

**CLAYTON
STATE
COLLEGE**

1990-1991

ACADEMIC

CATALOG



A SENIOR COLLEGE OF THE UNIVERSITY SYSTEM OF GEORGIA

CLAYTON STATE COLLEGE

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.**

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.

A Senior College of the University System of Georgia

Serving South Metropolitan Atlanta

1990-91 CATALOG Volume 21, Number 1



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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1990-91 Academic Calendar

Fall Quarter, 1990

September 7	Scholastic Aptitude Test (SAT)
September 24	Last registration day before classes begin
September 25	Classes begin
October 22-23	Regents' Testing Program
October 29	Last day to withdraw from a course without academic penalty
November 6	Scholastic Aptitude Test (SAT)
November 21	No evening classes
November 22-23	Thanksgiving holidays
December 7	Last day of classes
December 10-13	Final Examinations
December 10	Scholastic Aptitude Test (SAT)

Winter Quarter, 1991

January 2	Last registration day before classes begin
January 3	Classes begin
January 21	Martin Luther King holiday
February 4-5	Regents' Testing Program
February 7	Last day to withdraw from a course without academic penalty
February 14	Scholastic Aptitude Test (SAT)
March 11	Scholastic Aptitude Test (SAT)
March 18	Last day of classes
March 19-22	Final Examinations

1990

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Spring Quarter, 1991

April 1	Last registration day before classes begin
April 2	Classes begin
April 24	Scholastic Aptitude Test (SAT)
April 29-30	Regents' Testing Program
May 6	Last day to withdraw from a course without academic penalty
June 4	Scholastic Aptitude Test (SAT)
June 10	Last day of classes
June 11-14	Final Examinations
June 15	Graduation

Summer Quarter, 1991

June 17	Aviation Maintenance Technology classes begin
June 24	Last registration day before classes begin
June 25	Classes begin
July 3	No evening classes
July 4	Independence Day holiday
July 15	Scholastic Aptitude Test (SAT)
July 22-23	Regents' Testing Program
July 23	Last day to withdraw from a course without academic penalty
August 7	Scholastic Aptitude Test (SAT)
* August 20	Classes end
* August 21-23	Final Examinations
August 26	Aviation Maintenance Technology classes end
August 28	Scholastic Aptitude Test (SAT)

* These two dates are subject to change.

1991

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GENERAL INFORMATION

DESCRIPTION OF THE COLLEGE

PURPOSE OF THE COLLEGE

ACCREDITATION AND MEMBERSHIPS

DESCRIPTION OF THE COLLEGE

The year 1990 marks the beginning of Clayton State College's fourth decade as an institution of the University System of Georgia. The College has grown from a junior college that first opened its doors in 1969 to a senior college that awarded its first baccalaureate degrees in June 1989.

In response to the needs of its community, Clayton State College has become a unique 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 baccalaureate degrees in the following areas:

- The Bachelor of Business Administration, with majors in Accounting, Management, Computer Information Systems, and General Business;
- The Bachelor of Science in Nursing; and
- The Bachelor of Music, beginning in Fall Quarter, 1991.

These baccalaureate degree programs are designed to develop graduates who have the abilities and knowledge essential to successful career performance. The B.B.A. and the B.S.N. programs provide career guidance services and opportunities for students to acquire work experiences before graduation.

Clayton State College also offers its students a variety of associate degree and certificate programs. The first two years of work in the more than 40 fields of study common to all state-supported colleges and universities in Georgia is a major emphasis of the College. These programs serve both those students who plan to continue work toward a baccalaureate degree at Clayton State College and those who plan to transfer to other institutions. The College also provides one- and two-year career and technical programs designed to prepare students for immediate employment.

The foundation for all programs is a strong general education 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 indication of each student's progress toward the desired outcomes.

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

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

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

PURPOSE OF THE COLLEGE

Clayton State College, located in the South Metropolitan Atlanta area, is a publicly supported senior college of the University System of Georgia. Its mission is to provide educational and cultural programs to meet diverse needs and aspirations of the citizens it serves.

The purposes of the college are to identify and provide:

- college-level educational programs that lead to baccalaureate degrees, associate degrees, and one-year certificates;
- non-college-credit educational programs for the professional, technical or personal development of individual citizens;
- services, programs, and activities that enhance the quality of learning and living for students; and
- services, programs, and activities that support and encourage economic and cultural growth and advancement of the community.

The College pursues excellence in fulfilling these purposes. It is guided in this effort by the principles and values expressed in the following statements:

- Academic programs offered by the College assist students in developing the knowledge and skills that enable them to enter careers or to continue in programs of formal education.
- A variety of programs and services assists students in personal and career development, physical fitness, occupational choices, and interpersonal relationships.
- The skills of communication and critical thinking and the aesthetic, contemporary, historical, mathematical, scientific, and value perspectives are outcomes identified by the College as the foundation of undergraduate education.
- Assessment of individual students' progress toward achievement of these outcomes is a critically important teaching-learning strategy.
- Clear criteria for measuring outcomes are vital to the College's assessment of students and to the development of a student's ability to become an independent learner.
- Instruction and assessment are integrated within courses and levels of instruction and are coherently related to one another.
- The changing needs and interests of the citizens are considered in planning the college's programs and services.
- Consistent continuing evaluation of the quality and effectiveness of educational programs, administrative processes, financial and physical resource allocation, and educational support services is necessary to assure that the stated purposes are fulfilled.

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 the Baccalaureate Degree.

The College also is accredited by the Commission on Dental Accreditation, 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

ADMISSIONS INFORMATION

GENERAL ADMISSION INFORMATION

CATEGORIES OF ADMISSION

Beginning Freshmen
Freshman Scholars
Former Students
Non-traditional Students
Students 62 or Older
Non-degree Students
Transfer Students
Transient Students
Special Students
International Students
Auditors

RESIDENCY REQUIREMENTS

GENERAL ADMISSION INFORMATION

There are eleven categories of admission to Clayton State College:

- Beginning freshmen
- Freshman scholars
- Former Clayton State College students
- Non-traditional students
- Students 62 years of age or older
- Non-degree students
- Transfer students
- Transient students
- Special students
- International students
- Auditors

Each of these categories is briefly explained below. Some specific programs of study have additional requirements, which are explained in the section of the catalog about these programs. Regardless of admission category, *all* prospective students must submit a completed application and submit all credentials by the deadline established for each quarter. (Applicants to some programs with limited facilities may face earlier deadlines.)

Applicants to the Dental Hygiene, Associate of Science in Nursing, and Licensed Practical Nurse (LPN) programs must complete special application forms in addition to the regular college form.

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

CATEGORIES OF ADMISSION

BEGINNING FRESHMAN

1. **High School Graduates.** 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 13 or higher;

or
 - b. Mathematical SAT score of 280 or higher or ACT Mathematics score of 14 or higher;

or
 - c. High school average (on academic courses only) of 1.8 or higher on a 4.0 scale.

2. **GED Applicants.** Prospective students 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.** All entering students must complete the college entry 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 18 and a mathematics score of 16 on the ACT.
 - A combined SAT score of 710 or an ACT composite score of 18.
 - A high school average (for academic courses only) of 1.8 on a 4.0 scale.
 - b. All other freshmen must complete entry assessments in writing and mathematics before enrolling in college-level English and mathematics courses. Recommendations regarding placement will be based on these assessment results.

4. **College Preparatory Curriculum Requirements.** 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:

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

Additional courses selected from the following are also strongly recommended:

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

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. Students should consult an advisor to determine the appropriate course. The approved courses are FREN 111, SPAN 111, BIOL 111, CHEM 111, PHYS 151, and SOCI 105.

FRESHMAN SCHOLARS

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

Students scoring at least 450 on the verbal portion of the SAT or at least 24 on the English portion of the ACT may complete the final unit of high school English and/or social science with appropriate college courses as Freshman Scholars. 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 24, a minimum ACT-Math score of 26, and a minimum composite ACT score of 25;
4. the recommendation of the high school principal and counselor; and
5. parental approval.

A Freshman Scholar applicant 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.

FORMER CLAYTON STATE COLLEGE STUDENTS

Former students who have not attended Clayton State College within the past four or more quarters or former students who have attended another college during their absence from Clayton State College **must** apply for readmission. Transcripts of any college work completed while absent from Clayton State College must be submitted to the Admissions Office. It is not necessary to resubmit high school records or test scores.

NON-TRADITIONAL STUDENTS

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 or college 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.

STUDENTS 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-DEGREE STUDENTS

Applicants who want to take courses in a career program without pursuing a degree may be admitted with non-degree status. Such students may take up to 20 quarter credit hours of work in any Associate of Applied Science Degree program or Certificate program before having to meet Developmental Studies requirements. The courses chosen must not have any Developmental Studies prerequisites.

TRANSFER STUDENTS

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 credit is normally accepted for all college work earned at a regionally accepted college or university provided the courses are comparable to the Clayton State College curriculum. A minimum grade of *D* will be accepted for transfer credit in lower division (100-200) courses. A minimum grade of *C* is required for transfer credit in upper division (300-400) courses.

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). 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.
2. Applicants must submit official transcripts directly from **all** colleges or universities attended.
3. Transfer students who have not completed both the freshman and sophomore years and who graduated from high school in spring 1988 or later are subject to the requirements of the College Preparatory Curriculum. See page 13.
4. 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, if he or she graduated from high school in spring 1988 or later, is subject to the requirements of the College Preparatory Curriculum. See page 13.
5. 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.

6. 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.

7. 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.

8. Transfer students may be required to complete college assessments in writing or mathematics before enrolling in English or mathematics courses.
9. 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.

TRANSIENT STUDENTS

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.

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.

INTERNATIONAL STUDENTS

All international students requesting admission to Clayton State College must, in addition to meeting the requirements for admission listed elsewhere in this catalog, demonstrate proficiency in English. This can be done by one of the following methods:

1. Submitting an official report of a 550 or higher score on the Test of English as a Foreign Language (TOEFL) taken within the last two years.
2. Submitting an official recommendation from the Department of Applied Linguistics and English as a Second Language based on the results of the Georgia State Test of English Proficiency (GSTEP).
3. Successful completion of two years of regular high school English courses completed at an approved or accredited United States high school and graduation from the same high school.
4. Successful completion of one course in English Rhetoric and Composition at a United States regionally accredited college or university and an acceptable score on the Clayton State College reading and writing examinations.

NOTE: Students who show English proficiency through 1 or 2 above may be eligible for alternate testing on the Regents' Test and the College Placement Entrance and Exit examinations.

International students must complete the Clayton State College Financial and Visa Information Sheet.

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.

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	\$413.00 for a student taking 12 quarter credit hours or more, or \$34.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$1,239.00 for a student taking 12 quarter credit hours or more, or \$102.00 per quarter hour for fewer than 12 quarter credit hours.

In addition, each student pays a \$15.00 Student Activities Fee and an \$18.00 Student Athletic Fee each quarter.

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 last registration day before classes begin for a quarter is refunded a percentage of matriculation, non-resident tuition, and other mandatory 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.

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

- Schedule of Classes
- Freshman Orientation
- Transfer/Transient Orientation
- Changing Schedules
- Dropping Courses/Withdrawal

CHOOSING A PROGRAM OF STUDY

- Faculty Advisement
- Undecided Students
- Changing Programs of Study

GRADING SYSTEM

- Cumulative Grade Point Average
- Repeating Courses
- Grade Appeals

COURSE CREDIT

- Credit Hours
- Full-time and Part-time Status
- Course Overload
- Credit By Examination
- International Intercultural Studies Program
- Correspondence Credit
- Auditing Courses
- Transient Credit

ACADEMIC HONORS

- Dean's List
- Graduation with Honors
- Honors Convocation

ACADEMIC STANDING

- Academic Progress
- Academic Warning
- Academic Probation
- Academic Suspension

REGISTERING FOR CLASSES

SCHEDULE OF 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. The quarterly Schedule of Classes may be obtained from the Office of Admissions and Records approximately five weeks before the beginning of the quarter.

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**. Upon acceptance, students will be notified of the dates and times for Day One and Day Two.

Day One: On Day One, students begin their orientation to the College and complete placement activities in writing and mathematics. The results 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 placement results from Day One to recommend course selection. At the end of Day Two, students are registered for their first quarter at Clayton State College.

TRANSFER/TRANSIENT ORIENTATION

The orientation program for transfers and transients explains Clayton State College student services. Transfers will have the opportunity to meet an advisor and to find out about academic requirements appropriate to their stage of program completion.

CHANGING SCHEDULES

The Academic Calendar specifies a date each quarter as the last day to register or change schedules. Schedules may not be changed after 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 as explained in this catalog and in any supplements to this catalog.*

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.

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. It is to the student's advantage to declare a program of study as soon as possible so that advising and class scheduling can be facilitated.

Special assistance to students who are undecided about a program of study is offered by 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 HOURS

Credit for study at Clayton State College and at all institutions in the University System of Georgia is measured quantitatively in quarter hours. A quarter credit hour is the equivalent of one hour (actually 50 minutes) in class per week for a ten-week quarter. For example, a four-quarter credit hour course will meet 200 minutes per week; a five-quarter credit hour course will meet 250 minutes per week. A good rule-of-thumb for time management is that students should spend about two hours (i.e. 100 minutes) outside class in preparation and study for each hour actually in class. This rule-of-thumb will, of course, vary from student to student and course to course. A laboratory or activity period of two or three clock hours is considered the equivalent of one class hour, since extensive out-of-class preparation is usually not required.

FULL-TIME AND PART-TIME STATUS

Clayton State College welcomes both full-time and part-time students in day and night classes. Students scheduling 12 or more hours of credit per quarter are classified by the College as full-time students; those with fewer than 12 quarter hours of credit are classified as part-time students. (The classification given by the College does not necessarily coincide with that of other agencies.) In order to stay on track for graduation in one, two, or four years, depending on the program of study, a student must complete at least 45 credit hours per calendar year. However, to meet their personal needs, many students choose to extend their program and take fewer hours per quarter.

COURSE OVERLOAD

Students may schedule up to 18 hours per quarter without special permission. Those who wish to accelerate their study by taking more than 18 hours in a quarter must have a written overload request approved by the Vice President for Academic Affairs. In general, a student must have been at Clayton State College for at least 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 Examination Program (CLEP) 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 Learning Support Center 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 Learning Support Center. 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 Learning Support Center, Room L-131, for further information.**

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

INTERNATIONAL INTERCULTURAL STUDIES PROGRAM

The International Intercultural Studies Program (IISP) of the University System of Georgia provides students with a multitude of opportunities to study abroad while earning academic credit toward completion of degree requirements at their home campus. The IISP currently offers summer study abroad programs in Western Europe, the Soviet Union, Israel, Canada, and Mexico, and quarter, semester, and academic year opportunities in several countries in Western Europe. In 1989 approximately 350 participants enrolled in one of these programs.

Studying abroad enables students to increase knowledge of a foreign language, provides the opportunity to gain insights into and appreciation for the cultures and institutions of other peoples, facilitates the development of relevant career skills, and contributes to personal maturity, a sense of independence, self-knowledge, and confidence.

IISP programs are open to all undergraduate students with a minimum cumulative GPA of 2.5; however, certain programs may require a higher GPA and completion of prerequisites. Students in the University System of Georgia who are eligible for financial aid may use that aid toward IISP programs. A limited number of scholarships is available from some System institutions. For further information, students should contact the Office of the Vice President for Academic Affairs or the foreign language coordinator.

CORRESPONDENCE CREDIT

A maximum of 20 quarter hours of correspondence credit will be accepted in a 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 student wishing to audit a course must submit a Request to Audit form to the Registrar's Office. Audit forms will not be accepted after the scheduled drop/add period.

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

TRANSIENT CREDIT

Currently enrolled Clayton State College students in good standing who wish to attend another institution on a temporary basis to take courses that will count toward their degree at Clayton State may do so as transient students with the advance approval of Clayton State and the other institution. Students wishing to receive transient credit must complete the Transient Request Form (available from the dean of their school) and obtain approval *prior to* enrolling in the other college. The request must be approved by the department head, dean of the school, and the Registrar. Ordinarily, transient status is granted for only one quarter although exceptions may be approved in special circumstances.

Students who are required to participate in the Developmental Studies Program are not eligible for transient status until all program requirements have been completed. Students on F-1 visas are not eligible for transient status.

ACADEMIC HONORS

DEAN'S LIST

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.

GRADUATION WITH HONORS

To qualify for graduation with honors, students must meet the following requirements:

- a. Attain the grade point average specified for the given level of honors on *all* work attempted at Clayton State College; *and*
- b. Attain the grade point average specified for the given level of honors on the cumulative grade point average calculated on *all* college courses attempted at Clayton State College and all other institutions attended, including accepted and non-accepted transfer credit.

Baccalaureate Degree

Summa cum laude	3.90 - 4.00
Magna cum laude	3.70 - 3.89
Cum laude	3.50 - 3.69

Associate Degree

High Honors	3.75 - 4.00
Honors	3.50 - 3.74

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.

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 WARNING

Students will be given an Academic Warning if at the end of any quarter their cumulative or quarterly GPA falls below 2.0. Once below 2.0, a student's grade point average is very difficult to raise without course grades of *A* and *B*. Without immediate improvements, academic probation may result.

ACADEMIC 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.

ACADEMIC 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 are subject to 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.



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

Second Degree

Application for a Degree or Certificate

THE CORE CURRICULUM

OF THE UNIVERSITY SYSTEM OF GEORGIA

THE CORE CURRICULUM

AT CLAYTON STATE COLLEGE

General Education: Areas I, II, and III

Programs of Study: Area IV

General Education Requirements

REGENTS' TEST POLICY

PERSONAL CURRICULUM GUIDE:

BACCALAUREATE AND ASSOCIATE DEGREE STUDENTS

DEGREES AND CERTIFICATES

Clayton State College offers two baccalaureate degrees: a Bachelor of Business Administration (B.B.A.) and a Bachelor of Science in Nursing (B.S.N.)

The Bachelor of Business Administration (B.B.A.) 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 (B.S.N.) 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.

In addition, the College offers Associate of Arts (A.A.) Degrees and Associate of Science (A.S.) Degrees that signify successful completion of the first two years of regular college studies transferable to senior colleges and universities. 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. These three degree programs signify completion of career programs that prepare students for immediate employment. In addition, one-year certificates are available in career 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.

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 94) and the School of Technology (page 111).

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 (often called the "Legislative Requirement"). 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. Successful completion of POLI 150 and HIST 260 meets these requirements.
Completion of these requirements or a portion of the requirements at another University System institution will be accepted at Clayton State College. Transfer students with previous credit for American History and/or American Government from non-University System institutions must complete competency examinations on Georgia history and/or Georgia Constitution as appropriate. 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: Each *full-time* student enrolled in a College Transfer Program or a School of Business 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. a. For the Associate of Arts or Associate of Science degree, complete a minimum of 30 credit hours, including at least 15 of the last 30 credit hours, in residence

at Clayton State College. At least 15 of the 30 hours required in residence must be in the program of study (Area IV).

b. For the baccalaureate degree, complete a minimum of 45 credit hours in residence at Clayton State College. At least 35 of the 45 hours required in residence must be upper division hours offered by the school of the major. Individual schools of the College may specify additional requirements. See the appropriate school section of this catalog for such requirements. (Generally the required 45 hours in residence must be completed within the senior year; exceptions to the senior year requirement, but *not* to the total number of hours, may be granted by the dean of the appropriate school with the approval of the Vice President for Academic Affairs.)

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. The Bachelor of Business Administration Degree requires an additional 90 credit hours as specified under the School of Business. (See page 71.)
9. 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 96.)

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 from Areas I, II, III, and IV of the core curriculum as specified in the appropriate program.
2. Satisfy major requirements as specified.
3. Complete the above requirements with a minimum 2.0 grade point average.
4. Complete specified assessments.
5. Satisfy the History and Constitution requirements as specified above for B.B.A., B.S.N., A.A., and A.S. degrees *or* by one of the following methods:
 - a. Passing CITZ 101 at Clayton State College.
 - b. Having credit for POLI 150 *or* HIST 260 *and* passing the appropriate competency examinations in U.S. and/or Georgia history and/or government to satisfy the portions of the requirement not met by credit.
6. Complete a minimum of 30 of the last 35 credit hours of the degree requirements at Clayton State College.

CERTIFICATES

Certificates are awarded for completing one year of specified coursework with a grade point average of 2.0 or better.

SECOND DEGREE

Any student wishing to receive a second or subsequent degree from Clayton State College must complete in residence at Clayton State College a minimum of 30 credit hours for the associate degree or 45 credit hours for the bachelor's degree. Credit which has been used to satisfy the requirements of a previous degree cannot be applied toward the minimum resident hours needed for the second or subsequent degrees.

Any student planning to pursue a second degree must file a written request with the Registrar 20 days prior to enrolling in any courses taken to satisfy the number of credit hours for the additional degree.

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 three 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.

**THE CORE CURRICULUM
OF
THE UNIVERSITY SYSTEM OF GEORGIA**

The Core Curriculum of the University System of Georgia is divided into four areas. Areas I, II, and III constitute the general education core, and Area IV is the specific program of study.

All work completed in the four areas of the Core Curriculum is guaranteed to be fully transferable and applicable to graduation at any institution in the University System to which a transfer student is admitted. Because all of the courses in Clayton State College's Core Curriculum are approved for transfer, it is not necessary that these courses have the same title, number, content, or credit hours as those at other institutions. When evaluating the transcripts of a transfer student from Clayton State College, an advisor or other official at a receiving institution within the University System honors the credit hours transferred from Clayton State College and applies them according to the requirements of the receiving institution. Students who have any questions about transferring should contact the Clayton State College Office of Admissions and Records.

**THE CORE CURRICULUM
AT
CLAYTON STATE COLLEGE**

GENERAL EDUCATION: AREAS I, II AND III

The general education portion of the Core Curriculum is especially important at Clayton State College because general education forms the foundation for all specific programs of study. After completing the courses in Area I, II and III at Clayton State, students will be able to exhibit effective performance in the following skills and perspectives that the faculty has identified as the essential outcomes of a superior general education. The eight outcomes include the skills of Communication (reading, writing, speaking, listening) and Critical Thinking. In addition, there are six perspectives, or knowledge-based frames of reference: Aesthetic, Contemporary, Historical, Mathematical, Scientific, and Value.

The specific course requirements for Areas I, II, and III are listed below. See the Course Descriptions section of this catalog for more information about each course.

PROGRAM OF STUDY: AREA IV

Area IVs prepare students to major in their chosen fields on the baccalaureate level at Clayton State or at other colleges and universities. Each program consists of 30 quarter credit hours in six five-hour courses. The courses in Area IV include disciplines related to the major as well as courses directly in the major.

The programs of study in Area IV are listed in this catalog according to the school at Clayton State College that offers the program.

GENERAL EDUCATION REQUIREMENTS

Course	Number	Title	Quarter Credit Hours
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INTRODUCTION TO THE COLLEGE EXPERIENCE

LEAP	100	Learning Enhancement Assistance Program <i>(Institutional credit only)</i>	1
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This course is required in the first quarter of enrollment for all B.B.A., A.A., and A.S. students. Students exempt from this requirement include those transferring in with over 20 hours who are not required to take ENGL 101 and those who have completed COMM 098.

AREA I — HUMANITIES

A. These courses may be taken in any order. They have no college-level prerequisites, but they may have prerequisites for students in the Developmental Studies program.			
SPCH	101	Introduction to Speech: Speaking and Listening (FREN 112 or SPAN 112 may be substituted.)	4
ENGL	101	English Composition: Writing and Reading	4
PHIL	111	Logic and Critical Thinking	4
B. HUMN	211	Humanities I: Introduction to Interpretation Prerequisites: ENGL 101 and PHIL 111.	4
C. HUMN	212	Humanities II: The Arts and Society Prerequisites: HUMN 211 and SPCH 101.	4
Total quarter credit hours in Area I			20

AREA II — NATURAL SCIENCES AND MATHEMATICS

A. These courses may be taken in any order. They have no college-level prerequisites, but they may have prerequisites for students in the Developmental Studies program.			
MATH	115	College Algebra Prerequisites: Two years of high school algebra or MATH 099. (MATH 130 or 151 may be substituted.)	5
B. BIOL	131	Introduction to Biology I*	5
CHEM	131	Introduction to Chemistry* Prerequisites: MATH 115, BIOL 131, ENGL 101, and PHIL 111.	5
C. BIOL	132	Introduction to Biology II* Prerequisites: CHEM 131 and SPCH 101.	5
Total credit hours in Area II			20

*Students majoring in engineering, health sciences, or sciences (including pre-medicine) may substitute a specialized science sequence for these courses. (Choose from BIOL 111-112; CHEM 111-112 or 151-152; PHYS 151-152 or 251-252.)

AREA III — SOCIAL SCIENCES

A. These courses may be taken in any order. They have no college-level prerequisites, but they may have prerequisites for students in the Developmental Studies Program.			
POLI	150	The American Political System	4
HIST	150	Perspectives on World History	4
B. PSYC	212	Human Behavior Prerequisites: SPCH 101 and PHIL 111.	4
C. HIST	260	Perspectives on American History Prerequisites: HIST 150, ENGL 101, and PHIL 111.	4
D. SOSOC	221	Introduction to Contemporary Social Problems Prerequisites: HIST 260, POLI 150, and PSYC 212.	4
Total quarter credit hours in Area III			20

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 credit. 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 will be subject to suspension from the College.

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 retake 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 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 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. Transferring students from within the University System of Georgia shall be subject to all provisions of this policy. Students with 45 or more college-level credit hours transferring from System programs that do not require the Regents' Test or from institutions outside the System are required to take the Test no later than the second quarter of enrollment in programs leading to a degree, and in subsequent quarters shall be subject to all provisions of this policy.

(continued on next page)

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 at the time of admission 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's essay will be reviewed if the essay received at least one passing score among the three scores awarded. The review will be conducted by three faculty members designated by Clayton State College as a review panel.

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

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.

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 if the rescored essay passes.

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.)	
Agriculture (A.S.)	50
Art (A.A.)	50
Biology (A.S.)	51
Chemistry (A.S.)	51
Computer Science (A.S.)	52
Criminal Justice (A.A.)	52
Dentistry (A.S.)	53
Engineering (A.A.)	53
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.)	56
History (A.A.)	57
Home Economics (A.S.)	57
Journalism (A.A.)	57
Law (A.A.)	58
Mathematics (A.A.)	58
Medical Records Administration (A.S.)	58
Medical Technology (A.S.)	59
Medicine (A.S.)	60
Music (A.A.)	60
Occupational Therapy (A.S.)	60
Pharmacy (A.S.)	60
Philosophy (A.A.)	61
Physical Education/Health (A.S.)	61
Physical Therapy (A.S.)	62
Physics (A.S.)	62
Political Science (A.A.)	63

Psychology (A.A.)	63
Sociology (A.A.)	64
Spanish (A.A.)	64
Speech/Drama (A.A.)	65
Teacher Education (A.A.)	66
Urban Life (A.A.)	66
Veterinary Medicine (A.S.)	66
Associate of Applied Science (A.A.S.)	
Music	67

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 Applied Science (A.A.S.)	
Management and Supervision	83
Marketing/Management Technology	84
Certificate Programs	
Management and Supervision	85
Marketing/Management Technology	86

OFFICE ADMINISTRATION AND TECHNOLOGY

Associate of Applied Science (A.A.S.)	
Office Administration	87
Certificate Programs	
Accounting Technology	89
Office Assistant	90
Office Technology	92

SCHOOL OF HEALTH SCIENCES

DEPARTMENT OF BACCALAUREATE DEGREE NURSING	
Bachelor of Science in Nursing (B.S.N.)	96
DEPARTMENT OF ASSOCIATE DEGREE NURSING	
Associate of Science in Nursing	99
DEPARTMENT OF DENTAL HYGIENE	
Associate of Science in Dental Hygiene	104
OTHER PROGRAMS	
Associate of Science (A.S.)	
Medical Laboratory Technology	108
Dental Hygiene (Transfer)	109
Nursing (Transfer)	110
Certificate Program	
Medical Office Assistant	110

SCHOOL OF TECHNOLOGY

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY	
Associate of Applied Science (A.A.S.)	
Aviation Maintenance Technology	113
Airway Science (Aviation Maintenance Technology)	115
DEPARTMENT OF ELECTRONICS AND DRAFTING	
Associate of Applied Science (A.A.S.) (Drafting and Design)	
Architectural Design Technology	117
Mechanical Drafting Technology	118
Associate of Applied Science (A.A.S.) (Electronics)	
Avionics Technology	119
Computer Service Technology	121
Electromechanical Technology	122
Electronics Technology	123
Telecommunications Technology	124
Certificate Programs (Electronics)	
Electrical Power Technology	125
Electronics Technology	125
ENGINEERING TECHNOLOGY	
Associate of Science (A.S.)	126

SCHOOL OF ARTS AND SCIENCES

SCHOOL OF ARTS AND SCIENCES

General Information

DEPARTMENT OF DEVELOPMENTAL STUDIES

DEPARTMENT OF GENERAL STUDIES

PROGRAMS OF STUDY

College Transfer Programs

Career Program

SCHOOL OF ARTS AND SCIENCES

Mary F. Estes, Dean
G-210F

GENERAL INFORMATION

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

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

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

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

DEPARTMENT OF DEVELOPMENTAL STUDIES

Judy C. Brown, Department Head
E. Donald Crapps, Counselor
L-122A

Advisors: Capell, Key, King, Ludley, Miller, Neal, 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 — written and oral 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 of enrollment 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. Students taking Developmental Studies courses and college credit courses may not drop or withdraw from Developmental Studies courses and remain in college credit courses. 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.

