degree Program	57
Courses	176
Practical Nursing	
Certificate Program	109
Courses	176
Pre-Airway Sciences (Aviation Maintenance Technology)	
Associate Degree Program	115
Courses	137
Pre-Dental Hygiene, Program (College Transfer)	107
Pre-Dentistry, Program	58
Pre-Engineering, Program (See Physics)	57
Pre-Engineering Technology, Program (Transfer)	128
Pre-Law, Program	58
Pre-Medical Technology, Program	59
Pre-Medicine, Program	60
Pre-Nursing, Program (College Transfer)	108
Pre-Occupational Therapy, Program	60
Pre-Pharmacy, Program	61
Pre-Physical Therapy, Program	62
Pre-Radiologic Technology, Program	62

Pre-Veterinary Medicine, Program	63
Privacy Rights	10
Probation	30
Programs of Study (See Degree Programs)	42
Psychology	
Associate Degree Program	64
Courses	177
Public Safety, Department of	237
Publications, Student	196
Purpose of the College	6

Q

Quarter, Academic	4
-------------------------	---

R

Radiologic Technology, Pre-, Program	62
Receptionist/Secretary (See Office Assistant)	94
Recreation	
Associate Degree Program	64
Courses (See Physical Education, Courses)	172
Recreational Facilities	223
Refunds	22
Regents' Testing Program, University System of Georgia	
Policy	38
Registering for Classes	24
Registration, Vehicle	193
Repeating Courses	26
Residency Requirements, University System of Georgia	19
ROTC (See Army ROTC)	165

S

Safety, Campus	237
Scholarships	186
General Scholarship Programs	186
Specialized Scholarship Programs	189
Scholastic Aptitude Test (SAT)	11, 12
Schedules, Changing	25
Science, Courses	178
Second Degree	32
Secretarial Programs (See Office Administration and Technology)	91
Secretarial Studies/Office Administration	
Associate Degree Program	83
Courses	169
Secretary/Receptionist (See Office Assistant)	94
Small Business Development Center	200
Sociology	
Associate Degree Program	65
Courses	178
Spanish	
Associate Degree Program	65
Courses	178
Speech	
Associate Degree Program	66
Courses	179

NOTES

Statute of Limitations on Grade Appeals	27
Staff, Listing of	208
Student Activities	195
Student Affairs Committees	196
Student Clubs/Organizations	195
Student Government	196
Student Handbook	196
Student Rights and Responsibilities	196
Student Services	191
Studies Abroad Program	29
Courses	179
Suspension	31

T

Teacher Education	
Associate Degree Program	67
Courses (See Education)	151
Technology, School of	111
Department of Aviation Maintenance Technology	113
Department of Electronics and Drafting	117
Telecommunications Technology	
Associate Degree Program	125
Courses	179
Test of English as a Foreign Language (TOEFL)	11, 17
Testing	
American College Testing Program (ACT)	11, 12
Career/Personal	192
Credit by Examination	27
General Education Development Test (GED)	11, 12
Scholastic Aptitude Test (SAT)	11, 12
Transcripts	11
Transfer Admissions	14
Transient Admissions	16
Tutoring	193
Typist/Word Processing Operator (See Office Assistant)	95

U

Undecided Major	25
University System of Georgia	201
Urban Life, Program	67
Use of College Facilities	223

V

Vehicle Registration	193
Veterans	
Benefits and Assistance Information	194
Physical Education Requirement Exemption	35
Veterinary Medicine, Pre-, Program	63
Vocational-Technical Education (See School of Technology)	111

W

West, John Word Scholarships	186
Withdrawal from Classes	25
Word Processing Operator/Typist (See Office Assistant)	95
Writing-Across-the-Curriculum Assessment Requirements	41
Writing Program, Clayton State College	40

Z

Zoology (See Biology)	49
-----------------------------	----

administration,
a pleasant, safe,
it is the respons-
s of the College
with appropriate
aw by a student
in the *Student*
Office of the Dean
cy.

.....961-3400
.....961-3500
.....961-3485
.....961-3460
.....961-3480
.....961-3410
.....961-3578
.....961-3525
.....961-3550
.....961-3490
.....961-3515
.....961-3510
.....961-3441
.....961-3440
.....961-3470
.....961-3510
.....961-3528
.....961-3560
.....961-3450
.....961-3518
.....961-3520
.....961-3545
.....961-3450
.....961-3465
.....961-3540
.....961-3535
.....961-3531
.....961-3500
.....961-3510
.....961-3415
.....961-3510
961.

1. _____ (Name of Person to be Notified) _____ (Relationship)

_____ (street address) _____ PHONE: () () () () (day) () () (evening)

(city) _____ (state) _____ zip

2. _____ (Name of Person to be Notified) _____ (Relationship)

_____ (street address) _____ PHONE: () () () () (day) () () (evening)

(city) _____ (state) _____ zip

I CERTIFY THAT THE ABOVE STATEMENTS AND THOSE ON THE REVERSE SIDE ARE COMPLETE AND CORRECT:

Signature

NOTES

DEPARTMENT OF PUBLIC SAFETY

It is the purpose of the Department of Public Safety to assist the administration, faculty, students, and staff of Clayton State College to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the College and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code as set down in the *Student Handbook*; in such a case, the violation will be referred to the Office of the Dean of Students in addition to the appropriate law enforcement agency.

CSC TELEPHONE GUIDE (Area 404)

College Information	961-3400
Admissions	961-3500
Academic Affairs, Vice-President for	961-3485
Arts and Sciences, School of	961-3460
Bookstore	961-3480
Business, School of	961-3410
Business Education	961-3578
Business Office	961-3525
Community Services	961-3550
Computer Center	961-3490
Counseling & Testing	961-3515
Dean of Students	961-3510
Dental Hygiene Clinic	961-3441
Dental Hygiene, Department of	961-3440
Developmental Studies, Department of	961-3470
Financial Aid	961-3510
Fiscal Affairs, Vice President for	961-3528
Food Services	961-3560
Health Sciences, School of	961-3450
Job Placement	961-3518
Library/Media-Learning Resources Center	961-3520
Maintenance/Receiving	961-3545
Nursing, Department of	961-3450
Physical Education	961-3465
Police and Public Safety	961-3540
Public Information	961-3535
President	961-3531
Registrar	961-3500
Student Activities	961-3510
Technology, School of	961-3415
Veterans Affairs	961-3510

NOTE: For GIST communications, substitute 220 for 961.

Cost: \$14,488

Quantity: 20,000

FATHER'S FULL NAME: _____ Living? (Circle) Yes No Place of Birth: _____ Occupation: _____ Highest Educational Level Completed: _____	MOTHER'S FULL NAME: _____ Living? (Circle) Yes No Place of Birth: _____ Occupation: _____ Highest Educational Level Completed: _____
IF YOU ARE UNDER 18, NAME AND LIST THE ADDRESS OF YOUR PARENT OR GUARDIAN Name _____ Telephone Number _____ Address _____ Street _____ City _____ State _____ Zip Code _____	IF YOU ARE EMPLOYED, PLEASE GIVE PLACE OF EMPLOYMENT Employer's Name _____ Telephone Number _____ Address _____ Street _____ City _____ State _____ Zip Code _____

In an emergency, notify
(If you are not married and are under 18, list a parent or guardian)

CLAYTON STATE COLLEGE
Morrow, Georgia 30260

Non-Profit Org.
U.S. POSTAGE
PAID
PERMIT NO. 27
Morrow, Ga.

