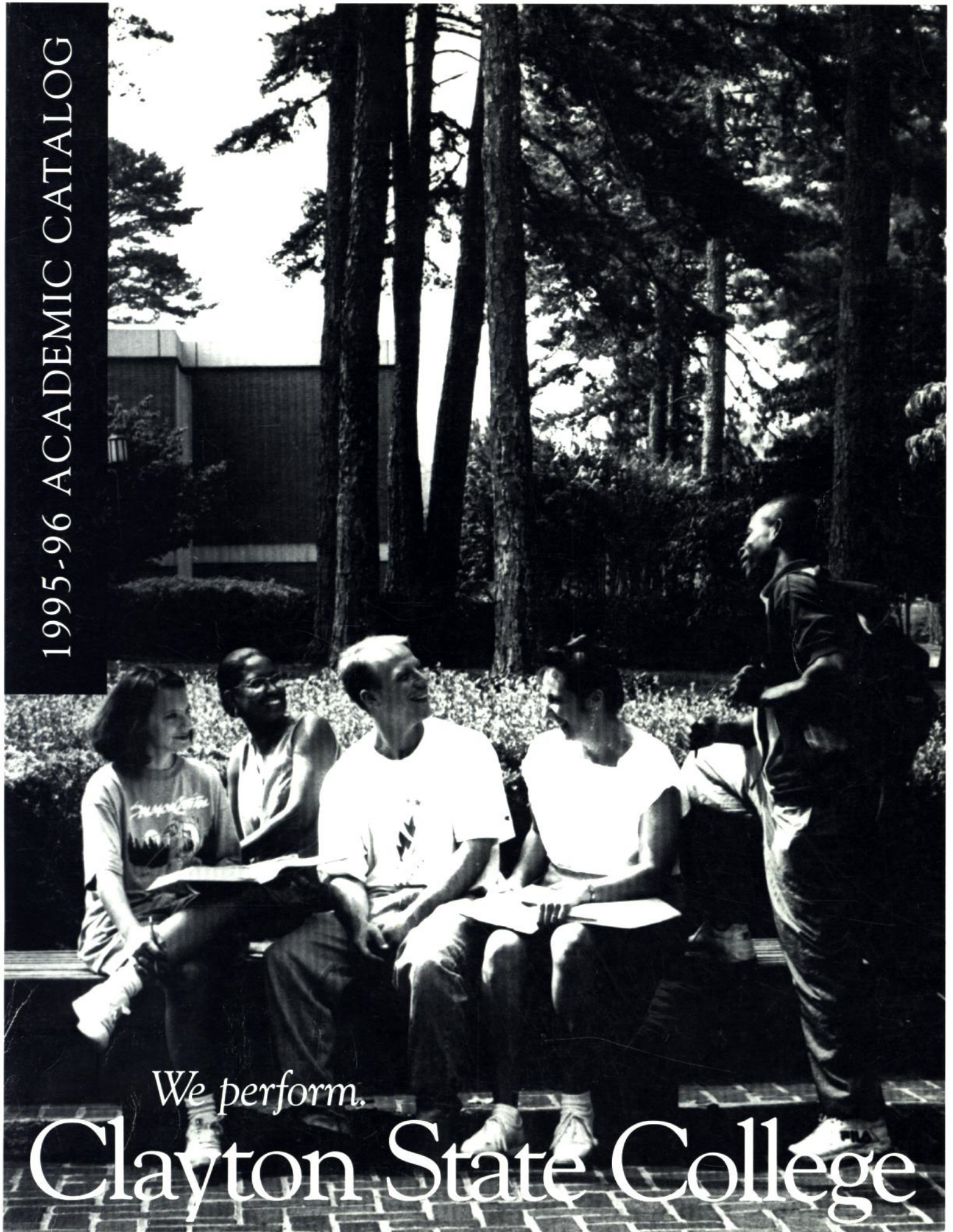


1995-96 ACADEMIC CATALOG



We perform.

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 or 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 complies 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.

NO SMOKING POLICY

Because Clayton State College cares about the health and safety of its students, faculty, staff, and the public, smoking is **NOT** permitted inside any building on campus.

We perform.
Clayton State College

*A Senior College of the University System of Georgia
Serving South Metropolitan Atlanta*

1995-96 CATALOG
Volume 26, Number 1
Revised Edition, September 21, 1995



LIMITATION ON INSTITUTIONAL LIABILITY

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the college create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment, continued enrollment or other service rendered by the institution to such person. As used herein, the term "publications" (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment, dormitory occupancy, and any and all other written forms, documents, letters or other materials issued by the College in furtherance of its educational mission.

NOTICE

Clayton State College is an Affirmative Action/Equal Opportunity Institution.

Clayton State College is committed to providing equal educational opportunity to all qualified individuals without discrimination on the basis of race, color, national or ethnic origin, sex, age, disability or handicap as a matter of College policy and as required by applicable State and Federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). Title IX Coordinator, Ms. Annette Butler, Director of Personnel Services, (770) 961-3526. Section 504 Coordinator, Mr. Wayne Stewart, Disability Services Coordinator, (770) 961-3515.