Students who have earned 30 quarter credit hours or more at Clayton State College and who need to take a Developmental Studies course will be permitted to enroll in only the Developmental Studies course. They may not enroll in college credit courses until the Developmental Studies requirement is completed.

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

Each student in Developmental Studies is subject to the probation and suspension policies of the College. See page 31.

Please refer to page 147 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 35 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

College Transfer Programs are designed to prepare students to continue their education at colleges and universities offering baccalaureate degrees in their program of study.

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 Areas I, II, and III of the Core Curriculum. Most students will follow the general education requirements of the Core Curriculum specified on pages 38-39 of this catalog and the Area IV requirements for the respective program of study indicated below. Students in certain programs of study with concentrations in mathematics and science should follow the Area II courses designated for that particular program of study.

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 and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose <i>one</i> of the following:			5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B. Choose <i>one</i> of the following sequences:			10
CHEM	111 and 112	General Chemistry	
CHEM	151 and 152	Principles of Chemistry	
C. PHYS	151	Introductory General Physics	5
Total			20
AREA IV — OTHER PROGRAM REQUIREMENTS			
BIOL	111 and 112	Principles of Biology	10
ACCT	201 and 202	Principles of Accounting	10
MATH	231	Introductory Statistics	5
PHYS	152	Introductory General Physics	5
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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. ART	111, 112, 113	Art Structure I, II, III	15
B. ART	232	History of Art from Impressionism through the Twentieth Century	5
C. ART	114	Art Structure IV	5
D. Choose from the following:			5
ART	221	Painting	
ART	222	Drawing	
ART	223	Sculpture	
ART	224	Ceramics	
ART	231	History of Art from the Renaissance through Realism	
A foreign language			
Total			30

NOTE: Students who plan a program of study in art education should follow the Teacher Education program on page 66.

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 and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose <i>one</i> of the following:			5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B. CHEM	151 and 152	Principles of Chemistry	10
C. Choose <i>one</i> of the following:			5
MATH	130	Precalculus	
MATH	151 or 152	Calculus and Analytic Geometry	
Total			20
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. BIOL	111 and 112	Principles of Biology	10
B. Choose from the following:			10-20
BIOL	203	Vertebrate Zoology	
CHEM	201	Introduction to Chemical Analysis	
CHEM	251 and 252	Organic Chemistry	
PHYS	151, 152, 153	Introductory General Physics	
C. Choose from the following:			0-10
MATH	151 and 152	Calculus and Analytic Geometry	
D. Choose from the following:			0-5
COMP	201	Introduction to Computing	
COMP	210	Principles of Computer Programming	
E. A foreign language			0-10
Total			30

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 and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. *MATH	151	Calculus and Analytic Geometry	5
B. PHYS	251 and 252	General Physics	10
C. Choose <i>one</i> of the following:			5
BIOL	111	Principles of Biology	
BIOL	131	Introduction to Biology	
Total			20

*MATH 115 and 130 are considered preliminary courses to MATH 151.

AREA IV — OTHER PROGRAM REQUIREMENTS

A. Choose from the following:			10-15
CHEM	151 and 152	Principles of Chemistry	
CHEM	201	Introduction to Chemical Analysis	
B. Choose from the following:			0-15
MATH	152	Calculus and Analytic Geometry	
MATH	251	Calculus and Analytic Geometry	
PHYS	253	General Physics	
C. BIOL	112	Principles of Biology	0-5
D. COMP	210	Principles of Computer Programming	0-5
Total			30

COMPUTER SCIENCE (A.S.)

Faculty Advisors: Aust, Bright, Garrison, Pridmore, Scott

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
AREA IV — OTHER PROGRAM REQUIREMENTS			
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	130	Precalculus	
MATH	214	Introductory Linear Algebra	
MATH	251	Calculus and Analytic Geometry III	
MATH	252	Calculus and Analytic Geometry IV	
	OR		
	¹ Choose <i>one</i> of the following:		5
ACCT	201	Principles of Accounting I	
MATH	231	Introductory Statistics	
Total			30

¹This 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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	Making certain that no more than 10 hours is in history, choose from the following:		
HIST	212	Survey of the Modern World	20-30
HIST	252	Survey of the Modern United States	
HIST	280	Introduction to Local and Georgia History	
MATH	231	Introductory Statistics	
*POLI	201	Introduction to Political Science	
POLI	211	Comparative Politics	
PSYC	201	Introduction to Psychology	
*SOCI	105	Introduction to Sociology	
*SOCI	204	Introduction to the Family	
B.	Humanities electives (including foreign language)		0-10
Total			30

* Recommended Courses.

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.

ENGINEERING (A.A.)

Faculty Advisors: Aust, Braun, Fisher, Pridmore

Students wishing to prepare for a major in engineering at an institution such as Georgia Tech should consult with advisors in Physics 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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	Choose from the following:		10-20
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	
B.	A foreign language (A student is required show competence through the intermediate level.)		10-20
C.	Choose from the following:		0-5
ART	231	History of Art from the Renaissance through Realism	
ART	232	History of Art from Impressionism through the Twentieth Century	
DRMA	211	Appreciation of the Dramatic Arts	
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
MUSI	211	Music Appreciation	
PHIL	211	Survey of Philosophical Thought	
PHIL	221	Introduction to Logic	
SPCH	201	The Communication Process: Theory and Setting	
Total			30

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 and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	Choose <i>one</i> of the following:		5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B.	CHEM 151 and 152	Principles of Chemistry	10
C.	Choose <i>one</i> of the following:		5
MATH	130	Precalculus	
MATH	151 or 152	Calculus and Analytic Geometry	
Total			20
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	PHYS 151 and 152	Introductory General Physics	10
	BIOL 111 and 112	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	
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.

Course	Number	Title	Quarter Credit Hours
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	FREN 111 and 112	Beginning French	0-10
B.	FREN 211 and 212	Intermediate French	10
C.	Making sure that no more than a total of 10 hours is being elected from English, choose from the following:		10-20
ART	231	History of Art from the Renaissance through Realism	
ART	232	History of Art from Impressionism through the Twentieth Century	
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	
HIST	212	Survey of the Modern World	
*SPAN	111	Beginning Spanish I	
*SPAN	112	Beginning Spanish II	
*SPAN	211	Intermediate Spanish	
*SPAN	212	Intermediate Spanish	
Total			30

*Strongly recommended.

GENERAL STUDIES TRANSFER PROGRAM (ASSOCIATE OF ARTS)

The General Studies Transfer Program (Associate of Arts) is designed for students who plan to pursue a baccalaureate degree in General Studies. It also is designed for students who desire a broader education in the humanities and the social sciences than is offered by programs leading to the study of an individual discipline. This degree also is recommended for students who have not decided on a program of study.

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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	A foreign language		10-20
B.	Making sure that no more than <i>one</i> course is from a single discipline, choose from the following:		10-20
ART	231	History of Art from the Renaissance through Realism	
ART	232	History of Art from Impressionism through the Twentieth Century	
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	
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
MUSI	211	Music Appreciation	
PHIL	211	Survey of Philosophical Thought	
PHIL	221	Introduction to Logic	
POLI	201	Introduction to Political Science	
POLI	211	Comparative Politics	
PSYC	201	Introduction to Psychology	
SOCI	105	Introduction to Sociology	
SPCH	201	The Communication Process: Theory and Setting	
Total			30

GENERAL STUDIES TRANSFER PROGRAM (ASSOCIATE OF SCIENCE)

The General Studies Transfer Program (Associate of Science) is designed for students who plan to pursue a baccalaureate degree in General Studies. It also is designed for students who desire a broader education in mathematics and the sciences than is offered by programs leading to the study of an individual discipline. This degree also is recommended for students who have not decided on a program of study.

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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. Choose from the following:			0-15
A foreign language			
PSYC	201	Introduction to Psychology	
PHIL	211	Survey of Philosophical Thought	
SOCI	105	Introduction to Sociology	
B. Choose no more than <i>two</i> courses from any <i>one</i> discipline:			15-30
BIOL	111 and 112	Principles of Biology	
BIOL	151 and 152	Human Anatomy and Physiology	
CHEM	151 and 152	Principles of Chemistry	
CHEM	201	Introduction to Chemical Analysis	
CHEM	251 and 252	Organic Chemistry	
COMP	201	Introduction to Computing	
COMP	210	Principles of Computer Programming	
COMP	211	File Processing	
COMP	220	Principles of Computer Programming	
MATH	130	Precalculus	
MATH	151 and 152	Calculus and Analytic Geometry	
MATH	251 and 252	Calculus and Analytic Geometry	
MATH	214	Introductory Linear Algebra	
MATH	231	Introductory Statistics	
Select from either the Physics 100 series or the Physics 200 series:			
PHYS	151, 152, 153	Introductory General Physics	
PHYS	251, 252, 253	General Physics	
Total			30

GEOLOGY (A.S.)

Faculty Advisors: Brown, Carpenter, Halyard, Perry

Students wishing to prepare for a career in Geology should consult with advisors in Biology to determine the best program of study.

HISTORY (A.A.)

Faculty Advisors: Hatfield, 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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. Choose from the following:			10-15
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
HIST	280	Introduction to Local and Georgia History	
B. A foreign language			0-10
C. Choose from the following:			5-20
ECON	201	Principles of Economics I	
MATH	231	Introductory Statistics	
POLI	201	Introduction to Political Science	
POLI	211	Comparative Politics	
PSYC	201	Introduction to Psychology	
SOCI	105	Introduction to Sociology	
SOCI	204	Introduction to the Family	
Total			30

HOME ECONOMICS (A.S.)

Faculty Advisors: Brown, Halyard, Lam, Perry

Students wishing to prepare for a career in Home Economics should consult with advisors in Biology to determine the best program of study.

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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. A foreign language			15
B. Choose from the following:			0-5
JOUR	100	Journalism Laboratory	
JOUR	101	Mass Communications Practicum	
C. Choose <i>one</i> of the following:			5
ART	231	History of Art from the Renaissance through Realism	
ART	232	History of Art from Impressionism through the Twentieth Century	
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	
PHIL	211	Survey of Philosophical Thought	
PHIL	221	Introduction to Logic	
SPCH	201	The Communication Process: Theory and Setting	
D. Choose from the following:			5-10
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
HIST	280	Introduction to Local and Georgia History	
POLI	201	Introduction to Political Science	
POLI	211	Comparative Politics	
PSYC	201	Introduction to Psychology	
SOCI	105	Introduction to Sociology	
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, Garrison, Nail, Scott

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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	Choose from the following:		0-15
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
MATH	152	Calculus and Analytic Geometry II	
B.	MATH 251 and 252	Calculus and Analytic Geometry III and IV	10
C.	A foreign language (French is recommended)		0-10
D.	Choose from the following:		0-20
CHEM	151	Principles of Chemistry	
CHEM	152	Principles of Chemistry	
COMP	201 or 210	Introduction to Computing or Principles of Computer Programming I	
COMP	211 or 220	File Processing or Principles of Computer Programming II	
EDUC	201	Introduction to Education	
MATH	214	Introductory Linear Algebra	
PHYS	251	General Physics I	
PHYS	252	General Physics II	
PHYS	253	General Physics III	
Total			30

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.

(continued on next page)

MEDICAL RECORDS ADMINISTRATION (continued from previous page)

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

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	Choose <i>one</i> of the following:		5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B.	CHEM 151 and 152	Principles of Chemistry	10
C.	Any mathematics or science course numbered 111 or higher.		5
Total			20
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	BIOL 151 and 152	Human Anatomy and Physiology	10
B.	ACCT 201	Principles of Accounting I	5
C.	Choose <i>three</i> of the following:		15
ACCT	202	Principles of Accounting II	
BSAD	201	Introduction to Business Information Systems	
OR			
COMP	201	Introduction to Computing	
ECON	201	Principles of Economics	
PHIL	211	Survey of Philosophical Thought	
PHIL	221	Introduction to Logic	
PSYC	201	Introduction to Psychology	
PSYC	204	Human Growth and Development	
SOCI	105	Introduction to Sociology	
SOCI	204	Introduction to 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 and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	Choose <i>one</i> of the following:		5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B.	CHEM 151 and 152	Principles of Chemistry	10
C.	BIOL 111	Principles of Biology	5
Total			20
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	BIOL 151 and 152	Human Anatomy and Physiology	10
BIOL	112	Principles of Biology	5
B.	CHEM 251	Organic Chemistry	5
C.	MATH 231	Introductory Statistics	5
D.	CHEM 252	Organic Chemistry	5
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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. MUSI	100	Music Literature Survey	2
B. MUSI	111, 112, 113 201, 202, 203	Music Theory	18
C. *MUSI	152	Applied Music	3
D. *MUSI	252	Applied Music	3
E. MUSI	191	Ensemble	6
Total			32

*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 wishing to prepare for a career in Occupational Therapy should consult with advisors in Biology to determine the best program of study.

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.

(continued on next page)

PHARMACY (continued from previous page)

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

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	Choose one of the following:		5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B. CHEM	151 and 152	Principles of Chemistry	10
C.	Choose one of the following:		5
MATH	130	Precalculus	
MATH	151 or 152	Calculus and Analytic Geometry	
Total			20
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. CHEM	251 and 252	Organic Chemistry	10
B. PHYS	151 and 152	Introductory General Physics I and II	10
C. BIOL	111 and 112	Principles of Biology	10
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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. PHIL	211	Survey of Philosophical Thought	5
B.	A foreign language (Students are required to show competence through the intermediate level.)		10-20
C.	Choose from the following:		5-15
ART	231	History of Art from the Renaissance through Realism	
ART	232	History of Art from Impressionism through the Twentieth Century	
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	
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
MATH	130	Precalculus	
MUSI	211	Music Appreciation	
PHIL	221	Introduction to Logic	
POLI	201	Introduction to Political Science	
PSYC	201	Introduction to Psychology	
SOCI	105	Introduction to Sociology	
SPCH	201	The Communication Process: Theory and Setting	
Total			30

PHYSICAL EDUCATION/HEALTH (A.S.)

Faculty Advisor: Harvill

Students wishing to prepare for a physical education teaching career should follow the Area IV requirements for Teacher Education. See page 66.

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 and III of the Core Curriculum.

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. Choose <i>one</i> of the following:			
MATH	115	College Algebra	5
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry	
B. CHEM	151 and 152	Principles of Chemistry	10
C. BIOL	111	Principles of Biology	5
Total			20

AREA IV — OTHER PROGRAM REQUIREMENTS

A. PHYS	151 and 152	Introductory General Physics	10
B. BIOL	112	Principles of Biology	0-5
C. BIOL	151 and/or 152	Human Anatomy and Physiology	5-10
D. Choose from the following:			
CHEM	251 and 252	Organic Chemistry	5-15
ECON	201	Principles of Economics	
PSYC	204	Human Growth and Development	
SOCI	105	Introduction to Sociology	
SOCI	204	Introduction to the Family	
Total			30

PHYSICS (A.S.)

Faculty Advisors: Aust, Braun, Fisher, Pridmore

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

Course	Number	Title	Quarter Credit Hours
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. *MATH	151	Calculus and Analytic Geometry	5
B. CHEM	151 and 152	Principles of Chemistry	10
C. Choose <i>one</i> of the following:			
BIOL	111	Principles of Biology	5
BIOL	131	Introduction to Biology	
Total			20

*MATH 115 and 130 are considered preliminary courses to MATH 151.

AREA IV — OTHER PROGRAM REQUIREMENTS

A. PHYS	251, 252 and 253	General Physics I, II and III	15
B. MATH	152, 251 and 252	Calculus and Analytic Geometry	15
Total			30

Note: A student planning to transfer to Southern College of Technology to major in some field of engineering technology should refer to the Area II and Area IV requirements for Engineering Technology on page 126 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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. Choose from the following:			
POLI	201	Introduction to Political Science	5-10
POLI	211	Comparative Politics	
B. A foreign language			
C. Choose from the following:			
COMP	201	Introduction to Computing	0-10
ECON	201	Principles of Economics I	
HIST	212	Survey of the Modern World	10-25
HIST	252	Survey of the Modern United States	
HIST	280	Introduction to Local and Georgia History	
MATH	231	Introductory Statistics	
PSYC	201	Introduction to Psychology	
SOCI	105	Introduction to Sociology	
SOCI	204	Introduction to 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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. PSYC	201	General Psychology	5
B. Making certain that no more than 10 hours is in history, choose <i>five</i> of the following:			
*BIOL	151	Human Anatomy and Physiology	25
**BIOL	152	Human Anatomy and Physiology	
COMP	201	Introduction to Computing	
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
HIST	280	Introduction to Local and Georgia History	
MATH	231	Introductory Statistics	
POLI	201	Introduction to Political Science	
POLI	211	Comparative Politics	
PSYC	204	Human Growth and Development	
SOCI	105	Introduction to Sociology	
SOCI	204	Introduction to the Family	
Total			30

*Prerequisite: CHEM 111; Prerequisite or Corequisite: CHEM 112. These should be taken as alternate Area II courses.

**Prerequisite: BIOL 151.

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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	SOCI 105	Introduction to Sociology	5
B.	A foreign language		0-10
C.	Making certain that no more than 10 hours is in history, choose from the following:		15-25
	COMP 201	Introduction to Computing	
	ECON 201	Principles of Economics I	
	HIST 212	Survey of the Modern World	
	HIST 252	Survey of the Modern United States	
	HIST 280	Introduction to Local and Georgia History	
	MATH 231	Introductory Statistics	
	POLI 201	Introduction to Political Science	
	POLI 211	Comparative Politics	
	PSYC 201	Introduction to Psychology	
	PSYC 204	Human Growth and Development	
	SOCI 204	Introduction to 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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	SPAN 111 and 112	Beginning Spanish	0-10
B.	SPAN 211 and 212	Intermediate Spanish	10
C.	Making sure that no more than a total of 10 hours is elected from English, choose from the following:		10-20
	ART 231	History of Art from the Renaissance through Realism	
	ART 232	History of Art from Impressionism through the Twentieth Century	
	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	
	*FREN 111	Beginning French	
	*FREN 112	Beginning French	
	*FREN 211	Intermediate French	
	*FREN 212	Intermediate French	
	HIST 212	Survey of the Modern World	
	Total		30

*Strongly Recommended.

SPEECH/DRAMA (A.A.)

Faculty Advisors: Corse, Holloway

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>
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	A foreign language		0-20
B.	SPCH 201	The Communication Process: Theory and Setting	5
	DRMA 211	Appreciation of the Dramatic Arts	5
C.	Choose from the following:		0-10
	DRMA 188	Introduction to Acting	
	DRMA 191	Drama Workshop	
	DRMA 191L	Music Theater	
	MUSI 191L	Music Theater	
D.	Choose from the following:		0-10
	ART 231	History of Art from the Renaissance through Realism	
	ART 232	History of Art from Impressionism through the Twentieth Century	
	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 212	Survey of the Modern World	
	HIST 252	Survey of the Modern United States	
	HIST 280	Introduction to Local and Georgia Government	
	MUSI 111	Music Theory	
	MUSI 112	Music Theory	
	MUSI 152B	Applied Music—Voice	
	MUSI 252B	Applied Music—Voice	
	MUSI 191A	Choir	
	POLI 201	Introduction to Political Science	
	POLI 211	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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	EDUC 201	Introduction to Education	5
B.	PSYC 204	Human Growth and Development	5
C.	Choose <i>one</i> 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	
	ENGL 221	Survey of American Literature I	
	ENGL 222	Survey of American Literature II	
D.	MATH 231	Introductory Statistics	5
E.	Elective courses appropriate to anticipated teaching field: — for Social Studies Education these should be history. — other fields include English, science, math, etc.		10
Total			30

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
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	Choose from the following:		5-10
	ECON 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
B.	Choose from the following:		10-25
	SOCI 105	Introduction to Sociology	
	POLI 201	Introduction to Political Science	
	PSYC 201	Introduction to Psychology	
	PSYC 204	Human Growth and Development	
	SOCI 204	Introduction to the Family	
C.	Humanities elective (including foreign language)		0-10
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 95 quarter credit hours for graduation: 20 in Area I other than Music, 5 in Area II, 16 in Area III, and 54 in Music.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
ENGL	101	English Composition: Writing and Reading	4
SPCH	101	Introduction to Speech: Speaking and Listening	4
PHIL	111	Logic and Critical Thinking	4
HUMN	211	Introduction to Interpretation	4
HUMN	212	The Arts and Society	4
Total			20
AREA II — NATURAL SCIENCES AND MATHEMATICS			
MATH	115	College Algebra	
OR			
BIOL	131	Introduction to Biology I	5
Total			5
AREA III — SOCIAL SCIENCES			
HIST	150	Perspectives on World History	4
HIST	260	Perspectives on American History	4
POLI	150	The American Political System	4
PSYC	212	Human Behavior	4
Total			16
OTHER PROGRAM REQUIREMENTS			
MUSI	100	Music Literature Survey	2
MUSI	111, 112, 113		
	201, 202, 203	Music Theory	18
¹ 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
¹ MUSI	240 or 241	Music Literature (Piano or Voice)	5
*MUSI	130	Conducting and Rehearsal Techniques	4
MUSIC ELECTIVES			3
Total			54
Total			95

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

Note: All 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.

*MUSI 130 is a new course proposed to strengthen the Other Program Requirements. This course is valuable for both keyboard and voice students who will be working with choirs and other ensembles.



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 Applied Science
 Certificate Programs

OFFICE ADMINISTRATION AND TECHNOLOGY

Associate of Applied Science
 Certificate Programs

SCHOOL OF BUSINESS

Dean
C-IIM

GENERAL INFORMATION

The specific objectives of the School of Business are to provide

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

The School of Business consists of the following departments:

Accounting and Computer Information Systems
Economics and Finance
Management and Marketing

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

Accounting	(B.B.A.)
Accounting Technology	(Certificate)
Business Administration	(A.A.)
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.

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 on a quarter-to-quarter basis after completion of 75 hours of coursework applicable to the intended degree. Students who have not completed the 90 quarter hours of Freshman and Sophomore courses in Core Curriculum Areas I, II, III, and IV but who have been permitted to take B.B.A. courses must complete Areas I, II, III, and IV of the Core Curriculum by the time they have accumulated 105 quarter hours of credit.
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. Candidates for the Associate degree must complete a minimum of 30 credit hours at Clayton State College. At least 15 of the 30 hours required must be in the major area (Area IV).

For a B.B.A. degree, students must complete 45 credit hours at Clayton State College with 30 of these hours being completed in junior/senior major business courses, other than the Required Business Core (BSAD 301, BSAD 370, FINA 301, MGMT 301, MKTG 301) and directed elective courses. An additional course, Business Policy (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 through the Learning Support Center, L-131.
4. 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.
5. The School of Business will determine whether upper division credit earned at other institutions can be applied to the Clayton State College Bachelor of Business Administration degree program. The amount of such transfer credit shall not exceed that allowed by the College. Acceptance by the College does not mean necessarily that all of such credit will be accepted toward a Bachelor of Business Administration degree.

Credit for courses completed at other institutions must have been taken at the same or higher level than offered at Clayton State College. If the courses are taken at a lower level than offered by Clayton State College, students may validate the credit by passing a proficiency examination administered by the appropriate department in that particular subject area.

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

ADVISEMENT

Students in all business majors are required to have their program of study approved every quarter 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 Area IV requirements listed below. The Area IV requirements are also included in the course outline of each B.B.A. program listed in this catalog.

Area IV Requirements (B.B.A.)

	<i>Course 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.	MATH 122	Decision Mathematics	5
D.	One of the following: BSAD 201 COIS210/COMP 210	Introduction to Business Information Systems Principles of Computer Programming	5
Total			<hr/> <hr/> 30

¹Majors in COIS must take COIS 210/COMP 210. All other School of Business students must take BSAD 201.

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 the Core Curriculum requirements for Areas I, II, III (see pages 38-39) and Area IV (see below), 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:

(continued on next page)

B.B.A. IN ACCOUNTING

Business Administration Program Requirements

Freshman and Sophomore Courses:

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

Area IV Requirements (B.B.A. in Accounting)

Course	Number	Title	Quarter Credit Hours
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. MATH	122	Decision Mathematics	5
D. BSAD	201	Introduction to Business Information Systems	5
Total			30

Junior Courses:

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:

15 hours of Junior/Senior level courses from any offering *outside* the School of Business (*PHIL 311, Ethical Issues of Business, is recommended.*)

15
50

Senior Courses:

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:

ACCT	430	Accounting Information Systems	5
ACCT	440	Not-for-Profit Accounting	5
ACCT	451	Income Taxation II	5
BSAD	490	Directed Research and Readings	5

Directed Electives:

Any one Junior/Senior course from any offering of the college *outside* the area of Accounting. Five credit hours in 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
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40

Junior and Senior Total 90

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 the Core Curriculum requirements for Areas I, II, III (see pages 38-39) and Area IV (see below), 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**

Freshman and Sophomore Courses:

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

Area IV Requirements (B.B.A. in Computer Information Systems)

Course	Number	Title	Quarter Credit Hours
A. ACCT	201 and 202	Principals of Accounting I and II	10
B. ECON	201 and 202	Principles of Economics I and II	10
C. MATH	122	Decision Mathematics	5
D. COIS 210/COMP 210		Principles of Computer Programming	5
Total			30

Junior Courses:

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	Advanced Business Problem Solving in COBOL	5

Directed Electives:

15 hours of Junior/Senior level courses from any offering *outside* the School of Business. (*PHIL 311, Ethical Issues of Business, is recommended.*)

15
50

Senior Courses:

Required Field Courses:

COIS	401	Introduction to Data Structures and Algorithms	5
COIS	402	Systems and Information Concepts	5
COIS	403	Applied Software Project	5
COIS	404	Computer Architecture, Hardware, and Operating Systems	5

Field Electives:

Select any *three* courses from the following:

COIS	405	Contemporary Computer Concepts	5
COIS	406	Management Information Systems and Organization	5
COIS	407	Database Management Systems	5
COIS	408	Data Communication Systems & Networks	5
BSAD	490	Directed Research & Readings	5
Business Policy (Required):			
BSAD	450	Business Policy	5

40

Junior and Senior Total 90

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 94 quarter hours leads to an Associate of Applied Science Degree. The program of study with 55 quarter hours leads to a Certificate.

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

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A. SPCH	101	Introduction to Speech: Speaking and Listening	4
ENGL	101	English Composition: Writing and Reading	4
PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. Select <i>one</i> of the following:			5
MATH	122	Decision Mathematics II or	
MATH	231	Introductory Statistics	
			10
AREA III — SOCIAL SCIENCES			
¹ CITZ	101	Citizenship	2
			2
OTHER PROGRAM REQUIREMENTS			
A. ACCT	201	Principles of Accounting I	5
BSAD	201	Introduction to Business Information Systems	5
¹ ATDP	102	BASIC with Applications	5
¹ ATDP	203	RPG Programming	5
¹ ATDP	204	COBOL Programming I	5
¹ ATDP	206	Systems Analysis and Design	5
¹ ATDP	207	COBOL Programming II	5
¹ ATDP	208	Systems Software	5
¹ ATDP	210	Data Structures	5
			45
B. Select 25 hours from the following:			
ACCT	202	Principles of Accounting II	5
¹ ATDP	212	Advanced Micro Computer Applications	5
¹ ATDP	222	Occupational Internship and/or Cooperative Educational Experience	5
¹ ATDP	233	Selected Topics and Problems	5
COMP	210	Principles of Computer Programming I	5
OADT	205	Business Communications	5
¹ BMGT	251	Principles of Management & Supervision	5
			25
Total			94

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

DATA PROCESSING One-Year Program (Certificate)

This program is suitable for those persons who are seeking a career change and/or have had other post-secondary education.

