

CLAYTON  
STATE  
COLLEGE  
ACADEMIC  
CATALOG  
1988-1989



A SENIOR COLLEGE OF THE UNIVERSITY SYSTEM OF GEORGIA

# CLAYTON STATE COLLEGE

*An Institution of the University System of Georgia*

*Serving South Metropolitan Atlanta*

## 1988-89 CATALOG Volume 19, 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.**

*Clayton State College is in the process of revising the general education portion (Areas I-III) of its Core Curriculum. New requirements are expected to be implemented for the 1988-89 academic year. A supplement to this catalog explaining the new curriculum will be distributed when changes are made. All faculty advisors will have the appropriate information.*

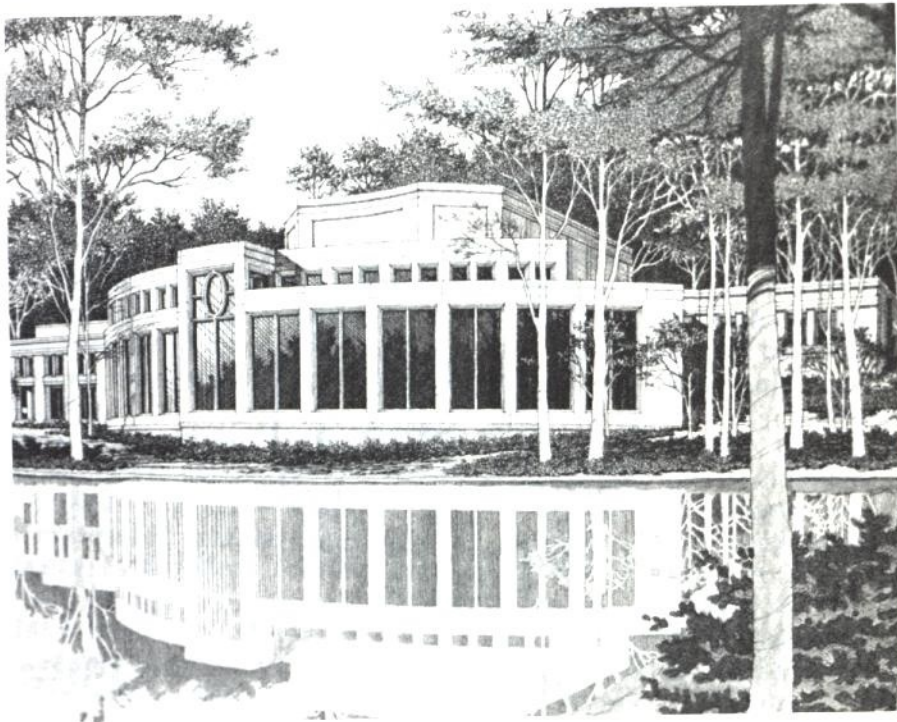
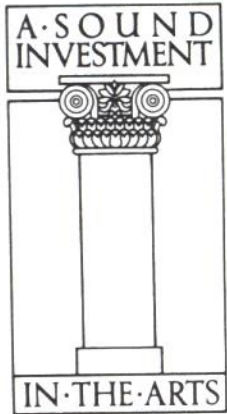


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### *An Affirmative Action/Equal Opportunity Institution*

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

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*On a beautiful wooded site overlooking the large 12-acre campus lake, Clayton State College plans to break ground for the construction of an exceptional building dedicated to the performance and instruction of music. Spivey Recital Hall, named in honor of Dr. Walter Boone Spivey (1899-1984) and Mrs. Emilie Parmalee Spivey (1908-1988), will be one of the finest musical performance facilities of its kind in the country.*

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# 1988-89 Academic Calendar

## Fall Quarter, 1988

September 8	College-Level Examination Program (CLEP)
September 12	Scholastic Aptitude Test (SAT)
September 26	Last registration day before classes begin
September 27	Classes begin
September 29	Last day to register or change schedule
October 13	College-Level Examination Program (CLEP)
October 24-25	Regents' Testing Program
October 31	Last day to withdraw from a course without academic penalty
November 7	Scholastic Aptitude Test (SAT)
November 10	College-Level Examination Program (CLEP)
November 23	No evening classes
November 24-25	Thanksgiving holidays
December 8	Last day of classes
December 9-14	Final Examinations
December 12	Scholastic Aptitude Test (SAT)

## Winter Quarter, 1989

January 4	Last registration day before classes begin
January 5	Classes begin
January 10	Last day to register or change schedule
January 12	College-Level Examination Program (CLEP)
January 16	Martin Luther King Holiday
February 6-7	Regents' Testing Program
February 9	Last day to withdraw from a course without academic penalty
February 13	Scholastic Aptitude Test (SAT)
March 9	College Level Examination Program (CLEP)
March 13	Scholastic Aptitude Test (SAT)
March 17	Last day of classes
March 20-23	Final Examinations

## 1988

SEPTEMBER						
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## 1989

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## Spring Quarter, 1989

March 29	Last registration day before classes begin
March 30	Classes begin
April 4	Last day to register or change schedule
April 6	College-Level Examination Program (CLEP)
April 24	Scholastic Aptitude Test (SAT)
May 1-2	Regents' Testing Program
May 4	Last day to withdraw from a course without academic penalty
May 15	Scholastic Aptitude Test (SAT)
May 25	College-Level Examination Program (CLEP)
June 5	Scholastic Aptitude Test (SAT)
June 8	Last day of classes
June 9-14	Final Examinations
June 17	Graduation

## Summer Quarter, 1989

June 26	Last registration day before classes begin
June 27	Classes begin
June 29	Last day to register or change schedule
July 3	No evening classes
July 4	Independence Day holiday
July 17	Scholastic Aptitude Test (SAT)
July 24	Last day to withdraw from a course without academic penalty
July 25	Regents' Testing Program
August 7	Scholastic Aptitude Test (SAT)
August 21	Classes end
August 21-24	Final Examinations

(Note: Last 2 dates subject to change.)

## 1989

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# GENERAL INFORMATION

## 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.

## 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.

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.

## **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 State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree and is a Candidate for Accreditation to award the Baccalaureate Degree.

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
- Perkins 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**

### **Additional Requirements for Programs Leading to Baccalaureate Degree (Baccalaureate, Associate of Arts, Associate of Science)**

### **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 appropriate credentials must be on file in the Admissions Office before the published application deadline 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 (all applicants with a high school graduation date of spring 1988 or later).
3. Official scores for the Scholastic Aptitude Test (SAT) or American College Testing Program (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 Associate of Science Degree 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 Testing Program (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. (Students submitting scores from GED tests taken after May 1988 must also submit a copy of their high school transcripts.)
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 Georgia Collegiate Placement Examination (CPE) and **may be required to take appropriate Developmental Studies courses**. These levels are as follows:
    - Scores of 350 on both the verbal and mathematical portions of the SAT or an English score of 16 and a mathematics score of 11 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.

## ADDITIONAL REQUIREMENTS FOR PROGRAMS LEADING TO BACCALAUREATE DEGREE (BACCALAUREATE, ASSOCIATE OF ARTS, ASSOCIATE OF SCIENCE)

The College Preparatory Curriculum is required of students graduating from high school during spring 1988 or later who plan to enroll in regular college programs leading to the baccalaureate degree at institutions of the University System of Georgia. The following courses constitute the College Preparatory Curriculum:

<u>Course (Units)</u>	<u>Instructional Emphasis</u>
English (4)	— Grammar and usage — Literature (American & World) — Advanced composition skills
Science (3)	— Physical Science — At least two laboratory courses from Biology, Chemistry, or Physics
Mathematics (3)	— Two courses in Algebra and one in Geometry
Social Science (3)	— American History — World History — Economics and Government
Foreign Language (2)	— 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

Students whose high school class graduated prior to spring 1988 or students who passed the GED prior to May 1988 are not subject to College Preparatory Curriculum requirements.



Students who meet the College admissions requirements but do not meet the College Preparatory Curriculum requirements will be granted provisional admissions status. Students with deficiencies in English or mathematics will be required to take the Georgia Collegiate Placement Examination (CPE) in English or mathematics. Placement in appropriate Developmental Studies courses will be determined by CPE results. Those students with deficiencies in science, social science, or foreign language will be required to take an additional course in science, social 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 the same cumulative grade point standards required of Clayton State College students. See page 30.

Transfer students on warning or probation from their previous college may be admitted to Clayton State College on academic probation. Students in good standing at their previous institution but who do not meet Clayton State College's standards of academic progress may be admitted on academic probation. Students admitted on academic probation must perform under the same academic standards as current Clayton State College students. See page 31.

Transfer students currently on suspension or exclusion may not enter Clayton State College until they have been out of school an amount of time equal to Clayton State College's standards for dismissal. See page 31.

Transfer students must meet all of the College's general admissions requirements and must 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 (see page 12).
2. Applicants must submit a transcript of high school credits unless they have completed both the freshman and sophomore years of college or graduated from high school before spring 1988. Transfer applicants who have not met all College Preparatory Curriculum requirements and have not completed both freshman and sophomore years will be admitted as provisional students.

3. A student who has not earned a degree and is transferring from a certificate or career program to a program leading to the baccalaureate degree must meet freshman admissions requirements (see page 12) and additional requirements for programs leading to a baccalaureate degree (see page 13).
4. A student who has earned an Associate of Science in an allied health area or an Associate of Applied Science may be admitted to a program leading to a baccalaureate degree in accordance with policies for admission of transfer students.
5. A maximum of 135 academic quarter hours of transfer credit may be applied towards a baccalaureate degree.

A maximum of 60 academic quarter hours of transfer credit may be applied towards an associate degree.

A maximum of 30 academic quarter hours of transfer credit may be applied towards a certificate.

6. The Nursing Programs at Clayton State College will accept only a grade of *C* or higher in nursing sequence courses.  
  
Grades of *D* will not be accepted for credit in upper division business area courses.
7. Transfer students may be required to complete college assessments in writing or mathematics before enrolling in English or mathematics courses.
8. 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 must furnish the College with a complete record of their test performance on the Georgia Collegiate Placement Examination (CPE) 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.
9. Writing Across the Curriculum requirements apply to transfer students enrolled in programs leading to the baccalaureate degree. For more information on the writing program at Clayton State College, see pages 42-43.

## 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.

Freshman Scholars students scoring at least 450 on the verbal portion of the SAT or at least 21 on the English portion of the ACT may complete the final unit of high school English and/or social science with appropriate college courses. With the exception of English and social science courses, a college course may not be used to fulfill both high school College Preparatory Curriculum requirements and college degree 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 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; and
5. parental approval.

Freshman Scholar applicants must submit the following credentials at least 20 days prior to the registration date of the quarter in which the student plans to enter:

1. an Application for Admission,
2. an official high school transcript,
3. scores on the Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT), and
4. a Freshman Scholar Application.

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

### INTERNATIONAL STUDENTS

All international students requesting admission to Clayton State College must submit, in addition to the credential requirements for admission listed elsewhere in this catalog, the following information:

1. An official report of scores on the Test of English as a Foreign Language (TOEFL). TOEFL scores over two years old will not be accepted. The minimum acceptable score is 550.

OR

An official report of results on the Georgia State Test of English Proficiency (GSTEP).

2. The Clayton State College Financial and Visa Information Sheet.

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. Applicants seeking admission on either an I-20 or an I-538 may be required to provide proof of financial responsibility, including proof of ability to meet living expenses and transportation costs.

## 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

Applicants for non-traditional admission must have been out of high school or college for at least five years; those who attended college must have earned fewer than 20 hours of transferable college credit.

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 Georgia Collegiate Placement Examination (CPE) 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.

## 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 Petition for Residency Classification form which can be obtained from the Office of Admissions and Records. To assure proper consideration is given to requests for changes in residency classification, students should submit a Petition for Residency Classification at least 20 days prior to the beginning of the quarter in which they plan to enroll. 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	\$382.00 for a student taking 12 quarter credit hours or more, or \$32.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$1,145.00 for a student taking 12 quarter credit hours or more, or \$96.00 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.

Students who have pre-registered may receive a full refund of any fees paid if they formally cancel registration by the last registration day before classes begin for a quarter.

Fees will be recalculated and appropriate refunds made for students who register and then find it necessary to drop a course by the end of the last official drop/add period for a quarter. No refund will be made for a reduction in credit hours after that time.

A student who formally withdraws from the College within four weeks following the late registration day before classes begin for a quarter is refunded a percentage of matriculation and non-resident tuition fees paid. The refund period is based on regular calendar weeks beginning the day after the last registration day before classes begin each quarter.

<u>Time of Withdrawal</u>	<u>Percentage Refund Received</u>
Within one week	80%
From one to two weeks	60%
From two to three weeks	40%
From three to four weeks	20%
After four weeks	No Refund

A separate schedule of refund dates will be in effect during summer terms.

Student Services Fees paid to the College are not refundable after the last registration day before classes begin for a quarter.

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.

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 PROGRAM OF STUDY**

- Undecided Students
- Changing Programs of Study

## **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**

- Academic Progress
- Academic Honors
- Honors Convocation
- Phi Theta Kappa
- Academic Warning
- 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 programs 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 program 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 PROGRAM OF STUDY

Each student is required to declare a program 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 program of study and the graduation requirements of the College.*

### UNDECIDED STUDENTS

*Students who are undecided about their program of study should follow the general guidelines for Areas I, II and III of the Core Curriculum until they have selected a program of study.*

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

### CHANGING PROGRAMS OF STUDY

A student must complete a form for changing a program of study 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 programs of study in the School of Technology 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
<b>HUMANITIES</b>		
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
<b>NATURAL SCIENCES AND MATHEMATICS</b>		
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
<b>SOCIAL SCIENCES</b>		
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
<b>BUSINESS</b>		
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
<b>OFFICE ADMINISTRATION AND TECHNOLOGY</b>		
* 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.		
<b>NURSING</b>		
* Introduction to Nursing	NURS 105	6
** Introductory Concepts of Nursing	NURS 294	5
** Nursing Care of the Adult	NURS 295	10
** Nursing Care of the Child	NURS 296	10
** Mental Health Nursing	NURS 297	10
** Maternal-Infant Nursing	NURS 298	10
* Offered through the Department of Associate Degree Nursing only.		
** Offered and applicable only through the Department of Baccalaureate Degree Nursing.		

### TECHNOLOGY

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

## HIGH SCHOOL ADVANCED PLACEMENT EXAMINATIONS

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 the required fees. Any regularly enrolled student wishing to audit a course must also submit a completed Request to Audit Form to the Registrar's Office. This Request to Audit Form should be completed during the first week of the quarter. Audit forms submitted to the Registrar's Office after the first week of the quarter must have the signature and approval of the course instructor. Audit forms will not be accepted after the midpoint of the quarter (see the current class schedule for the specific date).

Courses taken on an audit basis will not be used for certification for Financial Aid, Social Security, or Veterans' Administration benefits.



## ACADEMIC STANDING

### ACADEMIC PROGRESS

The academic progress of a student is determined on the basis of the number of academic quarter hours attempted at Clayton State College plus transfer hours.

Quarter Hours Attempted at CSC Plus Transfer Hours	Minimum Acceptable Cumulative Grade Point Average
0-15	1.3
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.

### ACADEMIC WARNING

Students will be given an Academic Warning if at the end of any quarter their cumulative or quarterly GPA falls below 2.0. Without immediate improvements, academic probation may result.

### PROBATION

Students will be placed on academic probation if their cumulative GPA falls below the minimum acceptable level specified in the Academic Progress section above.

Students whose cumulative GPA is below the minimum acceptable level for consecutive quarters may be continued on probation if their quarterly GPA is 2.0 or above.

Developmental Studies students will be placed on developmental probation if they have two unsuccessful attempts in a Developmental Studies content area, regardless of their cumulative GPA.

*Note: Attempts at Developmental Studies courses are cumulative within the University System.*

Students on probation will be advised by a special academic counselor. Developmental Studies students must be advised by a Developmental Studies advisor.

### SUSPENSION

Students will be placed on academic suspension if at the end of any quarter while on academic probation, their cumulative GPA falls below the minimum acceptable level specified in the Academic Progress section above and their quarterly GPA falls below 2.0. The first suspension will be for one quarter. The second suspension will be for two quarters. Subsequent suspensions will be for four quarters. A third suspension will be for a minimum of four quarters after which a student may petition for readmission.

Developmental Studies students will be placed on developmental suspension if they have three unsuccessful attempts in a Developmental Studies content area. The suspension will be for one quarter.

Developmental Studies students who have four unsuccessful attempts in a Developmental Studies content area will be suspended from the college for a minimum of four quarters. At the end of four quarters, they may apply for readmission. Decisions to readmit are made on an individual basis by the Admissions Committee.

*Note: Attempts at Developmental Studies courses are cumulative within the University System.*

Students who are returning from suspension must be advised by special academic counselors. Developmental Studies students returning from suspension must be advised by the Developmental Studies counselor.

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

## **DEGREES OFFERED**

Clayton State College offers the Bachelor of Business Administration, the Bachelor of Science in Nursing, the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of Science in Dental Hygiene, and the Associate of Science in Nursing.

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 College at a point convenient to his or her plans.

The Bachelor of Science in Nursing Degree is awarded to registered nurses who, after receiving an associate degree or a diploma in nursing, successfully complete the two-year upper division program.

The Associate of Arts Degree and the Associate of Science Degree signify successful completion of the first two years of regular college studies transferable to senior colleges and universities.

The Associate of Applied Science, the Associate of Science in Dental Hygiene, and the Associate of Science in Nursing Degrees signify completion of career programs that prepare students for immediate employment.

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

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 47), the School of Business (page 69), the School of Health Sciences (page 97) and the School of Technology (page 115).