1995-96 Academic Calendar

Fall Quarter, 1995

September 18	Classes begin
November 27	Last day of classes
November 28 - December 2	Final Examinations

1995

SEPTEMBER						
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1996

JANUARY						
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Winter Quarter, 1996

January 3	Classes begin
March 11	Last day of classes
March 12-16	Final examinations

Spring Quarter, 1996

March 26	Classes begin
June 3	Last day of classes
June 4-8	Final Examinations
June 8	Graduation

Summer Quarter, 1996

During Summer Quarter the College offers several different sessions with varying beginning and ending dates. Students should consult the Summer Quarter Schedule of Classes for details.

The College will NOT be in session July 17-August 4 due to the Olympics.

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GENERAL INFORMATION

DESCRIPTION OF THE COLLEGE

PURPOSE OF THE COLLEGE

ACCREDITATION AND APPROVALS

CLAYTON STATE COLLEGE ALUMNI ASSOCIATION

DESCRIPTION OF THE COLLEGE

In over twenty-five years of service to south metropolitan Atlanta, Clayton State College has effectively responded to the needs of its community. In the fall of 1994 the College enrolled almost 4,900 students in credit programs. Thousands more attended non-credit classes through the Office of Continuing Education. In all cases, the College is dedicated to helping students develop into capable, productive citizens through its baccalaureate degree, associate degree, certificate, and continuing education programs.

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

The College offers baccalaureate degrees in the following areas:

- The Bachelor of Business Administration, with majors in Accounting, Management, Marketing, Computer Information Systems, and General Business;
- The Bachelor of Science in Nursing and in Health Care Management;
- The Bachelor of Music, with majors in Composition, Instrument Building, and Performance; and
- The Bachelor of Arts, with a major in Middle Level Education.

These baccalaureate degree programs are designed to develop graduates who have the abilities and knowledge essential to successful career performance. The College provides career guidance services and can help students 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.

Students admitted to the College are eligible to accelerate their studies through examination and by experience. Advanced high school students are encouraged to begin their first year of college work while completing high school through the *Freshman Scholar Program*.

In addition, the College offers a *Learning Support Program* (formerly Developmental Studies) 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 Continuing Education offers a regular program of non-credit courses and seminars to provide personal and career enrichment and to meet special educational needs for individuals 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 and services to meet the diverse needs and aspirations of the citizens it serves.

The purposes of the college are to identify and provide

- academic programs which address the educational needs of the community and lead to a variety of degrees and certificates;
- continuing education programs for the professional, technical, or personal development of individuals within the community;
- 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 ideals, principles, and values expressed in the following criteria:

- Programs, services, and activities of the College are designed to meet the needs of the College's service area. In developing and implementing these, the College considers student interest, community needs, and the College's potential for developing quality programs, services, and activities.
- In all academic programs, desired learning outcomes are identified and explicitly stated, instruction is designed to help students achieve the outcomes, and progress toward their achievement is systematically assessed.
- The systematic assessment of student learning outcomes enhances student learning and students' ability to become independent, lifelong learners. Student assessment provides the basis for measuring or describing student progress and assuring that outcomes are being achieved and yields important information for program improvement.
- The skills of communication and critical thinking and appropriate knowledge-based perspectives are the foundation of undergraduate education.
- Instruction is enhanced by faculty engaging in continual scholarly inquiry into subject areas and into the teaching/learning process.
- A variety of programs and services enhances personal growth, career and professional development, wellness, cultural awareness, and interpersonal relationships.
- Continuous improvement of all institutional operations is pursued through an ongoing evaluation of the effectiveness of and the continued need for programs, services, and activities.
- The College does not discriminate in programs, activities, services, or employment on the basis of age, race, color, national origin, sex or handicap.

ACCREDITATION AND APPROVALS

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's teacher preparation program is approved by the Georgia Professional Standards Commission and is accredited by the National Council for Accreditation of Teacher Education.

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

- Veterans Administration Benefits
- Federal College Work Study Program
- Regents' Scholarships
- Federal Perkins Loans
- Federal Nursing Loans
- Georgia Vocational Rehabilitation Grants
- Federal Guaranteed Student Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Georgia Student Incentive Grants
- Postsecondary Option Program
- HOPE Grant

CLAYTON STATE COLLEGE ALUMNI ASSOCIATION

The Clayton State College Alumni Association provides opportunities for former students to be of service to the College in the following ways: recruiting students to Clayton State College, establishing a speakers' bureau for civic and professional organizations, assisting with job placement of students and graduates, locating "lost" alumni, providing financial support, and other activities.

For more information on the Clayton State College Alumni Association, call the Office of Development/Alumni Relations at (770) 961-3580.

ADMISSIONS INFORMATION

GENERAL ADMISSION INFORMATION

CATEGORIES OF ADMISSION

New Freshmen
Freshman Scholars
Students Seeking a Certificate
Former Students
Non-traditional Students
Students 62 or Older
Non-degree Students
Transfer Students
Transient Students
Special Students
International Students
Auditors

DENIAL OF ADMISSION

GEORGIA RESIDENCY STATUS

GENERAL ADMISSION INFORMATION

Admission to Clayton State College is straightforward and simple. Each category of admission uses the same Application for Admission Form. A copy of the form is found at the back of this catalog or can be obtained from the Office of Admissions at (770) 961-3500. The categories are as follows:

- New freshmen
- Freshman scholars
- Students Seeking a Certificate
- 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 on the following pages.