Course	Number	Title	Quarter Credit Hours
A. AREA I — HUMANITIES			
¹ OADT	100	Business English	5
			5
B. AREA II — NATURAL SCIENCES AND MATHEMATICS			
¹ ATEL	120	Applied Technical Mathematics	5
			5
C. OTHER PROGRAM REQUIREMENTS			
ACCT	201	Principles of Accounting I	5
BSAD	201	Introduction to Business Information Systems	5
¹ ATDP	102	BASIC with Applications	5
¹ ATDP	203	RPG Programming	5
¹ ATDP	204	COBOL Programming I	5
¹ ATDP	207	COBOL Programming II	5
¹ ATDP	210	Data Structures	5
			35
Select 10 hours from the following:			
ACCT	202	Principles of Accounting II	5
¹ ATDP	206	System Analysis and Design	5
¹ ATDP	208	Systems Software	5
¹ ATDP	212	Advanced Micro Computer Applications	5
¹ ATDP	233	Selected Topics and Problems	5
			10
Total			55

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

DEPARTMENT OF MANAGEMENT AND MARKETING

Joseph D. Phillips, Department Head
Room C-11N

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 and Associate of Applied Science 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 the Core Curriculum requirements for Areas I, II, III (see pages 38-39) and Area IV (see below), 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:

(continued on next page)

GENERAL BUSINESS (continued from previous page)

B.B.A. IN GENERAL BUSINESS

Business Administration Program Requirements

Freshman and Sophomore Courses:

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

Area IV Requirements (B.B.A. in General Business)

Course	Number	Title	Quarter Credit Hours
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. MATH	122	Decision Mathematics	5
D. BSAD	201	Introduction to Business Information Systems	5
Total			30

Junior Courses:

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 (except BSAD 490 and BSAD 498) and 15 hours of Junior/Senior level courses from any offering *outside* the School of Business. (*PHIL 311, Ethical Issues of Business, is recommended.*)

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Senior Courses:

Required Field Courses:

Select any *three* courses from the following:

MGMT	401	Personnel Administration	
MGMT	402	Organizational Behavior	
MGMT	403	International Management	
MGMT	405	Physical Distribution Management	

Field Electives:

10 hours of Junior/Senior level courses in **two** of the following three areas: Accounting & Computer Information Systems, Economics & Finance, Marketing & Management.

1-5 hours may be taken in BSAD 490.

20

Business Policy (Required):

BSAD	450	Business Policy	5
			40

Junior and Senior Total

90

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, Marketing Management, and General Management.

In addition to the Core Curriculum requirements for Areas I, II, III (see pages 38-39) and Area IV (see below), 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

Freshman and Sophomore Courses:

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

Area IV Requirements (B.B.A. in Management)

Course	Number	Title	Quarter Credit Hours
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.	MATH 122	Decision Mathematics	5
D.	BSAD 201	Introduction to Business Information Systems	5
Total			30

Junior Courses:

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 (except BSAD 490 and BSAD 498) and 15 hours of Junior/Senior level courses from any offering *outside* the School of Business. (PHIL 311, *Ethical Issues of Business*, is recommended.)

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Senior Courses:

Required Field Courses:		20
MGMT 401	Personnel Administration	
MGMT 402	Organizational Behavior	
MGMT 403	International Management	
MGMT 404	Production/Operations Management	

Field Options (Choose one of the following tracks):

1.	HUMAN RESOURCE MANAGEMENT:	15
	MGMT 410 Labor Relations	
	MGMT 412 Employee Compensation-Design and Administration	
	MGMT 420 Organizational Communications	
2.	COMMUNICATION AND INFORMATION MANAGEMENT:	
	BSAD 401 Public Relations	
	MGMT 420 Organizational Communications	
	COIS 406 Management Information Systems and Organization	

(continued on next page)

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

Course	Number	Title	Quarter Credit Hours
3.	MARKETING MANAGEMENT:		
	MKTG 401	Principles of Selling	
	MKTG 402	Sales Management	
	MKTG 405/MGMT 405	Physical Distribution Management	
4.	GENERAL MANAGEMENT:		
	Select fifteen hours of the following courses in coordination with faculty advisors:		
	BSAD 401	Public Relations	
	MKTG 401	Principles of Selling	
	MKTG 402	Sales Management	
	MGMT 405/MKTG 405	Physical Distribution Management	
	MGMT 410	Labor Relations	
	MGMT 411	Organizational Development and Leadership	
	MGMT 412	Employee Compensation-Design and Administration	
	MGMT 420	Organizational Communications	
	MGMT 450	Production and Inventory Control	
	MGMT 460	Problems in Production/Operation Systems	
	ECON 445/MGMT 445	Industrial Organization and Public Policy	
	ECON 446/MGMT 446	Managerial Economics	
	COIS 402	Systems and Information Concepts	
	COIS 406	Management Information Systems and Organization	
	Business Policy (Required):		
	BSAD 450	Business Policy	5
			40
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.

Course	Number	Title	Quarter Credit Hours
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	ACCT 201 and 202	Principles of Accounting I and II	10
B.	ECON 201 and 202	Principles of Economics I and II	10
C.	MATH 122	Decision Mathematics	5
D.	Choose one of the following:		5
	BSAD 201	Introduction to Business Information Systems	
	COIS 210/COMP 210	Principles of Computer Programming I	
Total			30

Majors in COIS must take COIS 210/COMP 210. All other School of Business students must take BSAD 201.

**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.

Course	Number	Title	Quarter Credit Hours
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	PSYC 201	Introduction to Psychology	5
B.	EDUC 201	Introduction to Education	5
C.	ECON 201	Principles of Economics I	5
D.	ACCT 201 and 202	Principles of Accounting I and II	10
E.	Choose <i>one</i> of the following:		5
	ECON 202	Principles of Economics II	
	OADT 205	Business Communications	
		Total	<hr/> 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.

Course	Number	Title	Quarter Credit Hours
AREA IV — OTHER PROGRAM REQUIREMENTS			
A.	ACCT 201 and 202	Principles of Accounting I and II	10
B.	ECON 201	Principles of Economics I	5
C.	¹ Choose from the following sequences:		6-8
	² OADT 111 and 112	Keyboarding/Typewriting I and II	
	or		
	² OADT 112 and 113	Keyboarding/Typewriting II and Word Processing	
D.	¹ Choose from the following sequences:		10
	² OADT 151 and 152	Shorthand I and II	
	or		
	² OADT 152 and 153	Shorthand II and III	
		Total	<hr/> 31-33

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

¹Competency examinations are available to establish credit by examination in one or more of these courses.

²Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MANAGEMENT AND SUPERVISION

Advising School: Business

The two-year 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 human and material resources utilized in the various industries.

**Two-Year Program
(Associate of Applied Science Degree)**

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
A.	ENGL 101	English Composition: Writing and Reading	4
B.	SPCH 101	Introduction to Speech: Speaking and Listening	4
C.	PHIL 111	Logic and Critical Thinking	4
			<hr/> 12

AREA II — NATURAL SCIENCES AND MATHEMATICS

^{**} MATH 106	Fundamentals of Mathematics	5
[*] MATH 115, 130, or 151	may be substituted.	
		<hr/> 5

AREA III — SOCIAL SCIENCES

A.	¹ CITZ 101	Citizenship	2
B.	ECON 201	Principles of Economics I	5
C.	ECON 202	Principles of Economics II	5
D.	PSYC 212	Human Behavior	5
	or		
	SOCI 221	Introduction to Contemporary Social Problems	5
			<hr/> 17

OTHER PROGRAM REQUIREMENTS

A.	¹ ATMK 110	Nature and Environment of Business	5
	¹ BMGT 251	Principles of Management and Supervision	5
	¹ ATMS 110	Industrial Management	5
	¹ ATMS 140	Quality Control	5
	¹ ATMS 150	Labor Relations	5
	¹ ATMS 165	Performance and Evaluation Techniques	5
	¹ ATMS 170	Leadership Skills	5
	¹ ATMS 180	Supervision in the Workforce	5
	BSAD 201	Introduction to Business Information Systems	5
	ACCT 201	Principles of Accounting I	5
	ACCT 202	Principles of Accounting II	5
			<hr/> 55

ADDITIONAL REQUIREMENTS:

B.	Choose 20 hours from the following:		
	¹ ATMS 120	Plant Operation and Maintenance Management	5
	¹ ATMS 130	Work Design and Measurement	5
	¹ ATMS 222	Occupational Internship and/or Cooperative Educational Experience	5
	¹ ATMS 233	Selected Topics and Problems	5
	MATH 122	Decision Mathematics II	5
			<hr/> 20
		Total	<hr/> <hr/> 109

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MARKETING/MANAGEMENT TECHNOLOGY

Two-Year Program (Associate of Applied Science Degree)

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.

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
ENGL	101	English Composition: Writing and Reading	4
SPCH	101	Introduction to Speech: Speaking and Listening	4
PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
*MATH	106	Fundamentals of Mathematics	5
*MATH 115, 130, or 151 may be substituted.			
			5
AREA III — SOCIAL SCIENCES			
POLI	150	The American Political System	4
HIST	260	Perspectives on American History	4
			8
AREA IV — OTHER PROGRAM REQUIREMENTS			
A. Choose 10 hours from the following:			
¹ ATMK	110	The Nature and Environment of Business	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ ATMK	281	Marketing Practices and Principles	5
BSAD	201	Introduction to Business Information Systems	5
			20
B. Choose 10 hours from the following:			
ACCT	201 or	Principles of Accounting I or	5
¹ OADT	250	Automated Accounting	5
ECON	201	Principles of Economics	5
			10
C. Choose 10-15 hours from the following:			
¹ ATMK	120	Professional Selling	5
¹ ATMK	130	Principles of Retailing	5
¹ ATMK	140	Principles of Advertising	5
			10-15

(continued on next page)

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MARKETING/MANAGEMENT TECHNOLOGY (continued from previous page)

Course	Number	Title	Quarter Credit Hours
D. An additional 15-20 hours in related courses to permit students to pursue a specialty area in marketing. Specialty areas include:			
1. ADVERTISING INDUSTRY			15
2. FOOD INDUSTRY MANAGEMENT			20
3. HOTEL AND HOSPITALITY MANAGEMENT			20
4. RETAIL INDUSTRY MANAGEMENT			15
¹ ATMK	270	Retail Management	3
¹ ATMK	271	Visual Merchandising	4
¹ ATMK	272	Merchandise Buying	3
¹ ATMK	233	Selected Topics and Problems	5

ADDITIONAL REQUIREMENTS

A. Select 8-10 quarter hours from the following with consent of program advisor:			
¹ ATMK	222	Occupational Internship and/or Cooperative Educational Experience	5-10
¹ ATMK	233	Selected Topics and Problems	1-5
PSYC	212	Human Behavior	4
SOSC	221	Introduction to Contemporary Social Problems	4
			8-10
			93-95

MANAGEMENT AND SUPERVISION One-Year Program (Certificate)

Advising School: Business

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

The Program will equip students with the methods, techniques, and practices of modern management in planning, organizing, and controlling the human and material resources utilized in the related industries.

(continued on next page)

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MANAGEMENT AND SUPERVISION (continued from previous page)

Course	Number	Title	Quarter Credit Hours
A. REQUIRED COURSES			
¹ ATMK	110	The Nature and Environment of Business	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ ATMS	110	Industrial Management	5
¹ ATMS	140	Quality Control	5
¹ ATMS	150	Labor Relations	5
¹ ATMS	165	Performance and Evaluation Techniques	5
¹ ATMS	170	Leadership Skills	5
BSAD	201	Introduction to Business Information Systems	5
ACCT	201	Principles of Accounting I	5
			45
B. ADDITIONAL REQUIREMENTS (Select one)			
OADT	205	Business Communications	5
¹ ATMS	120	Plant Operation and Maintenance Management	5
¹ ATMS	130	Work Design and Measurement	5
¹ ATMS	222	Occupational Internship and/or Cooperative Educational Experience	5
¹ ATMS	233	Selected Topics and Problems	5
			5
Total			50

MARKETING/MANAGEMENT TECHNOLOGY One-Year Program (Certificate)

Course	Number	Title	Quarter Credit Hours
A. REQUIRED COURSES			
¹ ATMK	110	The Nature and Environment of Business	5
¹ ATMK	120	Creative Selling	5
¹ ATMK	130	Principles of Retailing	5
¹ ATMK	140	Principles of Advertising	5
¹ BMGT	251	Principles of Management and Supervision	5
¹ ATMK	281	Marketing Practices and Principles	5
¹ OADT	100	Business English	5
ACCT	201	Principles of Accounting I	5
or			
¹ OADT	250	Automated Accounting	5
BSAD	201	Introduction to Business Information Systems	5
			45
B. ADDITIONAL REQUIREMENT (Select one)			
¹ ATCP	100	Career Planning	2
ATMK elective: Any 200-level Marketing/Management Course. An internship and/or cooperative education experience may be taken (¹ ATMK 222).			5
			2.5
Total			47-50

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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.

(continued on next page)

OFFICE ADMINISTRATION (continued from previous page)

Course	Number	Title	Quarter Credit Hours
AREA I — HUMANITIES			
SPCH	101	Introduction to Speech: Speaking and Listening	4
ENGL	101	English Composition: Writing and Reading	4
PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
* ¹ MATH	106	Fundamentals of Mathematics	5
*MATH 115, 130, or 151 may be substituted. Students who choose MATH 106 must take ACCT 201 (see Required Courses below).			
			5
AREA III — SOCIAL SCIENCES			
POLI	150	The American Political System	4
HIST	260	Perspectives on American History	4
			8
OTHER PROGRAM REQUIREMENTS			
A. REQUIRED COURSES			
¹ OADT	100	Business English	5
¹ OADT	112	Keyboarding/Typewriting II	3
¹ OADT	113	Word Processing	5
¹ OADT	120	Professional Development	2
¹ OADT	202	Business Machines Calculation	5
¹ OADT	203	Office Management	5
¹ OADT	205	Business Communications	5
¹ OADT	207 or 207L	Office Procedures I or Office Procedures I — Legal	5
¹ OADT	208 or	Office Procedures II, or	
¹ OADT	208L or	Office Procedures II — Legal, or	
¹ OADT	222	Occupational Internship and/or Cooperative Educational Experience	5
¹ OADT	211	Concepts of Information Systems	5
¹ OADT	212	Word Processing/Transcription	5
¹ OADT	214	Business Computer Software	5
* ACCT	201 or	Principles of Accounting I or	
¹ OADT	250	Automated Accounting I	5
*Students who choose MATH 106 under AREA II above must take ACCT 201.			
B. ELECTIVE COURSES (Select three of the following):			
¹ OADT	111	Keyboarding/Typewriting I	3
¹ OADT	151 a,c	Shorthand I	5
¹ OADT	152 a,c	Shorthand II	5
¹ OADT	153 a,c	Shorthand III	5
¹ OADT	213 a,c	Desktop Publishing	5
ACCT	202 b or	Principles of Accounting II or	
¹ OADT	251b	Automated Accounting II	5
BSAD	201b	Introduction to Business Information Systems	5
¹ BMGT	251 b	Principles of Management and Supervision	5
			73-75
Total			98-100

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

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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

ACCOUNTING TECHNOLOGY
One-Year Program
(Certificate)

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

Course	Number	Title	Quarter Credit Hours
A. Required Courses			
¹ OADT	100	Business English	5
¹ OADT	111 or 112	Keyboarding/Typewriting I or Keyboarding/Typewriting II	3
¹ OADT	120	Professional Development	2
¹ OADT	202	Business Machines Calculation	5
¹ OADT	211	Concepts of Information Systems	5
¹ OADT	214	Business Computer Software	5
¹ OADT	250 or ACCT 201	Automated Accounting I or Principles of Accounting I	5
¹ OADT	251 or ACCT 202	Automated Accounting II or Principles of Accounting II	5
			35
B. Elective Courses (Select three courses):			
¹ OADT	112	Keyboarding/Typewriting II	3
¹ OADT	203 or ¹ BMGT 251	Office Management or Principles of Management and Supervision	5
¹ OADT	205	Business Communications	5
¹ OADT	222	Occupational Internship and/or Cooperative Educational Experience	5
			13-15
Total			48-50

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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

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

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

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

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

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

A. REQUIRED COURSES		
¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Typewriting I	3
¹ OADT 112	Keyboarding/Typewriting II	3
¹ OADT 113	Word Processing	5
		<hr/> 16
B. ELECTIVE COURSES (Select three):		
¹ OADT 120	Professional Development	2
¹ OADT 151 (b)	Shorthand I	5
¹ OADT 152 (b)	Shorthand II	5
¹ OADT 153 (b)	Shorthand III	5
¹ OADT 202 (a)	Business Machines Calculation	5
¹ OADT 203 (b)	Office Management	5
¹ OADT 205 (b)	Business Communications	5
¹ OADT 207 or 207L(a,b)	Office Procedures I or Office Procedures I-Legal	5
¹ 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
¹ OADT 211 (c)	Concepts of Information Systems	5
¹ OADT 212 (c)	Word Processing/Transcription	5
¹ OADT 213 (c)	Desktop Publishing	5
¹ OADT 214 (a,b)	Business Computer Software	5
¹ OADT 250 (a,b)	Automated Accounting I	5
		<hr/> 12-15
	Total	<hr/> <hr/> 28-31

(continued on next page)

OFFICE ASSISTANT (continued from previous page)

TRACK II: Assistant Office Supervisor

Prerequisite: Type 40 wpm

A. REQUIRED COURSES		
¹ OADT 100	Business English	5
¹ OADT 203	Office Management	5
¹ OADT 205	Business Communications	5
¹ OADT 207 or 207L	Office Procedures I or Office Procedures I-Legal	5
¹ OADT 250	Automated Accounting I	5
		<hr/> 25
B. ELECTIVE COURSES (Select two):		
¹ OADT 120	Professional Development	2
¹ OADT 211	Concepts of Information Systems	5
¹ OADT 214	Business Computer Software	5
¹ OADT 208 or 208L or 222	Office Procedures II or Office Procedures II-Legal or Occupational Internship and/or Cooperative Educational Experience	5
		<hr/> 7-10
	Total	<hr/> <hr/> 32-35

TRACK III: Accounting Clerk

Prerequisite: Ability to keyboard

A. REQUIRED COURSES		
¹ OADT 214	Business Computer Software	5
¹ OADT 250	Automated Accounting I	5
¹ OADT 251	Automated Accounting II	5
¹ OADT 252	Automated Accounting Applications	5
¹ OADT 222	Occupational Internship and/or Cooperative Educational Experience	5
		<hr/> 20
B. ELECTIVE COURSES (Select three):		
¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Typewriting I	3
¹ OADT 120	Professional Development	2
¹ OADT 202	Business Machines Calculation	5
¹ OADT 211	Concepts of Information Systems	5
		<hr/> 10-15
	Total	<hr/> <hr/> 30-35

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

SCHOOL OF HEALTH SCIENCES

SCHOOL OF HEALTH SCIENCES

General Information

DEPARTMENT OF BACCALAUREATE DEGREE NURSING

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OTHER PROGRAMS

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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 extended care facilities.

The three departments of the School are as follows:

Baccalaureate Degree Nursing

Associate Degree Nursing

Dental Hygiene

Other programs, including a certificate program for 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.)

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.

Initial approval from the Georgia Board of Nursing has been received. Clayton State College awarded its first baccalaureate degrees in nursing on June 9, 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 10 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.
3. Students who have been dismissed or have withdrawn from any other B.S.N. program more than once must present a letter of reference from the previously attended college.

To apply for readmission, a student who has been suspended from Clayton State College's 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 AND CREDIT BY EXAMINATION

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.

Students who do not have college credit in nursing courses from regionally accepted institutions can validate forty-five (45) quarter hours of lower division nursing credit through credit by examination for the following courses:

Course	Number	Course Title	Quarter Credit Hours
NURS	294	Introductory Concepts of Nursing	5
NURS	295	Nursing Care of the Adult	10
NURS	296	Nursing Care of the Child	10
NURS	297	Mental Health Nursing	10
NURS	298	Maternal-Infant Nursing	10

Credit by examination is also available for general education coursework through the Learning Support Center (see page 28).

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 190 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 a minimum of 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 all general degree requirements—except the physical education requirement—specified on pages 33-43. These requirements include the Core Curriculum on pages 38-39.
5. 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.
 - d. maintain current Georgia R.N. licensure.

BACHELOR OF SCIENCE IN NURSING CURRICULUM

(B.S.N.)

Course	Number	Title	Quarter Credit Hours
Junior Year:			
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 (MATH 231 or BSAD 301)			5
Non-Nursing Directed Electives			10
			45
Senior Year:			
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:			
NURS	451	Cultural Diversity in Health/Illness	
NURS	452	Legal/Ethical Issues in Health Care	
NURS	453	Gerontology	
NURS	454	Health Education	
NURS	495	Independent Study	
HSCI	454	Contemporary Women's Health	
HSCI	455	Health in Corporate Settings	
HSCI	456	Health Care Finance	
*Computer Course (COMP 201 or BSAD 201)			5
Non-Nursing Directed Elective			5
Non-Nursing Upper Division Electives			10
			45
Junior and Senior Total			90

*Recommended. Alternate courses can be substituted. Students with validated computer skills can substitute a course of choice.

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 seven quarters of full-time study and leads to the Associate of Science in Nursing Degree. Matriculation in nursing courses begins with the Fall Quarter. (A student should consider enrolling in foundation courses such as Chemistry 111 and 112 and Mathematics 106 prior to Fall 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 to take the Registered Nurse Licensure examination will be determined by the Georgia Board of Nursing.

Admission to the Associate Degree Nursing Program is limited to Fall Quarter each year. Selection for admission is based on the completion of the following requirements:

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. Having an official high school transcript and all college transcripts submitted directly from the institution to the Clayton State College Admissions Office to verify courses taken.

(continued on next page)

3. Acceptance by Clayton State College as a regular student or as a transfer student with an average of at least a C (2.0) from an accredited college or university. Students with previous Clayton State College credit must have at least a 2.0 cumulative grade point average.
4. Completion of one year of high school algebra or a review level mathematics course (appropriate course at Clayton State College is MATH 097 with a C or better). *NOTE: A student may want to take a Community Services (non-credit) review of algebra prior to taking college placement exams in mathematics if a number of years have passed since high school courses were taken.*
5. Completion of one year of high school biology or appropriate college course (Biology 131 at Clayton State College) with at least a C average.
6. 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.
7. Completion of a minimum of 12 quarter credit hours of academic courses beyond Developmental Studies with C or better grades and a cumulative grade point average of 2.0. This requirement is applicable to all students who are required to take Developmental Studies courses as a condition of admission to the College (SAT or CPE scores). (Suggested courses include English 101, Speech 101, Philosophy 111, Sociology 105, Psychology 201, Mathematics 106, Chemistry 111.)
8. Completion of the Application Data Form required for admission into the Nursing Program. Applicants should indicate on the application form that the desired major is Associate Degree Nursing (Two-Year Career). They must also complete 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 and the student is enrolled in the nursing program.
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 due to extenuating circumstances. The final decision for an exception rests with the Admissions Committee.
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.

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. A student enrolled in Nursing 103/104 must earn a C or better in these courses and pass the prerequisite/corequisite courses in order to progress to the second quarter of the program (Chemistry 111 and 112 and Biology 151).

4. The School of Health Sciences suggests that students complete the science sequence — Biology 151, 152, and 250; Chemistry 111 and 112; and Mathematics 106 — prior to enrolling in nursing courses. Doing so will reduce the workload of the student to manageable levels when nursing courses are taken.
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 or with institutional or University System requirements.
7. Prior Clayton State College nursing courses may have to be re-evaluated depending upon the age of the course, and no guarantee can be given regarding the acceptance of these courses. In order to determine course currency, the Admissions Committee will review each prior nursing course successfully completed by a student applying for readmission. Remediation may be recommended by the committee to update the student. (Contact the Department of Associate Degree Nursing for specific readmission guidelines.)
8. Students seeking to transfer into the nursing sequence must submit syllabi, course outlines and catalogs from the former institution to the Department of Nursing for review. Transfer evaluations are considered on an individual basis. (Courses taken at a vocational institutional are non-transferable.)

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)	\$12.00
Books, per quarter	\$180.00-\$250.00
Uniforms (one-time purchase)	\$150.00
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-61). Specific scholarships and loans may be available for nursing majors. Most local hospitals provide financial assistance to employees returning to school in nursing. Contact hospital personnel departments for information.

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. All pre-nursing students should see the Associate Degree Department Head for advisement. All enrolled students in Associate Degree Nursing are assigned an advisor upon admission to nursing classes.

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 for Licensed Practical Nurses.
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 professional liability insurance.
8. Have completed the following required general education courses with grades of C or better:
 - Biology 151, 152, 250;
 - Chemistry 111 and 112;
 - English 101;
 - Mathematics 106.

(* Other general education courses may be substituted with the approval of the Department Head.) Applicants who meet these admission criteria are admitted on a first-come, first-served basis. Enrollment in the Advanced Placement Option is limited.

Requirements for Degree Completion

1. ¹Nursing 120

(Upon successful completion of this transition course, students are awarded credit for Nursing 121 and 122 based on their previous L.P.N. experience.)

2. ¹Nursing 106, 203, 204, 205, 206, and 209
3. Chemistry 111 and 112
4. English 101
5. Speech 101
6. Philosophy 111
7. Psychology 201
8. ^{*}Citizenship 101
9. Physical Education 102
10. Sociology 105
11. ¹Mathematics 106
12. Biology 151, 152, and 250

*History 260 and Political Science 150 may be substituted.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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
AREA I — HUMANITIES		
A. ENGL 101	English Composition: Writing and Reading	4
B. SPCH 101	Introduction to Speech: Speaking and Listening	4
C. PHIL 111	Logic and Critical Thinking	4
		12

AREA II — NATURAL SCIENCES AND MATHEMATICS

A. CHEM 111 and 112	General Chemistry	10
B. ¹ MATH 106	Fundamentals of Mathematics	5
		15

AREA III — SOCIAL SCIENCES

A. ¹ CITZ 101	Citizenship	2
B. PSYC 201	General Psychology	5
C. SOCI 105	Introduction to Sociology	5
		12

AREA IV — OTHER PROGRAM REQUIREMENTS

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	8
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
		51

Support Courses:

BIOL 151 and 152	Anatomy and Physiology	10
BIOL 250	Microbiology	5
PHED 102	First Aid	2
		17

Total Hours Required:

Nursing	107
General Education	51
	56

¹Career 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 MATH 115, HIST 260, and POLI 150.

^{*}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

GENERAL INFORMATION

The dental hygienist is a vital member of the dental team. Education and licensure qualify the dental hygienist with the background and knowledge to offer a wide variety of services.

Hygienists work with patients to identify their individual health needs, provide a variety of services that help people keep their teeth, and then work with the dentist to ensure that treatment needs are met.

Professional services of the dental hygienist vary from state to state according to that state's dental practice act. These professional services could include, but not be limited to, the following: dental prophylaxis (professional scaling and polishing of teeth); dental health education for the individual or group; preparation of diagnostic aids, i.e. medical and dental histories and x-rays; and performance of other preventive services, i.e. diet counseling and fluoride and sealant application.

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.

ACCREDITATION

The Associate Degree Program in Dental Hygiene is accredited by the American Dental Association Commission on Dental Accreditation.

ADMISSIONS POLICIES

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. Acceptance to the dental hygiene program occurs throughout the year previous to the convening of class in September. The most qualified applicants can expect early acceptance.

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,

(continued on next page)

DENTAL HYGIENE (continued from previous page)

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 097, Chemistry 111, and Biology 131.) 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. A dental examination will be given in the Dental Hygiene Clinic during the fall quarter of the Freshman year. Since hepatitis B infection is a serious problem for health care professionals, a program of immunization has been arranged with the Clayton County Health Department during winter quarter of the Freshman year. Immunization by a personal physician is an alternative.
5. Meet any requirements subsequently imposed by accrediting agencies prior to enrollment in dental hygiene courses.

Students 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 12 quarter credit hours of college-level courses with a grade point average of 2.0 or higher. (Recommended courses are any non-dental courses listed in the current catalog description of the Dental Hygiene program. See pages 106-107.)

ACADEMIC AND GENERAL REQUIREMENTS

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 uniform of the Dental Hygiene Program.

(continued on next page)

DENTAL HYGIENE (continued from previous page)

Students must be currently CPR certified to graduate and be licensed by the Georgia Board of Dentistry. 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 first aid course CPR certification is acceptable. Current CPR certification is a requirement of the Georgia Board of Dentistry for licensure.