### **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,  
Bachelor of Science in Nursing (B.S.N.) Degree,  
Associate of Arts (A.A.) Degree, and Associate of  
Science (A.S.) Degree  
Associate of Applied Science (A.A.S.) Degree,  
Associate of Science in Dental Hygiene Degree,  
and Associate of Science in Nursing 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 in Nursing (B.S.N.) degree.

In addition, the College offers Associate of Arts (A.A.) degrees and Associate of Science (A.S.) degrees. Students enrolled in these College Transfer Programs may obtain the first two years of college work in programs 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, and an Associate of Science in Dental Hygiene degree and an Associate of Science in Nursing degree in its School of Health Sciences. 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 particular associate degrees, as well as the certificate programs, are not designed for transfer, but some of the courses included in these degrees and programs may be used for transfer credit.

### **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) DEGREE BACHELOR OF SCIENCE IN NURSING (B.S.N.) DEGREE ASSOCIATE OF ARTS (A.A.) DEGREE ASSOCIATE OF SCIENCE (A.S.) DEGREE**

For graduation with the Bachelor of Business Administration degree, the Bachelor of Science in Nursing degree, the Associate of Arts degree, or the Associate of Science 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 38-39).

**NOTE I: Foreign Language.** When a foreign language is required, or chosen as an elective, within a program of study, 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.

2. Satisfy Core Curriculum requirements for Area IV in one specific program 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 or the Associate of Science degree requirements at Clayton State College. Students in the Bachelor of Business Administration program must complete the last 45 quarter credit hours at Clayton State College. Students in the Bachelor of Science in Nursing program must take at least 45 quarter credit hours at Clayton State College with no fewer than 35 hours being taken in the upper division nursing courses.
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 40-41.)

8. Successfully complete the College's Writing Across the Curriculum requirements if enrolled in a College Transfer Program (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 42-43.
9. The Bachelor of Business Administration Degree requires an additional 90 credit hours as specified under the School of Business. (See page 71.)
10. The Bachelor of Science in Nursing Degree requires completion of an associate degree or a diploma in nursing as well as an additional 90 quarter credit hours as specified under the School of Health Sciences. (See page 99.)

### ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE ASSOCIATE OF SCIENCE IN DENTAL HYGIENE DEGREE ASSOCIATE OF SCIENCE IN NURSING DEGREE

For graduation with the Associate of Applied Science, the Associate of Science in Dental Hygiene, or the Associate of Science in Nursing, students must complete the following requirements:

1. Complete 25-30 credit hours in Areas I, II, and III of the core curriculum.  
NOTE 1: History and Constitution Requirements. These are the same as for B.B.A., B.S.N., A.A., and A.S. degrees.
2. Satisfy major requirements as specified.
3. Complete the above requirements with a minimum 2.0 grade point average.
4. Complete specified assessments.
5. 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 of Arts and Associate of Science 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, Other Program Requirements (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.

Clayton State College is in the process of revising the general education portion (Areas I-III) of its Core Curriculum. New requirements are expected to be implemented for the 1988-89 academic year. A supplement to this catalog explaining the new curriculum will be distributed when changes are made. All faculty advisors will have the appropriate information.

### 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	
	<sup>1</sup> FREN 111	Beginning French	
	<sup>1</sup> FREN 112	Beginning French	
	MUSI 211	Music Appreciation	
	PHIL 211	Introduction to Philosophy	
	<sup>1</sup> SPAN 111	Beginning Spanish	
	<sup>1</sup> SPAN 112	Beginning Spanish	
	SPCH 121	Communications	
	Total		20

<sup>1</sup>Foreign Language. When a foreign language is required, or chosen as an elective, within a program of study, 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.

#### 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	
	Total		20

#### AREA III — SOCIAL SCIENCES

Course	Number	Title	Quarter Credit Hours
A.	<sup>1</sup> HIST 251 or 252	American Civilization I or II	5
B.	<sup>2</sup> POLI 111	American National Government	5
C.	Choose one of the following:		5
	PSYC 201	General Psychology	
	SOCI 105	Introduction to Sociology	
D.	After completion of A, B and C, students should enroll in:		
	HIST 112	Western Civilization II	5
	Total		20

<sup>1</sup>Either 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.

<sup>2</sup>POLI 111 satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.

## 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.

**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 45 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.

Students with fewer than 45 quarter credit hours who wish to take the Regents' Test are encouraged to complete required English courses before attempting the Test. Students must receive approval from the Dean of the School of Arts and Sciences to take the Test if they have fewer than 45 credit hours and have not completed required English courses.

Regents' Test remediation is not required for students who failed one or both parts of the Test and who have fewer than 45 credit hours.

Any student who unsuccessfully attempts both parts of the Test and has as many as 45 credit hours but fewer than 75 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 a 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 program of study 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 mother tongue is not English may take alternate testing administered by the Department of Developmental Studies. The Director of Admissions and Registrar will determine which students are eligible for alternate testing.

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.

A student requesting a formal review must initiate the procedure in the Office of Admissions and Records by mid-term of the 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 program of study (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. These 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. Students who do not achieve the minimal profile on this assessment will be expected to enroll in the Writing Lab (COMM 192) each quarter of enrollment until they achieve at least one Writing Across the Curriculum certification. 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 of Arts (A.A.) or Associate of Science (A.S.)	
Agricultural Engineering (A.S.)	50
Agriculture (A.S.)	50
Art (A.A.)	51
Biology (A.S.)	51
Chemistry (A.S.)	52
Computer Science (A.S.)	52
Criminal Justice (A.A.)	53
Dentistry (A.S.)	53
Drama (See Speech)	66
Engineering (See Physics)	63
English (A.A.)	53
Forestry (A.S.)	54
French (A.A.)	54
General Studies Transfer Program (Associate of Arts)	55
General Studies Transfer Program (Associate of Science)	56
Geology (A.S.)	57
Health (See Physical Education)	62
History (A.A.)	57
Home Economics (A.S.)	58
Journalism (A.A.)	58
Law (A.A.)	59
Mathematics (A.A.)	59
Medical Records Administration (A.S.)	59
Medical Technology (A.S.)	60
Medicine (A.S.)	61
Music (A.A.)	61
Occupational Therapy (A.S.)	61
Pharmacy (A.S.)	62
Philosophy (A.A.)	62
Physical Education/Health (A.S.)	62
Physical Therapy (A.S.)	63
Physics/Engineering (A.S.)	63
Political Science (A.A.)	64

Psychology (A.A.)	64
Radiography (A.S.)	65
Sociology (A.A.)	65
Spanish (A.A.)	66
Speech/Drama (A.A.)	66
Teacher Education (A.A.)	67
Urban Life (A.A.)	67
Veterinary Medicine (A.S.)	67
Associate of 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	73
Computer Information Systems	75
Associate of 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 of Arts (A.A.)	
Business Administration	81
Business Education	82
Secretarial Studies/Office Administration	82
Associate of Science (A.S.)	
Aviation Administration	83
Associate of Applied Science (A.A.S.)	
Management and Supervision	85
Marketing/Management Technology	86
Certificate Programs	
Business	87
Management and Supervision	89
Marketing/Management Technology	89



**OFFICE ADMINISTRATION AND TECHNOLOGY**

Associate of Applied Science (A.A.S.)  
Office Administration ..... 91  
Certificate Programs  
Accounting Technology ..... 92  
Office Assistant ..... 93  
Office Technology ..... 95

***SCHOOL OF HEALTH SCIENCES***

Bachelor of Science in Nursing (B.S.N.) ..... 99  
Associate of Science in Nursing ..... 102  
Associate of Science in Dental Hygiene ..... 107  
Associate of Science (A.S.)  
Medical Laboratory Technician ..... 110  
Dental Hygiene (Transfer) ..... 111  
Nursing (Transfer) ..... 112  
Certificate Programs  
Medical Office Assistant ..... 112  
Practical Nursing ..... 113

***SCHOOL OF TECHNOLOGY***

**DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY**

Associate of Applied Science (A.A.S.)  
Aviation Maintenance Technology ..... 117  
Airway Science (Aviation Maintenance Technology) ..... 119

**DEPARTMENT OF ELECTRONICS AND DRAFTING**

Associate of Applied Science (A.A.S.) (Drafting and Design)  
Architectural Design Technology ..... 121  
Mechanical Drafting Technology ..... 122  
Associate of Applied Science (A.A.S.) (Electronics)  
Avionics Technology ..... 123  
Computer Service Technology ..... 125  
Electromechanical Technology ..... 126  
Electronics Technology ..... 127  
Telecommunications Technology ..... 128  
Certificate Programs (Electronics)  
Electrical Power Technology ..... 129  
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**SCHOOL OF ARTS  
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**SCHOOL OF ARTS AND SCIENCES**

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**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, Department Head**  
**E. Donald Crapps, Counselor**  
**L-122A**

**Advisors: Capell, King, 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 Testing Program (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 151 of this catalog for a listing of specific Developmental Studies courses offered by the College.

### *DEPARTMENT OF GENERAL STUDIES*

**Elliott W. McElroy, Department Head**  
**G-110B**

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 of Arts and Associate of Science degrees in the areas listed on pages 50-67.

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

## PROGRAMS OF STUDY

### COLLEGE TRANSFER PROGRAMS

A student pursuing the Associate of Arts (A.A.) or the Associate of Science (A.S.) Degree in one of the following College Transfer Programs must complete the general education requirements specified on pages 38-39 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 degrees in their program of study.

#### AGRICULTURAL ENGINEERING (A.S.)

##### Faculty Advisors: Brown, Halyard, Lam, Perry

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	BIOL 111	Principles of Biology	5
B.	Choose <i>three</i> 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 <i>two</i> 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 (A.S.)

##### Faculty Advisors: Brown, Halyard, Lam, Perry

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	BIOL 111	Principles of Biology	5
B.	BIOL 112 or 113	Principles of Biology	5
C.	Choose <i>four</i> 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 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

### ART (A.A.)

##### Faculty Advisor: Daughtry

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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
			20
E.	Choose <i>one</i> of the two following options:		10
	ART 213	Ancient, Medieval, and Renaissance Art	
	and <i>one</i> of the following:		
	ART 221	Painting	
	ART 222	Drawing	
	ART 223	Sculpture	
	ART 224	Ceramics	
	OR		
	French or Spanish		
	Total		30

#### BIOLOGY (A.S.)

##### Faculty Advisors: Brown, Halyard, Lam, Perry

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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	
	<sup>1</sup> 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 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

<sup>1</sup>It is recommended that a student whose program of study is 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 (A.S.)

### Faculty Advisors: Braun, Fisher, Halyard, Lam

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	Choose <i>four</i> 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 <i>two</i> 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

## COMPUTER SCIENCE (A.S.)

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

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	COMP 210 and 220	Principles of Computer Programming I and II	10
B.	COMP 211	File Processing	5
C.	MATH 151 and 152	Calculus and Analytic Geometry I and II	10
D.	Choose <i>one</i> 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			5
Choose <i>one</i> of the following:			
ACCT	201	Principles of Accounting I	
MATH	231	Introductory Statistics	
Total			30

<sup>1</sup>This option should be chosen only by students intending to pursue a major in Information Systems.

## CRIMINAL JUSTICE (A.A.)

### Faculty Advisors: Barr

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
Choose <i>six</i> of the following:			30
COMP	201	Introduction to Computing	
COMP	210	Principles of Computer Programming I	
POLI	200	State and Local Government	
PSYC	201	General Psychology	
PSYC	258	Psychology of Adjustment	
SOCI	105	Introduction to Sociology	
SOCI	201	Contemporary Social Issues	
SOCI	204	Marriage and the Family	
Total			30

## DENTISTRY (A.S.)

### Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Students wishing to prepare for dental school should consult with advisors in Biology or Chemistry to determine the best program of study.

## ENGLISH (A.A.)

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

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	ENGL 211 and 212	Survey of English Literature I and II	10
B.	<sup>1</sup> 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	Survey of Philosophical Thought	
PHIL	221	Introduction to Logic	
PSYC	201	General Psychology	
PSYC	204	Child Growth and Development	
SPCH	121	Communications	
Total			30

<sup>1</sup>It is required that the student show competence through the intermediate level.

## FORESTRY (A.S.)

**Faculty Advisors: Brown, Halyard, Lam, Perry**

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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

## FRENCH (A.A.)

**Faculty Advisor: Legge**

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A. FREN	112	Beginning French II	(0-5)
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	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	Survey of Philosophical Thought	
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	112	Beginning Spanish II	
SPAN	211	Intermediate Spanish	
SPAN	212	Intermediate Spanish	
SPCH	121	Communications	
Total			30

## GENERAL STUDIES TRANSFER PROGRAM (ASSOCIATE OF ARTS)

The General Studies Transfer Program (Associate of Arts) is designed for students who are undecided about their programs of study, who plan to pursue a baccalaureate degree in a broad field of study, or who want a terminal A.A. degree.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
Making sure that no more than four courses are from one discipline, choose six of the following:			30
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	
FREN	112	Beginning French II	
FREN	211	Intermediate French	
FREN	212	Intermediate French	
HIST	111	Western Civilization I	
HIST	112	Western Civilization II	
HIST	251	American Civilization I	
HIST	252	American Civilization II	
MATH	122	Decision Mathematics II	
MATH	231	Introductory Statistics	
MUSI	211	Music Appreciation	
PHIL	211	Survey of Philosophical Thought	
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	
PSYC	258	Psychology of Adjustment	
SOCI	105	Introduction to Sociology	
SOCI	201	Contemporary Social Issues	
SOCI	204	Marriage and the Family	
SPAN	112	Beginning Spanish II	
SPAN	211	Intermediate Spanish	
SPAN	212	Intermediate Spanish	
SPCH	121	Communications	
Total			30

## GENERAL STUDIES TRANSFER PROGRAM (ASSOCIATE OF SCIENCE)

The General Studies Transfer Program (Associate of Science) is designed for students who are undecided about their program of study, who plan to pursue a baccalaureate degree in a broad field of study, or who want a terminal A.S. degree.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
Making sure that no more than four courses are from one discipline, choose <i>six</i> of the following:			30
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	
BIOL	203	Vertebrate Zoology	
CHEM	151	Principles of Chemistry	
CHEM	152	Principles of Chemistry	
CHEM	251	Organic Chemistry	
CHEM	252	Organic Chemistry	
COMP	210	Principles of Computer Programming I	
COMP	211	File Processing	
COMP	220	Principles of Computer Programming II	
FREN	112	Beginning French II	
FREN	211	Intermediate French	
FREN	212	Intermediate French	
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	
MATH	214	Introductory Linear Algebra	
MATH	231	Introductory Statistics	
PHYS	151	Introductory General Physics I	
PHYS	152	Introductory General Physics II	
PHYS	153	Introductory General Physics III	
PHYS	251	General Physics I	
PHYS	252	General Physics II	
PHYS	253	General Physics III	
SPAN	112	Beginning Spanish II	
SPAN	211	Intermediate Spanish	
SPAN	212	Intermediate Spanish	
PSYC	201	General Psychology	
PHIL	221	Introduction to Logic	
Total			30

## GEOLOGY (A.S.)

**Faculty Advisors: Brown, Carpenter, Halyard, Perry**

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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

## HISTORY (A.A.)

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

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
HIST	251 or 252	American Civilization I or II	5
HIST	111	Western Civilization I	5
Choose <i>one</i> of the following:			5
POLI	200	State and Local Government	
POLI	211	Introduction to Comparative Politics	
Choose a foreign language sequence and <i>one</i> of the following:			
OR			
Choose <i>three</i> 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 (A.S.)

### Faculty Advisors: Brown, Halyard, Lam, Perry

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
Choose six of the following:			
ART	111	Art Structure I	30
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

## JOURNALISM (A.A.)

### Faculty Advisor: Barnett

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours	
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>				
A. A foreign language:				
			15	
B. Choose from the following:				
JOUR	100	Journalism Laboratory	(0-5)	
JOUR	101	Mass Communications Practicum		
C. Choose one of the following:				
ART	211	Art Appreciation	5	
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	Survey of Philosophical Thought		
PHIL	221	Introduction to Logic		
SPCH	121	Communications		
D. Choose from the following:				
HIST	111	Western Civilization I		(5-10)
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	

## LAW (A.A.)

### 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 law advisor in the School of Arts and Sciences to determine the best program of study to suit their needs.

## MATHEMATICS (A.A.)

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

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A. <sup>1</sup> Choose from the following:			
MATH	112	Precalculus	(0-15)
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:			
CHEM	151	Principles of Chemistry	(0-20)
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

## MEDICAL RECORDS ADMINISTRATION (A.S.)

### 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.

## MEDICAL RECORDS ADMINISTRATION (continued from previous page)

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A. BIOL	151 and 152	Human Anatomy and Physiology	(0-10)
B. ACCT	201	Principles of Accounting I	5
C.	Choose <i>two</i> of the following:		10
ACCT	202	Principles of Accounting II	
BIOL	111, 112, 113	Principles of Biology	
BSAD	201	Introduction to Business Information Systems	
OR			
COMP	201	Introduction to Computing	
Other approved electives			
D.	Choose <i>one</i> of the following:		5
ECON	201, 202	Principles of Economics I, II	
PHIL	211	Survey of Philosophical Thought	
PHIL	221	Introduction to Logic	
PSYC	201	General Psychology	
PSYC	204	Child Growth and Development	
PSYC	258	Psychology of Adjustment	
SOCI	201	Contemporary Social Issues	
SOCI	204	Marriage and the Family	
Total			30

## MEDICAL TECHNOLOGY (A.S.)

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.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	Choose no more than four of the following:		(0-20)
BIOL	111	Principles of Biology	
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	
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

## MEDICINE (A.S.)

Faculty Advisors: Braun, Carpenter, Fisher, Halyard

Students wishing to prepare for medical school should consult with advisors in Biology or Chemistry to determine the best program of study.