Some specific programs of study have additional requirements which are explained in the section of the catalog about these programs. In particular, applicants to the Dental Hygiene and nursing program must complete special application forms in addition to the regular college form. Admission to these programs is limited based on available facilities. Business and teacher education require separate application for upper division admission.

Regardless of admission category, *all* prospective students must submit a completed application, including an approved certification of immunization. All credentials must be received by the deadline established for each quarter. (Applicants to some programs with limited facilities may face earlier deadlines.)

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.

Any student withholding application information or giving false information will be ineligible for admission or denied continuation of studies at the College.

For further information, applicants should contact:

Office of Admissions and Records
Clayton State College
P. O. Box 285
Morrow, Georgia 30260
Telephone: (770) 961-3500

CATEGORIES OF ADMISSION

NEW FRESHMEN

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. **Regular Admission**

Scholastic Aptitude Test I (SAT) verbal score of 330 (250*) or American College Testing Program (ACT) score of 13 or higher; and Scholastic Aptitude Test I (SAT) mathematical score of 310 (280*) or American College Testing Program (ACT) mathematics score of 14 or higher;

and

High school grade point average (on academic courses only) of 2.00 or higher on a 4.00 scale.

b. **Probation Admission**

Scholastic Aptitude Test I (SAT) verbal score of 530 (450*) or American College Testing Program (ACT) English score of 24 or higher; and Scholastic Aptitude Test I (SAT) mathematical score of 480 (450*) or American College Testing Program (ACT) mathematics score of 21 or higher;

and

High school grade point average below 2.00.

NOTE: Students admitted on probationary status must enroll in SARS 099. Probation students must take the College's placement examinations, and they will be *required* to take Learning Support courses if indicated.

*The SAT changed its scoring system in 1995; the numbers in parentheses are for scores reported before the "recentering."

All new freshmen must complete the College's placement examination process, which is designed to measure the student's proficiency in critical academic areas including mathematics, English, and/or reading. The results of the placement examinations in conjunction with high school grades and SAT I (or SAT or ACT) scores will be used for placement. Based on their scores, students may be recommended or required to enroll in Learning Support courses. (For additional information, see the Learning Support Department heading in the Arts and Sciences section of this catalog.)

NOTE: Students who have not attended any high school or college for five or more years may be eligible for admission as Non-traditional Students; see the heading below.

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 must also submit a copy of their high school transcripts unless they were born before 1968.)

College Preparatory Curriculum Requirements. The College Preparatory Curriculum (CPC) 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:

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

Students whose high school class graduated prior to spring 1988 or students who earned the GED and were born before 1970 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 Learning Support 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, GERM 111, SPAN 111, BIOL 131, CHEM 131, PHYS 131, SOC1 205, HIST 252, and PSYC 205. Courses taken to meet CPC requirements cannot be used to satisfy any other curriculum requirements but can be used as prerequisites.

FRESHMAN SCHOLARS

Students who have not removed College Preparatory Curriculum deficiencies by the time they have earned 30 hours of college degree credit must be enrolled in CPC deficiency courses. Students who have not removed College Preparatory Curriculum deficiencies by the time they have earned 45 hours of college degree credit may not enroll in college degree courses until CPC deficiencies are satisfied.

The Freshman Scholar Program offers outstanding high school juniors and seniors an opportunity to accelerate their academic programs by electing courses at Clayton State College. The Freshman Scholar Program includes three options available to qualified high school students:

- **The Joint Enrollment Program** allows outstanding high school students to accelerate their education by earning college credit at Clayton State College. This program enables participants to fulfill high school graduation requirements and, at the same time, acquire fully accredited college credits. Qualified students may enroll in the program at the beginning of any academic quarter.
- **The Postsecondary Option Program (PSO)** offers the same opportunities as the Joint Enrollment Program and is available to both qualified juniors and seniors enrolled in Georgia's public high schools. Matriculation fees for students electing the PSO program are paid through the Tuition Grant Program. A student wishing to enroll in the PSO program must obtain a Tuition Grant form from his or her high school guidance counselor prior to registering for classes. (This program is not available during Summer Quarter.)
- **The Early Admissions Program** allows qualified high school seniors to accelerate their education by enrolling as full-time students at Clayton State College before they actually graduate from high school. Qualified students may enroll in this program at the beginning of any academic quarter at Clayton State College.

To be considered for admission to Clayton State College as a Freshman Scholar, a student must qualify as follows:

1. Be at least 16 years of age.
 2. Be classified as a high school senior or junior and have earned at least 10 units of credit. (Juniors are limited to enrolling in the postsecondary option program only. Rising seniors can enroll in the joint enrollment program during the summer quarter prior to the beginning of the senior year.)
 3. If a senior, have at least a 3.00 grade point average in academic subjects. If a junior, have at least a 3.50 grade point average in academic subjects.
 4. Have a minimum combined SAT I score of 1100 (1000* with a verbal score of at least 530 (450*) and a mathematics score of at least 480 (450*)) or have a composite ACT score of 25 with subscores of at least 24 on English and 21 on mathematics.
- * The numbers in parentheses are for SAT I scores reported before the "recenting" of SAT scores.