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, Chemistry, or Biology 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. If a student leaves the program for any reason and is subsequently readmitted, all provisions of the catalog current for the class year during which the student is being readmitted will apply.

In order to graduate, all students must have a *C* (2.0) overall average and a 2.0 average in their major. Graduates of the Dental Hygiene Program must be at least 18 years old in order to be licensed by the State of Georgia as practicing dental hygienists. Successful completion of the Program does not insure passing state, regional, and national board examinations.

DENTAL HYGIENE CURRICULUM

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.

(continued on next page)

DENTAL HYGIENE (continued from previous page)

FRESHMAN

Fall Quarter

DHYG 101	5
Embryology, Oral Histology, and Dental Morphology	
DHYG 103	1
Orientation to Dental Hygiene	
¹ CHEM 112	
General Chemistry	
¹ OR	5
¹ CHEM 121	
Survey of Chemistry	
BIOL 151	5
Human Anatomy and Physiology	
² *CITZ 101	2
Citizenship	

Winter Quarter

DHYG 102	3
Head and Neck Anatomy	
DHYG 104	4
Pre-Clinical Dental Hygiene	
BIOL 152	5
Human Anatomy & Physiology	
ENGL 101	4
English Composition: Writing and Reading	

Spring Quarter

DHYG 105	4
Clinical Dental Hygiene I	
DHYG 106	3
General Pathology, Oral Pathology, and Oral Medicine	
DHYG 109	3
Dental Radiology	
*SPCH 101	4
Introduction to Speech: Speaking and Listening	
BIOL 250	5
Microbiology	

19

SOPHOMORE

Summer Quarter

DHYG 107	3
Perodontics	
DHYG 201	3
Pharmacology and Anesthesiology	
PHED 102	2
First Aid	
³ *MATH 106	5
Fundamentals of Mathematics	

13

Fall Quarter

DHYG 110	5
Nutrition	
DHYG 202	6
Clinical Dental Hygiene II	
DHYG 205	2
Dental Health Education	
*PSYC 201	5
General Psychology	

18

Winter Quarter

DHYG 108	3
Dental Materials	
DHYG 203	7
Clinical Dental Hygiene III	
DHYG 211	3
Community Dental Health I	
*SOCI 105	5
Introduction to Sociology	

18

Spring Quarter

DHYG 204	7
Clinical Dental Hygiene IV	
DHYG 212	2
Community Dental Health II	
Directed Field Experience	

9

Total

111

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

²CITZ 101 will not transfer to a baccalaureate program; POLI 150 and HIST 260 may be substituted for CITZ 101.

³MATH 106 will not transfer to a baccalaureate program; MATH 115 may be substituted.

⁴The sequence of these courses is recommended but may vary because of scheduling conflicts or student preference.

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 101 — English Composition: Writing and Reading	4
History 251 or 252 — American Civilization I or Survey of the Modern United States	5
Mathematics 115 — College Algebra	5
Political Science 150 — The American Political System	4
	<hr/> 28

(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
	<hr/> 10
B. Biology 161 — Urinalysis, microbiology/parasitology, immunology, immunochemistry, 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
	<hr/> 50

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. SOCI	105	Introduction to Sociology	5
		Total	<hr/> 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.	REQUIRED COURSES			
	¹ ATMA	100	Introduction to Health Professions	5
	¹ ATMA	110	Medical Assisting Procedures	5
	¹ ATMA	115	Medical Administrative Procedures	5
	¹ ATMA	120	Treatment Modalities	3
	¹ ATMA	130	Laboratory Procedures	3
	¹ ATMA	140	Medical-Surgical Problems	5
	¹ ATMA	222	Occupational Internship and/or Cooperative Educational Experience	10
	BIOL	102	Body Structure and Function	5
	¹ OADT	100	Business English	5
	¹ OADT	111	Keyboarding/Typewriting I	3
	¹ OADT	112	Keyboarding/Typewriting II	3
	¹ OADT	250	Automated Accounting I	5
	¹ OADT	212	Word Processing/Transcription	5
	Total			62
B.	ELECTIVE			
	¹ ATMA	233	Selected Topics and Problems	5
				5
				62-67

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

Wallace Shakun, Dean
T-211

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 programs of study. 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 (961-3569)

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.

Graduates of either AVMT program should consider the advantages of continuing their education in a baccalaureate program in aviation at Middle Tennessee State University (MTSU). Ordinarily, MTSU allows AVMT graduates from Clayton State College to transfer a considerable amount of credit. In addition, students accepted at MTSU may be approved — through the Academic Common Market Program of the Southern Regional Education Board — to pay Tennessee resident tuition fees rather than out-of-state tuition fees.

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. After successfully completing the required courses for either the airframe or the powerplant rating, a student must score a minimum of 80% on an exit assessment administered by the Department of Aviation Maintenance Technology. 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.

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) or 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.

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. Department policy requires that students complete courses in communication and mathematical skills (ENGL 101, SPCH 101, MATH 115) before taking other courses in the program.

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

SCHOOL OF TECHNOLOGY

Wallace Shakun, Dean
T-211

GENERAL INFORMATION

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The School offers certificate programs in the following:

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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 programs of study. 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.

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Jack Moore, Department Head
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Graduates of either AVMT program should consider the advantages of continuing their education in a baccalaureate program in aviation at Middle Tennessee State University (MTSU). Ordinarily, MTSU allows AVMT graduates from Clayton State College to transfer a considerable amount of credit. In addition, students accepted at MTSU may be approved — through the Academic Common Market Program of the Southern Regional Education Board — to pay Tennessee resident tuition fees rather than out-of-state tuition fees.

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. After successfully completing the required courses for either the airframe or the powerplant rating, a student must score a minimum of 80% on an exit assessment administered by the Department of Aviation Maintenance Technology. 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.

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) or 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.

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. Department policy requires that students complete courses in communication and mathematical skills (ENGL 101, SPCH 101, MATH 115) before taking other courses in the program.

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

AVIATION MAINTENANCE TECHNOLOGY (continued from previous page)

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
AREA I — HUMANITIES			
* ENGL	101	English Composition: Writing and Reading	4
* SPCH	101	Introduction to Speech: Speaking and Listening	4
* PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCE AND MATHEMATICS			
* MATH	115	College Algebra	5
* CHEM	111	General Chemistry	5
* PHYS	151	Introductory General Physics I	5
			15
AREA III — SOCIAL SCIENCES			
* ¹ CITZ	101	Citizenship	2
			2
OTHER PROGRAM REQUIREMENTS			
¹ AVMT	101	Maintenance Regulations	3
¹ AVMT	102	Aircraft Basic Science	4
¹ AVMT	103	Aircraft Applied Science	10
¹ AVMT	104	Basic Electricity and Electronics	10
* ¹ AVMT	105	Air Transportation Maintenance	5
¹ AVMT	201	Sheet Metal	10
¹ AVMT	202	Airframe Structures	10
¹ AVMT	203	Utility Systems	10
¹ AVMT	204	Fluid Power/Landing Gear Systems	10
¹ AVMT	205	Electrical and Navigation Systems	10
¹ AVMT	211	Turbine Engines	10
¹ AVMT	212	Reciprocating Engines	10
¹ AVMT	213	Powerplant Accessories	10
¹ AVMT	214	Powerplant Electrical Systems	10
¹ AVMT	215	Engine Fuel and Fuel Metering Systems	10
			132
			161

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

*Note: The above general education courses and AVMT 105 are not FAA-approved courses and are not required for certification of FAA mechanic testing eligibility.

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.

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AIRWAY SCIENCE (AVIATION MAINTENANCE TECHNOLOGY)
Two-Year Program
(Associate of Applied Science Degree)

EMPHASIS: FAA Part 65 Program

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
HUMANITIES			
A. ENGL	101	English Composition: Writing and Reading	4
SPCH	101	Introduction to Speech: Speaking and Listening	4
PHIL	111	Logic and Critical Thinking	4
B. HUMN	211	Humanities I: Introduction to Interpretation	4
C. HUMN	212	Humanities II: The Arts and Society	4
			<hr/>
			20
NATURAL SCIENCE AND MATHEMATICS			
A. Choose <i>two</i> of the following:			10
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
MATH	152	Calculus and Analytic Geometry II	
B. Choose <i>one</i> 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	
C. Choose from the following:			5
COMP	201	Introduction to Computing or	
COMP/COIS	210	Principles of Computer Programming I	
			<hr/>
			25
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
C. ECON	201	Principles of Economics I	5
D. ECON	202	Principles of Economics II	5
			<hr/>
			22
OTHER PROGRAM REQUIREMENTS			
¹ AVMT	221	General Maintenance Applications	5
¹ AVMT	223	Airframe Structures Applications	5
¹ AVMT	225	Airframe Systems & Component Applications	5
¹ AVMT	227	A&P Electrical & Electronic Applications	5
¹ AVMT	222	Powerplant Theory Applications	5
¹ AVMT	224	Propulsion Systems & Applications	5
			<hr/>
			30
Total			<hr/> <hr/>
			97

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

Note: Students must complete Regents' Testing program requirement. (See pages 40-41 in this catalog.)

DEPARTMENT OF ELECTRONICS AND DRAFTING

Advisors: Bladine, 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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I — HUMANITIES			
A. SPCH	101	Introduction to Speech: Speaking and Listening	4
B. ENGL	101	English Composition: Writing and Reading	4
C. PHIL	111	Logic and Critical Thinking	4
			<hr/>
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	151	Introduction to General Physics I	5
			<hr/>
			10
AREA III — SOCIAL SCIENCES			
A. POLI	150	The American Political System	4
B. HIST	260	Perspectives on American History	4
			<hr/>
			8
OTHER PROGRAM REQUIREMENTS			
A. Level I			
¹ ATDD	101	Engineering Drawing I	5
¹ ATDD	102	Technical Illustrations	5
¹ ATDD	110	Descriptive Geometry	5
¹ ATDD	115	Precision Sheet Metal Drawing	3
¹ ATDD	201	Computer-Aided Drafting	5
BSAD	201	Introduction to Business Information Systems	5
			<hr/>
			28

(continued on next page)

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

ARCHITECTURAL DESIGN TECHNOLOGY (continued from previous page)

B. Level 2			
¹ ATAD	201	Architectural Drafting I	5
¹ ATAD	202	Architectural Drafting II	5
¹ ATAD	203	Surveying	5
¹ ATAD	204	Construction Estimating	3
¹ ATAD	215	Architectural Rendering	5
¹ ATAD	222	Occupational Internship and/or Cooperative Educational Experience	
		or	
¹ ATAD	233	Selected Topics and Problems	5
			28
C. ADDITIONAL REQUIREMENTS			
¹ MATH	107	Applied Trigonometry	
		or	
MATH	130	Precalculus	5
Related electives selected with consent of program advisor.			5
			10
Total			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
AREA I — HUMANITIES			
A. SPCH	101	Introduction to Speech: Speaking and Listening	4
B. ENGL	101	English Composition: Writing and Reading	4
C. PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	151	Introduction to General Physics I	5
			10
AREA III — SOCIAL SCIENCES			
A. POLI	150	The American Political System	4
B. HIST	260	Perspectives on American History	4
			8

(continued on next page)

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MECHANICAL DRAFTING TECHNOLOGY (continued from previous page)

OTHER PROGRAM REQUIREMENTS

A. Level I			
¹ ATDD	101	Engineering Drawing I	5
¹ ATDD	102	Technical Illustrations	5
¹ ATDD	110	Descriptive Geometry	5
¹ ATDD	115	Precision Sheet Metal Drawing	3
¹ ATDD	201	Computer-Aided Drafting	5
BSAD	201	Introduction to Business Information Systems	5
			28
B. Level 2			
¹ ATMD	201	Mechanical Drafting I	5
¹ ATMD	203	Materials and Processes of Industry	5
¹ ATMD	204	Blueprint Reading	3
¹ ATMD	210	Mechanical Design II	5
¹ ATMD	215	Presentation Drawings	5
¹ ATMD	222	Occupational Internship and/or Cooperative Educational Experience	
		or	
¹ ATMD	233	Selected Topics and Problems	5
			28
C. ADDITIONAL REQUIREMENTS			
¹ MATH	107	Applied Trigonometry	
		or	
MATH	130	Precalculus	5
Related electives selected with consent of program advisor.			5
			10
Total			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
AREA I — HUMANITIES			
A. ENGL	101	English Composition: Writing and Reading	4
B. SPCH	101	Introduction to Speech: Speaking and Listening	4
C. PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	151	Introduction to General Physics I	5
			10

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¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

AVIONICS TECHNOLOGY (continued from previous page)

AREA III — SOCIAL SCIENCES

A.	¹ CITZ	101	Citizenship	2
B.	*HIST	150	Perspectives on World History	4
				6

*Or any elective course from the approved curriculum of at least 4 credit hours.

OTHER PROGRAM REQUIREMENTS

A. Core Area				
¹ ATEL	101	DC Circuit Analysis	5	
¹ ATEL	103	AC Circuit Analysis	5	
¹ ATEL	104	Active Devices	5	
¹ ATEL	106	Linear Devices	5	
¹ ATEL	107	Digital Electronics	5	
¹ ATEL	108	Microprocessors	5	
¹ ATEL	120	Applied Technical Mathematics	5	
				35
B. Specialty Area				
¹ ATAV	210	Aircraft Systems	5	
¹ ATAV	220	Navigation Systems	5	
¹ ATAV	230	Air/Ground Systems	5	
¹ ATTC	210	Receivers and Transmitters	5	
¹ ATCO	226	Data Communications	5	
				25
C. ADDITIONAL REQUIREMENTS				
Five hours of elective technical courses selected with consent of advisor.				
				5
				5
				65
				93
Total				

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
AREA I — HUMANITIES			
A.	ENGL	101	English Composition: Writing and Reading
B.	SPCH	101	Introduction to Speech: Speaking and Listening
C.	PHIL	111	Logic and Critical Thinking
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A.	MATH	115	College Algebra
B.	PHYS	151	Introduction to General Physics I
			10
AREA III — SOCIAL SCIENCES			
A.	¹ CITZ	101	Citizenship
B.	*HIST	150	Perspectives on World History
			6

*Or any elective course from the approved core curriculum of at least 4 credit hours.

OTHER PROGRAM REQUIREMENTS

A. Core Area				
¹ ATEL	101	DC Circuit Analysis	5	
¹ ATEL	103	AC Circuit Analysis	5	
¹ ATEL	104	Active Devices	5	
¹ ATEL	106	Linear Devices	5	
¹ ATEL	107	Digital Electronics	5	
¹ ATEL	108	Microprocessors	5	
¹ ATEL	120	Applied Technical Mathematics	5	
				35
B. Specialty Area — Select 30 hours from the following, with the consent of advisor.				
¹ ATCO	208	Advanced Microprocessor Interfacing	5	
¹ ATCO	221	Introduction to Computers	5	
¹ ATCO	222	Occupational Internship and/or Cooperative Educational Experience	5	
¹ ATCO	224	Computer Peripheral Devices	5	
¹ ATCO	225	Operating Systems Concepts	5	
¹ ATCO	226	Data Communications	5	
¹ ATCO	228	Troubleshooting Techniques and Customer Relations	5	
¹ ATCO	233	Selected Topics and Problems	5	
			30	
Total			93	

*Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

*Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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>
AREA I — HUMANITIES			
A. ENGL	101	English Composition: Writing and Reading	4
B. SPCH	101	Introduction to Speech: Speaking and Listening	4
C. PHIL	111	Logic and Critical Thinking	4
			<hr/> 12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	151	Introduction to General Physics I	5
			<hr/> 10
AREA III — SOCIAL SCIENCES			
A. ¹ CITZ	101	Citizenship	2
B. *HIST	150	Perspectives on World History	4
			<hr/> 6

*Or any elective course from the approved core curriculum of at least 4 credit hours.

OTHER PROGRAM REQUIREMENTS

A. Core Area			
¹ ATEL	101	DC Circuit Analysis	5
¹ ATEL	103	AC Circuit Analysis	5
¹ ATEL	104	Active Devices	5
¹ ATEL	106	Linear Devices	5
¹ ATEL	107	Digital Electronics	5
¹ ATEL	108	Microprocessors	5
¹ ATEL	120	Applied Technical Mathematics	5
			<hr/> 35
B. Specialty Area			
¹ ATEM	231	Industrial Electronics	5
¹ ATEM	235	Mechanics	5
¹ ATEM	237	Hydraulics/Pneumatics	5
¹ ATEM	239	Robotics	5
¹ ATEM	251	Rotating Machines and Controls	5
			<hr/> 25
C. ADDITIONAL REQUIREMENTS			
Five hours of elective technical courses selected with consent of program advisor.			5
			<hr/> 5
		Total	<hr/> <hr/> 93

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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>
AREA I — HUMANITIES			
A. ENGL	101	English Composition: Writing and Reading	4
B. SPCH	101	Introduction to Speech: Speaking and Listening	4
C. PHIL	111	Logic and Critical Thinking	4
			<hr/> 12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	151	Introduction to General Physics I	5
			<hr/> 10
AREA III — SOCIAL SCIENCES			
A. ¹ CITZ	101	Citizenship	2
B. *HIST	150	Perspectives on World History	4
			<hr/> 6

*Or any elective course from the approved core curriculum of at least 4 credit hours.

OTHER PROGRAM REQUIREMENTS

A. Core Area			
¹ ATEL	101	DC Circuit Analysis	5
¹ ATEL	103	AC Circuit Analysis	5
¹ ATEL	104	Active Devices	5
¹ ATEL	106	Linear Devices	5
¹ ATEL	107	Digital Electronics	5
¹ ATEL	108	Microprocessors	5
¹ ATEL	120	Applied Technical Mathematics	5
			<hr/> 35
B. Specialty Area			
¹ ATCO	208	Advanced Microprocessor Interfacing	5
¹ ATCO	221	Introductions to Computers	5
¹ ATCO	226	Data Communications	5
¹ ATTC	210	Receivers and Transmitters	5
¹ ATEM	239	Robotics	5
			<hr/> 25
C. Five hours of elective technical courses selected with the consent of the advisor			
			5
			<hr/> 5
		Total	<hr/> <hr/> 93

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
AREA I — HUMANITIES			
A. ENGL	101	English Composition: Writing and Reading	4
B. SPCH	101	Introduction to Speech: Speaking and Listening	4
C. PHIL	111	Logic and Critical Thinking	4
			12
AREA II — NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	151	Introduction to General Physics	5
			10
AREA III — SOCIAL SCIENCES			
A. CITZ	101	Citizenship	2
B. HIST	150	Perspectives on World History	4
			6

*Or any elective course from the approved core curriculum of at least 4 credit hours.

OTHER PROGRAM REQUIREMENTS

A. Core Area			
¹ ATEL	101	DC Circuit Analysis	5
¹ ATEL	103	AC Circuit Analysis	5
¹ ATEL	104	Active Devices	5
¹ ATEL	106	Linear Devices	5
¹ ATEL	107	Digital Electronics	5
¹ ATEL	108	Microprocessors	5
¹ ATEL	120	Applied Technical Mathematics	5
			35
B. Specialty Area - Select 30 hours from the following, with consent of advisor.			
¹ ATCO	208	Advanced Microprocessor Interfacing	5
¹ ATCO	221	Introduction to Computers	5
¹ ATCO	226	Data Communications	5
¹ ATTC	210	Receivers and Transmitters	5
¹ ATTC	212	Specialized Communication Systems and Techniques	5
¹ ATTC	215	Telephone Systems	5
¹ ATTC	220	FCC Rules and Regulations	5
¹ ATEM	239	Robotics	5
¹ ATEL	222	Occupational Internship and/or Cooperative Education Experience	5
¹ ATEL	233	Selected Topics and Problems	5
			30
Total			93

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
Program Requirements			
¹ OADT	100	Business English	5
¹ ATEL	120	Applied Technical Mathematics	5
¹ ATEP	101	Residential Wiring	5
¹ ATEP	102	National Electrical Code	5
¹ ATEP	103	Industrial Wiring	5
¹ ATEP	110	Electrical Applications	5
¹ ATEP	201	Power Distribution	5
¹ ATEM	251	Rotating Machines and Controls	5
¹ ATEP	202	Process/Industrial Controls	5
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.

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Quarter Credit Hours</i>
Program Requirements			
¹ OADT	120	Business English	5
¹ ATEL	101	DC Circuit Analysis	5
¹ ATEL	103	AC Circuit Analysis	5
¹ ATEL	104	Active Devices and Applications	5
¹ ATEL	106	Linear Devices and Applications	5
¹ ATEL	107	Introduction to Digital Circuits	5
¹ ATEL	108	Microprocessors	5
¹ ATEL	120	Applied Technical Mathematics	5
¹ ATCO	221	Introductions to Computers	5
Total			45

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

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 other 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 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 II and Area IV courses. The specific requirements for Areas I and III can be located in the Core Curriculum requirements on pages 38-39.

Course	Number	Title	Quarter Credit Hours
AREA II - NATURAL SCIENCES AND MATHEMATICS			
A.	Choose <i>one</i> of the following:		5
	*MATH 130	Precalculus	
	MATH 151	Calculus and Analytic Geometry	
B.	PHYS 151 and 152	Introductory General Physics I and II	10
C.	Choose <i>one</i> of the following:		5
	BIOL 111	Principles of Biology	
	BIOL 131	Introduction to Biology I	
		Total	<hr/> <hr/> 20

*MATH 115 is considered a preliminary course to MATH 130.

AREA IV — OTHER PROGRAM REQUIREMENTS

A.	Choose from the following:		5-10
A.	MATH 151, 152	Calculus and Analytic Geometry	5-10
B.	CHEM 151	Principles of Chemistry	5
C.	Choose from the following:		10-15
	COMP 210	Principles of Computer Programming	
	¹ ATDD 101	Engineering Drawing	
	¹ ENGL 103	Technical Writing	
D.	Choose from the following:		5-10
	PHYS 153	Introductory General Physics	
	MATH 231	Introductory Statistics	
		Total	<hr/> <hr/> 30

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

LIBRARY

Clayton State College's Library, built in 1979, is a modern, two-story building of 56,000 square feet. Most of the library's services and collections are housed on the upper level, with the lower level of the building containing the College's Learning Support Center, the Department of Developmental Studies, and the Print Shop.

The library has a reference and circulating print collection of nearly 68,000 volumes, all of which can be accessed through the card catalog. In addition, the library subscribes to more than 500 periodicals, back issues of which are retained in bound volumes or on microfilm. Five microfilm reader/printers and one microfiche reader/printer are available for scanning and copying the 10,000 microforms housed in the library. Reserve materials and audio-visual software are checked out from the circulation desk; the library owns more than 25,000 pieces of audio-visual software, including slides, videotapes, audiotapes, and filmstrips.

The library seats 450 persons at tables and study carrels, and specially adapted carrels have been designed for audio-visual playback. Other library facilities available to students include typewriters, photocopiers, and cassette duplicators for non-copyrighted audiotapes.

The Media Services division, located on the lower level of the library, supports the College's academic and community services programs by providing audio-visual equipment and graphic design for instructional use. Special features of Media Services include computer-generated graphics and video teleconferencing. Services are available to Clayton State College's faculty, staff, and students.

The library is open 79 hours per week with librarians, media specialists, and well-trained support staff available to assist students in using library materials and equipment. Library orientation classes are designed and conducted for those instructors requesting them, and special sessions can be created for students needing individual attention. Through the OCLC/SOLINET network, the library has access to the book and periodical holdings of more than 10,000 academic and public libraries. A well-developed interlibrary loan program enables students, faculty, and staff to borrow books and copies of articles not available at the Clayton State College Library.

In 1988 the library began offering on-line computer searches through DIALOG. This fee-based service enables the library to scan and selectively print citations from millions of records included in over 380 databases. In addition, the library subscribes to two CD-ROM databases, *Periodical Abstracts OnDisc*, and *Academic Index* that allow users to identify and print citations from more than 700 academic journals.

A library handbook entitled *Basic Resources* provides additional information on the library and its services. Copies of this handbook are available at the library's circulation and reference desks.

LEARNING SUPPORT CENTER

Located on the lower level of the Library building, Clayton State College's Learning Support Center (LSC) offers academic assistance from faculty, staff, and tutors as well as from print and multimedia materials and equipment.

In the Learning Support Center, students can address their individual needs in a variety of ways. They can receive individualized instruction from college faculty in writing, reading, speaking, listening, and critical thinking and in preparing for the Regents' Testing Program. In addition to traditional print materials, students have access to resources such as audiovisual equipment, video playback units, and computers. Regardless of the medium, students are always active participants in the learning process—solving problems, answering questions, and developing skills. To ensure effective learning, the Learning Support Center evaluates the student's progress while he or she is involved with these programs.

The Learning Support Center has materials in multimedia formats for each of the following areas:

- basic mathematics and algebra (including mathematics practice sheets with solutions),
- reading,
- English,
- rhetoric and thinking,
- Regents' Test preparation, and
- a variety of study skills such as a learning system for studying in the content areas in science, mathematics, social sciences, and business.

The LSC also includes four individual videotaping facilities with cameras and recording equipment for use by students both individually and in groups. Students enrolled in speech, language, and orientation courses and those practicing interviewing techniques and other skills may use these facilities.

In addition to providing these academically related services, the Learning Support

(continued on next page)

LEARNING SUPPORT CENTER (continued from previous page)

Center contains the Assessment Center, which provides a wide range of testing services, including the following:

- all college placement testing for entering students,
- some course outcomes assessments such as that of the American Institute of Certified Public Accountants (AICPA),
- the Georgia College Placement Examinations (CPE) in English, reading, and mathematics,
- the exit assessments for Developmental Studies courses in English, reading, and mathematics,
- the College Level Examination Program (CLEP), and
- a variety of standardized tests for diagnostic/prescriptive purposes such as the Stanford Diagnostic Test series, the California Achievement Test series, and several types of learning-style inventories.

Students enrolled at Clayton State College may use the Learning Support Center at no charge. Members of the community not enrolled in the college may use the facilities for a modest fee through an enrollment procedure with the Office of Community Services. Local high school students are welcome to use the LSC's computer facilities without charge on a space-available basis.

The Learning Support Center is open 63 hours a week: from 8:00 a.m. to 9:30 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday.

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)

A continuation of financial accounting emphasizing the corporate form of business. Introduction of managerial accounting topics with analysis including 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.

See Page 130 for an explanation of digits following course titles.

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 continuation of ACCT 352 emphasizing current financial reporting topics encountered in practice. Special areas include accounting changes, prior period adjustments, financial reporting for changing prices, international accounting, business combinations, and disclosures accompanying financial statements. Practice applications with integrated financial, managerial, and income tax accounting cases are used requiring accounting concepts students should understand at the senior level.
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)

This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental nonprofit organizations such as hospitals and universities. Accounting Information Systems concepts and auditing of these organizations are also included.
Prerequisites: ACCT 352 or consent of Department Head.

ACCT 450 — Income Taxation I (5-0-5)

Internal Revenue Code and Treasury Regulations as applied to individual and business income, deductions, credits, and exclusions.
Prerequisites: ACCT 351 and Junior Standing.

ACCT 451 — Income Taxation II (5-0-5)

The Internal Revenue Code and Treasury Regulations as applied to corporations, partnerships, estates, and trusts.
Prerequisites: ACCT 450 and Junior Standing.

ARCHITECTURAL DESIGN TECHNOLOGY

¹ATAD 201 — Architectural Drafting I (2-8-5)

Fundamentals of architectural drafting including reading blueprints; interpreting symbols and terminology; building materials; plot plans; floor plans; elevations; detail in frame and masonry construction; building codes; and site locations. Each student prepares a complete set of working drawings for a residential project.
Prerequisites: ATDD 101 and ATDD 110 or permission of instructor.

¹ATAD 202 — Architectural Drafting II (2-8-5)

The second course in Architectural Drafting with emphasis on structural steel and reinforced concrete construction in commercial and industrial applications. Each student prepares a detailed set of working drawings for a commercial building.
Prerequisite: ATAD 201 or permission of instructor.

¹Career courses generally do not fulfill requirements of baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

¹ATAD 203 — Surveying (2-8-5)

This course is designed to familiarize the student with surveying terminology; methods and equipment used to make basic surveying measurements; contours and elevations. Proper use of transit, level, tape and other instruments used in surveying is emphasized.
Prerequisite: MATH 115 or permission of instructor.

¹ATAD 204 — Construction Estimating (3-0-3)

Introduction to construction estimating using complete plans and specifications to develop material quantities and cost, and familiarization with appropriate tables and guide lists used by estimators.
Prerequisite: ATAD 201, MATH 115, or permission of instructor.