## MUSIC (A.A.)

Faculty Advisors: Holloway, Morrison, Weaver

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

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

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

Note: All students whose program of study is music 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.

## OCCUPATIONAL THERAPY (A.S.)

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.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	Choose <i>one</i> of the following:		5
PHYS	151, 152, 153	Introductory General Physics I, II, III	
B. PSYC	258	Psychology of Adjustment	5
C.	Choose <i>one</i> of the following:		5
SOCI	201	Contemporary Social Issues	
SOCI	204	Marriage and the Family	
D.	Choose <i>three</i> of the following:		15
ECON	201, 202	Principles of Economics I, II	
MATH	231	Introductory Statistics	
PSYC	204	Child Growth and Development	
Other approved electives from		humanities or science	
Total			30



## PHARMACY (A.S.)

**Faculty Advisors:** Carpenter, Fisher, Halyard, Lam

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.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	CHEM 251 and 252	Organic Chemistry	10
B.	PHYS 151 and 152	Introductory General Physics I and II	10
C.	Choose two of the following:		10
	BIOL 111, 112, and 113	Principles of Biology	
		Total	30

## PHILOSOPHY (A.A.)

**Faculty Advisors:** Doig, McElroy

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	French or Spanish (through intermediate level)		10-15
B.	PHIL 211	Survey of Philosophical Thought	5
C.	Approved electives in symbolic logic, mathematics, art, music, natural or social sciences.		10-15
		Total	30

## PHYSICAL EDUCATION/HEALTH (A.S.)

**Faculty Advisors:** Harvill, Jackson

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	BIOL 151	Human Anatomy and Physiology	5
B.	EDUC 201	Introduction to Education	5
C.	PSYC 204	Child Growth and Development	5
D.	Choose one of the following:		5
	ART 211	Art Appreciation	
	DRMA 211	Appreciation of the Dramatic Arts	
	MUSI 211	Music Appreciation	
	SPCH 121	Communications	
E.	Approved lower division general education core courses appropriate to the goals of the health, physical education teacher		10
		Total	30

## PHYSICAL THERAPY (A.S.)

**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.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	PHYS 151 and 152	Introductory General Physics I and II	10
B.	Choose four of the following:		20
	CHEM 151, 152	Principles of Chemistry	
	CHEM 251, 252	Organic Chemistry	
	ECON 201, 202	Principles of Economics I, II	
	PHYS 153	Introductory Physics III	
	PSYC 201	General Psychology	
	PSYC 204	Child Growth and Development	
	PSYC 258	Psychology of Adjustment	
	SOCI 201	Contemporary Social Issues	
	SOCI 204	Marriage and the Family	
		Total	30

## PHYSICS/ENGINEERING (A.S.)

**Faculty Advisors:** Aust, Braun, Fisher, Pridmore

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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: A student planning to transfer to Southern Technical Institute to major in some field of engineering technology should refer to Area IV requirements for Engineering Technology on page 130 of this catalog.*

## POLITICAL SCIENCE (A.A.)

### Faculty Advisors: Arnold, Trachtenberg

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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 <i>four</i> 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

## PSYCHOLOGY (A.A.)

### Faculty Advisors: Manning, McCarty

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	PSYC 201	General Psychology	5
B.	Choose <i>five</i> 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	
MATH	122	Decision Mathematics II	
MATH	231	Introductory Statistics	
PHIL	211	Survey of Philosophical Thought	
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

## RADIOGRAPHY (A.S.)

### 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.

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
	Choose no more than <i>six</i> of the following:		30
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	
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	
BSAD	201	Introduction to Business Information Systems	
COMP	210	Principles of Computer Programming I	
MATH	112	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
ECON	201	Principles of Economics I	
		Total	30

## SOCIOLOGY (A.A.)

### Faculty Advisors: Barr

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	SOCI 105	Introduction to Sociology	5
B.	Choose <i>five</i> of the following:		25
COMP	201	Introduction to Computing	
ECON	201	Principles of Economics I	
	French or Spanish		
HIST	111	Western Civilization I	
HIST	112	Western Civilization II	
HIST	251	American Civilization I	
HIST	252	American Civilization II	
PHIL	221	Introduction to Logic	
POLI	200	State and Local Government	
POLI	211	Introduction to Comparative Politics	
PSYC	201	General Psychology	
PSYC	258	Psychology of Adjustment	
SOCI	201	Contemporary Social Sciences	
SOCI	204	Marriage and the Family	
		Total	30

## SPANISH (A.A.)

### Faculty Advisor: Legge

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	SPAN 112	Beginning Spanish II	(0-5)
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 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
	FREN 112	Beginning 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	Survey of Philosophical Thought	
	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

## SPEECH/DRAMA (A.A.)

### Faculty Advisors: Corse, Wasserman

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	French or Spanish		(0-20)
B.	DRMA 188	Introduction to Acting	(0-3)
	SPCH 121	Communications	5
	DRMA 211	Appreciation of the Dramatic Arts	5
C.	DRMA 191	Drama Workshop	(0-10)
	DRMA 192	Music Theatre	
D.	Choose from the following:		(0-10)
	ART 213	Ancient, Medieval, and Renaissance Art	
	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 251	American Civilization I	
	HIST 252	American Civilization II	
	MUSI 111 and 112	Music Theory	
	MUSI 152 and 252	Applied Music	
	MUSI 191A	Choir	
	POLI 200	State and Local Government	
	POLI 211	Introduction to Comparative Politics	
	Total		30

## TEACHER EDUCATION (A.A.)

### Faculty Advisor: Kohler

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	EDUC 201	Introduction to Education	5
B.	PSYC 201	General Psychology	5
C.	SPCH 121	Communications	5
D.	Choose <i>one</i> 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 program of study		10
	Total		30

*1*Students who plan to major in elementary and early childhood education should elect PSYC 204 as one of these choices.

## URBAN LIFE (A.A.)

### Faculty Advisors: Barr

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A.	Choose <i>one</i> of the following:		5
	ECON 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
B.	PSYC 201	General Psychology	5
C.	SOCI 105	Introduction to Sociology	5
D.	Behavioral Sciences		15
	PSYC 204	Child Growth and Development	
	PSYC 258	Psychology of Adjustment	
	SOCI 201	Contemporary Social Issues	
	SOCI 204	Marriage and the Family	
	Total		30

## VETERINARY MEDICINE (A.S.)

### Faculty Advisors: Carpenter, Fisher, Halyard, Lam

Students wishing to prepare for veterinary school should consult with advisors in Biology or Chemistry to determine the best program of study.

## CAREER PROGRAM

### MUSIC Two-Year Program (Associate of 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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA I — HUMANITIES</b>			
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	Beginning French I	
PHIL	211	Survey of Philosophical Thought	
SPAN	111	Beginning Spanish I	
			20
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A.	Choose one course in mathematics or natural sciences except MATH 107 and 122.		5
			5
<b>AREA III — SOCIAL SCIENCES</b>			
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
<b>OTHER PROGRAM REQUIREMENTS</b>			
MUSI	100	Music Literature Survey	2
MUSI	111, 112, 113		
	201, 202, 203	Music Theory	18
<sup>1</sup> MUSI	140 or 141	Pedagogy (Piano or Voice)	5
MUSI	152 and 252	Applied Music	6
MUSI	191	Ensemble	6
MUSI	211	Music Appreciation	5
<sup>1</sup> MUSI	240 or 241	Music Literature (Piano or Voice)	5
<b>MUSIC ELECTIVES</b>			6
			53
Total			93

<sup>1</sup>These 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 students whose program of study is music 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  
Area IV Requirements**

## DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

**Bachelor of Business Administration  
Associate of Applied Science  
Certificate Program**

## DEPARTMENT OF MANAGEMENT AND MARKETING

**Bachelor of Business Administration  
Associate of Arts  
Associate of Science  
Associate of Applied Science  
Certificate Programs**

## OFFICE ADMINISTRATION AND TECHNOLOGY

**Associate of Applied Science  
Certificate Programs**

## SCHOOL OF BUSINESS

George R. Horton, Dean  
C-11M

### 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 Science (A.S.), Associate of Applied Sciences (A.A.S.), and Certificates. The programs of study and degrees are as follows:

Accounting	(B.B.A.)
Accounting Technology	(Certificate)
Aviation Administration	(A.S.)
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 Core Curriculum requirements, consisting of Areas I, II, III and IV. (See pages 38-39 and 72 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 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 the Freshman and Sophomore courses in Core Curriculum Areas I, II, III, and IV before taking Junior and Senior courses. With the permission of the Dean of the School, 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. Students who have not completed the 90 quarter hours of Freshman and Sophomore courses in Core Curriculum Areas I, II, and III but who have been permitted to take B.B.A. courses must complete Areas I, II, and III of the Core Curriculum by the time they have accumulated 105 quarter hours of credit.
4. No other student will be permitted to accumulate more than 120 quarter hours before completing Areas I, II, and III of the Core Curriculum.
5. For a B.B.A. degree, students must take at least the last 45 hours at Clayton State College, with no fewer 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.
6. A minimum of a C average is required for all Area IV lower division work. Grades of D will not be accepted for credit in upper division major courses.
7. The School of Business will evaluate credit earned at other institutions and through other programs to determine whether this credit can be applied to upper division courses at Clayton State College. The School of Business will determine, on a case-by-case basis, whether credit from internships and cooperative programs can be applied to the B.B.A. program. In some cases, applicants may be required to take departmental or other examinations to validate previous course work.

### ADVISEMENT

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

## AREA IV REQUIREMENTS

All students who plan to receive a B.B.A. from Clayton State College must complete the Core Curriculum requirements. This program consists of Areas I, II, and III of the Core Curriculum (see pages 38-39) and the following Area IV requirements:

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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.	Two of the following: <sup>1</sup>			10
	BSAD	201	Introduction to Business Information Systems	
	COIS	210/COMP 210	Principles of Computer Programming I	
	MATH	122	Decision Mathematics	
	MATH	152	Calculus and Analytic Geometry II	
			Total	30

## DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

### Harold W. Joseph, Department 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, 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 Core Curriculum requirements (see pages 38-39 of the catalog for Area I, II, III and page 72 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:

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

## B.B.A. IN ACCOUNTING

### Business Administration Program Requirements

Course	Number	Title	Quarter Credit Hours
<b>Junior Year:</b>			
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 <sup>1</sup>			10
			<hr/> 45
<b>Senior Year:</b>			
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:			
Select any two courses from:			10
ACCT	430	Accounting Information Systems	
ACCT	440	Not-for-Profit Accounting	
ACCT	451	Income Taxation II	
BSAD	490	Directed Research and Readings	
Directed Electives:			
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).			10
Business Policy (Required):			
BSAD 450 Business Policy			5
			<hr/> 45
Junior and Senior Total			<hr/> 90

<sup>1</sup>PHIL 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 Core Curriculum requirements (see pages 38-39 of the catalog for Area I, II, III and page 72 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
<b>Junior Year:</b>			
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. <sup>1</sup>			10
			<hr/> 45
<b>Senior Year:</b>			
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
			<hr/> 45
Junior and Senior Total			<hr/> 90

<sup>1</sup>PHIL 311, *Ethical Issues of Business*, is recommended.

## DATA PROCESSING

The Data Processing Program provides instruction in the functions and concepts of automated information processing equipment. Most students whose program of study is 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 of Applied Science Degree. The program of study with 58 quarter hours leads to a Certificate.

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

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. <sup>1</sup> ENGL	103	Technical Writing	5
ENGL	111	Communication: The Uses of Language I	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS (Select A or B)</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
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>			
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
<b>OTHER PROGRAM REQUIREMENTS</b>			
A. ACCT	201	Principles of Accounting I	5
<sup>1</sup> ATDP	101	Introduction to Data Processing with BASIC	5
<sup>1</sup> ATDP	102	BASIC with Applications	3
<sup>1</sup> ATDP	203	RPG Programming	3
<sup>1</sup> ATDP	204	COBOL Programming I	5
<sup>1</sup> ATDP	206	Systems Analysis and Design	5
<sup>1</sup> ATDP	207	COBOL Programming II	5
<sup>1</sup> ATDP	208	Systems Software	5
<sup>1</sup> ATDP	210	Data Structures	5
			41
B. Select 22 hours from the following:			
ACCT	202	Principles of Accounting II	5
<sup>1</sup> ATDP	209	FORTTRAN Programming	5
<sup>1</sup> ATDP	222	Occupational Internship and/or Cooperative Educational Experience	5
<sup>1</sup> ATDP	233	Selected Topics and Problems	5
OADT	205	Business Communications	5
<sup>1</sup> BMGT	251	Principles of Management & Supervision	5
BSAD	270	Legal Environment of Business	5
<sup>3</sup> ATCP	100	Career Planning	2
			22
			90-93

<sup>1</sup>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.

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

<sup>3</sup>Required (see also Footnote 1).

## DATA PROCESSING One-Year Program (Certificate)

Course	Number	Title	Quarter Credit Hours
A. <sup>1</sup> 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
<sup>1</sup> ATDP	101	Introduction to Data Processing with BASIC	5
<sup>1</sup> ATDP	102	BASIC with Applications	3
<sup>1</sup> ATDP	203	RPG Programming	3
<sup>1</sup> ATDP	204	COBOL Programming I	5
<sup>1</sup> ATDP	207	COBOL Programming II	5
<sup>1</sup> ATDP	210	Data Structures	5
			31
D. Select 7 hours from the following:			
ACCT	202	Principles of Accounting II	5
<sup>1</sup> ATDP	208	Systems Software	5
<sup>1</sup> ATDP	209	FORTTRAN Programming	5
<sup>1</sup> ATDP	233d	Selected Topics and Problems	5
<sup>2</sup> ATCP	100	Career Planning	2
			7
			58

<sup>1</sup>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.

<sup>2</sup>Required (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 Core Curriculum requirements (see pages 38-39 of the catalog for Area I, II, III and page 72 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

Course	Number	Title	Quarter Credit Hours
<b>Junior Year:</b>			
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) <sup>1</sup>			20
			45
<b>Senior Year:</b>			
Required Field Courses:			
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 <b>two</b> 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

<sup>1</sup>PHIL 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 Core Curriculum requirements (see pages 38-39 of the catalog for Area I, II, III and page 72 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**

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>Junior Year:</b>			
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) <sup>1</sup>			20
			45
<b>Senior Year:</b>			
Required Field Courses:			20
Select any four courses from the following:			
MGMT	401	Personnel Administration	
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):			15
1. HUMAN RESOURCE MANAGEMENT:			
MGMT	410	Labor Relations	
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:

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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
	5
	45
Junior and Senior total	90

**BUSINESS ADMINISTRATION**  
**Two-Year Program**  
**(Associate of Arts Degree)**

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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. Two of the following: <sup>1</sup>			10
BSAD	201	Introduction to Business Information Systems	
COIS 210/COMP 210		Principles of Computer Programming I	
MATH	122	Decision Mathematics I	
MATH	152	Calculus and Analytic Geometry II	
Total			30

<sup>1</sup>PHIL 311, *Ethical Issues of Business*, is recommended.

**BUSINESS EDUCATION  
Two-Year Program  
(Associate of Arts Degree)**

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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 of Arts Degree)**

Students in this degree program should refer to pages 38-39 for requirements in Areas I, II, and III of the Core Curriculum.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
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
<sup>2</sup> OADT	111 and 112	Keyboarding/Typewriting I and II	
or			
<sup>2</sup> OADT	112 and 113	Keyboarding/Typewriting II and III	
D. Choose from the following sequences:			10
<sup>2</sup> OADT	151 and 152	Shorthand I and II	
or			
<sup>2</sup> OADT	152 and 153	Shorthand II and III	
		Total	31

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

<sup>2</sup>Competency 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 of Science Degree)**

**Advising School: Business**

The Associate of 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>
<b>AREA I — HUMANITIES</b>			
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
		Total	20

(continued on next page)

**AVIATION ADMINISTRATION** (continued from previous page)

Course	Number	Title	Quarter Credit Hours
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
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
<b>AREA III — SOCIAL SCIENCES</b>			
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	5
D.	After completion of A, B and C, students should enroll in:		
HIST	112	Western Civilization II	5
			20
<b>OTHER PROGRAM REQUIREMENTS</b>			
A. <sup>1</sup> AVI	201	History of Aviation	5
B. <sup>1</sup> AVI	202	Aviation Laws and Regulations	5
C. <sup>1</sup> AVI	211	Elementary Aeronautics	5
D. <sup>1</sup> AVI	220	Airline Management	5
or			
AVI	240	Airport Management and Operations	5
E.	Choose 20 hours from the following in consultation with advisor:		20
<sup>1</sup> AVI	203	Aviation Safety	
<sup>2</sup> AVI	204	Aviation Economics	
<sup>1</sup> AVI	210	Aviation Meteorology	
<sup>1</sup> AVI	212	Principles of Instrument Flight	
<sup>1</sup> AVI	221	Passenger Operations	
<sup>1</sup> AVI	222	Airline Marketing and Public Relations	
<sup>1</sup> AVI	223	Ground Operations & Air Cargo Handling	
<sup>1</sup> AVI	230	Introduction to Air Traffic Control	
<sup>1</sup> AVI	241	Aviation Insurance	
<sup>1</sup> AVI	250	Travel and Tourism	
<sup>3</sup> AVI	280	Selected Topics	
<sup>1</sup> AVI	296	Selected Projects	
<sup>1</sup> AVI	299	Readings in Aviation Administration	
Total			40
			100

<sup>1</sup>Aviation courses do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

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

<sup>3</sup>See 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 of Applied Science Degree)**

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. <sup>1</sup> ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. MATH	121	Decision Mathematics I	5
			5
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>			
A. POLI	111	American National Government	5
HIST	251 or 252	American Civilization I or II	5
or			
B. <sup>1</sup> CITZ	101	Citizenship	2
		SOCIAL SCIENCE ELECTIVE (excluding POLI 111)	5
			7-10
<b>OTHER PROGRAM REQUIREMENTS</b>			
A. <sup>1</sup> ATMK	110	Nature and Environment of Business	5
<sup>1</sup> BMGT	251	Principles of Management and Supervision	5
<sup>1</sup> ATMS	110	Industrial Management	5
<sup>1</sup> ATMS	140	Quality Control	5
<sup>1</sup> ATMS	150	Labor Relations	5
<sup>1</sup> ATMS	165	Performance and Evaluation Techniques	5
<sup>1</sup> ATMS	170	Leadership Skills	5
<sup>1</sup> ATMS	180	Supervision in the Workforce	5
<sup>1</sup> ATDP	101	Introduction to Data Processing with BASIC	5
			45
B.	Choose 25 hours from the following:		
<sup>1</sup> ATMS	120	Plant Operation and Maintenance Management	5
<sup>1</sup> ATMS	130	Work Design and Measurement	5
<sup>1</sup> ATMS	222	Occupational Internship and/or Cooperative Educational Experience	5
<sup>1</sup> ATMS	233	Selected Topics and Problems	5
<sup>1</sup> 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

<sup>1</sup>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.