5. Be enrolled in a high school College Preparatory Curriculum courses and scheduled to complete all requirements by the end of the senior year.
6. Have the recommendation of the high school principal and guidance counselor.
7. Have parental approval.
8. Provide appropriate documentation (Clayton State College Application, Freshman Scholar Application, official high school transcripts, SAT/ACT scores, immunization form.) by the deadline for the academic quarter.

Because the Freshman Scholar Program involves close cooperation between Clayton State College and the high school, it is important that students considering one of these options work closely with their high school counselors and/or principals. For further information, students should contact the Admissions Office at (770) 961-3500.

STUDENTS SEEKING A CERTIFICATE

Any student with a high school diploma, previous college credit, and /or GED may be admitted to Clayton State College to seek a certificate in a career program.

Students who do not meet regular freshman or transfer admission requirements may be admitted to the College for a certificate program but will be limited to courses in the appropriate certificate program. Students admitted to a certificate program will complete the College's placement examination process, which is designed to measure the student's proficiency in critical academic areas including mathematics, English, and/or reading. The results of the placement examinations will be used for placement. Based on their scores, students may be recommended or *required* to enroll in Learning Support courses.

Any student admitted to a certificate program who completes 30 or more quarter credit hours in a certificate program with an academic standing grade point average of 2.00 or higher may seek admission to an associate of applied science degree program by applying through the Admissions Office and meeting all transfer admission policies and requirements. (See Transfer Student heading below for specific information)

FORMER CLAYTON STATE COLLEGE STUDENTS

Former students who have not attended Clayton State College within the past four quarters and 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

have 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 participate in the College's placement examination process and may be required to take appropriate Learning Support 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 wish to take certain college credit courses related to their specific career or personal needs without pursuing a degree may be admitted with **non-degree** status. Admission with this status requires the written approval of the department head(s) responsible for the course(s), **and** the concurrence of the appropriate school's dean. In approving or disallowing a request, the department head and dean will consider whether the student appears to have acquired, through course prerequisites or other experience, adequate preparation for the course(s) proposed to be taken.

Students denied admission under any other category are ineligible for admission as non-degree students. Students may be admitted with non-degree status without meeting Learning Support requirements. A **maximum** of 19 quarter credit hours may be taken by a student with non-degree status. A student who wishes to change from non-degree status to another admission category must meet **all** requirements for that category, including Learning Support requirements, if any. Courses taken as non-degree will not be considered at the time of reclassification to another admission category nor can they be used to avoid Learning Support courses.

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 Academic Standing in the Academic Information section of this catalog.

If accepted for admission to Clayton State College, transfer students who are on probation at their previous college will be

placed on academic probation at Clayton State College. If accepted for admission, students who are in good standing at their previous institution but who do not meet Clayton State College's standards of academic progress will be placed on academic probation. Students admitted on academic probation must perform under the same academic standards as current Clayton State College students. See Academic Standing in the Academic Information section of this catalog.

Students currently on suspension or exclusion from any college or university will not be accepted for transfer admission to Clayton State College until they have been out of school an amount of time equal to Clayton State College's standards for dismissal. See academic Standing in the Academic Information section of this catalog.

Transfer credit is normally accepted for all college work earned at regionally accredited colleges or universities 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 transfer policies and procedures:

1. Transfer students with fewer than 20 quarter credit hours *accepted by Clayton State College* are subject to new freshman admission requirements including submission of official copies of high school transcript regardless of the dates of high school attendance.
2. Transfer applicants must submit official transcripts from *all* colleges or universities attended regardless of whether the student is seeking transfer credit from a given institution. (Student copies of transcripts are *not* considered official.)
3. Transfer students who have not completed at least 45 hours of accepted Core Curriculum credits with at least a 2.00 average and who graduated from high school in spring 1988 or later are subject to the requirements of the College Preparatory Curriculum. See the heading above.
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. If he or she graduated from high school in spring 1988 or later, is subject to the requirements of the College Preparatory Curriculum. See the appropriate headings above.
5. A student who has earned an Associate of Science in an allied health area or an Associate of Applied Science or an Associate of Applied Technology may be admitted to a program leading to a baccalaureate degree in accordance with policies for admission of transfer students.
6. A student admitted to pursue a certificate program only and who has earned at least 30 quarter credit hours in

a certificate program with an academic standing GPA of at least 2.00 may be admitted to an associate degree program in accordance with placement requirements for the specific degree.

7. In order to earn a degree or certificate from Clayton State College, transfer students must meet the residency requirements of the College. See the Academic Information and individual school sections of this catalog for residency requirement details.
8. Some programs of study (majors) at Clayton State College will accept only a grade of *C* or better in all or designated courses in the field. Due to variations in curricula in specific majors (e.g. nursing), courses completed at another institution may not apply to the major at Clayton State College. See the catalog section of the particular program.
9. Transfer students may be required to participate in the College's placement examination process and, based on those results, may be required to enroll in Learning Support courses or other learning experiences.
10. Transfer applicants will be screened for previous participation in the University System of Georgia Learning Support program. Previous participants must furnish Clayton State with a complete record of their test performance on all required tests. Students will be bound by Clayton State College's Learning Support requirements, and the College may require additional testing to help determine an applicant's qualifications for admission.
11. Admission to Clayton State college as a transfer student does not guarantee admission to selective admission programs within the College.