¹ATAD 215 — Architectural Rendering (1-9-5)

A study of various techniques used to produce architectural presentation drawings. Perspective drawings of buildings rendered in pencil, ink, and/or color will be completed.
Prerequisites: ATDD 102, ATAD 202.

¹ATAD 222 — Occupational Internship 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.

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

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

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 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.

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See Page 130 for an explanation of digits following course titles.

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.

ART 231 — History of Art from the Renaissance through Realism (5-0-5)

This is a history and appreciation of the visual arts from the early Renaissance up through the Realist period of the mid-1800's. Aesthetic and historical perspectives will be employed, and critical thinking activities addressed, to enable students to communicate their knowledge of the art periods surveyed.

Prerequisites: ENGL 101 and HUMN 211, or consent of Dean of Arts and Sciences.

ART 232 — History of Art from Impressionism through the Twentieth Century (5-0-5)

This course analyzes the mainstreams of modern art from c.1880 to the present. Aesthetic, historical and contemporary perspectives will be used as a basis for enabling students to communicate their knowledge of the art periods involved.

Prerequisites: ENGL 101 and HUMN 211, or consent of Dean of Arts and Sciences.

AVIATION MAINTENANCE TECHNOLOGY (Part 147)

¹AVMT 101 — Aircraft Maintenance Regulations (2-3-3)

An introduction to mechanics' privileges and limitations, including certification eligibility, procedure and liability as outlined in the Federal Aviation Regulation (FAR) Part 65. Includes a survey of the various maintenance publications; and the process for establishing and maintaining a maintenance records system which meets FAR 91, FAR 43, and FAR Part I requirements.

¹AVMT 102 — Aircraft Basic Science (3-3-4)

The theory and application of physics to aerospace vehicles and their subsystems. Topics include origin and transmission of sound, relationship between temperature and heat; relationships of pressure, temperature and air mass volume; laws of confined gases; Bernoulli's Principle; relationship of air density to temperature and humidity and the effect on aircraft performance. The theory of weight and balance, the weighing process, and the mathematical calculation of net changes.

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See Page 130 for an explanation of digits following course titles.

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

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

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

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

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

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

¹AVMT 201 — Sheet Metal (8-7-10)

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

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

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

¹AVMT 203 — Utility Systems (8-7-10)

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

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

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

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

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

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See Page 130 for an explanation of digits following course titles.

¹AVMT 211 — Turbine Engines (8-7-10)

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

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

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

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

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

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

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

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

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

AVIATION MAINTENANCE TECHNOLOGY (Part 65)

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

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

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

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

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

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

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

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See Page 130 for an explanation of digits following course titles.

- ¹AVMT 224 — Propulsion Systems and Applications (5-0-5)
A comprehensive survey of the principle of operation and function of the lubrication, induction, cooling and exhaust systems; fuel, fuel metering and engine instrument systems; fire protection, ignition and propeller systems.
- ¹AVMT 225 — Airframe Systems and Component Applications (5-0-5)
Aircraft landing gear systems, hydraulic and pneumatic power systems and cabin atmosphere controls are explained; the course continues with aircraft fuel systems, instruments, position and warning systems. The course concludes with ice and rain control and fire protection systems.
- ¹AVMT 227 — A & P Electrical & Electronics Applications (5-0-5)
Topics include basic electricity, both AC and DC theory and circuit analysis; airframe electrical systems to include generation, control, wiring and distribution of electrical power. Semi-conductor fundamentals and digital applications are introduced.

AVIONICS TECHNOLOGY

- ¹ATAV 210 — Aircraft Systems (5-0-5)
An introductory course in avionics focusing on modern aircraft systems such as structures, power plants, fuel systems, hydraulics/pneumatics, and electrical systems. Avionic systems include flight director and autopilot operation. Applicable government regulations and safety procedures will be addressed.
- ¹ATAV 220 — Navigation Systems (4-3-5)
A study of the operation and maintenance of various navigation systems including ADF, VOR, Localizer, Glide Slope, Area NAV, Loran C, and VLF. Testing calibration and troubleshooting will be emphasized.
Prerequisite: ATTC 210.
- ¹ATAV 230 — Air-to-Ground and Related Systems (4-3-5)
A study of the operation and maintenance of DME, transponders, and altitude encoding systems. Testing calibration and troubleshooting using manual and automated test equipment will be emphasized.
Prerequisite: 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.
- ¹ATAV 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

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See Page 130 for an explanation of digits following course titles.

BIOLOGY

- ¹BIOL 102 — Body Structure and Function (5-0-5)
The purpose of this course is to help the student understand the normal structure and function of the body and its individual components.
- BIOL 111 — Principles of Biology (4-3-5)
Topics typically included are 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)
Topics typically included are plant and animal tissues and organ-systems, ecology, evolution, and special interest topics.
Prerequisite: BIOL 111.
- BIOL 131 — Introduction to Biology I (4-3-5)
A survey of natural science concepts which focuses on scientific process as it applies to the content of the biological sciences. The topics typically included are basic and biological chemistry, cellular organization and function, cell division, basic statistics, Mendelian genetics, and development of plants and animals.
- BIOL 132 — Introduction to Biology II (4-3-5)
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 typically included are bioenergetics, cellular physiology, organ-system physiology, biotechnology, immunobiology, and molecular genetics.
Prerequisite: BIOL 131, CHEM 131.
- BIOL 151 — Human Anatomy and Physiology (4-3-5)
A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: This course does 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 CHEM 121.
- BIOL 152 — Human Anatomy and Physiology (4-3-5)
A continuation of Biology 151 which typically includes study of control systems of the body, maintenance systems, and continuity.
Prerequisite: 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 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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See Page 130 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 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 (1 to 5 hours)

Special advanced work not offered in the regular courses. A research paper is required.

Prerequisites: Approval of faculty advisor and Senior Standing.

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

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.

See Page 130 for an explanation of digits following course titles.

BUSINESS MANAGEMENT

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.

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.

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.

CAREER PLANNING

ATCP 100 — Career Planning (2-0-2)

Provides opportunity to develop career decision making skills through exploration of the processes of self-assessment, research, planning, and marketing.

CHEMISTRY

CHEM 111 — General Chemistry I (4-2-5)

A lecture-laboratory course covering the basic principles of chemistry useful to students in the health sciences.

CHEM 112 — General Chemistry II (4-2-5)

A continuation of CHEM 111 which focuses on topics in organic and biochemistry.

Prerequisite: CHEM 111.

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.

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See Page 130 for an explanation of digits following course titles.

CHEM 131 — Introduction to Chemistry (4-3-5)

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 131, ENGL 101, MATH 115, PHIL 111.

CHEM 151 — Principles of Chemistry I (4-3-5 each course)

A study of the fundamental principles of chemistry, including the traditional concepts of general chemistry. Intended primarily for science majors or others who will take additional science courses.

Prerequisite: High school chemistry or consent of instructor.

Prerequisite or corequisite: MATH 115.

CHEM 152 — Principles of Chemistry II (4-3-5)

A continuation of CHEM 151 which typically focuses on thermodynamics, equilibrium, and kinetics.

Prerequisite: CHEM 151.

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 — Organic Chemistry I (4-3-5)

A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation, and reactions utilizing modern theories of electronic structure and reaction mechanisms.

Prerequisite: CHEM 152 or consent of instructor.

CHEM 252 — Organic Chemistry II (4-3-5)

A continuation of CHEM 251 which focuses on functional groups and their reactions.

Prerequisite: CHEM 251 or consent of instructor.

CITIZENSHIP

¹CITZ 101 — Citizenship (2-0-2)

Instruction in the essentials of United States and Georgia history and Constitutions. (Satisfies the legislative requirement for the study of United States and Georgia Constitution and history for students in the A.S.N., A.S.D.H., and specified A.A.S. programs.)

COMMUNICATION

²COMM 098 — Developmental Seminar (2-0-2)

See Page 147.

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²*Credit received in Developmental Studies courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions.*

See Page 130 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 115 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 — Advanced Business Problem Solving in COBOL (5-0-5)

Typical business application computer problems are solved using advanced COBOL features. Emphasis is placed on mainframe operating system and editor interface. On-line retrieval, file maintenance, advanced file handling techniques, and defensive coding are discussed.

Prerequisites: COIS 301 and Junior Standing.

COIS 401 — Introduction to Data Structures and Algorithms (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/COMP 210, COIS 302, 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 — Computer Architecture, Hardware and Operating Systems (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 — Contemporary Computer Concepts (5-0-5)

Contemporary computer applications designed as a capstone course for the COIS program. It provides the opportunity for the student to examine areas of high-level computer usage not otherwise covered in the COIS program. Subject material and the nature of the course will vary to suit the needs of the student and is contingent upon available resources. Typical topics might include advanced database management, expert systems, artificial intelligence graphics, etc.

Prerequisites: Completion of three 400-level COIS courses.

See Page 130 for an explanation of digits following course titles.

- COIS 406 — Management Information Systems and Organization (5-0-5)
An analysis of how the computer can be used to provide managerial decision-making information throughout the organization. Management of information as an organization resource and the interface of the computer organization to the organization as a whole is discussed.
Prerequisites: Senior 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.

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 115 or higher.
- COMP 211 — File Processing (4-2-5)
An introduction to information processing emphasizing file processing, utilizing the COBOL language.
Prerequisite: COMP 210/COIS 210 or consent of instructor.
- COMP 220 — Principles of Computer Programming II (4-2-5)
Continuation of the study of programming style, expression, and documentation using Pascal programming language. An introduction to data structures and the syntax of Pascal language features such as pointers and dynamic memory allocation.
Prerequisite: COMP 210/COIS 210.

COMPUTER SERVICE TECHNOLOGY

- ¹ATCO 208 — Advanced Microprocessor Interfacing (4-3-5)
A study of the fundamental theory of operation of the hardware components in a computer system. Included is a study of the processor and its associated memory and input/output interfacing components. Emphasis will be on the functional aspects and interrelationship of these devices.
Prerequisite: ATEL 108.
- ¹ATCO 221 — Introduction to Computers (4-3-5)
An introduction for electronic majors to the hardware and software systems of a computer, including a history of data processing systems, terminology applications, and equipment.
Prerequisite: ATEL 101.

See Page 130 for an explanation of digits following course titles.

- ¹ATCO 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.
- ¹ATCO 224 — Computer Peripheral Devices (4-3-5)
A study of the fundamental theory of operation of the peripheral devices found in a typical computer system. Emphasis will be on the functional characteristics of each device and its corresponding relationship to the system as a whole.
Prerequisite: ATEL 108, ATCO 221.
- ¹ATCO 225 — Operating Systems Concepts (4-3-5)
A study of the principles and concepts of current systems software technology. The course emphasizes the relationship between hardware and software and their effects on each other. The fundamental features of various programming languages are introduced with special emphasis on BASIC (Beginners All-Purpose Symbolic Instruction Code).
Prerequisite: ATCO 221.
- ¹ATCO 226 — Data Communications (4-3-5)
A study of data communications and terminology. Special emphasis is placed on networking, protocols, and modems.
Prerequisite: ATEL 108.
- ¹ATCO 228 — Troubleshooting Techniques and Customer Relations (3-6-5)
Students will develop, utilize, and document the processes involved in defining symptoms, problems, and solutions. Troubleshooting techniques will stress modular replacement and will include methods to define problems to the Optimum Replacement Unit (ORU). Special emphasis will be placed on the art of good customer relations in the business environment.
Prerequisite: ATCO 208, ATCO 224.
- ¹ATCO 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

DATA PROCESSING

- ¹ATDP 102 — BASIC With Applications (4-3-5)
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: BSAD 201.
- ¹ATDP 203 — RPG Programming (4-3-5)
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: BSAD 201.

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See Page 130 for an explanation of digits following course titles.

¹ATDP 204 — COBOL Programming I (4-3-5)

This course is an introduction to COBOL (Common Business Oriented Language). It permits a programmer to instruct computers in English. The rules and language are taught, and various business problems are solved on the computer.

Prerequisite: BSAD 201.

¹ATDP 206 — Systems Analysis and Design (4-3-5)

The student will study the fundamentals of systems design and development. Practical applications are stressed. A system is developed through its evolution of (1) analysis of present information flow, (2) system specifications and equipment requirements, and (3) implementation of the system.

Prerequisites: BSAD 201, ATDP 204, ATDP 210.

¹ATDP 207 — COBOL Programming II (4-3-5)

A continuation of ATDP 204, COBOL Programming I. This course introduces more advanced COBOL features. These advanced features are taught through the technique of applying them to solve typical business problems.

Prerequisites: BSAD 201, ATDP 204.

¹ATDP 208 — Systems Software (5-0-5)

Offers a practical view of systems software. The student is exposed to computer operating systems concepts, job control language, telecommunication distributed processing, and database management systems. Interaction of various software with the hardware to provide systems functions and support in the program development environment is covered. Concepts are examined from systems commonly used in industry.

Prerequisites: BSAD 201, ATDP 204.

¹ATDP 210 — Data Structures (4-3-5)

Introduces students to data structures. Emphasis is on understanding and manipulation of standard data structures and application of these structures in file organization, access methods, and data base design. COBOL is used as the primary programming language and BASIC as a supplement for illustration and laboratory work.

Prerequisites: BSAD 201, ATDP 102, or ATDP 207, or ATDP 209.

¹ATDP 212—Advanced Micro Computer Applications (4-3-5)

This course gives the student more advanced experience with database, spreadsheet and micro computing software. Included in the course are data base programming techniques and advanced spreadsheet functions and macros.

Prerequisite: BSAD 201 or consent of instructor.

¹ATDP 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.

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

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

Prerequisites: Technology major and permission of program advisor.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

DENTAL HYGIENE

¹DHYG 101 — Embryology, Oral Histology, and Dental Morphology (3-2-5)

A developmental study of the oral cavity covering the embryonic growth and development of the oral cavity; histology of the teeth, the calcification, eruption, morphology, and function of the human dentition and supporting structures. Emphasis is given throughout to those areas of particular interest to the dental hygienist.

¹DHYG 102 — Head and Neck Anatomy (3-0-3)

Study of the head and neck anatomy with emphasis on applications to dental hygiene practice.

Prerequisite: BIOL 151, DHYG 101.

¹DHYG 103 — Orientation to Dental Hygiene (1-0-1)

An introduction to the profession of dental hygiene including such topics as ethics, jurisprudence, health history, medical diseases, and vital signs. The introduction to clinical practice focuses on techniques needed for sterilization/disinfection procedures and patient/operator positioning.

¹DHYG 104 — Pre-Clinical Dental Hygiene (2-6-4)

A comprehensive study of oral prophylaxis procedures, including the removal of hard and soft deposits, patient education, treatment planning and infection control. Clinic sessions will be utilized for orientation to the instruments, procedures, and materials used in the practice of dental hygiene.

Prerequisite: DHYG 103.

¹DHYG 105 — Clinical Dental Hygiene I (2-6-4)

A continuation of Dental Hygiene 104. Emphasized are oral prophylaxis techniques, the handling of medical and dental emergencies, the care and maintenance of dental instruments, equipment, supplies, and dental records, including oral evaluation indices. Methods and materials used in individual patient education will be presented. Clinical practice will emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning.

Prerequisite: DHYG 104.

¹DHYG 106 — General Pathology, Oral Pathology, and Oral Medicine (3-0-3)

The principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth by the hygienist is emphasized.

Prerequisite: BIOL 152, DHYG 102.

¹DHYG 107 — Periodontics (3-0-3)

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

Prerequisite: BIOL 250.

Corequisite: DHYG 201.

¹DHYG 108 — Dental Materials (2-3-3)

A series of lectures and demonstrations designed to acquaint the student with dental materials commonly used in the dental office and laboratory. Laboratory time will be used to practice the manipulation of selected materials.

Prerequisite: DHYG 107.

¹DHYG 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.

Prerequisite: DHYG 102.

Corequisite: DHYG 106.

¹Career 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 130 for an explanation of digits following course titles.

¹DHYG 110 — Fundamentals of Nutrition (5-0-5)

A survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutritional status. The relationships of nutrition to the practice of dental hygiene are emphasized.

Prerequisite: DHYG 107.

¹DHYG 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.

Prerequisite: DHYG 106.

¹DHYG 202 — Clinical Dental Hygiene II (2-12-6)

A continuation of DHYG 105. Emphasis will be placed on improving clinical skills in dental prophylaxis, instrument sharpening, radiographic technique and dental hygiene treatment planning coordinated with chairside dental health instruction. Advanced procedures will be introduced and clinical experiences enhanced through participation in externships.

Prerequisite: DHYG 105.

¹DHYG 203 — Clinical Dental Hygiene III (2-15-7)

A continuation of DHYG 202. Lecture time will cover management of patients with special problems, discussion and evaluation of situations encountered in clinical environment, and an overview of the various specialities in dentistry. Advanced dental hygiene techniques will be refined, and clinical proficiency in all areas of applied dental hygiene will be emphasized in the clinic and enhanced through participation in externships.

Prerequisite: DHYG 202.

¹DHYG 204 — Clinical Dental Hygiene IV (2-15-7)

A continuation of DHYG 203. Lecture time will cover laws governing dental hygiene practice, career options, the preparation of resumes, interviewing skills, office procedures, and the team concept of dentistry. 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.

¹DHYG 205 — Dental Health Education (2-0-2)

A study of content essential to familiarize the student with the methods and materials used in dental health education. Emphasis is placed on acquiring the communication skills necessary to manage, counsel, motivate and provide oral health instruction for total patient care.

Prerequisite: DHYG 107.

¹DHYG 211 — Community Dental Health I (3-0-3)

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. Each student will be required to design and present a table clinic.

Prerequisite: PHED 101, DHYG 205.

¹DHYG 212 — Community Dental Health II (1-3-2)

A continuation of DHYG 211. Further study of the theory and practice of community dentistry and public health; employs directed field experience using current methods related to community dental health problems. Each student will be required to design and implement lesson plans and appropriate visual aids to be used in dental health education for school children and adult groups.

Prerequisite: DHYG 211.

¹*Career courses which may not fulfill requirements for the baccalaureate degree in dental hygiene offered by the Medical College of Georgia. Students should consult with the Director of the Department of Dental Hygiene at the Medical College of Georgia.*

See Page 130 for an explanation of digits following course titles.

DEVELOPMENTAL STUDIES COURSES

¹COMM 098 — Developmental Seminar (2-0-2)

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

¹ENGL 080 — Regents' Essay Remediation (1-0-1)

A course to assist students who have accumulated between 45 and 74 quarter credit hours and are required to remediate the Essay portion of the Regents's Test. Work will be individualized to meet a student's specific needs in writing skills.

¹ENGL 088 — Regents' Test Writing Preparation (3-0-3)

A course to assist students who have accumulated 75 or more quarter credit hours and who must take the Regents' Test in writing. Work will be individualized to meet a student's specific needs in writing.

¹ENGL 099 — Developmental Communication (5-0-5)

A course in written communication. Students will study English grammar and usage and essay organization and development.

¹MATH 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.

¹MATH 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.

¹MATH 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.

¹READ 080 — Regents' Reading Remediation Workshop (0-2-1)

A course to assist students who have accumulated between 45 and 74 quarter credit hours and are required to remediate the Reading portion of the Regents' Test. Work will be individualized to meet a student's specific needs in reading skills.

¹READ 088 — Regents' Test Reading Preparation (5-0-5)

A course to assist students who have accumulated 75 or more quarter credit hours and who must take the Regents' Test in reading. Work will be individualized to address a student's specific needs in reading.

¹READ 095 — Reading Improvement (5-0-5)

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

¹SARS 099 — Study and Research Skills (3-0-3)

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

¹*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.*

See Page 130 for an explanation of digits following course titles.

DRAFTING AND DESIGN TECHNOLOGY

¹ATDD 101 — Engineering Drawing I (2-8-5)

Course includes introduction to drafting equipment, materials, basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections, and conventions, fasteners, dimensioning, and reproduction of drawings.

¹ATDD 102 — Technical Illustrations (2-8-5)

This course deals primarily with translation of orthographic drawings into three dimensional, pictorial representations. Topics include axonometric drawings; perspectives; illustration techniques in shading; rendering; airbrush applications; and freehand sketching.

Prerequisite: ATDD 101 or permission of instructor.

¹ATDD 110 — Descriptive Geometry (2-8-5)

Course includes graphic analysis of problems involving point, line, and plane relationships. Instruction is also provided in successive auxiliary view, revolution, piercing points, surface development and intersections.

Prerequisite: ATDD 101 or permission of instructor.

¹ATDD 115 — Precision Sheet Metal Drawing (1-6-3)

This course deals with layouts and developments of various shapes commonly used in sheet metal. Such topics as bend radii, set-back charts, and precision dimensioning are discussed.

Prerequisites: ATDD 101, ATDD 110, or permission of instructor.

¹ATDD 201 — Computer Aided Drafting (2-8-5)

Computer applications in engineering drafting and design problems. Includes basic and numerical control programming and use of plotter subroutines.

Prerequisites: BSAD 201, ATDD 101, or permission of instructor.

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.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 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 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.

ECON 446/MGMT 446 — 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.

EDUCATION

EDUC 201 — Introduction to Education (4-2-5)

A survey of the development and nature of American education and the teaching profession. Observation experience in schools required.

ELECTRICAL POWER TECHNOLOGY

¹ATEP 101 — Residential Wiring (4-3-5)

An introductory course in common electrical wiring techniques found in single-family dwellings. Special emphasis is given to minimum standards as prescribed by the National Electrical Code, local codes and ordinances, and national testing agencies. Students will interpret working drawings and design appropriate wiring diagrams.

Corequisite: ATEL 120.

¹ATEP 102 — National Electrical Code (5-0-5)

The requirements for a safe installation provided by the National Electrical Code will be the basis for this course. The student will develop a thorough familiarization with the National Electrical Code as each chapter is dealt with in detail and correlated to pertinent sections in all chapters.

Corequisites: ATEL 120.

¹ATEP 103 — Industrial Wiring (4-3-5)

This course provides an examination of the wiring techniques used in a modern industrial setting. Topics covered will include distribution panels, switch panels, sub-panels, motor circuits, non-interruptible power and lighting circuits.

Prerequisite: ATEP 102.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

¹ATEP 110 — Electrical Applications in AC & DC (5-0-5)

An introduction to the basic concepts of electrical theory. Emphasis will be placed on understanding units of measure, Ohm's law, power calculations, series and parallel circuits, and single-phase and three-phase electrical systems.
Corequisite: ATEL 120.

¹ATEP 201 — Power Distribution (5-0-5)

This course provides a study of the principles and procedures for the efficient installation of residential and single and polyphase commercial and industrial power distribution systems. Particular attention will be given to sizing conduit, feeder and junction boxes, grounding systems, over current protection, loading, transformers, and distribution networks.
Prerequisite: ATEP 103.

¹ATEP 202 — Process/Industrial Controls (4-3-5)

A comprehensive introduction to the field of process measurement and industrial control, including automatic and feedback process control, hydraulic, pneumatic and electronic control systems, motors, generators, and motor controls, actuators and valves, control loop adjustment and analysis, and programmable controllers. Emphasis is placed on the monitoring and control of such important process variables as pressure, temperature, humidity, flow, level, density, and analytical parameters.
Prerequisite: ATEP 110 or ATEM 251 or permission of instructor.

ELECTROMECHANICAL TECHNOLOGY

¹ATEM 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.

¹ATEM 231 — Industrial Electronics (4-3-5)

A study of power electronic devices and their circuit application in the industrial environment. Major emphasis is placed on the control of manufacturing equipment through electronic devices and circuitry.
Prerequisite: ATEL 104.

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

A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.

¹ATEM 235 — Mechanics (4-3-5)

A study of the principles and application of force and motion, work energy and power, basic machines and function, as well as circular motion and rotational dynamics.

¹ATEM 237 — Hydraulics/Pneumatics (4-3-5)

A study of the basic concepts of liquids and gases under pressure, their reactions to temperatures and changes in flow, force strain, movement and control devices.
Prerequisite: ATEL 106.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

¹ATEM 239 — Robotics (4-3-5)

An introduction to robotics technology, including fundamentals of robotics, AC and fluidic power, DC power and positioning, microprocessor control and robot programming, data acquisition sensors, data handling and conversion, voice synthesis, interfacing, and the robot in industry.

¹ATEM 251 — Rotating Machines and Controls (4-3-5)

An introduction to the various types of DC and AC motors and generators commonly used in business and industry. Basic motor and electronic control concepts are studied and clarified through laboratory activities. An analysis of three-phase power and appropriate applications are explored.
Prerequisite: ATEL 106 or ATEP 110 or ATEM 231.

ELECTRONICS TECHNOLOGY

¹ATEL 101 — DC Circuit Analysis (4-3-5)

An introductory course in electronics promoting interests through applications of DC circuits. The student is exposed to state-of-the-art lab equipment and various techniques such as soldering and circuit construction. The student will assemble resistive circuits and analyze parameters using Ohm's Law, Kirchoff's Law, Thevenin's and Nortons' Theorems.
Corequisite: ATEL 120.

¹ATEL 102 — Electronic/Electrical Drawing (1-6-3)

This course introduces the student to electronic drafting. The student will investigate and make applications of the drafting techniques used in electronic drafting. The course provides students with the basic concepts and skills in using drafting equipment, mechanical drawings, technical lettering, electronic graphic symbols, block diagrams, and schematic diagrams.

¹ATEL 103 — AC Circuit Analysis (4-3-5)

A study of the fundamentals of AC circuits introducing capacitors, inductors and magnetic circuits in combination with resistance. The student will use vector analysis as the basis for understanding RC, RL, and RCL circuits.
Prerequisite: ATEL 101.

¹ATEL 104 — Active Devices and Applications (4-3-5)

A study of Electronic Devices such as diodes, transistors, FETS, thyristors, and related devices. Applications, circuits configurations, and failure analysis techniques are explored.
Prerequisite: ATEL 103.

¹ATEL 106 — Linear Devices and Applications (4-3-5)

A study of linear devices, amplifiers, power supplies, regulation, active filters, OP-AMPS, digital interface, and linear-integrated circuitry.
Prerequisites: ATEL 104 and ATEL 107 or permission of instructor.

¹ATEL 107 — Introduction to Digital Circuits (4-3-5)

This is a basic course in digital-logic circuits. The course emphasizes logic gates in combination to general, more complex circuits that are found in digital computers. Also included is an introduction to microprocessing with emphasis on large scale integration.
Prerequisite: ATEL 103.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

¹ATEL 108 — Microprocessors (3-6-5)

The fundamental concepts of microprocessors and their applications. Included will be an introduction to software development, memory components, circuit organization, and the basics of interfacing with external devices.

Prerequisites: ATEL 104 and ATEL 107.

¹ATEL 120 — Applied Technical Mathematics (5-0-5)

A study of the essential mathematical concepts associated with electronics and other technical fields. Subject areas include signed numbers, powers of 10, linear equations, right triangle trigonometry, complex numbers and graphing.

Prerequisite: One year of high school algebra or equivalent.

¹ATEL 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.

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

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

Prerequisites: Technology major and permission of program advisor.

ENGLISH

²ENGL 080 — Regents' Essay Remediation (1-0-1)

See Page 147.

²ENGL 088 — Regents' Test Writing Preparation (3-0-3)

See Page 147.

²ENGL 099 — Developmental Communication (5-0-5)

See Page 147.

ENGL 101 — English Composition: Writing and Reading (4-0-4)

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

Prerequisite: Successful entry assessment in writing recommended.

¹ENGL 103 — Technical Writing (5-0-5)

A course designed to develop writing proficiency in technical fields. Emphasis on collecting, organizing, presenting, and analyzing materials applicable to various specialized areas.

ENGL 111 — Communication: The Uses of Language I (5-0-5)

A course in college-level writing and speaking which emphasizes the development of general communication skills through a variety of communication tasks. Readings to assist in the development of these skills will be selected from a variety of subjects.

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.

Prerequisite: ENGL 101/111.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

²Credit received in Developmental Studies courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions.

See Page 130 for an explanation of digits following course titles.

ENGL 201 — Survey of World Literature I (5-0-5)

A survey of World Literature from Homer through the Renaissance.

Prerequisite: ENGL 101/111.

ENGL 202 — Survey of World Literature II (5-0-5)

A survey of World Literature from the Renaissance to the present.

Prerequisite: ENGL 101/111.

ENGL 211 — Survey of English Literature I (5-0-5)

A survey of English Literature from Beowulf to about 1800.

Prerequisite: ENGL 101/111.

ENGL 212 — Survey of English Literature II (5-0-5)

A survey of English Literature from about 1800 to the present.

Prerequisite: ENGL 101/111.

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 101/111.