<sup>2</sup>Students 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 of Applied Science Degree)

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A.	ENGL 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
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A.	MATH 121	Decision Mathematics I	5
			5
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>			
A.	POLI 111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B.	<sup>1</sup> CITZ 101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			7-10
<b>OTHER PROGRAM REQUIREMENTS</b>			
A.	<sup>1</sup> ATMK 110	Introduction to Business	5
	<sup>1</sup> BMGT 251	Principles of Management and Supervision	5
	<sup>1</sup> 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:		
	<sup>1</sup> BMGT 281	Principles of Marketing	5
	<sup>1</sup> ATMK 120	Professional Selling	5
	<sup>1</sup> ATMK 130	Principles of Retailing	5
	<sup>1</sup> ATMK 140	Principles of Advertising	5
			15-20

(continued on next page)

<sup>1</sup>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.

<sup>2</sup>Students planning to transfer to a four-year program need to complete POLI 111 and HIST 252.

## MARKETING/MANAGEMENT TECHNOLOGY (continued from previous page)

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

<sup>1</sup>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.

**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.

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

<sup>1</sup>These 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 Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>A. REQUIRED COURSES</b>		
<sup>1</sup> ATMK 110	The Nature and Environment of Business	5
<sup>1</sup> BMGT 251	Principles of Management and Supervision	5
<sup>1</sup> ATMS 110	Industrial Management	5
<sup>1</sup> ATMS 140	Quality Control	5
<sup>1</sup> ATMS 150	Labor Relations	5
<sup>1</sup> ATMS 165	Performance and Evaluation Techniques	5
<sup>1</sup> ATMS 170	Leadership Skills	5
<sup>1</sup> ATDP 101	Introduction to Data Processing with BASIC	5
ACCT 201	Principles of Accounting I	5
		<hr/> 45
<b>B. ADDITIONAL REQUIREMENTS (Select one)</b>		
<sup>1</sup> ATCP 100	Career Planning	2
<sup>1</sup> ATMS 120	Plant Operation and Maintenance Management	5
<sup>1</sup> ATMS 130	Work Design and Measurement	5
<sup>1</sup> ATMS 222	Occupational Internship and/or Cooperative Educational Experience	5
<sup>1</sup> ATMS 233	Selected Topics and Problems	5
		<hr/> 2-5
Total		<hr/> <hr/> 47-50

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

<i>Course Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
<b>A. REQUIRED COURSES</b>		
<sup>1</sup> ATMK 110	The Nature and Environment of Business	5
<sup>1</sup> BMGT 281	Principles of Marketing	5
<sup>1</sup> ATMK 120	Creative Selling	5
<sup>1</sup> ATMK 130	Principles of Retailing	5
<sup>1</sup> ATMK 140	Principles of Advertising	5
<sup>1</sup> BMGT 251	Principles of Management and Supervision	5
<sup>1</sup> OADT 100	Business English	5
ACCT 201	Principles of Accounting I	5
<sup>1</sup> ATDP 101	Introduction to Data Processing with BASIC	5
		<hr/> 45
<b>B. ADDITIONAL REQUIREMENT (Select one)</b>		
<sup>1</sup> ATCP 100	Career Planning	2
<sup>1</sup> ATMK 222	Occupational Internship and/or Cooperative Educational Experience	5
<sup>1</sup> ATMK 233	Selected Topics and Problems	5
		<hr/> 2-5
Total		<hr/> <hr/> 47-50

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

<sup>1</sup>Career courses which do not fulfill the requirements of the Core Curriculum of the University System of Georgia.

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.

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

<sup>1</sup>Career 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.)

<b>A. REQUIRED COURSES</b>			
	OADT 100	Business English	5
	OADT 111	Keyboarding/Typewriting I	3
	OADT 112	Keyboarding/Typewriting II	3
	OADT 212	Word/Information Processing I	5
			<hr/> 16
<b>B. ELECTIVE COURSES</b> (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 and/or Cooperative Educational Experience	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
			<hr/> 13-15
			<hr/> 29-31
		Total	<hr/> 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
		<hr/>
		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 and/or Cooperative Educational Experience	5
		<hr/>
		10
		<hr/>
		35

Total

**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	Automated Accounting Applications	5
OR		
OADT 222	Occupational Internship and/or Cooperative Educational Experience	5
		<hr/>
		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
		<hr/>
		13-15
		<hr/>
		33-35

Total

**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.

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

Note: Elective courses recommended for:

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

<sup>1</sup>Career 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

### DEPARTMENT OF BACCALAUREATE DEGREE NURSING

General Information  
Admissions Policies  
Transfer Credit  
Advisement  
Academic and General Requirements  
Bachelor of Science in Nursing Curriculum

### DEPARTMENT OF ASSOCIATE DEGREE NURSING

Accreditation  
Admissions Information  
General Information  
Fees and Expenses  
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Advisement  
Advanced Placement for Licensed Practical Nurses  
(L.P.N.'s)  
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### DEPARTMENT OF DENTAL HYGIENE OTHER PROGRAMS

Associate of Science Degrees  
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.

## DEPARTMENT OF BACCALAUREATE DEGREE NURSING

### BACHELOR OF SCIENCE IN NURSING (B.S.N.)

Carole Schoffstall, Department Head  
C-37A

### GENERAL INFORMATION

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

The program offers a flexible curriculum which builds upon previously attained knowledge and experience and recognizes the unique educational needs and abilities of the adult learner. Educational experiences are 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 includes 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 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.

Having received initial approval from the Georgia Board of Nursing, Clayton State College will offer its first Junior/Senior-level nursing courses in the Fall Quarter, 1988. The first graduation from the B.S.N. program is planned for Spring, 1990.

### ADMISSIONS POLICIES

All applicants for the Bachelor of Science in Nursing Program must gain admission to Clayton State College. See the section on Admissions Information beginning on page 9 of this catalog.

Specified prerequisites for admission to the baccalaureate nursing program include the following:

1. Graduation from a state board approved associate degree or diploma program in nursing.
2. Evidence of current licensure as a registered nurse in the state of Georgia. Graduate nurses with prelicensure status may register for non-clinical courses for one quarter, but continued progression within the program is dependent upon R.N. licensure being granted by the Georgia Board of Nursing.

To apply for readmission, a student who has withdrawn from the program for academic reasons must submit a written request to the Department Head. In reviewing a request for readmission, the Department Head will consider Clayton State College's policies as well as the student's academic record and potential for successful completion of the program.

## TRANSFER CREDIT

The Department Head and Admissions Office will determine whether credit earned at other institutions can be applied to the baccalaureate nursing program.

A minimum grade of *C* is required for transfer credit in upper-division courses.

Credit by examination is available for both nursing and other coursework. See page 27 for additional information on credit by examination.

## ADVISEMENT

Each student admitted to this program is assigned a faculty advisor within the Department of Baccalaureate Nursing. This advisor will help plan an individualized program of studies that meets the student's personal and professional needs and fulfills College and departmental requirements.

Students who are presently enrolled in lower division courses at other colleges and who are planning to enter the baccalaureate nursing program as juniors should contact the department for assistance with academic planning.

## ACADEMIC AND GENERAL REQUIREMENTS

Students in the baccalaureate nursing degree program are expected to complete the following requirements:

1. Graduation from the B.S.N. program requires successful completion of a minimum of 180 quarter credit hours designated in the B.S.N. curriculum. This coursework includes nursing and general education as well as elective courses.
2. Students must complete all upper division nursing and required general education courses with a minimum grade of *C*.
3. Students must take at least 45 quarter hours at Clayton State College with no fewer than 35 hours being taken in the upper division nursing courses.
4. Students must also complete the general degree requirements specified on pages 33-43.
5. In addition, students must complete the Core Curriculum of the University System of Georgia. (See pages 38-39.)
6. Registration for any clinical course in the baccalaureate nursing program requires that students
  - a. maintain CPR certification,
  - b. demonstrate evidence of both malpractice insurance coverage and current health insurance, and
  - c. complete the departmental requirements for physical examinations and required immunizations.

## BACHELOR OF SCIENCE IN NURSING CURRICULUM

(B.S.N.)

Course	Number	Title	Quarter Credit Hours
<b>Junior Year:</b>			
NURS	310	Communication in Health/Illness Settings	5
NURS	311	Nursing Theory	2
NURS	312	Professional Nursing Seminar	3
NURS	320	Health Assessment	5
NURS	330	Nursing Research	5
PSYC	320	Human Development	5
HSCI	320	Pathophysiology	5
Statistics Course			5
Non-Nursing Directed Electives			10
			<hr/>
			45
<b>Senior Year:</b>			
NURS	410	Community Health Nursing	5
NURS	420	Nursing Management	5
NURS	430	Complex Clinical Situations	5
Nursing Electives			10
Select any <i>two</i> courses from the following:			
HSCI	454	Contemporary Women's Health	
NURS	451	Cultural Diversity in Health/Illness	
NURS	452	Legal/Ethical Issues in Health Care	
NURS	453	Gerontology	
NURS	495	Independent Study	
*Computer Course (COMP 201 or BSAD 201)			5
Non-Nursing Directed Electives			15
			<hr/>
			45
Junior and Senior total			90

*\*Recommended. Alternate courses can be substituted.*

*Specific requirements to complete the non-nursing coursework are dependent upon the amount and type of lower division coursework completed.*

## DEPARTMENT OF ASSOCIATE DEGREE NURSING

### ASSOCIATE OF SCIENCE DEGREE IN NURSING

**Barbara J. McCant, Department Head**  
**C-37J**

The Associate Degree Nursing Program at Clayton State College is designed to educate men and women who want to pursue careers as Registered Nurses and to meet the need for nurses in the south metropolitan Atlanta area. Graduates of the program may petition to take the NCLEX examination administered by the Georgia Board of Nursing; upon successful completion of the examination, they are licensed as registered nurses.

The Clayton State College Associate Degree Nursing Program consists of six quarters of full-time study (two academic years) and leads to the Associate of Science in Nursing Degree. Matriculation in this program begins with the Fall Quarter. A student gains formal admission to the program upon completion of the Fall Quarter provided that he or she has a minimum grade point average of 2.0 (C), earns at least a grade of C in the nursing course required during the Fall Quarter, and meets the prerequisites of the other courses prescribed for the Winter Quarter. Although the nursing courses are sequential, a student may begin the general education courses required in the Associate Degree Program during any quarter, either on a full-time or part-time basis.

#### ACCREDITATION

The Associate Degree Program in Nursing is fully approved by the Georgia Board of Nursing and is accredited by the National League for Nursing.

#### ADMISSIONS INFORMATION

The Associate Degree Nursing Program has a limited enrollment, and students are 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. Applicants must possess strong backgrounds in chemistry, biology, and algebra as demonstrated by their high school or college transcripts. In addition, applicants must meet all of the general admissions requirements of Clayton State College (see Admissions Information). Interviews may be required.

*NOTE: A student who has a felony conviction may be admitted to the Nursing Program at Clayton State College, but eligibility for licensure as a Registered Nurse will be determined by the Georgia Board of Nursing.*

The following requirements must be met prior to acceptance in the Associate Degree Nursing Program:

1. Graduation from an accredited high school with at least a grade average of C or earning a minimum of 225 points on the General Education Development Test (GED).
2. Completion of one year of high school algebra or college mathematics review course (the appropriate course at Clayton State College is Mathematics 098) with at least an average of C.

(continued on next page)

3. Completion of one year of high school biology or appropriate college course (Biology 111 at Clayton State College) with at least a C average.
4. Completion of one year of high school chemistry or appropriate college course (Chemistry 111 at Clayton State College) with an average of at least a C.
5. Submission of an official high school transcript and all college transcripts directly from the institution(s) to the Admissions Office at Clayton State College.
6. Acceptance by Clayton State College as a regular student or as a transfer student with an average of at least a C from an accredited college or university. Students with previous Clayton State College credit must have at least a 2.0 cumulative grade point average.
7. Completion of the Application Data Form required for admission into the Nursing Program. Students should indicate on the application form that the desired major is Associate Degree Nursing (Two-Year Career).
8. Completion of the self-assessment Medical Form (Part I). Applicants should be free of all health problems that would interfere with their ability to practice nursing. Medical Form (Part II) is required for admission after the Associate Degree Nursing Admissions Committee has reviewed academic information.
9. For students with previous education in a nursing program, submission of reference forms supplied by Clayton State College. Students who have withdrawn or have been dismissed more than once from any nursing program, including the Clayton State College Associate Degree Nursing Program, are ineligible for admission or readmission. However, 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.
10. For transfer and readmitted students, fulfillment of all current requirements for admission to the program. Students seeking readmission are reviewed on an individual basis by the Associate Degree Nursing Admissions Committee and must follow specific guidelines outlined by the Committee to assure current clinical and theoretical knowledge required for all students at that level of the program.
11. For students who successfully complete Developmental Studies courses that are required by the College, completion of a minimum of 20 quarter credit hours in academic subjects beyond Developmental Studies. These students must earn a cumulative grade point average of at least 2.0 and a grade of at least a C in each of the academic courses beyond Developmental Studies. (Suggested courses include English 111, Chemistry 112 or 121, Psychology 201, Political Science 111, and History 251 or 252. NOTE: Chemistry 111 is a prerequisite for Chemistry 112.)

## GENERAL INFORMATION

1. Students enrolled in an Associate Degree Nursing Program must maintain a cumulative grade point average of at least 2.0 to progress in the program and must meet appropriate prerequisite course requirements. (See the Nursing Student Handbook for specific progression requirements.)
2. A cumulative 2.0 grade point average in nursing courses is required for graduation.
3. The School of Health Sciences suggests that students complete the science sequence — Biology 151, 152, 250 and Chemistry 121 or 112 — prior to enrolling in nursing courses.
4. Applicants who have been away from school for a considerable period of time should enroll in at least one course in an accredited college during the school year preceding their planned entrance into the Associate Degree Nursing Program.
5. 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.
6. 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 regarding the acceptance of these courses if there has been a curriculum change.

## FEES AND EXPENSES

See the Financial Information section of this catalog for quarterly fees at Clayton State College. Estimated additional fees and expenses for nursing students are as follows:

Group Liability Insurance (annual) .....	\$10.50
Books, per quarter .....	\$130.00-\$200.00
Uniforms (one-time purchase) .....	\$100.00
Accessory Items (watch with second hand, stethoscope, etc.) .....	\$75.00
Nursing Pin (upon graduation) .....	\$40.00-100.00

## FINANCIAL AID

Financial Aid information may be obtained from the Office of Financial Aid (C-57). Specific scholarships and loans may be available for nursing majors. Most local hospitals provide financial assistance to employees returning to school in nursing.

## ADVISEMENT

Students are required to see a nursing faculty advisor each quarter to insure that individual goals are being met and that courses are being taken in proper sequence. (See page 24.)

## ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES (L.P.N.'s)

The Associate Degree Nursing Program provides two advanced placement options for L.P.N. career mobility.

### Option I: Credit by Examination

The L.P.N. may challenge Nursing 103 and 104 by examination. Successful performance on the three components of the challenge examination (theory, clinical laboratory, and mathematics tests) allows the L.P.N. to exempt the fundamentals courses and enter the Associate Degree curriculum during the Winter Quarter of the first year. Admissions requirements are the same as for regular Associate Degree students.

### Option II: Bridge Program

Within the Associate Degree Program, an advanced placement option is offered to L.P.N.'s who meet the eligibility criteria. This option allows L.P.N.'s who have completed the prerequisite general education courses (30 hours) to enroll and complete the nursing sequence in four quarters beginning with a summer quarter transition course. Successful completion of the transition course enables the L.P.N. student to enter the second year of the program.

### Admission Criteria for Advanced Placement

All applicants for these advanced placement options must meet these criteria:

1. Be eligible for admission to Clayton State College and the Associate Degree Nursing Program.
2. Be a graduate of a Practical Nursing Program approved by the Georgia Board of Nursing.
3. Hold current licensure as an L.P.N. in the state of Georgia.
4. Have worked a minimum of one year as an L.P.N. in an acute care setting (hospital). This acute care experience must have been within the last two years.
5. Supply a reference from the Director of Nursing or an immediate supervisor in the acute care setting.
6. Be free of health problems, both emotional and physical, that would interfere with safe nursing practice.
7. Have completed the following 30 hours of required general education courses:  
Biology 151, 152, 250;  
Chemistry 121 or 112;  
English 111;  
Psychology 201.