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. 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 a higher degree. Applicants desiring an associate or a 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 an acceptable 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 at an approved or accredited United States high school and graduation from the same high school.
4. Successful completion of one course (minimum of four quarter credit hours) in English Rhetoric and Composition at a United States regionally accredited college or university.

NOTE 1: 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.

NOTE 2: Students whose native language is not English may be exempt from taking the SAT or ACT if all of the following conditions are met: (a) the student has a minimum high school grade point average of 2.00; (b) the student demonstrates proficiency in English as prescribed by the College; and (c) the student does not have an opportunity to take the SAT or ACT prior to entering the United States.

International students may be required to take placement tests at Clayton State College. The results of placement testing will help determine courses in which students must enroll.

International students must submit the Clayton State College Financial and Visa Information Sheet, immigration documents, and immunization form.

AUDITORS

Students admitted as auditors enroll in courses but receive no college credit. Auditors must complete an Application for Admission and submit official high school transcripts or General Education Development (GED) Test scores. Auditors pay regular fees for enrollment. Students initially admitted as auditors who wish to obtain college credit for courses must seek readmission under another category. Students may not re-

ceive credit for courses in which they were registered as auditors unless they repeat the course for credit. (Students who are admitted under other categories may choose to audit certain courses. See Auditing courses in the Academic Information section of this catalog.)

DENIAL OF ADMISSION

A student denied admission or readmission to the College may, upon request, have his or her application reviewed by the Admission Appeals Committee. The committee may recommend the admission of a student on academic probation status if evidence of maturity, motivation, and ability is exhibited.

Students admitted to the College through appeal may be required to take certain courses, including, but not limited to, SARS 099 (Study and Research Skills) and SARS 097 (Learning to Learn Math).

GEORGIA RESIDENCY STATUS

At the time of admission, a student is classified as a resident or a non-resident of Georgia for the purpose of determining fees. The definitions of resident status for this purpose 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 is as 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
Late Registration Fee
Georgia Residency Status
Books
Financial Aid
Nurse Managed Clinic Fee
Nursing/Dental Hygiene Fees
Auditor Fees
Students 62 or Older
Continuing Education Course Fees

REFUNDS

FEES

Clayton State College conducts classes and charges fees on a quarterly basis. **All matriculation charges or other charges are subject to change before the beginning of any quarter without prior notice.**

Quarterly 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. During the normal registration period, the College accepts payment by VISA and Mastercard, subject to validation and approval.

Payment of fees may not be deferred. All fees are due and payable upon registration.

If a bank declines payment of a student's personal check and returns it to the College, the student will be charged \$15.00 or 5%, whichever is greater. Students who do not clear their financial obligations within one week will have their registration cancelled. Official transcripts of credit will not be issued for students whose accounts in the Business Office are held to be delinquent. If necessary, legal action will be initiated by the College for the collection of debts.

QUARTERLY FEES

Georgia Residents	\$498.00 for a student taking 12 quarter credit hours or more, or \$42.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$1,568.00 for a student taking 12 quarter credit hours or more, or \$132.00 per quarter hour for fewer than 12 quarter credit hours.

In addition, each student pays an \$18.00 Student Activities Fee and a \$48.00 Student Athletic Fee each quarter.

LATE REGISTRATION FEE

Any student who registers and pays fees once classes begin will be charged a late registration fee of \$25.00.

GEORGIA RESIDENCY STATUS

Determination of residency for the purpose of assessing fees is established at the time of admission. See the Admission Information Section.

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 \$75 and \$150 each quarter for books.

FINANCIAL AID

For information on financial aid programs available at Clayton State College, refer to the Financial Aid section of this catalog.

NURSE MANAGED CLINIC FEE

A \$15.00 fee will be charged on designated clinical courses for immunizations and other health screening services.

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 liability insurance. In the case of Dental Hygiene students, there are costs for instruments. A list of such costs is available in the School of Health Sciences.

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 Continuing Education. Fees and refund policies for these courses are listed in quarterly brochures published by that office.

REFUNDS

To receive any refund of fees paid to 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 matriculation, tuition, athletic, activity, and special course fees if they formally cancel registration or drop a class by the last registration day before classes begin for a quarter. Students who formally withdraw from the College after this time will be entitled to a refund of matriculation, tuition, athletic, and activity fees according to the following schedule:

<u>Formal Withdrawal</u>	<u>Refund</u>
On or before the first day of class	100%
Withdrawal after the first day of class but before the end of the first 10% (in time) of the period of enrollment	90%
Withdrawal after the first 10% (in time) of the period of enrollment but before the end of the first 25% (in time) of the period of enrollment	50%
Withdrawal after the first 25% (in time) of the period of enrollment but before the end of the first 50% (in time) of the period of enrollment	25%
Withdrawal after the first 50% (in time) of the period of enrollment	00%

Students should refer to the quarterly Schedule of Classes for dates applicable to the refund policy. The first day of class is defined as the first day of the quarter as listed in the quarterly Schedule of Classes regardless of when the first meeting of any given section is held. **No refunds are allowed for a reduction in hours on or after the first day of class, including during the drop/add period. No refunds are allowed on the late registration fee.**

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.

The following students are entitled to a full refund of matriculation fees paid for a quarter of enrollment: (1) students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive emergency orders to active military duty, and (2) military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location. Contact the Admissions Office for details.