ENGL 222 — Survey of American Literature II (5-0-5)

A survey of American Literature from the Civil War to the present.

Prerequisite: ENGL 101/111.

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.

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 177.

See Page 130 for an explanation of digits following course titles.

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.

HSCI 455 — Health in Corporate Settings (5-0-5)

Explores the issues of safety and health of employees in organizations. Emphasis is placed on prevention of work-related disease and promotion of wellness. Concepts related to employee assessment and retention, environmental health hazards, prevention of occupational disease, wellness programs, insurance issues, ergonomics and government standards are presented.

Prerequisites: Junior Standing and permission of the instructor. This course is open to non-B.S.N. students.

HSCI 456 — Health Care Finance (5-0-5)

Provides opportunity to explore the current health care environment and examine factors affecting the financing of health care. Current systems of financing health care are discussed. Budgetary concepts, financial management, cost accounting and management under both rate control and competition are presented and analyzed. The differences between goods and service industries are analyzed.

Prerequisites: Junior Standing and permission of the instructor.

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 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 212 — Survey of the Modern World (5-0-5)

A survey of the political, social and cultural development of the modern world with particular emphasis on the twentieth century.

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 — Survey of the Modern United States (5-0-5)

A survey of the political, social and cultural development of the modern United States with particular emphasis on the twentieth century.

See Page 130 for an explanation of digits following course titles.

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 101, HIST 150, PHIL 111.

HIST 280 — Introduction to Local and Georgia History (5-0-5)

An introduction to the study of Georgia history with special emphasis on the use of local historical resources to explain significant trends and events.

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.

HUMANITIES

HUMN 211 — Humanities I: 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 101, PHIL 111.

HUMN 212 — Humanities II: 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: SPCH 101, HUMN 211.

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.

LEARNING ENHANCEMENT ASSISTANCE PROGRAM

LEAP 100 — Learning Enhancement Assistance Program (0-2-1)

Students will be oriented to the Clayton State College General Education Program and will work individually in the Learning Support Center to strengthen their academic backgrounds and to learn strategies for success in all courses. In addition, students will be oriented to Student Services and activities.

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.

See Page 130 for an explanation of digits following course titles.

- MGMT 401 — Personnel Administration (5-0-5)**
The principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 402 — Organizational Behavior (5-0-5)**
Study of the behavioral aspects related to the management of individuals and groups within an organization.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 403 — International Management (5-0-5)**
Survey course introducing students to the considerations involved in the international flow of people, information, funds, and goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in business in other countries.
Prerequisites: MGMT 301 and Junior Standing.
- MGMT 404 — Production/Operation Management (5-0-5)**
An analytical approach to planning, operating, and controlling manufacturing processes; plant location and layout; inventory and quality control; project planning and control.
Prerequisites: BSAD 301 and MGMT 301 and Junior Standing.
- MGMT 405/MKTC 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 Leadership (5-0-5)**
Advanced study of methods of designing organizations, techniques for changing organizations, and the use of systems concepts in studying and evaluating organizations. The effect of leadership style on change, characteristics of effective leadership, dilemmas of leadership, organizational leadership, motivation of people, theories of leadership and leaders' personalities. Study of leadership function in small group setting.
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 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 446/ECON 446 — 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.

See Page 130 for an explanation of digits following course titles.

- 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.

MANAGEMENT AND SUPERVISION

- ¹ATMS 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.
- ¹ATMS 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.
- ¹ATMS 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.
- ¹ATMS 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.
- ¹ATMS 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.
- ¹ATMS 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.
- ¹ATMS 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.
- ¹ATMS 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.

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See Page 130 for an explanation of digits following course titles.

- ¹ATMS 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.
- ¹ATMS 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.
- MKTG 370 — Principles of Transportation (5-0-5)
Development of systems of transportation and analysis of rates and their effects upon commerce and industry. Government regulation of transportation agencies.
Prerequisite: Junior Standing.
- MKTG 401 — Principles of Selling (5-0-5)
Designed to assist the student in preparing for a career in marketing and sales. Topics include consumer behavior, selling techniques, sales effectiveness, and related concepts for selling in a variety of settings.
Prerequisite: MKTG 301.
- MKTG 402 — Sales Management (5-0-5)
Study of environmental variables, role perception, aptitude, motivation, and other factors influencing the sales staff. The course focuses on the sales manager planning and directing activities for achieving desired output and the evaluation of outcomes consistent with the organization's mission.
Prerequisite: MKTG 301.
- MKTG 405/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.

MARKETING/MANAGEMENT TECHNOLOGY

- ¹ATMK 110 — The Nature and Environment of Business (5-0-5)
Emphasizes the traditional facets of business (its environment, organization, and basic business functions) as well as the social and physical climate in which business and industry operate.
- ¹ATMK 120 — Creative Selling (5-0-5)
A study of selling as a career, sales psychology, sales techniques, product analysis, product information, and customer service.
- ¹ATMK 130 — Principles of Retailing (5-0-5)
A study of retail merchandising and operation. The course includes the physical distribution of merchandise, buying procedures, pricing policies, store location, layout, retail advertising, and credit.
- ¹ATMK 140 — Principles of Advertising (5-0-5)
Advertising purposes and procedures, covering primarily the point of view of the advertising manager. Study of proper aspects, copy preparation, layout, and media.

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See Page 130 for an explanation of digits following course titles.

- ¹ATMK 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.
- ¹ATMK 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of program advisor.
- ¹ATMK 240 — Introduction to the Hospitality Industry (4-0-4)
A study of the growth and development of the lodging industry from early inns to modern high-rise and commercial hotels and highway motels. A review of the organization of hotel operations and the opportunities and future trends in the industry is also covered.
Prerequisite: Permission of program advisor.
- ¹ATMK 241 — Food and Beverage Management and Service (4-0-4)
A study of the principles of food production and service management, sanitation, menu planning, purchasing, storage, and beverage management.
Prerequisite: Permission of program advisor.
- ¹ATMK 242 — Human Relations in the Hospitality Industry (4-0-4)
A study of the preparation required for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.
Prerequisite: Permission of program advisor.
- ¹ATMK 243 — Communications in the Hospitality Industry (4-0-4)
A study of the development and implementation of communication skills and group interaction techniques involved in basic interpersonal relationships in the hospitality industry.
Prerequisite: Permission of program advisor.
- ¹ATMK 244 — Training in the Hospitality Industry (4-0-4)
A study of the assessment and analysis of training needs, the systematic design of instruction, the evaluation of training programs, and management of the training function.
Prerequisite: Permission of program advisor.
- ¹ATMK 245 — Convention Management and Service (4-0-4)
A study of the scope and various segments of the convention market, what is required to meet individual needs and, most importantly, identifies methods and techniques that should lead to better service.
Prerequisite: Permission of program advisor.
- ¹ATMK 246 — Front Office Procedures (4-0-4)
A study of the activities and functions performed in today's lodging operations. Offers a comparison of manual, machine assisted, and computer based methods for each front office function.
Prerequisite: Permission of program advisor.
- ¹ATMK 260 — Introduction to the Food Industry (3-0-3)
A comprehensive study of the food industry from past, present, and future. This study will include potential changes in the food industry during the latter stages of the twentieth century.
Prerequisite: Permission of program advisor.

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See Page 130 for an explanation of digits following course titles.

- ¹ATMK 261 — Managing and Training People (3-0-3)
A study of food store operations, designed primarily for managers and management trainees. Innovative management suggestions and tested procedures, along with ideas for incorporating them into action are presented in detail.
Prerequisite: Permission of program advisor.
- ¹ATMK 262 — Front-End Management (3-0-3)
A study of the procedures vital to the one area in the store where customers and clerks always meet. Designed for store-level personnel, supervisors, and management trainees, and presents information as to how their activities relate to the important operations at checkout counters.
Prerequisite: Permission of program advisor.
- ¹ATMK 263 — Customer Relations (2-0-2)
A study of the relationship between consumers and food retailers. Particular emphasis is placed on the value and satisfaction derived from efforts made by store personnel to meet all the needs of all consumers at all times.
Prerequisite: Permission of program advisor.
- ¹ATMK 264 — Meat Management and Operations (2-0-2)
A study of reliable, practical methods for dealing with meat operations by managers at all levels. Beneficial to all store employees in that it helps them become aware of how meat departments relate to the total store operation.
Prerequisite: Permission of program advisor.
- ¹ATMK 265 — Produce Management and Operations (2-0-2)
A study of the history of fresh fruit and vegetable merchandising. A review of the supervisory and organizational skills needed in the department, as well as displaying and merchandising techniques necessary to sell fresh fruit and vegetables.
Prerequisite: Permission of program advisor.
- ¹ATMK 266 — Floral Management and Operations (2-0-2)
A study of the benefits floral crops offer retailers in supermarkets and other mass markets. A review of natural attractiveness of floral displays, high gross margins, and customers who enjoy shopping where flowers can be seen.
Prerequisite: Permission of program advisor.
- ¹ATMK 267 — General Merchandise Management and Operations (2-0-2)
A detailed study of these products in relation to the retail grocery stores of today. Reviews how they are distributed, merchandised, advertised, and promoted. Identifies methods for computing costs, determining advantageous buying routines, and ascertaining profits.
Prerequisite: Permission of program advisor.
- 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.
- ¹ATMK 269 — Food Store Security (3-0-3)
A study of well-tested methods for combating both external and internal thefts that occur in the food distribution segments of the food industry — wholesale and retail. Reviews techniques for preventing these crimes.
Prerequisite: Permission of program advisor.

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See Page 130 for an explanation of digits following course titles.

- ¹ATMK 270 — Retail Management (3-0-3)
A study of the financial factors necessary in profitable merchandising and how to manage security and safety.
Prerequisites: ATMK 130 and MATH 106, 115, or higher.
- ¹ATMK 271 — Visual Merchandising (4-0-4)
A study of visual merchandising and the total image of visual presentation of merchandise. This course includes terminology used in store planning and display. Students develop appropriate display themes, designs, props and signs.
- ¹ATMK 272 — Merchandise Buying (3-0-3)
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.
- ¹ATMK 281 — Marketing Practices and Principles (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.

MATHEMATICS

- ¹MATH 095 — Arithmetic and Beginning Algebra (5-0-5)
See Page 147.
- ¹MATH 097 — Elementary Algebra (5-0-5)
See Page 147.
- ¹MATH 099 — Intermediate Algebra (5-0-5)
See Page 147.
- ¹MATH 106 — Fundamentals of Mathematics (5-0-5)
A study of basic topics in arithmetic, algebra, and geometry and of applications of these topics in a variety of areas including probability and statistics.
Prerequisite: MATH 097 or one year of high school algebra.
- MATH 115 — College Algebra (5-0-5)
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.
Prerequisite: High School Algebra I and II, Geometry, and a suitable score on the mathematics placement test, or MATH 099.

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¹Credit received in Developmental Studies courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions. Students who have had no high school algebra or who have had only one year of high school algebra or who have not taken math for several years may need to take one or more Developmental Studies mathematics courses before enrolling in any math course numbered higher than 100.

See Page 130 for an explanation of digits following course titles.

MATH 122 — Decision Mathematics (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 115.

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 the 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.

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 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 115 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.

See Page 130 for an explanation of digits following course titles.

MECHANICAL DRAFTING TECHNOLOGY

¹ATMD 201 — Mechanical Design I (2-8-5)

Advanced orthographic projection design layout; detailing finishes; shop assemblies; pipe and pipe layout simulating industrial drafting conditions.

Prerequisite: ATDD 110 or permission of instructor.

¹ATMD 203 — Materials and Processes of Industry (5-0-5)

Introduction to manufacturing procedures in industry. Topics include material properties, material classification, machining operations, heat treating, testing, casting and other molding processes.

¹ATMD 204 — Blueprint Reading (3-0-3)

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

Prerequisites: ATDD 101, ATMD 201, or permission of instructor.

¹ATMD 210 — Mechanical Design II (3-6-5)

Design of systems utilizing engineering tables and preparation of working drawings for their construction. Topics include tolerancing, computation of fits, power transmission appliances, coefficients of expansion, stress strain diagrams, and cam design.

Prerequisite: ATMD 201 or permission of instructor.

¹ATMD 215 — Presentation Drawings (1-9-5)

A study of various methods and techniques used for producing illustrations. Such topics as dimetrics, trimetrics, exploded views and highlighting will be examined.

Prerequisites: ATDD 102, ATMD 210.

¹ATMD 222 — Occupational Internship 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.

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

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

Prerequisites: Technology major and permission of program advisor.

MEDICAL LABORATORY TECHNOLOGY

Specialized courses in the medical laboratory technology curriculum are offered at Atlanta Area Technical School. Please refer to the catalog of that institution for descriptions of these courses.

MEDICAL OFFICE ASSISTANT

¹ATMA 100 — Introduction to Health Professions (5-0-5)

An introduction to health professions that includes personal health and hygiene, interpersonal relationships, communication skills, medical terminology, abbreviations, medical law, and ethics.

¹ATMA 110 — Medical Assisting Procedures (3-6-5)

A study of the basic clinical skills needed for successful employment in the physician's office. Areas of emphasis include vital signs, positioning and draping, general examinations, sterilization techniques, medical/surgical asepsis, medical office emergencies, first aid and CPR.

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

- ¹ATMA 115 — Medical Administrative Procedures (3-6-5)
A study of records and record keeping procedures used in the medical office, including appointments, filing, insurance forms, correspondence, financial records, and the pegboard system.
Prerequisites: ATMA 100, OADT 111.
- ¹ATMA 120 — Treatment Modalities (2-3-3)
A study of basic approaches to medical office treatment, including diet therapy, drug therapy, office surgery, and physical therapy.
Prerequisite: ATMA 100.
- ¹ATMA 130 — Laboratory Procedures (2-3-3)
A study of basic diagnostic tests performed in the medical office, including laboratory practice in capillary puncture, venipuncture, hemoglobin, hematocrit, blood typing, urine testing, red and white cell counts, sedimentation rate, electrocardiograms, and x-ray techniques.
Prerequisite: ATMA 110.
- ¹ATMA 140 — Medical/Surgical Problems (5-0-5)
A study of medical/surgical, pediatric, and obstetrical conditions seen in the physician's office, including symptoms, diagnostic tests, and treatments.
Prerequisite: ATMA 100, BIOL 102.
- ¹ATMA 222 — Occupational Internship 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.
- ¹ATMA 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: Technology major and permission of vocational program advisor.

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.
- 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.

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See Page 130 for an explanation of digits following course titles.

- ¹MUSI 130 — Choral Conducting and Rehearsal Technique (4-0-4)
Fundamental of conducting technique (with and without baton) and rehearsal procedures with special attention to choral music. Basic pre-rehearsal preparation such as style analysis and score analysis.
Prerequisites: MUSI 111, 112, and MUSI 100 or consent of the instructor.
- ¹MUSI 140 — Piano Pedagogy (4-2-5)
Current methods and trends used in teaching private piano lessons with special emphasis on keyboard technique and literature for beginners of all ages.
- ¹MUSI 141 — Voice Pedagogy (4-2-5)
The physical and mental processes involved in singing. A survey of vocal methods, art song, and contemporary solo literature.
- ¹MUSI 150 — Beginning Group Instruction in Applied Music (2-0-2)
Group lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
- MUSI 151 — Applied Music (.5-0-1)
Private lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Note: This course does not count for graduation credit from Clayton State College in Area IV of the College Transfer Program in Music.
- MUSI 152 — Applied Music (1-0-1)
Private lesson in voice and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Note: A maximum of three quarter credit hours may be applied toward graduation.
- MUSI 191 — Ensemble (0-3-1)
Choral and instrumental groups for which students may receive credit. May be repeated quarterly. The particular ensemble will be listed as a part of the course title.
MUSI 191A — Choir
MUSI 191B — Chamber Ensemble
MUSI 191F — Band
MUSI 191G — Piano Ensemble
MUSI 191J — Jazz Ensemble
MUSI 191L — Music Theatre
- MUSI 201 — Music Theory (4-0-3)
A study of 18th and 19th century harmonic practices, including chords of the seventh. Writing of some original compositions required. Ear-training, sight-singing, and dictation continuing in two-parts and beginning three-parts. Functional keyboard harmony.
Prerequisite: MUSI 113.
- MUSI 202 — Music Theory (4-0-3)
A study of 18th and 19th century harmonic practice, including chords of the 9th, 11th, 13th and modulation. Writing of original compositions required. Ear-training, sight-singing, and dictation continuing in three-parts. Functional keyboard harmony.
Prerequisite: MUSI 201.
- MUSI 203 — Music Theory (4-0-3)
A study of harmonic practices of the 20th century. Ear-training, sight-singing, and dictation in three-parts and four-parts. Some original compositional writing required. Keyboard harmony exercises.
Prerequisite: MUSI 202.

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See Page 130 for an explanation of digits following course titles.

- MUSI 211 — Music Appreciation (5-0-5)
Study of all types of music through reading and listening to records; for the general student wishing to develop the talent of perceptive listening.
- ¹MUSI 240 — Piano Literature (5-0-5)
A survey of standard piano literature with emphasis in teaching piano lessons.
- ¹MUSI 241 — Choral Techniques and Literature (4-2-5)
Basic conducting and choral techniques. A study of choral history and examination of choral works.
- ¹MUSI 250 — Intermediate Group Instruction in Applied Music (2-0-2)
Group lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Prerequisite: MUSI 150 or equivalent.
- ¹MUSI 251 — Applied Music (.5-0-1)
Continuation of MUSI 151.
Note: This course does not count for graduation credit from Clayton State College in Area IV of the College Transfer Program in Music.
- MUSI 252 — Applied Music (1-0-1)
Continuation of MUSI 152.
Note: May be repeated for credit. A maximum of three quarter credit hours may be applied toward graduation.

NURSING

- ¹NURS 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 111, CHEM 112, and NURS 104.
- ¹NURS 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 111, CHEM 112, and NURS 103.
- ¹NURS 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 corequisites: BIOL 151, BIOL 152, CHEM 112, NURS 103, NURS 104, or consent of instructor.
- ¹NURS 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 111 and 112; ENGL 101 or PSYC 201.
Prerequisite or corequisite: NURS 106.

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See Page 130 for an explanation of digits following course titles.

- ¹NURS 121 — Adult Nursing I (4-12-8)
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: NURS 103 and 104; CHEM 111 and 112.
Corequisites: NURS 106, BIOL 151.
- ¹NURS 122 — Adult Nursing II (4-12-8)
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: NURS 103, 104, 106 and 121; CHEM 111 and 112; and BIOL 151 and 152.
Corequisite: BIOL 250.
- ¹NURS 203 — Nursing Care of the Child-Bearing Family (2-6-4)
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: NURS 103, 104, 106, 121, 122 (or 120); CHEM 111 and 112; and BIOL 151, 152, and 250.
Corequisite: NURS 204.
- ¹NURS 204 — Nursing Care of Children and Families (2-6-4)
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: NURS 103, 104, 106, 121, 122 (or 120); CHEM 111 and 112; and BIOL 151, 152 and 250.
Corequisite: NURS 203.
- ¹NURS 205 — Psychiatric-Mental Health Nursing (2-6-4)
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: NURS 103, 104, 106, 121, 122 (or 120), 203 and 204.
Corequisite: NURS 206.
- ¹NURS 206 — Advanced Medical-Surgical Nursing (2-6-4)
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: NURS 103, 104, 106, 121, 122 (or 120), 203 and 204; PHED 102.
Corequisite: NURS 205.
- ¹NURS 209 — Nursing Care for 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: NURS 103, 104, 106, 121, 122 (or 120), 203, 204, 205 and 206.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 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 inter-personal effectiveness as well as therapeutic techniques. Content includes problem solving, conflict resolution, power strategies, burnout, group dynamics, assertive skills and communication within organizational structures.

Prerequisites: Junior standing and 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 is placed on interviewing skills, normal findings for history and physical exam of each system as well as cultural and sexual variations related to the health assessment process.

Prerequisite: HSCI 320 — Pathophysiology (can be taken concurrently), or permission of the instructor.

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: MATH 231, BSAD 301, or a comparable statistics course.

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

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

Prerequisites: NURS 320 and Senior Standing.

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 is 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 burn-out and allow for personal and professional growth are addressed.

Prerequisite: Senior Standing or permission of the instructor.

See Page 130 for an explanation of digits following courses 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 rehabilitation, multiple system failure, dialysis and organ transplant, care of clients with burns, cancer, cardiac problems, neurological insults, and AIDS. The clinical setting will be chosen to meet the student's individual learning goals. Each student will have a clinical rotation in complex care settings with an emphasis on physiological needs (i.e., critical care) and psychosocial needs (i.e., rehabilitation).

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.

Prerequisites: 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.

Prerequisites: Junior Standing and permission of the instructor. Open to non-BSN students.

NURS 453 — Gerontology (5-0-5)

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.

Prerequisite: Junior Standing or permission of instructor.

NURS 454 — Health Education (5-0-5)

Focuses on the concept of health education in meeting the learning needs of health care providers and health care consumers within various settings. Emphasis will be placed on the process of program development and implementation in the role of the professional nurse. Principles of teaching/learning and instructional strategies will be explored and compared. Techniques for preparation and evaluation of instructional materials will include those needed for both print and non-print materials such as slides, transparencies, computer software and other educational materials. Opportunities to practice teaching strategies also will be provided.

Prerequisites: Junior Standing and 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 approved by the 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.

See Page 130 for an explanation of digits following course titles.

OFFICE ADMINISTRATION AND TECHNOLOGY

¹OADT 100 — Business English (5-0-5)

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

¹OADT 111 — Keyboarding/Typewriting I (1-4-3)

An introductory course for individuals who have had no typewriting or who type less than 30 words per minute. Designed for those who will operate any type of keyboard, including typewriter, computer, or word processor. Simple letters, reports, tabulation. (Not available after student has completed OADT 112.)

¹OADT 112 — Keyboarding/Typewriting II (1-4-3)

Development of speed and accuracy in keyboarding as well as the production of various types of business correspondence, reports, forms, manuscripts, and tabulation.
Prerequisite: OADT 111 or permission of instructor.

¹OADT 113 — Word Processing (3-4-5)

Beginning word processing course on IBM-compatible desktop computers using WordPerfect word processing software. Emphasis on learning word processing functions, improving formatting skills, and learning document production skills.
Prerequisite: OADT 112.

¹OADT 120 — Professional Development (2-0-2)

Students develop business attitudes and traits essential for job success. Topics include professional self-image, business ethics, business and social etiquette, time management, and interpersonal relations. Emphasis on employment process, including resume, job application, and job interview.

¹OADT 151 — Shorthand I (5-0-5)

A study of the principles of symbol or alphabetic shorthand with emphasis on reading and writing shorthand. Dictation of familiar material at a minimum of 60 words per minute for three minutes and transcription with a minimum of 95 percent accuracy.
Prerequisites or corequisites: OADT 100 and OADT 111.

¹OADT 152 — Shorthand II (5-0-5)

Emphasis on dictation of new material. Minimum dictation speed of 80 words per minute for five minutes on new material. Transcription at the typewriter with a minimum of 95 percent accuracy.
Prerequisites: OADT 100 and OADT 151.

¹OADT 153 — Shorthand III (5-0-5)

Dictation of new material and transcription at the typewriter. Dictation of 100-120 words per minute and transcription with a minimum of 95 percent accuracy. Mailable letters.
Prerequisite: OADT 152.

¹OADT 202 — Business Machines Calculation (3-4-5)

Development of skill in operating electronic calculators, with special emphasis on using the touch method for the ten-key pad. Knowledge and application of business mathematics.

¹OADT 203 — Office Management (5-0-5)

Emphasis on management and supervision of employees in the automated office. Topics include selection of employees, compensation and incentive plans, job descriptions and analyses, ergonomics, personnel supervision, and implementation of office systems.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

¹OADT 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 101/111 for non-OADT students.

¹OADT 207 — Office Procedures I (5-0-5)

Office procedures typical of business offices, with emphasis on decision-making, telephone techniques, filing and records management, meeting and travel arrangements, and mail responsibilities.
Prerequisites: OADT 113 and 205.
Corequisite: OADT 208 or OADT 222.

¹OADT 207L — Office Procedures I — Legal (5-0-5)

Office procedures typical of legal offices, with emphasis on legal terminology, decision-making, telephone techniques, filing and records management, meeting and travel arrangements, and mail responsibilities.
Prerequisites: OADT 113 and 205.
Corequisite: OADT 208L or OADT 222.

¹OADT 208 — Office Procedures II(5-0-5)

Students work in simulated office and produce work based on employability standards. Emphasis on production of business documents, work flow, office systems, and setting priorities.
Corequisite: OADT 207.

¹OADT 208L — Office Procedures II - Legal(5-0-5)

Students work in simulated legal office and produce work based on employability standards. Emphasis on production of legal documents, work flow, office systems, and setting priorities.
Corequisite: OADT 207L.

¹OADT 211 — Concepts of Information Systems (4-2-5)

An introduction to concepts of information processing and systems related to today's business office. Topics include information processing terms; development and business use of computers, word processors, and other automated office equipment; careers in the electronic office; records management; and hands-on business use of the microcomputer.
Prerequisite or corequisite: Ability to keyboard.

¹OADT 212 — Word Processing/Transcription (2-6-5)

Intermediate course in word/information processing using WordPerfect software and IBM-compatible desktop computers. Machine transcription skills developed. Emphasis on mastery of word processing functions, productivity, and excellence in document production.
Prerequisite: OADT 113.

¹OADT 213 — Desktop Publishing (2-6-5)

Advanced word processing and desktop publishing functions in which students produce complex documents on IBM-compatible desktop computers. Documents include reports, newsletters, brochures, tables, forms, letters, and memos.
Prerequisite: OADT 212.

¹OADT 214 — Business Computer Software (2-6-5)

A hands-on computer software course on the IBM-PC and PC compatible. Designed for business and office personnel who use prepackaged software on microcomputers. Includes electronic spreadsheets, data base management, word processing, and integrated software.
Prerequisite: Ability to keyboard.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

See Page 130 for an explanation of digits following course titles.

- ¹OADT 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 and approval of program advisor.
Corequisite: OADT 207.
- ¹OADT 233 — Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisite: Permission of program advisor.
- ¹OADT 250 — Automated Accounting I (5-0-5)
Introduction of the basic accounting cycle and emphasis on accounting procedures typical of both retail and service business establishments. Computer applications will be introduced.
- ¹OADT 251 — Automated Accounting II (4-2-5)
Emphasizes accounting procedures typical of partnerships and corporations. Computer applications continued.
Prerequisite: OADT 250.

PHILOSOPHY

- 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.
- 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)
An introduction to the symbolic analysis of arguments. Includes truth-tables, propositional and quantificational logic.
- 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.

¹*Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.*

See Page 130 for an explanation of digits following course titles.

PHYSICAL EDUCATION/HEALTH/RECREATION

(Equipment for all classes will be furnished by the Physical Education Department unless otherwise indicated.)

- PHED 100 — Prescriptive Exercise (1-2-2)
Designed to assist the student in developing an individual fitness program utilizing components of flexibility, muscular strength, cardiovascular endurance, and body composition. The course will also deal with related topics such as nutrition, heart disease, and stress management.
- ¹PHED 101 — Personal Health (2-0-2)
An examination of the physical and mental health problems of man. Emphasis will be placed on emotional problems, drug abuse, alcohol abuse, foods, diet and weight control, reproduction, medical services, and ecology.
- PHED 102 — First Aid and Safety (1-2-2)
General instruction in basic emergency first aid techniques. American Red Cross certification is available to those satisfactorily completing the course.
- ¹PHED 105 — Archery (0-2-1)
Development of proper shooting technique, terminology, shooting etiquette, and tackle selection.
- PHED 110 — Badminton (0-2-1)
Development of the skills of the serve, drive, smash, drop, and clear. Instruction in singles and doubles play, rules, and terminology.
- ¹PHED 120 — Beginning Golf (0-2-1)
Designed to develop effective chipping, putting, and driving skills for the novice golfer. Rules and etiquette of golf are included. The student should wear low-heel shoes. Golf shoes are not required. The College provides clubs and balls. The student is required to play 9 holes of regulation golf during the quarter.
- ¹PHED 125 — Beginning Tennis (0-2-1)
Primary emphasis is on the development of the forehand and backhand ground strokes and serve. Introduction to lob, overhead, and volley. Singles and doubles play included. Emphasis on rules and etiquette of tennis. Students furnish tennis shorts, T-shirt, and smooth-soled tennis shoes. The College provides tennis racquets and tennis balls. Students may use their personal tennis racquets.
- 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.
- ¹PHED 140 — Jogging (0-2-1)
Development of proper jogging technique, endurance and stamina, proper warm-up techniques and knowledge of the physiological and health benefits associated with physical activity.
- ¹PHED 141 — Weight Training (0-2-1)
Development of proper lifting technique. Acquire knowledge of several methods of development of strength and muscular endurance and the physiological principles of weight training.
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- ¹*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 130 for an explanation of digits following course titles.