Applicants who meet these admission criteria are admitted on a first-come, first-served basis.

### Requirements for Degree Completion

1. Nursing 120
- (Upon successful completion of this transition course, students are awarded 17 additional credits in recognition of their previous L.P.N. experience.)
2. Nursing 106, 203, 204, 205, 206, and 209
  3. Chemistry 121 or 112
  4. English 111
  5. History 251 or 252
  6. Humanities Elective
  7. Psychology 201
  8. Political Science 111 or Citizenship 101
  9. Physical Education 102

## ASSOCIATE DEGREE NURSING CURRICULUM

The Associate Degree Nursing curriculum is planned to provide a flexible admission process based upon individual needs. Several curriculum options are available and require that students make their educational goals known to the faculty advisor. Students who declare nursing as a program of study are required to see a nursing faculty advisor each quarter to insure that courses are taken in sequence and according to desired goals.

Course	Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>			
A. ENGL	111	Communication: The Uses of Language I	5
B. ENGL	112	Communication: The Uses of Language II	5
or Humanities Elective			
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
Choose one of the following:			
A. CHEM	111 and 112	General Chemistry	10
or			
B. CHEM	121	Survey of Chemistry	5
<b>AREA III — SOCIAL SCIENCES</b>			
A. HIST	251 or 252	American Civilization I or II	5
B. POLI	111	American National Government	5
or			
CITZ	101	Citizenship	2
<b>AREA IV — OTHER PROGRAM REQUIREMENTS</b>			
A. NURS	103	Introduction to Basic Nursing Concepts	4
B. NURS	104	Introduction to Basic Nursing Techniques	3
C. NURS	106	Pharmacology	2
D. NURS	120	L.P.N./A.D.N. Transition	
E. NURS	121	Adult Nursing I	8
F. NURS	122	Adult Nursing II	6
G. NURS	203	Nursing Care of the Childbearing Family	4
H. NURS	204	Nursing Care of Children and Families	4
I. NURS	205	Psychiatric-Mental Health Nursing	4
J. NURS	206	Advanced Medical-Surgical Nursing	4
K. NURS	209	Nursing Care Management and Responsibilities	10
Support Courses:			
BIOL	151 and 152	Anatomy and Physiology	10
BIOL	250	Microbiology	5
PHED	102	First Aid	2
Total Hours Required:			51
Nursing			40.47
General Education			91.98

<sup>1</sup>Career course which does not meet the requirements for the core curriculum, transferability or B.S.N. Programs. Students planning to pursue a baccalaureate degree in nursing should take CHEM 111/112 sequence and POLI SCI 111.

<sup>2</sup>Open to L.P.N.'s enrolled in Advanced Placement Program only.

## DEPARTMENT OF DENTAL HYGIENE

### ASSOCIATE OF SCIENCE DEGREE IN DENTAL HYGIENE

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 of Science in Dental Hygiene Degree. Students are accepted into the Dental Hygiene Program beginning with the Fall Quarter.

Although the Dental Hygiene courses are sequential in nature, a student may begin the required general education courses during any quarter prior to admission to the Program. Dental Hygiene is an intensive program that requires each student's best effort to achieve success. Students who have an academic background limited to high school and who do not consider themselves better than average academically are advised to complete as many of the required general education courses as possible prior to applying for admission to the Program.

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.

A Dental Hygiene student must maintain a grade point average of 2.0 or better in Dental Hygiene courses as well as maintain a cumulative grade point average of 2.0. Failure to comply with either of these requirements will result in a student's being placed on probation within the program. If a student fails to raise either the grade point average in Dental Hygiene courses or the cumulative grade point average to a 2.0 by the end of the probationary quarter, he or she will be suspended from the program. Students who have a cumulative record of two suspensions from any Dental Hygiene Program, including the Clayton State College Program, will not be eligible for readmission.

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 one year 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. Annual CPR certification will be a requirement of the Georgia Board of Dentistry beginning January 1, 1990.

## DENTAL HYGIENE CURRICULUM

FRESHMAN		SOPHOMORE	
<b>Fall Quarter</b>		<b>Summer Quarter</b>	
Dental Hygiene 101	5	<sup>2</sup> Citizenship 101	2
Embryology, Oral Histology, and Dental Morphology		Citizenship	
Dental Hygiene 103	1	Dental Hygiene 107	3
Orientation to Dental Hygiene		Periodontics	
<sup>1</sup> Chemistry 112		Dental Hygiene 201	3
General Chemistry		Pharmacology & Anesthesiology	
OR	5	Physical Education 101	2
<sup>1</sup> Chemistry 121		Personal Health	
Survey of Chemistry		Physical Education 102	2
Biology 151	5	First Aid	
Human Anatomy & Physiology		Psychology 201	5
	16	General Psychology	
			17
<b>Winter Quarter</b>		<b>Fall Quarter</b>	
Dental Hygiene 102	3	Dental Hygiene 110	5
Head and Neck Anatomy		Nutrition	
Dental Hygiene 104	4	Dental Hygiene 202	6
Pre-Clinical Dental Hygiene		Clinical Dental Hygiene II	
Biology 152	5	Dental Hygiene 205	3
Human Anatomy & Physiology		Dental Health Education	
English 111	5		14
Communication: The Uses of Language I			
	17		
<b>Spring Quarter</b>		<b>Winter Quarter</b>	
Dental Hygiene 105	4	Dental Hygiene 108	3
Clinical Dental Hygiene I		Dental Materials	
Dental Hygiene 106	3	Dental Hygiene 203	7
General Pathology, Oral		Clinical Dental Hygiene III	
Pathology, and Oral Medicine		Dental Hygiene 211	3
Dental Hygiene 109	3	Community Dental Health I	
Dental Radiology		Sociology 105	5
Speech 121	5	Introduction to Sociology	
Communications			18
Biology 250	5		
Microbiology			
	20		
		<b>Spring Quarter</b>	
		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
			16
		Total	116

<sup>1</sup>CHEM 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.

<sup>2</sup>CITZ 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.



## OTHER PROGRAMS

### MEDICAL LABORATORY TECHNOLOGY Two-Year Program (Associate of Science 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	5
	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

#### DENTAL HYGIENE (TRANSFER) (Associate of Science 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 Associate of Science Degree 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 whose program of study is the Dental Hygiene (Transfer) Program and 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.*

**NURSING (TRANSFER)**  
**(Associate of Science 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 of Science Degree in Nursing 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 this Nursing transfer program, but should instead complete the Clayton State College Associate of Science Degree in Nursing or another registered nursing program.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
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 whose program of study is the Nursing (Transfer) Program 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.

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

**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.

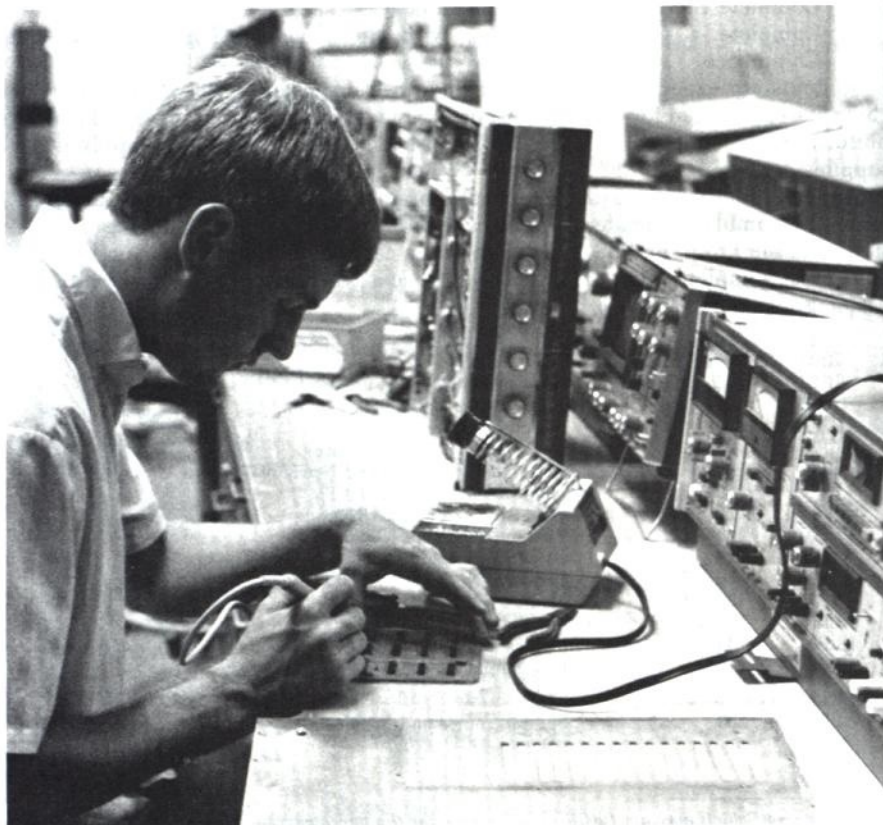
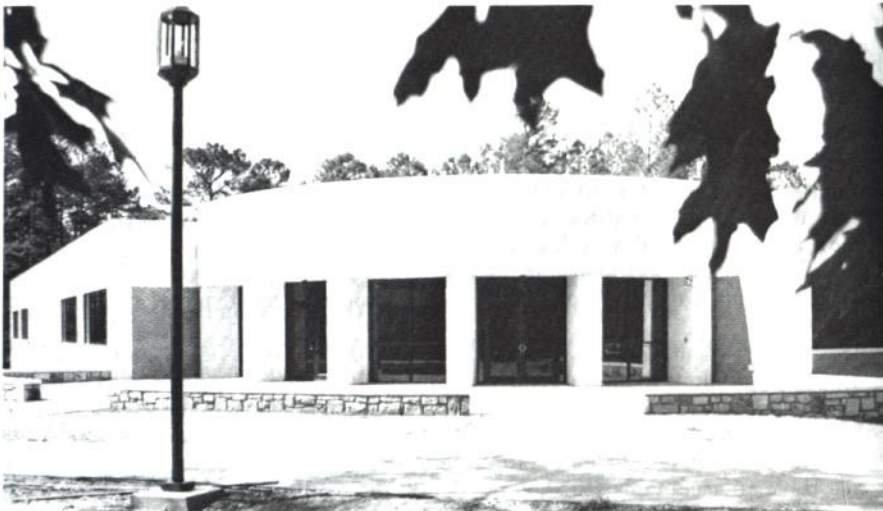
Students are expected to provide their own transportation between campus and clinical areas utilized for training purposes. Students are required to wear the official uniform of the Practical Nursing Program and will be expected to supply needed supplies and equipment.

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.

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

*\*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.*

*New Technology Building*



# SCHOOL OF TECHNOLOGY

## SCHOOL OF TECHNOLOGY

General Information

DEPARTMENT OF AVIATION MAINTENANCE

TECHNOLOGY

Associate of Applied Science

DEPARTMENT OF ELECTRONICS AND DRAFTING

Associate of Applied Science (Drafting and Design)

Associate of Applied Science (Electronics)

Certificate Programs (Electronics)

ENGINEERING TECHNOLOGY (TRANSFER)

## SCHOOL OF TECHNOLOGY

### 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 of Applied Science Degree or a Certificate.

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

- Airway Science (Aviation Maintenance Technology)
- Architectural Design Technology
- Aviation Maintenance Technology
- Avionics Technology
- Computer Service Technology
- Electromechanical Technology
- Electronics Technology
- Mechanical Drafting 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 Engineering Technology (Transfer) program.

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 faculty 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, Department 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 of 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 Testing Program (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 Aviation Maintenance Technology courses. 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 of Applied Science Degree)**

**EMPHASIS: FAA Part 147**

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

<sup>1</sup>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.

\*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 40-41 in this catalog.)

**AIRWAY SCIENCE (AVIATION MAINTENANCE TECHNOLOGY)**  
**Two-Year Program**  
**(Associate of 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.

*This program is NOT approved by the FAA nor is it approved by the UAA (University Aviation Association). This program also does not transfer to baccalaureate programs in the University System of Georgia. 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)

## AIRWAY SCIENCE (AVIATION MAINTENANCE TECHNOLOGY)

Two-Year Program  
(Associate of Applied Science Degree)

### EMPHASIS: FAA Part 65 Program

Course Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>		
Standard Area I Core (see page 38)		
<b>AREA II — NATURAL SCIENCE AND MATHEMATICS</b>		
A. Choose two of the following:		10
MATH 111	College Algebra	
MATH 112	Precalculus	
MATH 151	Calculus and Analytic Geometry I	
MATH 152	Calculus and Analytic Geometry II	
B. Choose one of the following sequences:		10
PHYS 151,152	Introductory General Physics I, II	
PHYS 151,153	Introductory General Physics I, III	
PHYS 251,252	General Physics I and II	
		20
<b>AREA III — SOCIAL SCIENCES</b>		
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. Choose from the following:		5
ECON 202	Principles of Economics II	
COMP 201	Introduction to Computing or	
COMP/COIS 210	Principles of Computer Programming I	
		20
<b>OTHER PROGRAM REQUIREMENTS</b>		
<sup>1</sup> AVMT 221	General Maintenance Applications	5
<sup>1</sup> AVMT 223	Airframe Structures Applications	5
<sup>1</sup> AVMT 225	Airframe Systems & Component Applications	5
<sup>1</sup> AVMT 227	A&P Electrical & Electronic Applications	5
<sup>1</sup> AVMT 222	Powerplant Theory Applications	5
<sup>1</sup> AVMT 224	Propulsion Systems & Applications	5
		30
		90

<sup>1</sup>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.

Note: Students must complete Regents' Testing program requirement. (See pages 40-41 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 of Applied Science Degree or a Certificate, depending on the number of hours completed.

### ASSOCIATE OF APPLIED SCIENCE (DRAFTING AND DESIGN)

Associate of Applied Science degrees are offered in both Architectural Design Technology and Mechanical Drafting Technology.

#### ARCHITECTURAL DESIGN TECHNOLOGY Two-Year Program (Associate of Applied Science Degree)

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

(continued on next page)

<sup>1</sup>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.

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

## MECHANICAL DRAFTING TECHNOLOGY Two-Year Program (Associate of 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
<b>AREA I — HUMANITIES</b>				
A.	<sup>1</sup> ENGL	103	Technical Writing	5
B.	ENGL	111	Communication: The Uses of Language I	5
				<hr/> 10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>				
A.	MATH	111	College Algebra	5
B.	PHYS	151	Introduction to General Physics	5
				<hr/> 10
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>				
A.	POLI	111	American National Government	5
	HIST	251 or 252	American Civilization I or II	5
		or		
B.	<sup>1</sup> CITZ	101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)			<hr/> 5
				<hr/> 7-10

(continued on next page)

<sup>1</sup>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.

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

## MECHANICAL DRAFTING TECHNOLOGY (continued from previous page)

### OTHER PROGRAM REQUIREMENTS

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

## ASSOCIATE OF APPLIED SCIENCE (ELECTRONICS)

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

## AVIONICS TECHNOLOGY Two-Year Program (Associate of Applied Science 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
<b>AREA I — HUMANITIES</b>				
A.	<sup>1</sup> ENGL	103	Technical Writing	5
B.	ENGL	111	Communication: The Uses of Language I	5
				<hr/> 10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>				
A.	<sup>1</sup> MATH	107	Applied Trigonometry	5
B.	MATH	111	College Algebra	5
				<hr/> 10

(continued on next page)

<sup>1</sup>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.

## AVIONICS TECHNOLOGY (continued from previous page)

### AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup>

A.	<sup>1</sup> POLI 111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B.	<sup>1</sup> CITZ 101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			<u>7-10</u>

### OTHER PROGRAM REQUIREMENTS

A.	Core Area		
<sup>1</sup> ATEL	101	DC Circuit Analysis	5
<sup>1</sup> ATEL	103	AC Circuit Analysis	5
<sup>1</sup> ATEL	104	Active Devices and Applications	5
<sup>1</sup> ATEL	106	Linear Devices and Applications	5
<sup>1</sup> ATEL	107	Introduction to Digital Circuits	5
<sup>1</sup> ATEL	108	Microprocessors	5
<sup>1</sup> ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			<u>33</u>

B.	Specialty Area		
<sup>1</sup> ATAV	210	Aircraft Systems	5
<sup>1</sup> ATAV	220	Navigation Systems	5
<sup>1</sup> ATAV	230	Air to Ground and Related Systems	5
<sup>1</sup> ATTC	210	Receiver/Transmitters	5
<sup>1</sup> ATTC	212	Specialized Communication Systems and Techniques	5
			<u>25</u>

### C. ADDITIONAL REQUIREMENTS

Select 10 quarter credit hours from the following with consent of program advisor.

<sup>1</sup> ATIT	111	Introduction to Instrumentation Technology	5
<sup>1</sup> ATIT	272	Process/Industrial Instrumentation	5
<sup>1</sup> ATEM	235	Mechanics	5
<sup>1</sup> ATEM	237	Hydraulics/Pneumatics	5
<sup>1</sup> ATTC	220	FCC Rules and Regulations	5
<sup>1</sup> ATCO	221	Introduction to Computers	5
<sup>1</sup> ATAV	226	Data Communications	5
<sup>1</sup> ATAV	222	Occupational Internship and/or Cooperative Educational Experience	5
<sup>1</sup> ATAV	233	Selected Topics and Problems	5
			<u>10</u>

<sup>1</sup>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.

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

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

<sup>1</sup>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.