ACADEMIC INFORMATION

REGISTERING FOR CLASSES

- Schedule of Classes*
- Telecourses and Distance Learning*
- Freshman Orientation*
- Transfer/Transient Orientation*
- Drop/Add and Changing Schedules*
- Withdrawal from Courses Numbered 100 or Higher*
- Withdrawal from Learning Support Courses*

CHOOSING A PROGRAM OF STUDY (MAJOR)

- Faculty Advisement*
- Undecided Students*
- Changing Programs of Study*

GRADING SYSTEM

- Grade Point Average (GPA)*
- Repeating Courses*
- Grade and Academic Appeals*

COURSE CREDIT

- Credit Hours*
- Full-time and Part-time Status*
- Junior and Senior Standing*
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ACADEMIC HONORS

- Honors Program*
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- Graduation with Honors*
- Honors Convocation*

ACADEMIC STANDING

- Good Standing*
- Academic Warning*
- Academic and Learning Support Probation*
- Academic and Learning Support 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, the building and room in which they are taught, and other important information. 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.

TELECOURSES AND DISTANCE LEARNING

Some courses at Clayton State College have sections in which some or all of the instruction is delivered by broadcast television, cable television, or other distance learning methods. Use of this technology allows the College to offer learning experiences that are more convenient for many students. In some cases, distance learning technology will enable the College to bring opportunities to students that would not otherwise be available.

Courses offered via telecourse or other distance learning methods are identified in the quarterly Schedule of Classes. Additional fees may accompany these courses. Students enrolled in telecourses or distance learning courses may be required to come to the main campus for discussions, to prepare assignments, to meet with the instructor(s) or for other purposes.

ORIENTATION: FRESHMAN, TRANSFERS, AND TRANSIENTS

The Orientation Program is an important set of activities designed to ease the transition to Clayton State College. Students will receive an invitation to participate in orientation shortly after acceptance to the College. The orientation program is tailored for the unique needs of new students, and there are separate programs for freshman, transfer students, and families of new students. *ALL NEW STUDENTS ARE REQUIRED TO PARTICIPATE IN ORIENTATION.*

The Orientation program includes placement testing in writing, English, mathematics and/or reading. Results from the placement instruments will help students select the most appropriate courses for academic success.

During the orientation sessions, students will have the chance to meet faculty and students, become familiar with the campus facilities, and be introduced to the wide variety of student services and activities available to the campus community.

At the conclusion of Orientation, students will meet with a faculty advisor and register for courses.

DROP/ADD AND CHANGING SCHEDULES

Each quarter the class schedule specifies a date as the last day to register for classes or to change schedules through the drop/add process. Courses dropped by this date will not be shown on the student's permanent record. After this date the student's class schedule becomes official and can be changed only by official withdrawal (see below).

WITHDRAWAL FROM COURSES NUMBERED 100 OR HIGHER

After the end of the drop/add period (see above), a student may withdraw from a course only by processing an *Official Withdrawal Form*. Forms can be obtained in the Office of Admissions and Records and in most department offices.

A student may obtain an *Official Withdrawal Form* from the Office of Admissions and Records in person or by calling 961-3500. *It is the student's responsibility to obtain the form and to make sure that it is properly completed, signed, and processed on time.*

Each quarter a mid-term date is designated and printed in the class schedule as "the last day to withdraw without academic accountability." A student who turns in a completed *Official Withdrawal Form* to the Office of Admissions on or before this date may withdraw for any reason and will receive a *W* grade for the quarter.

After the mid-term point designated as "the last day to withdraw without academic accountability," a student may withdraw only for extenuating personal circumstances beyond the student's control. Before the *Official Withdrawal Form* can be processed, the form must be approved and signed by the dean of the school in which the student is advised. In addition, the instructor must sign the form and assign a *W* or *WF* depending on whether the student was passing or failing the course at the time of withdrawal. (See the Grading System section on page 20 for explanation of *W* and *WF*.)

A registered student who never attends a course will automatically receive a grade of F in the course. A registered student who stops attending a course without processing an Official Withdrawal Form will automatically receive a grade of F in the course regardless of the grade at the time the student quit attending.

WITHDRAWAL FROM LEARNING SUPPORT COURSES

All of the regulations for withdrawing from courses numbered 100 or higher also apply to Learning Support courses. In addition, students *required* to take Learning Support courses may not withdraw from Learning Support courses until the *Official Withdrawal Form* has been approved and signed by the Learning Support department head or counselor. A student *required* to take Learning Support courses may not withdraw from a Learning Support course and remain in any course numbered 100 or higher.

CHOOSING A PROGRAM OF STUDY (MAJOR)

Each student is required to declare a program of study (major) 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. In addition, students may obtain general academic advice and counseling, including career counseling, from the Offices of Counseling Services and Career Services in the upper level of the D-building.

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

UNDECIDED STUDENTS

Students who are undecided about their programs of study (majors) 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 Offices of Counseling Services and Career Services.

CHANGING PROGRAMS OF STUDY

A student must complete a form for changing a program of study (major) 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, L, P*), even though the student may not complete the quarter's work.