- PHED 159 — Aerobic Dance (0-2-1)
Designed to develop the knowledge, understanding, and values of aerobic activity through rhythmic movement.
- 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 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 (0-2-1)
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.
- 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.

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 115.
- 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 130 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 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 U.S. and Georgia Constitutions.)
- 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 201 — Introduction to Political Science (5-0-5)
An introduction to concepts and methods appropriate to the understanding and analysis of individual and group political behavior and political systems.
- POLI 211 — Comparative Politics (5-0-5)
Designed to introduce students to key concepts and methods in the study of comparative politics. The course analyzes major Western and non-Western ideologies and political systems in terms of institutions, operation, and historical and environmental factors.

PSYCHOLOGY

- PSYC 201 — Introduction to 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 — Human Growth and Development (5-0-5)
An survey of lifespan development with a primary focus on normal patterns of physical, emotional, cognitive and social development.
- 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: SPCH 101, PHIL 111.
- PSYC 320 — Issues and Methodology in Developmental Psychology (5-0-5)
An examination of the major issues of concern at each stage of development through the lifespan. A special focus will be given to the research evidence bearing on these issues and the methodology used to conduct developmental research.
Prerequisites: PSYC 201 or 212 and Junior Standing or permission of instructor.

See Page 130 for an explanation of digits following course titles.

SOCIAL SCIENCE

SOSC 221 — Introduction to Contemporary Social Problems (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, POLI 150.

SOCIOLOGY

SOCI 105 — Introduction to Sociology (5-0-5)

An introduction to the methodology and basic concepts of sociology with emphasis on those relative to social organization, social institutions and social change.

SOCI 204 — Introduction to the Family (5-0-5)

An in-depth study of the institution of the family including historical development, cross-cultural variations, structure and functions, and an analysis of contemporary forces of change affecting the family and of relations with other institutions.

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 177.

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.

SPEECH

SPCH 101 — Introduction to Speech: Speaking and Listening (4-0-4)

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

SPCH 201 — The Communication Process: Theory and Setting (5-0-5)

A study of the communication process dealing with theory as it relates to setting. Topics to be dealt with include persuasion and its relationship to interpersonal and mass communication and group decision making. The course includes speaking, listening, critical thinking, and contemporary perspective.

Prerequisites: ENGL 101, SPCH 101, PHIL 111.

See Page 130 for an explanation of digits following course titles.

STUDIES ABROAD — INTERNATIONAL INTERCULTURAL STUDIES PROGRAM (IISP)

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 /IISP 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/IISP 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/IISP 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/IISP 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/IISP is a full 15-quarter credit hour course load which is offered only in the summer.

TELECOMMUNICATIONS TECHNOLOGY

¹ATTC 210 — Receivers and Transmitters (4-3-5)

A study of the fundamental principles of communications receivers and transmitters in the AM, FM, and SSB modes. RF circuits, IF circuits, modulation, demodulation, detection, and power amplifiers will be covered from a block diagram approach.

Prerequisite: ATEL 107.

Corequisite: ATEL 106.

¹ATTC 212 — Specialized Communication Systems and Techniques (4-3-5)

An introduction to basic radar circuits and systems, microwave devices, interference, waveguides, weather systems in color and monochrome, specialized communication systems and antenna systems and propagation.

Prerequisite: ATTC 210.

¹ATTC 215 — Telephone Systems (4-3-5)

A study of modern telephone switchgear and control devices. Topics covered will include PBX systems, signaling, WATS, and network management.

Prerequisite: ATEL 107.

Corequisite: ATEL 106.

¹ATTC 220 — FCC Rules and Regulations (5-0-5)

A study of the requirements to obtain an FCC General Radiotelephone License. Special attention will be given to the electronic calculations, circuit recognition, and troubleshooting skills required to obtain a general radiotelephone license.

Prerequisite: ATEL 106.

¹Career courses generally do not fulfill requirements for baccalaureate degrees and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.



FINANCIAL AID

PURPOSE OF FINANCIAL AID PROGRAM INFORMATION FOR FINANCIAL AID APPLICANTS GENERAL LOAN PROGRAMS

- Stafford Loan Program
- 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
- 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
- State Student Incentive Grant

SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS

- Federal Nursing Loan (FNL) Program
- State Direct Health Career Loans

PURPOSE OF FINANCIAL AID PROGRAM

The purpose of financial aid at Clayton State College is to provide assistance to the student who otherwise could not attend college. Clayton has established the guideline that the primary responsibility for financing a college education lies with the students and their families. Thus the needs of an individual student for financial assistance are determined by the difference between what the student and the family can contribute and the actual cost of attending Clayton State College. A student's family contribution and need analysis will be processed by the College Scholarship Service when the Financial Aid Form is filed for processing. Financial Aid Forms are available from most secondary school counselors, from the Office of Financial Aid at Clayton State College, or from the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

Detailed standards for academic progress and financial aid eligibility are available in the Office of Financial Aid. All students receiving financial aid should be aware that these standards for retaining aid are in addition to the academic standards expected for continued enrollment.

INFORMATION FOR FINANCIAL AID APPLICANTS

1. File a formal application for admission to Clayton State College;
2. File a general application for financial aid (available from the Office of Financial Aid at Clayton State College);
3. For all students applying for Federally funded programs based on financial need, including the Pell Grant, the student should do the following:
 - A. Complete steps (1) and (2) above.
 - B. File a Financial Aid Form (FAF) through the College Scholarship Service. The charge for processing the Financial Aid Form is set by the College Scholarship Service. There is no additional charge for processing the Pell Grant.
 - C. Apply for the Pell Grant by checking "Yes" to the question "Do you give College Scholarship Service permission to send information from this form to the U.S. Department of Education?" 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. 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 request forms may be picked up in the Financial Aid Office in Room C-61.
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 a scholarship 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, by the deadline.

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 need 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. Other documents may be required based on individual circumstances.

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 or High School Deficiency courses will be allowed to receive financial aid for 45 hours of Developmental Studies and Deficiency 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. Students receiving aid in excess of tuition and fees will receive the balance in two payments. The first payment will be made on the first day of classes for those students who register during early registration and two weeks after regular registration for those students who register at that time. All students who remain eligible will receive the second payment following the last day to officially drop courses without academic penalty (approximately the sixth week of the quarter). See Refunds Section on page 22 for more information.
 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

STAFFORD LOAN PROGRAM

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 Stafford Loan Program, 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 Stafford 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. Stafford 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 enter repayment thirty (30) days after the loan is disbursed.

Supplemental loan checks will not be available for first-time borrowers to use until 30 days after classes begin. These students must pay their fees in advance since they will not have access to their checks when fees are due.

PLUS LOANS

The Plus Loan Program provides educational loans to parents on behalf of the dependent undergraduate son or daughter. Plus loans are available at the discretion of lending institution to eligible borrowers and are guaranteed by the Georgia Student Finance Authority 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 variable interest rate not to exceed twelve percent (12%), and borrowers must begin repayment thirty (30) 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 \$400 cash award. The cash awards are prorated over the three quarters 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 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.

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, applicants must enroll as full-time students and have average grades or predicted average grades that place them in the upper 25% of their class. The amount of the scholarship depends on the financial need of each 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.

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 south Fulton County:

Benjamin E. Banneker
Campbell High
Palmetto High
Tri-Cities High
Westlake High
Woodward Academy

From Spalding County:

Griffin/Spalding County

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 one year, and may be renewed up to four years, providing scholarship recipients meet the special criteria of the program. 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 one-year, full-tuition scholarships. Each award may be renewed up to four years, provided scholarship recipients meet the special criteria of the program. 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 Dean of Students 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.

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.

Applications must be submitted through the School of Business.

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 and from high school counselors.

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.

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.

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 and the availability of funds. Loans are repayable over a ten-year period which begins nine months after leaving school. Interest begins to build at the time of the loan and becomes repayable at a rate established by statute.

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 \$2,000 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

COUNSELING AND CAREER SERVICES

- Career Library
- Career Planning Course (ATCP 100)
- Cooperative Education and Internship
- Counseling
- Orientation
- Placement
- Seminars
- Services for Disabled Students
- Testing
- Tutoring
- Wellness Program

OTHER STUDENT SERVICES

- Financial Aid
- Health Services
- Housing Information
- Vehicle Registration
- Veterans' Services

STUDENT ACTIVITIES

- Clubs/Organizations
- Drama Activities
- Freshman Scholars
- General Entertainment
- Intercollegiate Athletics
- Intramural Athletics
- Lyceum
- Music Groups
- Publications
- Student Affairs Committees
- Student Government

STUDENT HANDBOOK

- Rights and Responsibilities

COUNSELING AND CAREER SERVICES

The Counseling and Career Center (D-208) is a comprehensive service center where students obtain help with educational, career, and personal concerns from a trained staff of counselors. These services are designed to contribute to the student's personal development, academic success, and career development. This Center is open Monday and Tuesday from 8 a.m. until 6 p.m.; Wednesday through Friday from 8 a.m. until 5 p.m. Telephone numbers for the Center are (404) 961-3515, 3516, and 3518.

Programs and services offered include the following:

CAREER LIBRARY

Included in the Counseling and Career Center are books, files, videotapes, and computer applications available to students and alumni on such subjects as resume development, interview techniques, career decision-making, academic assistance, employers, and career fields. Students and alumni are encouraged to explore these resources.

CAREER PLANNING COURSE (ATCP 100)

ATCP 100 is a comprehensive educational seminar designed to assist students in assessing their skills, interests, values, and aptitudes; in conducting career, employers, and salary research; and in marketing themselves through resume development and interview skill building. This course carries two quarter hours of institutional credit.

COOPERATIVE EDUCATION AND INTERNSHIPS

The cooperative education and internship programs offer students work experience related to their majors. Those programs offer a way for students to earn while learning, making them more marketable after graduation.

An intern experience may be paid or non-paid and extends no longer than one quarter, whereas a cooperative education experience is paid work experience lasting at least two quarters. With the approval of the student's Department Chair, a one-time credit of five quarter hours is possible for this cooperative education experience.

Recent program offerings in this area include internships with senators, the Governor, and the City of Atlanta, while recent cooperative experiences include ones with the Federal Aviation Administration and the Federal Records Center. Recent openings have been available primarily to juniors or above.

COUNSELING

Counseling services are offered by professionals trained and experienced in facilitating personal development. A confidential atmosphere is provided where issues such as self-esteem, identity, family relationships, friendship, dating, academic performance, and career planning concerns may be freely discussed. Students are encouraged to begin their career planning process early in their academic career by scheduling an appointment with a counselor.

ORIENTATION

To help new students through the process of orientation, assessment, advisement, and registration, the College provides the following activities at conveniently scheduled times throughout the year.

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. The Counseling and Career Center offers workshops to assist students in choosing a major/career or in verifying a previous choice.

PLACEMENT

As the liaison between the college community and potential employers in business and government, the Counseling and Career Center includes extensive listings of part-time, full-time, permanent, and temporary openings as well as a library of general information about employers. Many employers recruit on campus throughout the year. Additionally, each April approximately 100 employers visit the campus for Business In Review Day to educate students regarding opportunities in the local labor market. Through the year, staff members are available for students to discuss career plans, permanent employment opportunities, resume development, and interviewing techniques. Seniors and graduating technology students are encouraged to register with this office for specific career planning and job search assistance.

SEMINARS

Each year the Counseling and Career Center offers a series of free self-development seminars focusing on skill development and special interests. Topics of previous seminars included choosing a major, career planning, stress management, assertiveness training, interview skill-building, resume preparation, and networking for career enhancement. Staff members are also available to lead workshops and discussion groups on topics of interest to students.

SERVICES 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.

Eligibility for services is based on the following provisions:

1. As a qualified disabled student meeting all standard admissions requirements of Clayton State College.
2. Documentation of medical and/or psychological certification of a specific disability filed with the Handicapped/Disadvantaged Specialist.

The College provides disabled students with special 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 labs, the library, cafeteria and may use special parking facilities. Assistance is also provided to plan for any necessary classroom or campus accommodations.

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

TESTING

The Counseling Career Center coordinates the test administration for the institutional Scholastic Aptitude Test (SAT), the General Education Development (GED) Test, and the Regents' Testing Program of the University System of Georgia given at Clayton State College.

TUTORING

Students experiencing academic difficulty or wishing to become tutors may inquire about the Tutorial Clearinghouse in the Counseling and Career Center in Room D-208. Limited funds are available to provide tutorial assistance for minority students.

WELLNESS PROGRAM

Each fall a special Wellness Fair is conducted to acquaint students, faculty, staff, and community members with the latest information regarding health awareness systems.

OTHER STUDENT ACTIVITIES

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 in the Physical Education Building.
2. On-campus emergencies will be handled by the Department of Public Safety or the Office of Student Services.

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.

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, Clayton State Democratic Club, Clayton State Honors Association, Clayton State Model United Nations, Clayton State Technical Association, College Republicans, Data Processing Management Association, Delta Epsilon Chi (Marketing Club), Environmental Awareness Association, Georgia Association of Nursing Students, the International Awareness Club, Mathematics/Computer Science Club, Music Club, Phi Beta Lambda (Business Club), Society for Human Resource Managers, Students Supporting Other Students, the Student American Dental Hygienists' Association, and the United Methodist Fellowship.

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 14 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 *Indiana Jones and the Last Crusade*, *Batman*, *Look Who's Talking*, *Driving Miss Daisy* and *Lethal Weapon II*. In addition to the feature films, "kiddie" films, with supervision, are presented with most films. General Entertainment also sponsors the annual Holiday Ball at an off-campus location. A variety of general activities, including "Family Night Dinners" and dinner theatre productions, are also sponsored throughout the year.

INTERCOLLEGIATE ATHLETICS

At Clayton State College, academics and athletics are combined to create one of the best student-athletic experiences available anywhere. Beginning in the Fall of 1990, a men's basketball team will begin competing in the NAIA District 25 against teams such as Kennesaw State, Southern Tech, Georgia College, and Georgia Southwestern. Additional sports for both men and women are being planned for implementation on a regular, yearly basis. The addition of athletics to our campus will provide many opportunities for the administration, faculty, staff, students, and community to join together to cheer on the home team. For information regarding intercollegiate athletics, please contact the Department of Intercollegiate Athletics.

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), Betty Williams (Peace), Arno Penzias (Physics) and James Tobin (Economics); Pulitzer Prize winners Taylor Branch (Biography) and Doug Marlette (Editorial Cartoons); as well as 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, cellist Leonard Rose, oboist Heinz Holliger, Dawn Upshaw and Timothy Jenkins of the Metropolitan Opera, harpsichordist Lionel Party of the New York Philharmonic Orchestra, pianist Charles Rosen, and harpsichordist Anthony Newnam. 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

Staff members of *The Bent Tree*, Clayton State College's student newspaper, may receive academic credit through the journalism course for writing, editing, layout and production of the newspaper. The Publications Committee is responsible for assisting *The Bent Tree* staff in coordinating financial matters and in establishing and maintaining standards of responsible journalism. Interested students may contact the Office of Student Services at 961-3510 for information.

STUDENT AFFAIRS COMMITTEES

The Student Affairs Committee serves in an advisory capacity to the Dean of Students regarding planning, implementing, and assessing programs and activities in Student Services related to the College's goals and purposes. Special sub-committees of the Student Services Committee include General Entertainment, Health and Safety, Intramurals, Publications, Lyceum, Financial Aid, Job Placement and Counseling, and Athletics. The Judicial Commission is a standing sub-committee of the Student Services Committee. See the Student Handbook for details and requirements for membership.

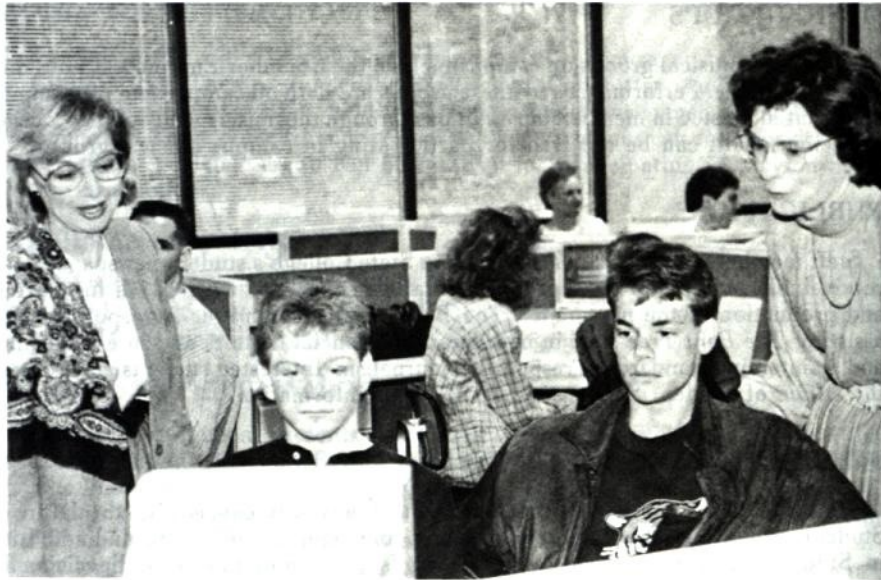
STUDENT GOVERNMENT

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. See the Student Handbook for details and requirements for membership.

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. You have a responsibility to obtain a Student Handbook. They are available in the Office of the Dean of Students (C-57). 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 four years.

To keep pace with area growth in the 1990's, a new continuing education center is being built on the picturesque southwest bank of the College's twelve-acre lake. 'Phase I,' a three-story facility with almost 48,000 square feet, is due for completion in December, 1990.

This facility will benefit area businesses and industry with a number of new features. These include a manufacturing process laboratory designed to support training, three state-of-the-art computer labs, seminar rooms, a large multi-purpose room, and a specially designed conference room where area businesses can hold board meetings. "Phase I" will also contain a two-story atrium for dining and receptions and a full-service kitchen.

Last year, during four quarters, there were 36,782 participants 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 Coordinators in the Office of Community Services consult with business and industry managers about the training, education, productivity, and quality 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 165,000 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	Jazz and Aerobic Dance
Basic Math Review	Karate and Self Defense
Basic Yoga	Landscape Design
Beginning Piano I and II	Lotus 1-2-3
Bookkeeping and Accounting	Machine Shop
Business English	Painting for Adults
Cabinet Making	Photography
Community Orchestra	Preparatory School of Music
Community Chorus	Principles of Investment
Computer Programming in BASIC	Principles of Supervision and Communication
Coping with Stress	Real Estate Sales, Brokerage
dBase IV	First and Second Year
Drafting	Post-Licensure Preparation
Drawing	Stagedoor South
Early Childhood Education	Typing
Electronics	Welding
Emergency Medical Technical (EMT) Training	Word Perfect
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, education, productivity, and quality 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 961-3550.

SERVICES TO BUSINESS AND INDUSTRY

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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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 College of Technology — h;
 A,B,M
 Milledgeville 31061
 Georgia College — h; A,B,M,S
 Morrow 30260
 Clayton State College — A,B
 Savannah 31406
 Armstrong College — A,B,M
 Savannah 31404
 Savannah State College — h; A,B,M
 Statesboro 30460
 Georgia Southern College — h; A,B,M,S
 Valdosta 31698
 Valdosta State College — h; A,B,M,S

Junior Colleges

Albany 31707
 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

UNIVERSITIES

Georgia Institute of Technology
 President John Patrick Creech
 225 North Avenue, N.W.
 Atlanta, Georgia 30332
 (404) 894-5051 — GIST 222-5053

Georgia State University
 President John M. Palms
 University Plaza
 Atlanta, Georgia 30303
 (404) 651-2560 — GIST 223-3111

Medical College of Georgia
 President Francis J. Tedesco
 1120 — 15th Street
 Augusta, Georgia 30912
 (404) 828-2301 — GIST 331-2301

University of Georgia
 President Charles B. Knapp
 Athens, Georgia 30602
 (404) 542-1214 — GIST 241-1214

SENIOR COLLEGES

Albany State College
 President Billy C. Black
 504 College Drive
 Albany, Georgia 31705
 (912) 439-4604 — GIST 341-4604

Armstrong State College
 President Robert A. Burnett
 11935 Abercorn Street Ext.
 Savannah, Georgia 31419
 (912) 927-5258 — GIST 369-5258

Augusta College
 President Richard S. Wallace
 2500 Walton Way
 Augusta, Georgia 30910
 (404) 737-1440 — GIST 337-1440

Clayton State College
 President Harry S. Downs
 5900 No. Lee Street
 Morrow, Georgia 30260
 (404) 961-3400 — GIST 220-3400

Columbus College
 President Frank D. Brown
 Algonquin Drive
 Columbus, Georgia 31993
 (404) 568-2211 — GIST 251-2211

Fort Valley State College
 President Melvin E. Walker (Acting)
 805 State College Drive
 Fort Valley, Georgia 31030
 (912) 453-5269 — GIST 327-6315

Georgia College
 President Edwin G. Speir, Jr.
 231 West Hancock
 Milledgeville, Georgia 31061
 (912) 453-5269 — GIST 324-5269

Georgia Southern College
 President Nicholas L. Henry
 Statesboro, Georgia 30460
 (912) 681-5211 — GIST 364-5211

Georgia Southwestern College
 President William H. Capitan
 Wheatly Street
 Americus, Georgia 31709
 (912) 928-1369 — GIST 345-1360

Kennesaw State College
 President Betty L. Siegel
 3450 Frey Lake Road, N.W.
 Marietta, Georgia 30061
 (404) 423-6033 — GIST 228-2733

North Georgia College
 President John H. Owen
 Dahlonega, Georgia 30597
 (404) 864-2516 — GIST 244-1600

Savannah State College
 President William E. Gardner, Jr.
 Savannah, Georgia 31404
 (912) 356-2240 — GIST 362-2240

Southern College of Technology
 President Stephen R. Cheshier
 1100 S. Marietta Parkway
 Marietta, Georgia 30060
 (404) 528-7230 — GIST 224-7230

Valdosta State College
 President Hugh C. Bailey
 North Patterson Street
 Valdosta, Georgia 31698
 (912) 333-5952 — GIST 343-5952

West Georgia College
 President Maurice K. Townsend
 Carrollton, Georgia 30118
 (404) 834-1388 — GIST 232-6442

TWO-YEAR COLLEGES

Abraham Baldwin Agricultural
 College
 President Harold J. Loyd
 Moore Highway
 Tifton, Georgia 31793
 (912) 386-3242 — GIST 342-3242

Atlanta Metropolitan College
 President Edwin A. Thompson
 1630 Stewart Avenue, S.W.
 Atlanta, Georgia 30310
 (404) 756-4441 — GIST 221-6441

Bainbridge College
 President Edward D. Mobley
 U.S. Highway 84E
 Bainbridge, Georgia 31717
 (912) 246-7642 — GIST 346-2510

Waycross College
 President James M. Dye
 2001 Francis Street
 Waycross, Georgia 31501
 (912) 285-6134 — GIST 368-6134

Brunswick College
 President John W. Teel
 Brunswick, Georgia 31523
 (912) 264-7201 — GIST 365-7201

Dalton College
 President Derrrell C. Roberts
 Dalton, Georgia 30720
 (404) 278-3113 — GIST 235-4438

Darton College
 President Peter J. Sireno
 2400 Gellionville Road
 Albany, Georgia 31707
 (912) 888-8705 — GIST 351-8705

DeKalb College
 President Marvin M. Cole
 Clarkston, Georgia 30034
 (404) 244-2364

East Georgia College
 President Willie D. Gunn
 Swainsboro, Georgia 30401
 (912) 237-7831 — GIST 333-4200

Floyd College
 President David B. McCorkle
 U.S. 27S
 Rome, Georgia 30161
 (404) 295-6328 — GIST 231-6328

Gainesville College
 President J. Foster Watkins
 Mundy Mill Road
 Gainesville, Georgia 30503
 (404) 535-6210 — GIST 246-6210

Gordon College
 President Jerry M. Williamson
 103 College Street
 Barnesville, Georgia 30204
 (404) 358-1700 — GIST 258-5015

Macon College
 President S. Aaron Hyatt
 Highway 80
 Macon, Georgia 31297
 (912) 474-2700 — GIST 323-2712

Middle Georgia College
 President Joe Ben Welch
 Sarah Street
 Cochran, Georgia 31014
 (912) 934-6221 — GIST 325-3011

South Georgia College
 President Edward D. Jackson, Jr.
 Douglas, Georgia 31533
 (912) 383-4220 — GIST 347-4380

Waycross College
 President James M. Dye
 2001 Francis Street
 Waycross, Georgia 31501
 (912) 285-6134 — GIST 368-6134



University System of Georgia
 244 Washington Street, S.W.
 Atlanta, Georgia 30334

THE CLAYTON STATE COLLEGE FOUNDATION, INC.

In September of 1974, a charter was obtained for a new corporation with perpetual duration, entitled "The Clayton State College Foundation, Inc." A non-profit corporation, the new Foundation was established primarily to assist and support Clayton State College in the pursuit of excellence in programs and services, and to assist and encourage citizens of our community in their pursuit of an education.

An annual program of work established by the Board of Trustees of the Foundation focuses on scholarships for area high school students to attend Clayton State College; awards for outstanding students, faculty and staff already associated with the College; and the establishment of an Endowment Fund to insure support of programs of the Foundation in future years.

The Foundation welcomes interest in its programs and goals, and is in a position to accept support for special programs that citizens may wish to identify.

Current members of the Board are:

Harmon M. Born, Rex, Georgia (chairman)
G. Robert Oliver, Jonesboro, Georgia (vice-chairman)
Charles E. Wells, Morrow, Georgia (secretary-treasurer)
Harry S. Downs, Morrow, Georgia (assistant treasurer)
Guy L. Benefield, Morrow, Georgia
Neil C. Berry, Jonesboro, Georgia
S. Truett Cathy, Hampton, Georgia
Ernest L. Cheaves, Forest Park, Georgia
Thomas B. Clonts, Jonesboro, Georgia
C.S. Conklin II, Jonesboro, Georgia
Ernest A. Dunbar, Jr., MD, Morrow, Georgia
Perry J. Hudson, Hapeville, Georgia
Elizabeth H. Marshall, Jonesboro, Georgia
W. Cameron Mitchell, Hampton, Georgia
Hill R. Redwine, Fayetteville, Georgia
Carl G. Rhodenizer, Lake City, Georgia
M. Allan Vigil, Fayetteville, Georgia
Claude H. Whaley, Jonesboro, Georgia
James M. Wood, Jr., Forest Park, Georgia

All programs sponsored by the Foundation are funded totally by contributions, and all contributions made to the non-profit corporation are tax deductible. Contact a member of the Board of Trustees or phone 961-3535 or 961-3531 for complete information.