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



**ELECTROMECHANICAL TECHNOLOGY**  
**Two-Year Program**  
 (Associate of Applied Science 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>
<b>AREA I — HUMANITIES</b>			
A. <sup>1</sup> ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			<hr/> 10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. <sup>1</sup> MATH	107	Applied Trigonometry	5
B. MATH	111	College Algebra	5
			<hr/> 10
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>			
A. POLI	111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B. <sup>1</sup> CITZ	101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			<hr/> 7-10
<b>OTHER PROGRAM REQUIREMENTS</b>			
A. Core Area			
<sup>1</sup> ATEL	101	DC Circuit Analysis	5
<sup>1</sup> ATEL	103	AC Circuit Analysis	5
<sup>1</sup> ATEL	104	Active Devices and Applications	5
<sup>1</sup> ATEL	106	Linear Devices and Applications	5
<sup>1</sup> ATEL	107	Introduction to Digital Circuits	5
<sup>1</sup> ATEL	108	Microprocessors	5
<sup>1</sup> ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			<hr/> 33
B. Specialty Area			
<sup>1</sup> ATEM	235	Mechanics	5
<sup>1</sup> ATEM	231	Industrial Electronics	5
<sup>1</sup> ATEM	237	Hydraulics/Pneumatics	5
<sup>1</sup> ATEM	239	Robotics	5
<sup>1</sup> ATEM	251	Rotating Machines and Controls	5
			<hr/> 25
C. ADDITIONAL REQUIREMENTS			
	Elective technical course selected with consent of program advisor. This course may include <sup>1</sup> ATEM 233, Selected Topics and Problems, or any internship and/or cooperative education experience in any technically-related area, including <sup>1</sup> ATEM 222, Occupational Internship and/or Cooperative Education Experience.		5
			<hr/> 5
			<hr/> 90-93
	Total		

<sup>1</sup>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.

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

**ELECTRONICS TECHNOLOGY**  
**Two-Year Program**  
 (Associate of 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>
<b>AREA I — HUMANITIES</b>			
A. <sup>1</sup> ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			<hr/> 10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. <sup>1</sup> MATH	107	Applied Trigonometry	5
B. MATH	111	College Algebra	5
			<hr/> 10
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>			
A. POLI	111	American National Government	5
	HIST 251 or 252	American Civilization I or II	5
	or		
B. <sup>1</sup> CITZ	101	Citizenship	2
	SOCIAL SCIENCE ELECTIVE (excluding POLI 111)		5
			<hr/> 7-10
<b>OTHER PROGRAM REQUIREMENTS</b>			
A. Core Area			
<sup>1</sup> ATEL	101	DC Circuit Analysis	5
<sup>1</sup> ATEL	103	AC Circuit Analysis	5
<sup>1</sup> ATEL	104	Active Devices and Applications	5
<sup>1</sup> ATEL	106	Linear Devices and Applications	5
<sup>1</sup> ATEL	107	Introduction to Digital Circuits	5
<sup>1</sup> ATEL	108	Microprocessors	5
<sup>1</sup> ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			<hr/> 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, and Telecommunications. (These may include <sup>1</sup> ATEL 233, Selected Topics and Problems, or any internship and/or cooperative educational experience in any technically-related area, including <sup>1</sup> ATEL 222, Occupational Internship and/or Cooperative Educational Experience.)		

<sup>1</sup>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.

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

**TELECOMMUNICATIONS TECHNOLOGY**  
**Two-Year Program**  
**(Associate of 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
<b>AREA I — HUMANITIES</b>			
A. <sup>1</sup> ENGL	103	Technical Writing	5
B. ENGL	111	Communication: The Uses of Language I	5
			10
<b>AREA II — NATURAL SCIENCES AND MATHEMATICS</b>			
A. <sup>1</sup> MATH	107	Applied Trigonometry	5
B. MATH	111	College Algebra	5
			10
<b>AREA III — SOCIAL SCIENCES (Select A or B)<sup>2</sup></b>			
A. POLI	111	American National Government	5
HIST	251 or 252	American Civilization I or II	5
or			
B. <sup>1</sup> CITZ	101	Citizenship	2
SOCIAL SCIENCE ELECTIVE (excluding POLI 111)			5
			7-10
<b>OTHER PROGRAM REQUIREMENTS</b>			
A. Core Area			
<sup>1</sup> ATEL	101	DC Circuit Analysis	5
<sup>1</sup> ATEL	103	AC Circuit Analysis	5
<sup>1</sup> ATEL	104	Active Devices and Applications	5
<sup>1</sup> ATEL	106	Linear Devices and Applications	5
<sup>1</sup> ATEL	107	Introduction to Digital Circuits	5
<sup>1</sup> ATEL	108	Microprocessors	5
<sup>1</sup> ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			33
B. Specialty Area			
<sup>1</sup> ATTC	210	Receivers and Transmitters	5
<sup>1</sup> ATTC	212	Specialized Communication Systems and Techniques	5
<sup>1</sup> ATTC	215	Telephone Systems	5
<sup>1</sup> ATCO	226	Data Communications	5
			20
C. ADDITIONAL REQUIREMENTS			
Elective technical course selected with consent of program advisor. This course may include <sup>1</sup> ATTC 233, Selected Topics and Problems, or any internship and/or cooperative education experience in any technically-related area, including <sup>1</sup> ATTC 222, Occupational Internship and/or Cooperative Education Experience.			10
			10
Total			90-95

<sup>1</sup>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.

<sup>2</sup>Students 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. <sup>1</sup> ENGL	103	Technical Writing	5
			5
B. <sup>1</sup> MATH	107	Applied Trigonometry	5
			5
<b>C. MAJOR FIELD REQUIREMENTS:</b>			
<sup>1</sup> ATEP	101	Residential Wiring	5
<sup>1</sup> ATEP	102	National Electrical Code	5
<sup>1</sup> ATEP	103	Industrial Wiring	5
<sup>1</sup> ATEP	110	Electrical Applications in AC and DC	5
<sup>1</sup> ATEP	201	Power Distribution	5
<sup>1</sup> ATEM	251	Rotating Machines and Controls	5
<sup>1</sup> ATIT	272	Process/Industrial Instrumentation	5
			35
Total			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. <sup>1</sup> ENGL	103	Technical Writing	5
			5
B. <sup>1</sup> MATH	107	Applied Trigonometry	5
MATH	111	College Algebra	5
			10
<b>C. MAJOR FIELD REQUIREMENTS:</b>			
<sup>1</sup> ATEL	101	DC Circuit Analysis	5
<sup>1</sup> ATEL	103	AC Circuit Analysis	5
<sup>1</sup> ATEL	104	Active Devices and Applications	5
<sup>1</sup> ATEL	106	Linear Devices and Applications	5
<sup>1</sup> ATEL	107	Introduction to Digital Circuits	5
<sup>1</sup> ATEL	108	Microprocessors	5
<sup>1</sup> ATEL	110	Electronic Troubleshooting and Fabrication Techniques	3
			33
Total			48

<sup>1</sup>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.

**ENGINEERING TECHNOLOGY (TRANSFER)**  
(Associate of Science Degree)

The 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 program of study 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 program of study 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.

	<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
A.	PHYS	151, 152	Introductory General Physics I, II	10
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:			5
	COMP	210	Principles of Computer Programming I	
	PHYS	153	Introductory General Physics III	
			Total	<hr/> 30

**NOTE:** It is recommended that a student whose program of study is engineering technology and who is 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.

# LIBRARY

Clayton State College's Library houses a variety of instructional spaces, services, and resources which carry it far beyond the scope of a traditional library. Located within the library are reference and circulating collections, an audio-visual area, IBM computer labs, a writing lab, and the offices and assessment centers for the Department of Developmental Studies. The library's resources include over 70,000 book and journal volumes, as well as 32,000 audio-visual materials including slides, videotapes, and filmstrips. The library subscribes to 450 periodicals, back issues of which are retained in bound volumes or on microfilm.

The library seats over 450 persons at both tables and study carrels, and special carrels are designed for audio-visual use. Other library facilities available to students include typewriters, computer terminals, photocopiers, and cassette duplicators for non-copyrighted audio tapes.

The library is open 75 hours per week with librarians, media specialists, and support staff available to assist students in using library materials and equipment. Library orientation classes are conducted for those instructors requesting them, and special sessions may be designed for students needing individual attention. The library has access, through the OCLC network, to the book and periodical holdings of 3000 public and academic libraries, and more than 280 databases are available for computer searching through DIALOG.

# 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 133 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

<sup>1</sup>ATAD 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.

<sup>1</sup>ATAD 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.

<sup>1</sup>ATAD 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.  
Prerequisite: MATH 111 or 112.

<sup>1</sup>ATAD 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.

<sup>1</sup>ATAD 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.

<sup>1</sup>ATAD 222 — Occupational Internship and/or Cooperative Educational Experience (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.

<sup>1</sup>ATAD 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.

<sup>1</sup>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 133 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 133 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. See the Career Program section of this catalog for details regarding the program of study.)

- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 221 — Passenger Operations (5-0-5)  
Principles of passenger services; reservations and ticketing; gate operations; security practices; public relations; liability policies.
- <sup>1</sup>AVI 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.

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

See Page 133 for an explanation of digits following course titles.

- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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.
- <sup>1</sup>AVI 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)

- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.

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

See Page 133 for an explanation of digits following course titles.

- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.

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<sup>1</sup>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 133 for an explanation of digits following course titles.

- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.)
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.
- <sup>1</sup>AVMT 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.

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<sup>1</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>AVMT 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.

<sup>1</sup>AVMT 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.

<sup>1</sup>AVMT 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

<sup>1</sup>ATAV 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.

<sup>1</sup>ATAV 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.

<sup>1</sup>ATAV 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.

ATAV 222 — Occupational Internship and/or Cooperative Educational Experience (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.

<sup>1</sup>ATAV 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.

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<sup>1</sup>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 133 for an explanation of digits following course titles.

## BIOLOGY

<sup>1</sup>BIOL 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.

BIOL 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.

BIOL 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.

BIOL 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.

BIOL 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.

BIOL 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.

BIOL 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.

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<sup>1</sup>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 133 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.

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<sup>1</sup>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 133 for an explanation of digits following course titles.

## BUSINESS MANAGEMENT

### <sup>1</sup>BMGT 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.

### <sup>1</sup>BMGT 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.

### <sup>1</sup>BMGT 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.

### <sup>1</sup>BMGT 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.

### <sup>1</sup>BMGT 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.

### <sup>1</sup>BMGT 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

### <sup>1</sup>ATCP 100 — Career Planning (2-0-2)

An introduction to the process of choosing a career and an overview of the job search process.

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

See Page 133 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

### <sup>1</sup>CITZ 101 — Citizenship (2-0-2)

Instruction in the essentials of United States and Georgia history and Constitutions.

## COMMUNICATION

### <sup>1</sup>COMM 098 — Developmental Seminar (2-0-2)

See Page 151.

### <sup>1</sup>COMM 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.

### <sup>1</sup>COMM 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.

### <sup>1</sup>COMM 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.

### <sup>1</sup>COMM 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.

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

See Page 133 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 133 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

### <sup>1</sup>ATCO 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.

### <sup>1</sup>ATCO 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.

### <sup>1</sup>ATCO 222 — Occupational Internship and/or Cooperative Educational Experience (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.

### <sup>1</sup>ATCO 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

### <sup>1</sup>ATCO 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.

### <sup>1</sup>ATCO 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.

### <sup>1</sup>ATCO 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.

### <sup>1</sup>ATCO 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

### <sup>1</sup>ATDP 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.

### <sup>1</sup>ATDP 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 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.

<sup>1</sup>ATDP 222 — Occupational Internship and/or Cooperative Educational Experience (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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>ATDP 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

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 107 — Periodontics (3-0-3)

Etiology and classification of periodontal disease and principles of periodontics pertinent to dental hygiene practice.

Prerequisite: BIOL 250.

<sup>2</sup>DHYG 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.

<sup>2</sup>DHYG 109 — Dental Radiology (2-3-3)

The principles of ionizing radiation, the application of radiographic theory, and techniques of exposing, processing, and mounting radiographs. Radiographic anatomic landmarks are presented and studied for interpretation. Radiation hygiene for operator and patient safety is emphasized.

<sup>1</sup>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.

<sup>2</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>DHYG 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.

<sup>1</sup>DHYG 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.

<sup>1</sup>DHYG 202 — Clinical Dental Hygiene II (2-12-6)

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.

<sup>1</sup>DHYG 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.

<sup>1</sup>DHYG 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.

<sup>1</sup>DHYG 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.

<sup>1</sup>DHYG 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.

<sup>1</sup>DHYG 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.

See Page 133 for an explanation of digits following course titles.

## DEVELOPMENTAL STUDIES COURSES

<sup>1</sup>COMM 098 — Developmental Seminar (2-0-2)

A course using small group discussion and individual oral presentation to develop communication, learning, and career planning skills.

<sup>1</sup>ENGL 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.

<sup>1</sup>ENGL 098 — Introductory Communication (5-0-5)

A course in the fundamentals of writing and speaking. Emphasis is on development of skills in standard edited English.

<sup>1</sup>ENGL 099 — Developmental Communication (5-0-5)

A review of writing and speaking skills required for entrance into a college-level communication course.

<sup>1</sup>MATH 095 — Arithmetic and Beginning Algebra (5-0-5)

A course designed to review arithmetic and introduce some topics of beginning algebra. Topics covered are decimals; fractions; percents; operations with signed numbers; arithmetic word problems; addition and subtraction of polynomials; solving simple linear equations; and perimeter and area of triangles, rectangles, and circles.

<sup>1</sup>MATH 097 — Elementary Algebra (5-0-5)

A course designed to review polynomials and introduce additional topics from elementary algebra. Topics covered are operations with polynomials; solving linear equations and inequalities; graphing linear equations; slope of a line; linear systems; factoring trinomials; word problems involving linear equations, ratio, proportion, and percent. Prerequisites: MATH 095 or an acceptable score on the CPE.

<sup>1</sup>MATH 099 — Intermediate 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, graphing of linear and non-linear equations, and an introduction to functions. Prerequisite: MATH 097 or an acceptable score on the CPE.

<sup>1</sup>READ 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.

<sup>1</sup>READ 095 — Reading Improvement (5-0-5)

A course in academic reading skills. Students work on vocabulary, comprehension, and reading efficiency.

<sup>1</sup>SARS 099 — Study and Research Skills (3-0-3)

A course in test-taking, note-taking, and using the library and other learning resources.

*<sup>1</sup>Credit 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 100.*

*<sup>1</sup>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 133 for an explanation of digits following course titles.

## DRAFTING AND DESIGN TECHNOLOGY

### <sup>1</sup>ATDD 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.

### <sup>1</sup>ATDD 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.

### <sup>1</sup>ATDD 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.

### <sup>1</sup>ATDD 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.

### <sup>1</sup>ATDD 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 191L — Music Theatre (0-3-1)

A course whereby students may receive credit for work on musical theater productions. May be repeated for credit. (Same as Music 191L.)

### 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

## ECONOMICS

### 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

### <sup>1</sup>ATEP 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.

### <sup>1</sup>ATEP 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.

### <sup>1</sup>ATEP 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>ATEP 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.

<sup>1</sup>ATEP 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

<sup>1</sup>ATEM 222 — Occupational Internship and/or Cooperative Educational Experience (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.

<sup>1</sup>ATEM 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.

<sup>1</sup>ATEM 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.

<sup>1</sup>ATEM 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.

<sup>1</sup>ATEM 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.

<sup>1</sup>ATEM 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.

<sup>1</sup>ATEM 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

## ELECTRONICS TECHNOLOGY

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 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.

<sup>1</sup>ATEL 222 — Occupational Internship and/or Cooperative Educational Experience (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.

<sup>1</sup>ATEL 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

## ENGLISH

ENGL 088 — Regents' Test Writing Preparation (5-0-5)

See Page 151.

ENGL 098 — Introductory Communication (5-0-5)

See Page 151.

ENGL 099 — Developmental Communication (5-0-5)

See Page 151.

<sup>1</sup>ENGL 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.

<sup>1</sup>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 133 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 — Beginning 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 181.

## HEALTH SCIENCES

HSCI 320 — Pathophysiology (5-0-5)

Presents the basic concepts involved in the disease process. Focuses on the chemical, cellular and tissue changes associated with abnormalities of human systems. Etiology and the pathophysiological basis of disease as well as clinical applications for disruptions in function of each of the major body systems are studied.  
Prerequisites: BIOL 151 and 152, CHEM 111 and 112, or permission of the instructor.

HSCI 454 — Contemporary Women and Health

The promotion and maintenance of women's health is stressed. Historical influences as well as social, political, religious and cultural factors which impact the contemporary woman's health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women's roles in complex societies helps individuals to become more aware of self and to facilitate competency as consumers and providers in the health care delivery system.  
Prerequisite: Junior standing and permission of the instructor. This course is open to non-BSN students.



See Page 133 for an explanation of digits following course titles.

## 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.

## 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.

See Page 133 for an explanation of digits following course titles.

### 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.

### 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 133 for an explanation of digits following course titles.

## MANAGEMENT AND SUPERVISION

- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>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.
- <sup>1</sup>ATMS 222 — Occupational Internship and/or Cooperative Educational Experience (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.
- <sup>1</sup>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.

<sup>1</sup>*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 133 for an explanation of digits following course titles.

## MARKETING/MANAGEMENT TECHNOLOGY

- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 120 — Creative Selling (5-0-5)  
A study of selling as a career, sales psychology, sales techniques, product analysis, product information, and customer service.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 222 — Occupational Internship and/or Cooperative Educational Experience (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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.

<sup>1</sup>*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 133 for an explanation of digits following course titles.

- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.

<sup>1</sup>*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 133 for an explanation of digits following course titles.

- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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.
- <sup>1</sup>ATMK 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 095 — Arithmetic and Beginning Algebra (5-0-5)  
See Page 151.

MATH 097 — Elementary Algebra (5-0-5)  
See Page 151.

MATH 099 — Intermediate Algebra (5-0-5)  
See Page 151.

<sup>2</sup>MATH 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.

<sup>1</sup>*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.*

<sup>2</sup>*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 133 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 133 for an explanation of digits following course titles.

## MECHANICAL DRAFTING TECHNOLOGY

**<sup>1</sup>ATMD 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.

**<sup>1</sup>ATMD 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.

**<sup>1</sup>ATMD 204 — Blueprint Reading (3-0-3)**

Comprehensive study in interpretation of working drawings, including nomenclature and specifications; determination of material quantity and cost.

**<sup>1</sup>ATMD 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.

**<sup>1</sup>ATMD 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.

**<sup>1</sup>ATMD 222 — Occupational Internship and/or Cooperative Educational Experience (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.

**<sup>1</sup>ATMD 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.

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<sup>1</sup>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 133 for an explanation of digits following course titles.

## MEDICAL OFFICE ASSISTANT

- <sup>1</sup>ATMA 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.
- <sup>1</sup>ATMA 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.
- <sup>1</sup>ATMA 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.
- <sup>1</sup>ATMA 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.
- <sup>1</sup>ATMA 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.
- <sup>1</sup>ATMA 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.
- <sup>1</sup>ATMA 222 — Occupational Internship and/or Cooperative Educational Experience (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.
- <sup>1</sup>ATMA 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.

## 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.

<sup>1</sup>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 133 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.
- <sup>1</sup>MUSI 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.
- <sup>1</sup>MUSI 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.
- <sup>1</sup>MUSI 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.

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

See Page 133 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.
- <sup>1</sup>MUSI 240 — Piano Literature (5-0-5)**  
A survey of standard piano literature with emphasis in teaching piano lessons.
- <sup>1</sup>MUSI 241 — Choral Techniques and Literature (4-2-5)**  
Basic conducting and choral techniques. A study of choral history and examination of choral works.
- <sup>1</sup>MUSI 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.
- <sup>1</sup>MUSI 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

- <sup>2</sup>NURS 103 — Introduction to Nursing Concepts (4-0-4)**  
This course is an orientation to the field of nursing and includes basic concepts 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.  
Prerequisites or corequisites: BIOL 151, CHEM 112 or 121.
- <sup>1</sup>NURS 104 — Introduction to Basic Nursing Techniques (1-6-3)**  
The fundamental skills course is an integral part of the introductory course in Nursing (NURS 103). The course is designed to assist students to learn selected basic techniques used in nursing practice based on scientific principles.  
Prerequisites or corequisites: BIOL 151, CHEM 112 or 121, and NURS 103.
- <sup>2</sup>NURS 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.

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

<sup>2</sup>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 133 for an explanation of digits following course titles.

- <sup>1</sup>NURS 120 — L.P.N./R.N. Transition: Concepts Basic to Nursing Practice (4-6-6)**  
This course serves as a transition course for the L.P.N. student entering the advanced placement option of the Associate Degree Nursing Program. The course is designed to facilitate the orderly progression of the L.P.N. student from vocational to associate degree education. Content in the course is directed toward role change within the framework of the nursing process.  
Prerequisites: BIOL 151, 152, 250; CHEM 121 or 112; ENGL 111; PSYC 201.  
Prerequisites or corequisites: NURS 106.
- <sup>1</sup>NURS 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.
- <sup>1</sup>NURS 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.
- <sup>1</sup>NURS 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.
- <sup>1</sup>NURS 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.
- <sup>1</sup>NURS 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.
- <sup>1</sup>NURS 206 — Advanced Medical-Surgical 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.
- <sup>1</sup>NURS 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

**All 300 and 400 level courses in nursing require admission to the BSN program unless noted as an exception.**

**NURS 310 — Communication in Health/Illness Settings (5-0-5)**

Focuses on communication theory and skills which have application to health care situations. Students practice increasing their personal effectiveness as well as therapeutic techniques. Content also includes problem solving, conflict resolution, power strategies, burnout, group dynamics, assertive skills and communication within organizational structures.

Prerequisite: Junior standing or permission of the instructor. Open to non-BSN students.

**NURS 311 — Nursing Theory (2-0-2)**

Analysis of the major theories of nursing and professional implications for each. The theory of human caring is presented as the basis of the nursing curriculum. Presents nursing process as a theoretical framework for clinical decision making and critical thinking.

**NURS 312 — Professional Nursing Seminar (3-0-3)**

Designed to enhance the registered nurse's perception of the role of the professional practitioner in meeting society's health needs. Students analyze issues and trends in nursing as well as social, political, historical, ethical and legal factors impacting the profession. Modular seminar topics include a wide range of current selected topics such as a wellness orientation toward health care, changing demographics, aging in America and the future of health care and delivery systems.

**NURS 320 — Health Assessment (4-3-5)**

Provides the learner with the knowledge and skills necessary to perform a systematic health assessment of individuals at various developmental stages. Emphasis will be placed on interviewing skills, normal findings for history and physical exam of each system as well as cultural and sexual variations as related to the health assessment process.

Prerequisite: HSCI 320 — Pathophysiology (can be taken concurrently).

**NURS 330 — Nursing Research (5-0-5)**

An introduction to the research process and the skills required to develop a research proposal. Provides the knowledge base required to interpret and evaluate nursing research. Human subject rights and ethical aspects of research are included. Scientific investigation is applied to nursing practice to enhance the quality of care. Opportunity to critique nursing research literature.

Prerequisite: BSAD 301 (or comparable statistics course).

**NURS 410 — Community Health Nursing (3-6-5)**

Application of the nursing process to individuals, families, groups, and the community to maximize health potential through human caring. Designed to explore the implementation of professional nursing roles in the community. Content in epidemiology, communicable disease control, wellness promotion, group teaching, community assessment, family assessment, industrial nursing and home health care is included. Clinical practice allows the students to promote health of individuals and groups in a variety of settings.

Prerequisite: Senior standing or permission of the instructor.

**NURS 420 — Nursing Management (2-9-5)**

The focus is on the application of management principles in professional nursing practice. Experiences in community and institutional settings allow the student to apply communication, critical thinking, teaching-learning, and nursing process skills in a leadership role to promote optimal outcomes in health care delivery systems. Emphasis on managerial responsibilities related to budget and resource allocation, staffing, staff development and quality assurance in the context of nursing practice. Self-care methods that prevent burnout and allow for personal and professional growth are addressed.

Prerequisite: Senior standing or permission of the instructor.

See Page 133 for an explanation of digits following course titles.

**NURS 430 — Complex Clinical Situations (3-6-5)**

A clinical course which focuses on advanced nursing skills and synthesis of nursing roles with complex client (individual or system) examples. Selected theory modules include a "model" problem/disease/situation which demonstrates a specific learning outcome. Modules include topics such as death/dying/hospice care, rehabilitation, multi-system failure, critical care, crises theory, dialysis and organ transplant, disaster nursing and care of clients with burns, cancer, cardiac problems or AIDS. All students will have a clinical rotation in a Critical Care Unit, Rehabilitation Unit, and one other selected clinical area which meets the student's individual learning goals.

Prerequisite: Senior standing or permission of the instructor.

**NURS 451 — Cultural Diversity in Health and Illness (5-0-5)**

Introduces cross-cultural health assessment and interventions which increase the cultural sensitivity of health care providers. The diversity of health/illness belief systems and behaviors cross-culturally is presented as well as biological variations and adaption patterns to specific environments. Several international health models are analyzed. Cultural diversity within the United States is emphasized.

Prerequisite: Junior standing and permission of the instructor. Open to non-BSN students.

**NURS 452 — Legal Ethical Issues in Health Care (5-0-5)**

Explores and analyzes contemporary situations in terms of legal and ethical dimensions. Georgia statutes which impact nursing practice are reviewed. Students have the opportunity to participate in a mock trial.

Prerequisite: Junior standing and permission of the instructor. Open to non-BSN students.

**NURS 453 — Gerontology (4-3-5)**

Presents a holistic approach to the study of the elderly and their environments. A positive perspective about the aging process is a goal of the course. Research and theory components from a variety of disciplines are included to promote caring for the elderly in a variety of settings, primarily community based. Client advocacy for the elderly is stressed. Selected clinical experiences are included.

Prerequisite: Senior standing or permission of instructor.

**NURS 495 — Independent Study (1-5)-0-(1-5)**

Independent study is arranged with a specific instructor in the area of interest. Outcome goals are written by the student and are approved by instructor. A student who plans to carry out the research proposal submitted in NURS 330 should register for NURS 495.

Prerequisite: Permission of instructor and department head.

**OFFICE ADMINISTRATION AND TECHNOLOGY**

**<sup>1</sup>OADT 100 — Business English (5-0-5)**

Knowledge and application of grammar, punctuation, spelling, capitalization, numbers, abbreviations, and word division for all business writing situations.

**<sup>1</sup>OADT 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.

**<sup>1</sup>OADT 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.

**<sup>1</sup>OADT 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.

**<sup>1</sup>OADT 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.

**<sup>1</sup>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 133 for an explanation of digits following course titles.

- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 222 — Occupational Internship and/or Cooperative Educational Experience (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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 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.
- <sup>1</sup>OADT 251 — Automated Accounting II (4-2-5)  
Emphasizes accounting procedures typical of partnerships and corporations. Computer applications continued. Prerequisite: OADT 250.
- <sup>1</sup>OADT 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

## PHILOSOPHY

### PHIL 211 — Survey of Philosophical Thought (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.

### <sup>1</sup>PHED 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.

### <sup>1</sup>PHED 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.

### <sup>1</sup>PHED 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.

### <sup>1</sup>PHED 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.

<sup>1</sup>A student may receive credit by examination for these courses by successfully completing a competency examination. Please contact a member of the Health and Physical Education faculty for further information.

See Page 133 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.

### PHED 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.

### <sup>1</sup>PHED 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.

### <sup>1</sup>PHED 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.

<sup>1</sup>A student may receive credit by examination for these courses by successfully completing a competency examination. Please contact a member of the Health and Physical Education faculty for further information.

See Page 133 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 133 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.

## 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 133 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

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

### <sup>1</sup>LPN 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.

<sup>1</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>PSYC 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.

## 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 — Beginning 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 181.

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.

See Page 133 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

<sup>1</sup>ATTC 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.

<sup>1</sup>ATTC 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.

<sup>1</sup>ATTC 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.

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

<sup>1</sup>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 133 for an explanation of digits following course titles.

<sup>1</sup>ATTC 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.

<sup>1</sup>ATTC 222 — Occupational Internship and/or Cooperative Educational Experience (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.

<sup>1</sup>ATTC 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.

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<sup>1</sup>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.

# FINANCIAL AID

## PURPOSE OF FINANCIAL AID PROGRAM INFORMATION FOR FINANCIAL AID APPLICANTS

### GENERAL LOAN PROGRAMS

Guaranteed Student Loan

Perkins 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

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

Federal Nursing Loan (FNL) Program

Reserve Officer Training Corps (ROTC) Scholarship

State Student Incentive Grant

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.

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*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.*

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## 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 \$7.50 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 94 on the Financial Aid Form. This will result in the information supplied on the Financial Aid Form being sent to the Pell Grant Program, which in turn will send the student a Student Aid Report. The student must send the Student Aid Report to the Office of Financial Aid as soon as possible.
  - d. Students who are residents of the State of Georgia must complete Section Q 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, or eligible non-citizen.
  - 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 in a two-year program will be eligible to receive financial aid for a maximum of 135 credit hours attempted, and a student in a four-year program, for a maximum of 270 credit hours attempted. Symbols *F*, *W*, *WF* and *I* received for courses will be included as part of the 135 and 270 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.

### **PERKINS LOAN (NATIONAL DIRECT STUDENT LOAN)**

The Perkins Loan, formerly known as 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 the Perkins 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.

## **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 2.0.

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**

### **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 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.

## **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**

**Orientation**

**Placement and Cooperative Education Experiences**

**Tutoring**

**Vehicle Registration**

**Veterans' Services**

## **STUDENT ACTIVITIES**

**Clubs/Organizations**

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**Freshman Scholars**

**General Entertainment**

**Intramural Athletics**

**Lyceum**

**Music Groups**

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## **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, and Career Planning. 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 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 (CLEP).

### **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.

### **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.

### **PLACEMENT AND COOPERATIVE EDUCATION EXPERIENCES**

Clayton State College maintains a professionally staffed centralized Office of Placement and Cooperative Education which assists students in preparing for the job search and in seeking employment. The Placement office counsels students seeking assistance by providing career and occupational information, employability workshops, and industry recruitment. Current job listings are available to assist students in full-time, part-time, temporary, summer, career employment and cooperative education experiences.

Students who wish assistance should visit the Office of Placement and Cooperative Education located in the D Building in Room 208-A. Individual placement assistance is available for graduates of career, technical, and baccalaureate degree programs.

### **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.

## 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), Entrepreneurs' Club, Georgia Association of Nursing Students, the International Awareness Club, Magic Club, Mu Alpha Theta (Math Club), Music Club, Peacework, 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 features include *Three Men and a Baby*, *Fatal Attraction*, *Good Morning Vietnam*, and *Dirty Dancing*. 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 appearing on campus have been Nobel Prize winners James Buchanan (Economics) and Betty Williams (Peace), John Houseman, Dean Rusk, Douglas Fraser, Alex Haley, Ralph Nader, Judith Crist, Eric Sevareid, Walter Heller, Arthur Schlesinger, and Jeff Greenfield. Major recitals have been presented by the Cleveland String Quartet, violinist Eugene Fodor, cellist Leonard Rose, oboist Heinz Holliger, Dawn Upshaw and Timothy Jenkins of the Metropolitan Opera and, most recently, Lionel Party, harpsichordist for the New York Philharmonic Orchestra. 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**

**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. Clayton State College has the greatest potential for fostering economic growth through educating the work force. The College has demonstrated its commitment to training Georgia workers by assisting more than 1,000 companies, both large and small, with one or more of their employees during the past three years.

Last year, during four quarters, there were 32,865 enrollments 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 as well as 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 202.)

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 202.)

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

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**

Experienced industrial leaders serve as Industrial Training Coordinators in the Office of Community Services. They are available to consult with business and industry managers about the training and educational needs of their employees and to help develop programs to meet their needs.

The ability and willingness to provide effective adult continuing education for the workplace while it is undergoing constant transformation is and will be one of the major challenges confronting institutions of post-secondary education. Partnerships between business and education are vital to meet this challenge.

Through the combined resources of the College's School of Business, School of Technology, and the Office of Community Services, a variety of programs can be developed for employee development. Programs range from math skills to telecommunications and supervisory training.

The Industrial Training Coordinators supervise 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

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		Current Term
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CAROLYN D. YANCEY, Atlanta	State-at-Large	1985-1992
JOSEPH D. GREENE, Thomson	State-at-Large	1984-1991
BARRY PHILLIPS, Atlanta	State-at-Large	1988-1995
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
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## 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.

Fifteen 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 State 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  
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 Valdosta 31698  
 Valdosta State College — h; A,B,M,S

### Junior Colleges

Albany 31707  
 Darton College — A  
 Atlanta 30310  
 Atlanta Metropolitan College — A  
 Bainbridge 31717  
 Bainbridge College — A  
 Barnesville 30204  
 Gordon College — h; A  
 Brunswick 31523  
 Brunswick College — A  
 Cochran 31014  
 Middle Georgia College — h; A  
 Dalton 30720  
 Dalton College — A  
 Clarkston 30021  
 DeKalb College — A  
 Douglas 31533  
 South Georgia College — h; A  
 Gainesville 30403  
 Gainesville College — A  
 Macon 31297  
 Macon College — A  
 Rome 30106  
 Floyd College — A  
 Swainsboro 30401  
 East Georgia College — A  
 Tifton 31793  
 Abraham Baldwin Agri. College — h; A  
 Waycross 31501  
 Waycross College — A



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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.

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- 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, Assistant Professor of Mathematics  
B.S.Ed., Georgia College, 1964; M.Ed., Georgia College, 1969; Ed.S., Georgia State  
University, 1974.
- BARBARA G. KING, Assistant Professor 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.

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.

DEBORAH M. MEYER, Reference/Bibliographic Instruction Librarian  
B.A., Georgetown College, 1983; M.L.S., George Peabody College for Teachers, 1984.

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.

JACK 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.

RICARDO D. SANCHEZ, Director of Institutional Research and Planning  
B.A., University of Florida, 1969; M.Ed., University of Florida, 1974; Ph.D., Georgia State  
University, 1987.

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.

ALICE A. STATHIS, Assistant Professor 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.

RICHARD E. VADEN, Head of the Department of Management and Marketing and Professor  
of Management  
B.B.A., The University of Texas, 1960; M.B.A., Texas Tech. University, 1965; Ph.D., Texas  
Tech. University, 1970.

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, Assistant Professor 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.

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.

MARTHA M. WOOD, Assistant Professor of Mathematics  
A.A., Mars Hill Junior College, 1949; B.A., Mississippi College, 1951; M.A.T., Emory  
University, 1961.

ELENA I. ZIMMERMAN, Professor Emerita of English  
B.Mus., Converse College, 1942; M.Mus., Converse College, 1943; M.Ed., University of  
Chattanooga, 1960; Ph.D., University of Tennessee, 1972.

# 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.
September, 1987	Junior-level classes in Business Administration added to the curriculum.
September, 1987	College opens first off-campus facility with classes beginning in the Aircraft Mechanics Program at a new building located at 9013 Tara Boulevard in Jonesboro.
June, 1988	New Technology Building opens as the ninth building on campus.