The following grading system is used at Clayton State College:

	<u>Grade</u>	<u>Numerical Equivalent</u>
<i>A</i>	excellent	4.00
<i>B</i>	good	3.00
<i>C</i>	satisfactory	2.00
<i>D</i>	passing	1.00
<i>F</i>	failure	0.00
<i>WF</i>	withdrew, failing	0.00

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 attendance or within one calendar year, 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 withdrew before mid-term or after mid-term with approval while passing the course. *Withdrawal after mid-term is permitted only for extenuating personal circumstances beyond the student's control.* See the Withdrawal from Courses sections above.
- 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 or experience program (CLEP, AP, or other proficiency exam).
- IP*—Indicates progress in a Learning Support course, but the student is required to repeat the course.

GRADE POINT AVERAGE (GPA)

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of quarter credit hours attempted in courses numbered 100 or higher at Clayton State College. Following is an example:

Course	Credit Hours	Grade (numerical equivalent)	Points
ENGL 111	5	B(3)	15
MATH 115	5	C(2)	10
PSYC 205	5	A(4)	20
PHED 101	2	F(0)	0
	<u>17</u>		<u>45</u>

$45 \div 17 =$ Grade Point Average of 2.65

Clayton State College calculates three types of overall grade point average:

Cumulative, Academic Standing, and Program.

1. Cumulative Grade Point Average

The Cumulative Grade Point Average is the average of the grades in all courses (numbered 100 or higher) attempted at Clayton State College. Cumulative GPA is recorded on each student's transcript and is used to determine whether a student is eligible for academic honors.

2. Academic Standing Grade Point Average

The Academic Standing Grade Point Average is the average of the grades in the *most recent attempt* of all courses (numbered 100 or higher) attempted at Clayton State College. Academic Standing GPA is used to determine the following:

- academic standing status (good standing, warning, probation, and suspension);
- eligibility for graduation; and
- determining minimum eligibility for admission into a program with selective admissions.

3. Program Grade Point Average

The Program Grade Point Average is the average of the grades in the most recent attempt of all courses (numbered 100 or higher) attempted at Clayton State College *and* transfer courses that are used to satisfy graduation requirements in a student's program of study. The calculation of Program GPA does not include grades from earlier attempts on repeated courses and does not include grades from courses that do not meet graduation requirements in the student's program. Program GPA may be used under the two following conditions:

- Program GPA may be used to determine eligibility for graduation if a student does not qualify for graduation under Academic Standing GPA. To qualify for Program GPA, a student must meet the graduation requirements of the academic catalog in effect at the time of application for graduation, including the residency requirement and any program-specific minimum grade requirements. The appropriate dean and the Registrar must approve all course substitutions. *To use program GPA for graduation, a student must petition the Registrar in writing at the time of application for graduation.*
- Program GPA may be used to determine minimum eligibility for consideration for admission to a

program with selective admission if a student does not qualify for admission under Academic Standing GPA. *To use Preliminary Program GPA for admission, a student must petition, in writing, to the head of the program at the time of application for admission to the program.*

NOTE: Grades in Learning Support courses are not calculated in any GPA. Grades in transfer courses are not calculated in Cumulative or Academic Standing GPA.

REPEATING COURSES

A student may repeat any course regardless of the previous grade; the most recent attempt counts in the Academic Standing GPA *even if the most recent is lower*. The grades for all courses will remain on the student's permanent record. Courses eligible for having the most recent grade count normally have the same number of quarter credit hours and the same course prefix and number. The Registrar's Office maintains a list of exceptions indicating courses that have changed hours, prefixes, and/or numbers but will be regarded as repeats. Some specific programs may have limitations on course repeats, and students are subject to the admission and retention policies of such programs. Students should consult the appropriate section of this catalog and/or program materials.

GRADE AND ACADEMIC APPEALS

Students wishing to file an appeal of a grade or other academic action must initiate the appeal during the next quarter of their attendance, or within one calendar year from the quarter in which the grade or other action 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 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 evening classes. Students scheduling 12 or more hours of credit per quarter are classified by the College as full-time students for fee payment purposes; 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 programs and take fewer hours per quarter.

JUNIOR AND SENIOR STANDING

Courses numbered in the 100s and 200s are considered *lower division* courses. Courses numbered in the 300s and 400s are considered *upper division*.

Some courses have *junior standing* or *senior standing* as a prerequisite. Junior standing constitutes 90 degree credit hours completed; *senior standing* constitutes 135 degree credit hours completed. In certain circumstances, the junior or senior standing prerequisite may be waived by the dean of the school that offers the course.

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 dean of the appropriate school. In general, a student must have been at Clayton State College for at least two quarters and have achieved an overall *B* average before an overload will be approved.

CREDIT BY EXAMINATION OR EXPERIENCE

Clayton State College recognizes that learning can take place in a variety of settings other than the traditional classroom. Within guidelines established by the College, credit may be earned for some classes by examination or experience. These non-traditional sources of credit include nationally recognized standardized tests, certain military training, selected professional certifications and, in some cases, special examinations developed at the College.

Credit by examination is available for a number of programs, including the following:

- Advanced Placement Program of the College Board (AP). Clayton State College awards credit for most AP tests to students who score three (3) or higher. Students seeking credit must have their official scores sent directly from AP to the Office of Admissions and Records. (The College does not accept scores forwarded by high schools). Additional information and a list of examinations are available from the Office of Admissions and Records.