COLLEGE PERSONNEL



CLAYTON STATE COLLEGE — Administrative Officers/Staff

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Dianne D. Jordan, Secretary
Valerie Lancaster, Secretary
Jeannie Holton, Secretary

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Bradley R. Rice, Assistant Vice President for Academic Affairs
Ruby C. Litzenberger, Secretary

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Linda D. Corva, Director of Fiscal Affairs
B. Duncan Brantley, Director of Procurement
Priscilla G. Leed, Director of Personnel Services
Pam Mauldin, Data Entry
Frances Williams, Budget Analyst
Mary C. Wenzel, Budget Assistant
Linda Stanford, Financial Aid
Elaine Waldrop, Secretary
Merry Cook, Accounts Payable
Arie Swartz, Cashier
Dirk Morrell, Storekeeper
Peggy Coulter, Clerk
Ann Bassett, Clerk
Naomi Loffert, Procurement Clerk
Gloria Broomfield, Receptionist
Joan Hughes, Evening Receptionist
Louise Thompson, Evening Receptionist

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Anita Martin, Admissions Counselor
Carol Montgomery, Admissions Officer
Sherry Wilhite, Secretary
Jean Myers, Degree Program Assistant
Beverly Brooks, Clerk
Carol Wood, Clerk

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Peggy A. Gardner, Director of Counseling and Career Services
Robert J. Taylor, Director of Student Activities
Willie L. Williams, Director of Financial Aid
Donald N. Carson, Career Counselor
Janet Pinkney, Financial Aid/ Veterans Counselor
Michelle Settle, Counselor (Handicapped/Disadvantaged)
Sandra Taylor, Counselor
Vocational Evaluation Counselor
Sherry Barwick, Secretary
Kathy Fields, Secretary
Patty Hogue, Secretary
Fran King, Secretary
Joan Leopard, Secretary
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Thomas E. Merriwether, Industrial Training Coordinator
James E. Coates, Industrial Training Coordinator
Jeri H. Hager, Conference Coordinator
Pat Keane, Records Coordinator
Lynn Park, Secretary
Beverly Caldwell, Secretary
Mary E. Harris, Weekend-Evening Coordinator
Fabienne Tate, Weekend-Evening Coordinator

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Patricia S. Garrett, Director
Doris Campbell, Secretary

OFFICE OF PUBLIC INFORMATION

Jerry H. Atkins, Director
Cynthia Davis, Public Information Assistant
Joan Johnson, Composer Operator
Bob Brock, Offset Press Operator
Jeraldine Brown, Secretary

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Debra Dudek, Research Assistant

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Mickael A. Zewide, Data Processing Specialist
Miranda Burks, Systems Analyst I
Suzanne Hall, System Analyst I
Susan Marchant, Programmer
Jean Fowler, Data Entry Operator
Judy Gifford, Computer Operator
Carol Braun, Information Systems Coordinator
Kevin Fitzgerald, EDP Clerk

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Gordon Bell, Public Services Librarian
Susan Bailey, Head of Technical Services
Gwendolyn G. Bell, Head of Public Services
Cathy Jeffrey, Cataloging Librarian
Alice McCannless, Public Services Librarian
Deborah Meyer, Reference/Bibliographic Instruction Librarian
Scott Sawyer, Head of Media Services
Frank Agueli, Library Assistant
Rowena Anderson, Library Assistant
Barbara Dantzer, Library Assistant
Stephen Lamb, Audio-Visual Distribution Technician
Dan Leckie, Audio-Visual Repair Technician
Jean B. McClure, Library Assistant
Kathy Pritchett, Instructional Resources Specialist
Providencia Soto-Alicea, Graphics Artist
Winnie M. Thacker, Secretary
Jo Ziervogel, Library Assistant

LEARNING SUPPORT CENTER

Elizabeth Tenore, Director
Victoria Rice, Learning Service Coordinator
Donald Wisdom, Learning Service Coordinator
Elsie Vaughn, Teaching Assistant
Pat Maynard, Teaching Assistant
Sandra Chandler, Teaching Assistant
Rebecca Sanders, Secretary
Paula Williams, Assessment Center Clerk/Typist
Margaret Holbrook, Clerk

DEPARTMENT OF PUBLIC SAFETY

H. Scott Doner, Director
Ted Ray, Lieutenant
Ellis D. Bradford
Glenn Buchanan
Wallace Sessions

SCHOOL OF ARTS AND SCIENCES

Mary F. Estes, Dean
Judy C. Brown, Head, Department of Developmental Studies
Elliott W. McElroy, Head, Department of General Studies
E. Donald Crapps, Counselor
Laboratory Assistant
Julie Kastner, Secretary
Mamie Jeffreys, Secretary
JoAnn Quattlebaum, Secretary
Tammy Brooks, Secretary
Dottie Bumbalough, Secretary
Rebecca Byrd, Secretary
Pam Gable, Secretary
Rae Hobgood, Secretary
Mary Morrell, Secretary
Donna Stanley, Secretary

SCHOOL OF BUSINESS

Dean
Harold W. Joseph, Head, Department of Accounting and Computer Information Systems
J. Donald Phillips, Head, Department of Management
James W. Halloran, Director, Small Business Development Center
Henrietta Cowan, SBDC Secretary
Charles Robinson, SBDC Consultant
James Watkins, SBDC Consultant
Carol Leavell, Secretary
Mona Franz, Secretary
Betty Brannon, Secretary
Juanita Daniel, Secretary

SCHOOL OF HEALTH SCIENCES

Robert E. Puddy, Dean
Head, Department of Baccalaureate Degree Nursing
Barbara H. McCant, Head, Department of Associate Degree Nursing
Wilbur G. Reed, Head, Department of Dental Hygiene
Marjorie D. Poss, Secretary
Leslie Tyler, Secretary
Nancy Corbin, Secretary

SCHOOL OF TECHNOLOGY

Wallace Shakun, Dean
Jack R. Moore, Head, Department of Aviation Maintenance Technology
Florence Cunningham, Secretary
Linda Stavro, Secretary
Janis Kiker, Secretary
Robert Johnston, Aviation Maintenance Clerk

BOOKSTORE

Robert E. Holmes, Manager
Jenny Godby, Clerk

FOOD SERVICES

Bea Allen, Food Services Manager
Nina Nuriddin, Assistant Cafeteria Manager
Mary Price Britt
Martha Jenkins
Lois Bennett
Clara Garrett
Laura Walker
Frances D. New
Betty Dawkins
Darlene Starr

PLANT OPERATIONS

Cecil A. Smith, Director
Sandra Haught, Secretary
Don Cofield, Delivery Worker
Thurston Anderson, Building Maintenance Supervisor
Don Zuber, Maintenance Foreman
Christopher M. Gowing, Custodial Superintendent
Herbert Saenz, Custodial Foreman
Charles Martin, Grounds Supervisor
Merle Jackson, Skilled Trades Worker
William Moody, Skilled Trades Worker
Eldon Kidd, Skilled Trades Worker
Lou Waters, Skilled Trades Worker
Kenneth Roberts, Skilled Trades Worker
Daniel Langlois, Trades Helper
Bradley Wagner, Trades Helper
Richard Russell, Mechanic
A.D. Adams, Labor Foreman
Charles Middlebrooks, Utility Worker
Norman Miller, Utility Worker
Robert Bookmiller, Utility Worker
James McCollam, Utility Worker
Robert Thompson, Utility Worker
Donald Sanders, Custodial Supervisor
Mary Bonner, Custodian
Philip Lunceford, Custodian
Flora Carter, Custodian
Marie Burch, Custodian
Martha Lindley, Custodian
Alejandro Sitiar, Custodian
Annie Ruth Combs, Custodian
Maria Anderson, Custodian
Earl Kerlin, Custodian
Leslie Kerlin, Custodian
W. Louise Moore, Custodian
Gatie Camp, Custodian
Cornelia Watkins, Custodian
Sandra Carter, Custodian
Gertrude Jackson, Custodian
Sylvia White, Custodian
Darnell Watkins, Custodian
Martha Russell, Custodian
Phyllis Boger, Custodian
Ricky Huggins, Custodian

FACULTY

- H. LARI ARJOMAND, Associate Professor of Business
B.S., National University of Iran, 1966; M.S., Southern Illinois University, 1971;
Ph.D., The University of Oklahoma, 1980.
- HUGH M. ARNOLD, Assistant Professor of Political Science
A.B., University of Georgia, 1968; M.A., Georgia State University, 1975; Ph.D.,
University of Nebraska, 1980.
- M. CATHERINE AUST, Professor of Mathematics
B.S., University of Georgia, 1968; Ph.D., Emory University, 1973.
- SUSAN B. BAILEY, Technical Services Librarian
B.S., College of Charleston, 1972; M.P.A., Georgia State University, 1982; M.L.N., Emory
University, 1988.
- H. MASON BARFIELD, Director of Athletics and Instructor of Physical Education
B.S.Ed., Valdosta State College, 1982; M.Ed., Valdosta State College, 1985.
- THOMAS V. BARNETT, Associate Professor of English
B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971;
Ph.D., Georgia State University, 1982.
- FAYE T. BARR, Associate Professor of Sociology
B.A., Georgia College, 1962; M.A., University of Tennessee, 1972; Ph.D., University of
Tennessee, 1984.
- EUGENIA S. BEARDEN, Instructor of Dental Hygiene
A.S., DeKalb Community College, 1980; B.S.Ed., Georgia State University, 1985.
- MARTHA O. BELIVEAU, Associate Professor of Business Education
B.S.Ed., Western Carolina University, 1967; M.A.Ed., Western Carolina University,
1969; Ed.S., Georgia State University, 1981.
- GWENDOLYN G. BELL, Public Services Librarian
B.A., Benedict College, 1968; M.S.L.S., Atlanta University, 1974.
- WILLIAM L. BEYER, Instructor of Aviation Maintenance Technology
A.T., Southern Illinois University, 1972; B.S., Southern Illinois University, 1972.
- DENNIS J. BLADINE, Instructor of Avionics
B.S., Bob Jones University, 1977.
- ROBERT C. BOLANDER, Dean of Students and Assistant Professor of History
B.A., College of William & Mary, 1962; M.A., College of William & Mary, 1964.
- JAMES R. BRAUN, Associate Professor of Chemistry
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washington
University, 1976.
- JAMES E. BRIGHT, Associate Professor of Mathematics
B.A., Huntingdon College, 1965; M.A., University of Alabama, 1967; Ph.D. Georgia
State University, 1980.

KRISTINA C. BROCKMEIER, Director of Library Services
B.A., University of Virginia, 1975; M.A., Vanderbilt University, 1979; M.S., Florida State University, 1979.

HELEN D. BROWN, Associate Professor of Biology
A.A., Mars Hill College, 1954; B.S., Appalachian State University, 1956; M.A., Appalachian State University, 1959; Ph.D., University of Florida, 1972.

JUDY C. BROWN, Head of the Department of Developmental Studies and Professor of English
B.A., University of Tennessee, 1963; M.A., University of Tennessee, 1966; Ed.D., University of Tennessee, 1973.

PEGGY CAPELL, Professor of Mathematics
B.S., University of Montevallo, 1962; M.A., Louisiana State University, 1963; Ph.D., Florida State University, 1973.

C. BLAINE CARPENTER, Professor of Biology
A.A., Lindsey Wilson Junior College, 1962; B.S., West Virginia Wesleyan College, 1964; M.S., Marshall University, 1966; Ph.D., University of Cincinnati, 1972.

DORIS C. CASH, Professor of Business
B.B.A., Georgia State University, 1961; M.B.A., Georgia State University, 1963; D.B.A., Georgia State University, 1965.

PATRICK R. COLLINS, Associate Professor of English
A.B., Stonehill College, 1953; M.A., Fordham University, 1959; Ph.D., Bowling Green State University, 1973.

PATRICIA C. COOK, Assistant Professor of Nursing
A.N., Georgia Southwestern College, 1963; B.S.N., Medical College of Georgia, 1976; M.N., Emory University, 1977.

LARRY B. CORSE, Professor of English
B.Mus., North Texas State University, 1962; M.Mus., North Texas State University, 1963; M.A., North Texas State University, 1970; Ph.D., North Texas State University, 1972.

E. DONALD CRAPPS, Assistant Professor of Psychology and Counselor in the Department of Developmental Studies
A.A., North Greenville Junior College, 1952; B.A., Furman University, 1954; M.Div., Southern Baptist Theological Seminary, 1957; M.A., University of Alabama, 1967.

DEBORAH S. CURLETTE, Instructor of Marketing/Management Technology
B.A., Georgia State University, 1973; M.Ed., Georgia State University, 1976; Ed.S., Georgia State University, 1983.

LEONARD R. DANIEL, Director of Computer Services and Professor of Chemistry
B.Ch.E., Georgia Institute of Technology, 1946; Ph.D.Ch.E., Georgia Institute of Technology, 1952.

ELIZABETH B. DANIELS, Assistant Professor of Nursing
B.S.N., Vanderbilt University, 1973; M.N., Emory University, 1977.

THOMAS B. DAUGHTRY, Associate Professor of Art
B.F.A., University of Alabama, 1967; M.A., University of Alabama, 1968.

JAMES C. DOIG, Professor of Philosophy
B.A., University of Notre Dame, 1954; S.T.L., Gregorian University, 1958; Ph.D., University of Louvain, 1965.

KATHRYN N. DONOVAN, Associate Professor Emerita of Nursing
Diploma, Louisville General Hospital, 1943; B.S.N., Medical College of Georgia, 1969; M.N., Emory University, 1970.

HARRY S. DOWNS, President
B.S.Ed., University of Georgia, 1949; M.Ed., University of Georgia, 1950; Ed.D., Michigan State University, 1962.

DEBRA F. DURDEN, Instructor of English
B.A., Tift College, 1974; M.Ed., West Georgia College, 1977.

THOMAS C. EDDINS, Assistant Professor of Drafting and Design Technology
B.S., Eastern Kentucky University, 1971; M.S.Ed., Virginia Polytechnic Institute, 1979.

BRYAN P. EDWARDS, Director of Community Services
A.B., Presbyterian College, 1954; M.Div., Southern Baptist Theological Seminary, 1957; Ed.D., University of Georgia, 1978.

MARY F. ESTES, Dean of the School of Arts and Sciences and Professor
B.S., Alabama College, 1952; M.S., University of Tennessee, 1957; Ph.D., Florida State University, 1971.

JOHN E. FEATHERS, Associate Professor of Business
B.S.B.A., Auburn University, 1958; M.A., University of Alabama, 1968.

GERALDINE C. FELS, Assistant Professor of Nursing
B.S.N., Florida A&M University, 1965; M.A., University of South Alabama, 1972; M.S.N., Texas Woman's University, 1978.

WILLIAM F. FISHER, Professor of Chemistry
B.S., Juniata College, 1965; Ph.D., Georgia Institute of Technology, 1970.

MARGARET E. GAMBLE, Assistant Professor of Nursing
B.S., Tuskegee Institute, 1963; M.A., Michigan State University, 1971.

PEGGY A. GARDNER, Director of Placement and Cooperative Education
A.A., Gulf Coast Community College, 1974; B.S., University of West Florida, 1976; M.Ed., University of South Alabama, 1983.

KATHY V. GARRISON, Instructor of Mathematics
B.S., North Georgia College, 1985; M.S., Clemson University, 1987

FREDERICK GOLDBERG, Associate Professor of English
B.S., Columbia University, 1964; M.A., New York University, 1966; Ph.D., Emory University, 1975.

REBECCA A. HALYARD, Professor of Biology
B.A., Emory University, 1965; M.S., Emory University, 1967; Ed.D., University of Georgia, 1976.

THOMAS L. HANSEN, Instructor of Telecommunications Technology
B.S., Bob Jones University, 1977.

AVERY H. HARVILL, Professor of Physical Education
B.S.Ed., University of Georgia, 1955; M.Ed., University of Georgia, 1956; P.E.D., Indiana University, 1966.

EUGENE A. HATFIELD, Associate Professor of History
B.A., Washington & Lee University, 1966; M.A., University of North Carolina, 1973; Ph.D., The University of North Carolina at Chapel Hill, 1979.

DENNIS E. HAUGHT, Instructor of Aviation Maintenance Technology
A.A.S., Community College of the Air Force, 1981; A.S., Troy State University, 1982; B.A.S., Troy State University, 1982; M.S., Troy State University, 1985.

CAROL W. HENSON, Associate Professor of Business Education
B.A., Georgia College, 1965; M.Ed., University of Georgia, 1969; Ed.S., University of Georgia, 1972; Ed.D., University of Georgia, 1980.

TONYA R. HOBSON, Director of Admissions and Registrar
B.A., Catawba College, 1975; M.A., Middle Tennessee State University, 1976.

DORIS A. HOLLOWAY, Professor of Music
B.F.A., University of Georgia, 1956; M.M., University of Illinois, 1958.

BOYCE J. HONEYCUTT, Instructor of Computer Service Technology
A.A.S., Rutledge College, 1977.

CHRISTINA D. HORNE, Assistant Professor of Nursing
B.S.N., Duke University, 1978; M.S., Georgia State University, 1982.

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.

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; Ph.D., Georgia State University, 1989.

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, 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, Associate 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, Assistant Professor 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.
- PEGGE C. MURPHY, Instructor of Mathematics
B.A., Tift College, 1974; M.Ed., West Georgia College, 1979.
- BILLY R. NAIL, Professor of Mathematics
B.A., Hardin-Simmons University, 1956; A.M., University of Illinois, 1962; Ph.D., University of Illinois, 1967.
- CHARLCIE K. NEAL, Instructor of Mathematics
B.A., Georgia State College, 1964; M.A., Southwest Texas State University, 1972.
- 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.
- RICHARD L. OSBURN, Vice President for Academic Affairs and Professor of Biology
B.S., Georgia Southern College, 1962; M.S., Georgia Southern College, 1970; Ph.D., University of Georgia, 1977.

- KATHLEEN M. OUZTS, Assistant Professor of Nursing
B.S.N., Barry College, 1972; M.S., Georgia State University, 1979.
- 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.
- J. DONALD PHILLIPS, Head of the Department of Management and Marketing and Professor of Management
B.S., Georgia Institute of Technology, 1958; M.S., Georgia Institute of Technology, 1959; Ph.D., University of Alabama, 1966.
- WILLIAM S. PIPER, Assistant Professor of Marketing
B.S., Eastern Illinois University, 1979; M.B.A., Eastern Illinois University, 1980.
- 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.
- JOHN R. RADFORD, Instructor of Aviation Maintenance Technology
Diploma, South Georgia Technical and Vocational School, 1981.
- 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, Assistant Vice President for Academic Affairs and 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.
- J. GRANGER RICKS, Associate Professor of History
B.A., Mercer University, 1962; M.A., Yale University, 1965.
- LINDA F. SAMSON, Assistant Professor of Nursing
B.S.N., Emory University, 1972; M.N., Emory University, 1973; Ph.D., University of Pennsylvania, 1989.
- MARTY M. SALTER, Instructor of English
B.S.Ed., Auburn University, 1972; M.A., University of Georgia, 1979.
- 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.

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 SEXTON, Instructor of Aviation Maintenance Tehcnology

B.B.A., Georgia State University, 1973

EDMOND L. SEXTON, Instructor of Aviation Maintenance Tehcnology

A.A.S., Community College of the Air Force, 1983

WALLACE SHAKUN, Dean, School of Technology and Professor

B.M.E., College of the City of New York, 1958; M.S., University of Vermont, 1965; M.B.A., University of Louisville, 1976; Ph.D., University of Glasgow, 1969.

JACQUELYN K. SINCLAIR, Assistant Professor of Physical Education

B.S., Florida Southern College, 1963; M.S., University of Florida, 1969.

ELMER G. SWARTZMEYER, Assistant Professor of Computer Information Systems

B.S., Oklahoma State University, 1964; M.C.S., Texas A&M University, 1970; Ph.D., Georgia State University, 1988.

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.

LOIS M. TEBBE, Assistant Professor of Dental Hygiene

A.S., Armstrong State College, 1980; B.S., Armstrong State College, 1982; M.H.E., Medical College of Georgia, 1983.

ELIZABETH J. TENORE, Director of the Learning Support Center and Professor of Psychology

A.B., Boston University, 1953; M.Ed., Northeastern University, 1966; Ed.D., University of Massachusetts, 1984.

JOSEPH S. TRACHTENBERG, Associate Professor of Political Science

B.A., Willamette University, 1970; M.A., Portlant State University, 1973; Ph.D., Emory University, 1978.

TED S. WALKUP, Assistant Professor of English

B.A., University of South Carolina, 1969; M.A., Vanderbilt University, 1971; Ph.D., University of South Carolina, 1982.

RHEDA C. WANSTREET, Assistant Professor of Mathematics

A.B., West Virginia University, 1952; M.T.S., Catholic University, 1966.

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.

MERRITT M. WELCH, JR., Instructor of Aviation Maintenance Technology

B.S., Embry-Riddle Aeronautical University, 1970; M.B.A., Brenau College, 1985.

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; Ph.D., Georgia State University, 1989.

MICHAEL G. WOODIE, Instructor of Aviation Maintenance Technology

B.A.S., Troy State University, 1979; M.A., Webster University, 1987

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 are 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 Technical 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 are added to the curriculum.
September, 1987	College opens first off-campus facility with classes beginning in the Aircraft Mechanics Program at 9013 Tara Boulevard in Jonesboro.
June, 1988	New Technology Building opens as the ninth building on campus.
September, 1988	Junior-level classes leading to the Bachelor of Science in Nursing degree are added to the curriculum.
June, 1989	College awards its first Bachelor of Business Administration degrees.
June, 1990	College awards its first Bachelor of Science in Nursing degrees.
June, 1990	College awards its first Associate of Applied Science in Aviation Maintenance Technology degrees.

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, Vice President for Fiscal Affairs, Admissions and Records, Public Information and Computer Services. The College's Computer Center is located in the Administration Building with additional terminals located in the Library.

B. The ROUND BUILDING contains six lecture rooms, accommodating from 50 to 150 students and 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; and offices for Student Services, the School of Business and the School of Health Sciences.

D. The STUDENT CENTER houses the Office of Counseling and Testing, Office of Community Services, Department of Public Safety, the Dental Hygiene Clinic and laboratory, the Bookstore, Cafeteria, Student Lounge, Student Government Association and student publications offices.

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 a regulation full-length basketball court — *home of the Lakers* — and also serves 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 near 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.

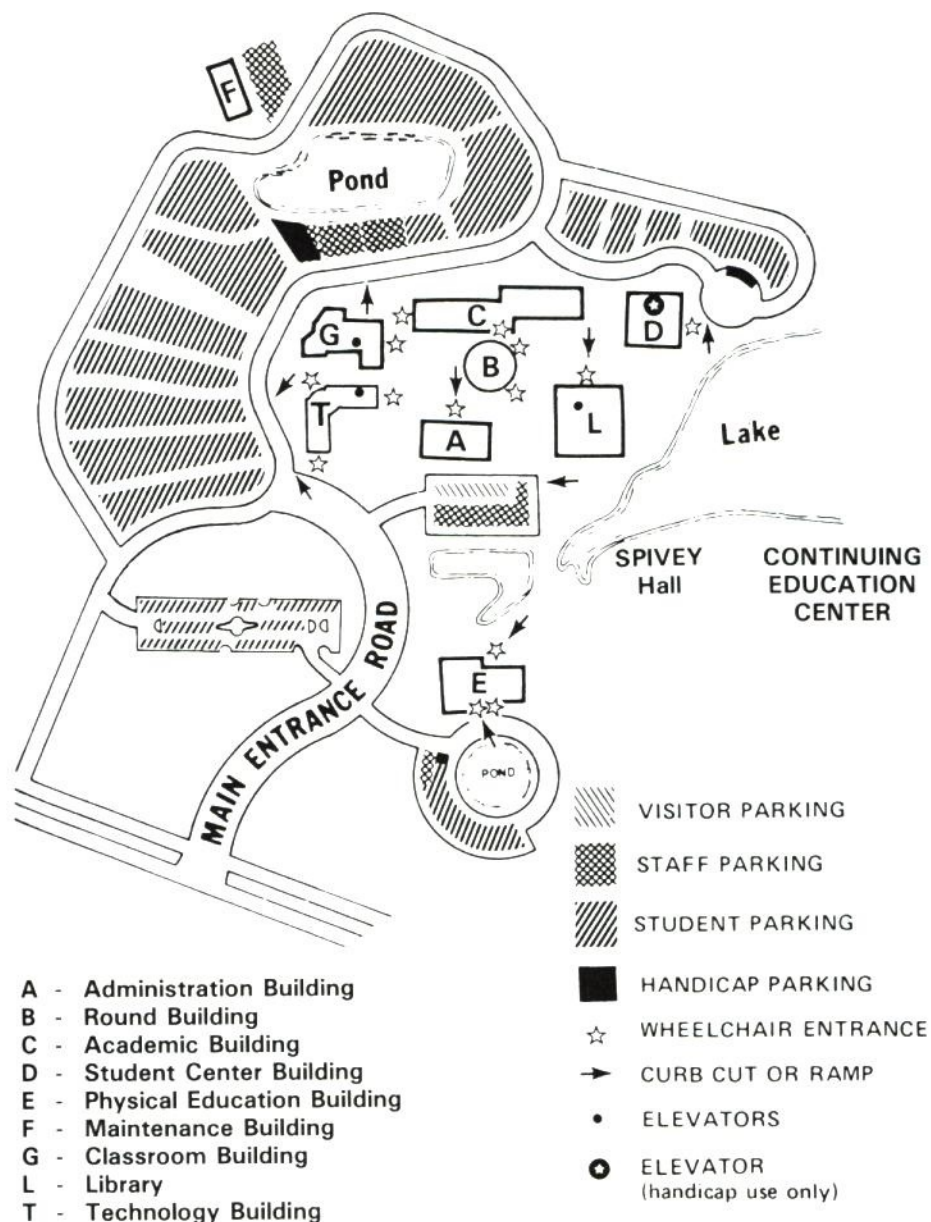
G. The CLASSROOM BUILDING includes specialized areas for music and art, offices for faculty in the School of Arts and Sciences, and the College's modern 230-seat Lecture/Recital Hall.

L. The LIBRARY 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 the Learning Support Center, and office spaces for faculties of the Department of Developmental Studies and the Learning Support Center are provided along with office spaces for the Library staff.

T. The TECHNOLOGY BUILDING includes laboratories, classrooms and faculty offices for programs offered through the School of Technology and office spaces for Institutional Research and Planning, and the Office of Development.

Spivey Hall, dedicated to the performance and instruction of music, and a new Continuing Education Center, are scheduled for opening in late 1990. Both facilities are located on the west bank of the College's 12-acre lake.

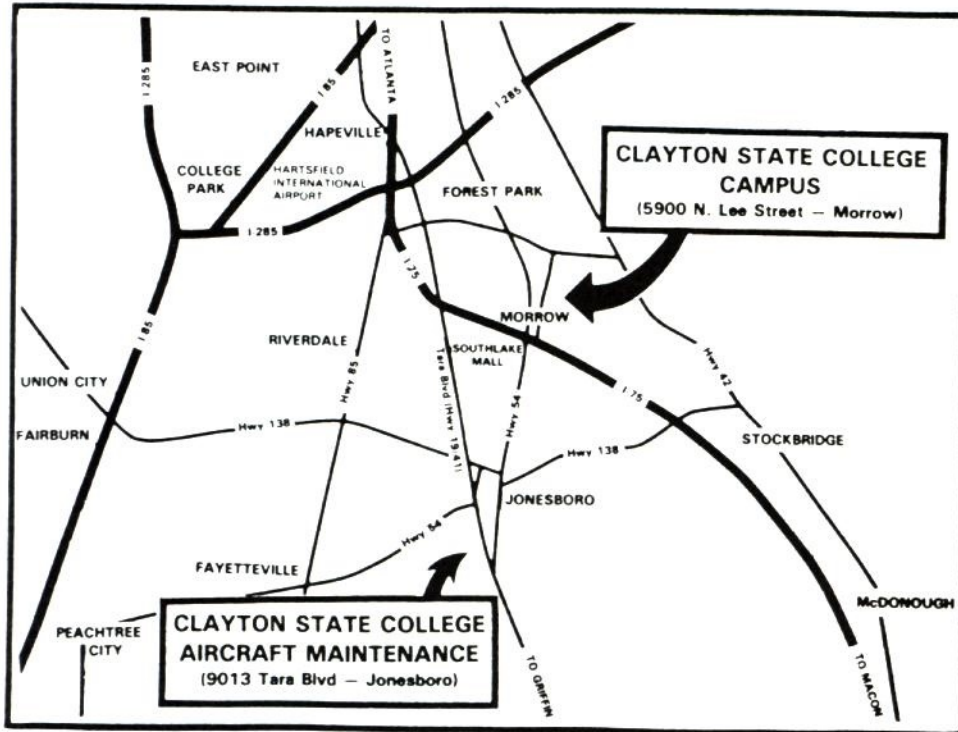
Clayton State College Campus



CLAYTON STATE COLLEGE

Morrow, Georgia 30260

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A Senior College of The University System of Georgia

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Application for Admission

Signature

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

ADM. ST.

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 _____

12. FOREIGN STUDENTS ONLY

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

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

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 _____

Vehicle Registration ...
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DEPARTMENT OF PUBLIC SAFETY

It is the purpose of the Department of Public Safety to assist the administration, faculty, students, and staff of Clayton State College to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the Responsibility of this department to enforce the traffic rules and regulations of the College and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code as set down in the *Student Handbook*; in such a case, the violation will be referred to the Office of the Dean of Students in addition to the appropriate law enforcement agency.

CSC TELEPHONE GUIDE (Area 404)

College Information	961-3400
Admissions	961-3500
Academic Affairs, Vice-President for	961-3485
Arts and Sciences, School of	961-3420
Bookstore	961-3480
Business, School of	961-3410
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Community Services	961-3550
Computer Center	961-3490
Counseling & Testing	961-3515
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Food Services	961-3560
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Physical Education	961-3465
Police and Public Safety	961-3540
Public Information	961-3535
President	961-3531
Registrar	961-3500
Scholarships	961-3510
Student Activities	961-3510
Technology, School of	961-3415
Veterans Affairs	961-3511

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Quantity: 25,000

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Morrow, Georgia 30260

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