# 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.

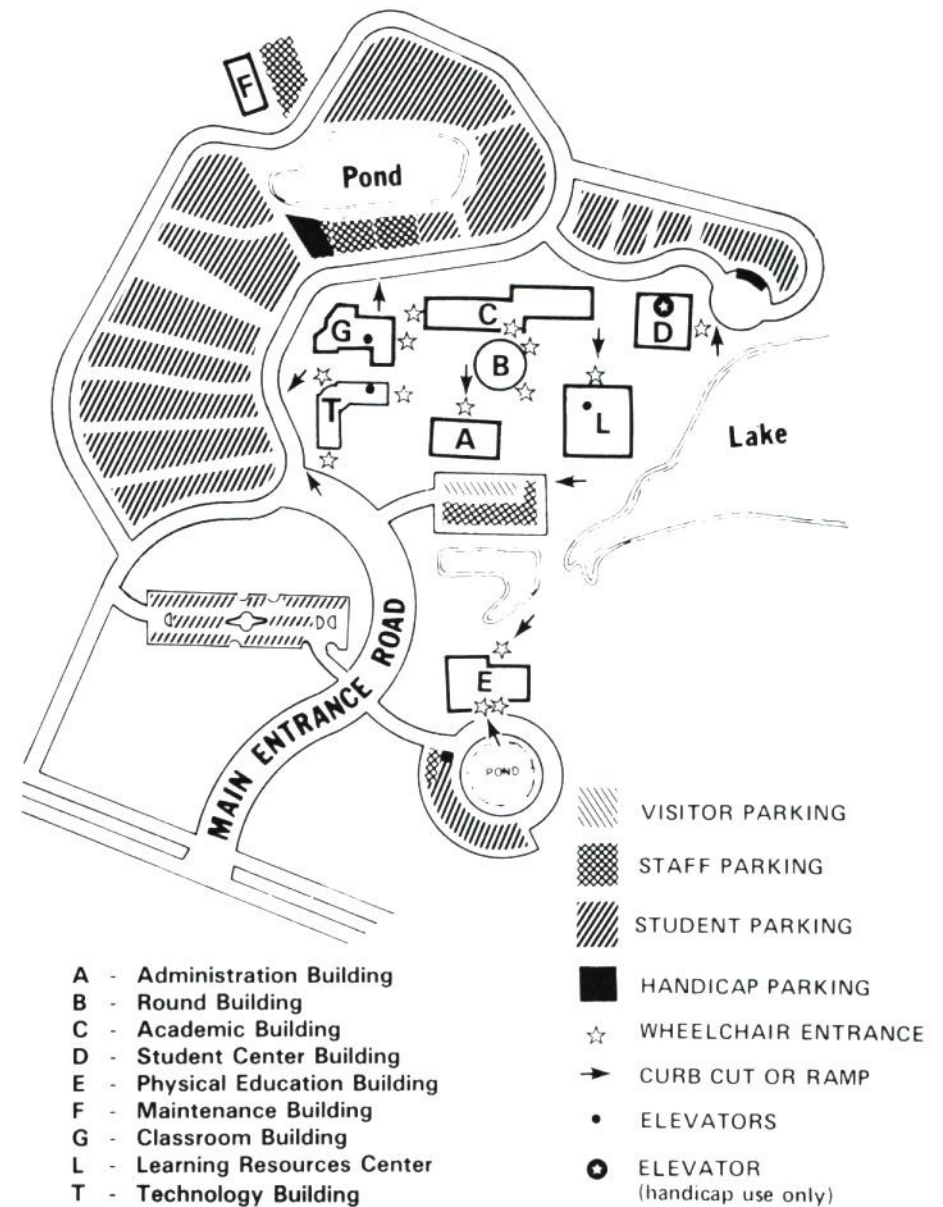
F. The **MAINTENANCE BUILDING** contains the offices of the Director of Plant Operations, and storage area for the College's inventory of operating supplies.

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** includes laboratories, classrooms and faculty offices for programs offered through the School of Technology.

## Clayton State College Campus



# Clayton State College

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What type VISA do you currently hold? \_\_\_\_\_

Do you need an I-20 Certificate of Eligibility?  Yes  No

Have you taken the Test of English as a Foreign Language (TOEFL) or the Georgia State English Proficiency Examination?  Yes  No If yes, when \_\_\_\_\_

I CERTIFY THAT THE ABOVE STATEMENTS AND THOSE ON THE REVERSE SIDE ARE COMPLETE AND CORRECT.

\_\_\_\_\_  
Signature

# Application for Admission

# CLAYTON STATE COLLEGE

## SUPPLEMENT

to the

ACADEMIC  
CATALOG  
1988-1989

8. Have you taken the SAT?  Yes  No If yes, when \_\_\_\_\_ month/year \_\_\_\_\_ where \_\_\_\_\_

Have you taken the ACT?  Yes  No If yes, when \_\_\_\_\_ month/year \_\_\_\_\_ where \_\_\_\_\_

9. Employer \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

10. In case of EMERGENCY notify \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

11. What is your mother's full name \_\_\_\_\_  
Her Place of Birth \_\_\_\_\_ Occupation \_\_\_\_\_ Deceased?  Yes  No

What is your father's full name \_\_\_\_\_  
His Place of Birth \_\_\_\_\_ Occupation \_\_\_\_\_ Deceased?  Yes  No

Have you been convicted of a felony?  Yes  No  
If yes, when \_\_\_\_\_ where \_\_\_\_\_

**CLAYTON STATE COLLEGE CATALOG  
1988-1989  
OFFICIAL SUPPLEMENT**

***TO WHOM DOES THIS SUPPLEMENT APPLY?***

The changes described in the following pages are the result of a major revision of the general education component (Areas I, II, and III) of the Clayton State College Core Curriculum. These changes apply to all students entering the College Fall 1988 or thereafter who plan to pursue a Bachelor of Business Administration (B.B.A.) at Clayton State College or who plan to take a transfer program (A.A. or A.S.) at Clayton State College in preparation for a baccalaureate degree at another institution. (Students in the following programs are not currently included in the new curriculum: certificates, A.S. in Nursing, A.S. in Dental Hygiene, Associate of Applied Science. These students will be phased in.)

To the extent possible, returning students will remain under the previous Areas I-III, and courses from those areas will continue to be offered. However, in some cases these changes may be made applicable to returning students who have not completed Area I, II, and III courses corresponding to those appearing in this Official Supplement. Advisors will work carefully with their advisees to insure that in making the transition to the new general education curriculum no student is penalized by the difference in course content or in course credits between the old and the new curricula.

***WHAT ARE THE DIFFERENCES?***

An obvious difference between the old curriculum and the new curriculum is that the old curriculum allowed a wide range of choices of courses to be used in fulfilling University System Core Curriculum requirements in Areas I-III whereas the new one does not.

The faculty of Clayton State College has spent several years in deliberations which have led to the identification of eight general education outcomes that all students must achieve. Those eight outcomes are achieved by means of sixteen specific courses that virtually all students will take. (Certain alternates are provided for students with special needs or abilities.)

A second significant difference between the previous curriculum and the present one will be found in the credit hours earned in each course. All courses that made up the old general education curriculum were five credits each. The courses making up the new general education curriculum are all four-credit courses except for the two communications courses which are three credits each.

The faculty has designed the new courses to present a coherent and carefully integrated general education experience for all students. This common general education foundation will prepare students for the diverse areas of specialized study (i.e. major fields) that they will pursue.

## **WHAT DOES OUTCOME FOCUSED MEAN?**

The new curriculum is "outcome focused," that is, the courses are designed to teach and assess the eight outcomes identified by the faculty. The outcomes are divided into skills and perspectives (knowledge-based frames of reference) as follows:

### **SKILL OUTCOMES**

- Communication
- Critical Thinking

### **PERSPECTIVE OUTCOMES**

- Aesthetic
- Contemporary
- Historical
- Mathematical
- Scientific
- Value

## **HOW ARE THE OUTCOMES DEFINED?**

(The definitions below are abridged. For a complete explanation of the outcomes and the criteria by which they are assessed, consult the *Outcome Handbook*.)

### **SKILLS**

**COMMUNICATION:** Students will be able to communicate effectively in writing, reading, listening, and speaking in the varieties of situations they will encounter as educated persons.

**CRITICAL THINKING:** Students will develop the skills of gathering information and reasoning for the purpose of solving problems, making decisions, or engaging in inquiry.

### **PERSPECTIVES**

**AESTHETIC PERSPECTIVE:** Students will perceive and interpret the potentially aesthetic qualities inherent in the interaction between an individual and an object, work, or experience.

**CONTEMPORARY PERSPECTIVE:** Students will apply knowledge of institutions, ideas, values, forces, trends, personalities, and events to the interpretation and evaluation of the various spheres of the contemporary world.

**HISTORICAL PERSPECTIVE:** Students will develop informed judgments about the past from a systematic process of gathering relevant historical information and evidence, placing it in proper context, and interpreting it.

**MATHEMATICAL PERSPECTIVE:** Students will utilize mathematical skills, concepts, and ideas to solve problems and interpret information.

**SCIENTIFIC PERSPECTIVE:** Students will observe and interpret natural or social phenomena in an orderly manner consistent with the principles and processes of scientific investigation.

**VALUE PERSPECTIVE:** Students will identify values and their sources and be able to make value-based decisions.

## WHAT IS THE CORE CURRICULUM?

Students who are subject to this 1988-89 catalog supplement should replace the content of the two paragraphs on page 38 under the heading, *THE CORE CURRICULUM* with the following:

The Bachelor of Business Administration Degree and all Associate of Arts and Associate of Science 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 purpose of aiding and facilitating the educational progress of students as they pursue baccalaureate degrees within and among the units of the University System.

The Core Curriculum brochure published by the Office of the Chancellor of the University System of Georgia lists the three primary purposes of the Core Curriculum:

1. It establishes the principle that general education is the foundation of all baccalaureate degree programs.
2. The Core encourages each institution to develop a superior program of general education, reflecting its mission.
3. The Core promotes the concept that full credit for courses satisfactorily completed at one institution will be accepted by all other System institutions.

Further, the brochure states that "each institution has the flexibility to choose that coursework which responds to the needs of its own curricula, while students have the assurance that, by meeting specified guidelines, there will be transferability of their Core work to other University System institutions."

Areas I-III form the "general education" part of the Core Curriculum, and Area IV is the major field of study. The requirements for various Area IVs are listed in the catalog. The Areas I, II, and III to be followed by each new student subject to this catalog supplement are outlined on the following page. For those students these listings replace those on pages 38-39.

## THE CLAYTON STATE COLLEGE GENERAL EDUCATION CORE CURRICULUM

Course Number	Title	Quarter Credit Hours
<b>AREA I — HUMANITIES</b>		
A. ENGL 101	— Uses of Language I: Listening & Speaking* (*Alternate, FREN 112 or SPAN 112)	3
ENGL 102	— Uses of Language II: Reading & Writing	3
PHIL 111	— Logic and Critical Thinking	4
B. HUMN 211	— Introduction to Interpretation	4
C. HUMN 212	— The Arts and Society	4
D. HUMN 221	— Values in Contemporary Life	4
		<b>Total 22</b>

## AREA II — NATURAL SCIENCES AND MATHEMATICS

A. MATH 115	— College Algebra** (**Alternate, MATH 130 or MATH 151)	4
BIOL 130	— Introduction to Biology I	4
B. CHEM 131	— Introduction to Chemistry	4
C. BIOL 132	— Introduction to Biology II	4
D. NASC 221	— Science, Society, and Technology	4
		<b>Total 20</b>

## AREA III — SOCIAL SCIENCES

A. POLI 150	— The American Political System	4
HIST 150	— Perspectives on World History	4
B. HIST 260	— Perspectives on American History	4
PSYC 212	— Human Behavior	4
C. SOSC 221	— Issues in Contemporary Society	4
		<b>Total 20</b>

*NOTE: Students must take courses within Areas I and II in the order indicated by A-B-C-D. In Area III the letters indicate the preferred sequence. When more than one course is listed with a letter, they may be taken in any order. In some cases, English, Critical Thinking, and other prerequisites are not evident from the letters. Consult the course descriptions below for full explanation of prerequisites. Advisors will assist all students.*

**COURSE DESCRIPTIONS**  
*(Add to listings beginning on page 133)*

**BIOL 130 — INTRODUCTION TO BIOLOGY I (3-3-4)**

A survey of natural science concepts which focuses on scientific process as it applies to the content of the biological sciences. The topics included are cellular organization and function, cell division, basic statistics, Mendelian genetics, and development of plants and animals.

**BIOL 132 — INTRODUCTION TO BIOLOGY II (3-3-4)**

A survey of natural science concepts, emphasizing molecular biology, which focuses on the integration of chemical and life science process as it applies to the content of the biological sciences. The topics included are bioenergetics, cellular physiology, organ-system physiology, biotechnology, immunobiology, and molecular genetics.

Prerequisite: CHEM 131.

**CHEM 131 — INTRODUCTION TO CHEMISTRY (3-3-4)**

A survey course examining the natural world from the chemical sciences point of view. The topics included are the structure and classification of matter and the interactions of matter (dynamics and energetics).

Prerequisites: BIOL 130, ENGL 102, MATH 115, PHIL 111.

**ENGL 101 — USES OF LANGUAGE I: LISTENING AND SPEAKING (3-0-3)**

A course in listening and speaking which emphasizes the development of general communication skills through a variety of communication tasks.

**ENGL 102 — USES OF LANGUAGE II: READING AND WRITING (3-0-3)**

A course in reading and writing which emphasizes the development of general communication skills required in a variety of contexts.

Prerequisite: Successful entry assessments in writing.

**HIST 150 — PERSPECTIVES ON WORLD HISTORY (4-0-4)**

A thematic approach to the study of significant periods of world history from pre-history to the present.

**HIST 260 — PERSPECTIVES ON AMERICAN HISTORY (4-0-4)**

A thematic approach to the study of the significant periods of American history from pre-history to the present. (Satisfies the legislative requirement for the study of U.S. and Georgia history).

Prerequisites: ENGL 102, HIST 150, PHIL 111.

**HUMN 211 — INTRODUCTION TO INTERPRETATION (4-0-4)**

An introduction to the principles of perception and interpretation. Emphasis on interpretation of the fine arts and literature.

Prerequisites: ENGL 102, PHIL 111.

**HUMN 212 — THE ARTS AND SOCIETY (4-0-4)**

A study of the networks of relationships between the fine arts and literature and the social structures in which they are created and interpreted.

Prerequisite: HUMN 211.

**HUMN 221 — VALUES IN CONTEMPORARY LIFE (4-0-4)**

An interdisciplinary study from the perspective of the humanities of prominent value issues from among spheres of contemporary life.

Prerequisites: HUMN 212, HIST 260, PSYC 212.

**MATH 115 — COLLEGE ALGEBRA (4-0-4)**

A study of equations, problem solving, functions, graphs, and modeling. Linear, quadratic, and rational equations in one variable are applied to a variety of problems which concern real-world situations. The concepts of function and graphing are studied as essential tools for interpreting functions of one variable. Linear, polynomial, rational, exponential, and logarithmic functions are emphasized and used to model a variety of real-world situations.

Prerequisites: High School Algebra I and II, Geometry, and a suitable score on the mathematics placement test, or MATH 099.

**MATH 130 — PRECALCULUS (5-0-5)**

A study of algebraic, exponential, logarithmic, and trigonometric functions and equations which emphasizes using these to model phenomena and solve problems that concern real-world situations.

Prerequisites: High School Algebra I and II, Geometry, and a suitable score on mathematics placement test, or MATH 115.

**MATH 151 — CALCULUS AND ANALYTIC GEOMETRY I (5-0-5)**

A study of algebraic, exponential, logarithmic, and trigonometric functions with emphasis on the concepts or rate of change of one quantity with respect to another and maximum/minimum values of one quantity which depends on another. Limits and derivatives, essential tools for working with these concepts, are introduced, studied, and applied in the analysis of functions which model real-world situations.

Prerequisites: High School Algebra I and II, Geometry, at least one quarter of Trigonometry, and a suitable score on the mathematics placement test, or MATH 130.



**NASC 221 — SCIENCE, SOCIETY, AND TECHNOLOGY (4-0-4)**

A scientific examination of the role of the natural sciences in technological advancement and its impact on society and the environment. Emphasis is on knowledge of and appreciation for scientific investigation and decision making. Prerequisites: BIOL 132, HUMN 212, PSYC 212.

**PHIL 111 — LOGIC AND CRITICAL THINKING (4-0-4)**

A study of cognitive process skills and their relationship to inquiry and problem solving/decision making, studied through the application of the skills to materials taken from a variety of disciplines. Emphasis on the relation of values to critical thinking.

**POLI 150 — THE AMERICAN POLITICAL SYSTEM (4-0-4)**

A survey of the American political system, focusing on the structure and process of policy decision-making. The course includes instruction in the history, principles, and key concepts of the American political system. Issues and examples are drawn from national and Georgia politics. (Satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions).

**PSYC 212 — HUMAN BEHAVIOR (4-0-4)**

An exploration into psychological approaches to the understanding of individual human behavior. Special emphasis is placed on the relationship between values and behavior.

Prerequisites: ENGL 101, PHIL 111.

**SOSC 221 — ISSUES IN CONTEMPORARY SOCIETY (4-0-4)**

An interdisciplinary social-scientific examination of contemporary national and global issues from among the following spheres: economic, political, religious, social, cultural, environmental, scientific, and technological. Values inherent in the issues will be emphasized.

Prerequisites: HIST 260, PSYC 212.

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