- College Level Examination Program (CLEP). Clayton State College awards credit for several CLEP subject examinations. (The College does not accept the CLEP general examination.) CLEP examinations are administered by the Learning Center approximately once per month. Scheduled times and other information are available from the Learning Center (L-141).
- Credit by examination for lower division nursing course work is awarded to nurses who have passed the applicable state licensing examination and have a valid Georgia R.N. license. Additional information is available from the School of Health Sciences (C-57).
- Certified Professional Secretaries Examination (CPS). Clayton State College awards up to a maximum of thirty (30) quarter credit hours for the CPS examination program. Additional information is available from the School of Technology (T-211).

Credit by examination or experience may be available for a number of other programs, including the following:

- Armed Forces training (including DANTES and USAFI). The College consults the American Council on Education (ACE) *Guide* and considers its credit recommendations. Clayton State College, however, reserves the right to determine the appropriateness of military training for credit at the College. The College routinely awards one quarter hour of physical education credit (up to a maximum of six) for each six-month period of active military duty. Any student seeking credit for Armed Forces experience and training must supply documentation (including but not limited to the DD-214) to the Office of Admissions and Records (A-30) for evaluation.
- In certain instances, credit by examination is available through validation of previous registered nursing experience and nursing specialty certification. Additional information can be obtained through the School of Health Sciences (C-57).

Information about possible credit by examination or experience is available in the appropriate academic department or in the Learning Center (L-141).

The following regulations apply to credit by examination or experience:

1. Credit by examination or experience may be awarded only in areas that fall within the regular curricular offerings of the College, and any credit awarded must be appropriately related to the student's current educational goals.
2. A student must meet all prerequisites for a course before credit by examination or experience can be awarded for that course.

3. Credit by examination or experience is not awarded for any course for which the student has previously earned credit.
4. Although appropriate credit earned by examination or experience may be applied to meet graduation requirements, such credit may *not* be used to meet the minimum number of hours required "in residence" at Clayton State College. This regulation applies even if the credit by examination or experience is earned at the same time that the student is in residence for other courses.
5. Credit by experience must have occurred in a formalized setting that maintains verifiable records. In addition, the experience must be validated as equivalent to college credit by a recognized outside entity or by a college-required validation examination. Clayton State College does not award credit based on generalized life experience.
6. Credit by examination or experience is recorded on transcripts at Clayton State College by the symbol *K*. Grades of *K* do not alter the student's quarterly, cumulative, or academic grade point average (GPA).

INTERNATIONAL STUDIES OPPORTUNITIES

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. Study abroad programs are normally available in such places as Europe, Asia, Israel, Canada, and Mexico.

Studying abroad enables students to increase knowledge of foreign languages, 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.

International programs are open to all students, usually with a minimum academic standing GPA of 2.50; however, certain programs may require a higher GPA and completion of prerequisites. For further information, students should contact the Office of the Vice President for Academic Affairs or the foreign language coordinator.

CORRESPONDENCE CREDIT

Credit obtained through correspondence courses taught through other regionally accredited colleges or universities may be counted toward graduation. A maximum of 20 quarter hours of correspondence credit will be accepted in a degree program. Students seeking permission to take courses through correspondence must complete a Transient Authorization Form and obtain approval from the appropriate Dean and the Registrar *prior* to registering for correspondence work.

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.

Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit.

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 request to do so as transient students with the advance approval of Clayton State and the other institution. Students wishing to take courses on a transient basis 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 and dean of the school offering the major and by the Registrar. Approval or disapproval is based on the administrator's judgment of the appropriateness to the student's academic program. Ordinarily, transient status is granted for only one quarter although exceptions may be approved in special circumstances. Normally, transient status is not granted for *one* part of a science or foreign language course sequence (e.g., BIOL 151-152).

Students who are required to participate in the Learning Support 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

HONORS PROGRAM

A limited number of qualified students are admitted to the Clayton State College Honors Program which offers special sections of classes and other activities. See the Financial Aid, Scholarships, and Honors Program section of this catalog for additional information.

DEAN'S LIST

A student with a quarterly average of 3.60 or higher who is in good academic standing will be placed on the Dean's List

for that quarter. Students who take only Learning Support 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 Learning Support Program must achieve a 3.60 in all college work and Learning Support work attempted.

GRADUATION WITH HONORS

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

- a. Attain the cumulative 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

GOOD STANDING

The academic standing 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 Academic Standing Grade Point Average for Good Standing
0-15	1.30
16-30	1.50
31-45	1.60
46-60	1.80
61-75	1.90
76-UP	2.00

ACADEMIC WARNING

Students in good standing will be given an Academic Warning if at the end of any quarter their academic standing or quarterly GPA falls below 2.00. Once below 2.00, 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 AND LEARNING SUPPORT PROBATION

1. Academic Probation

Any student whose academic standing GPA falls below the minimum acceptable GPA for Good Standing as indicated in the chart in the Good Standing section above will be placed on academic probation.

2. Learning Support Probation

Any student who does not complete required Learning Support courses within the number of attempts permitted by Learning Support standards of progress (MATH 095 – one attempt; COMM 098, ENGL 099, or READ 095 – two attempts; MATH 097 – two attempts, counting any successful or unsuccessful attempts at MATH 095; MATH 099 – three attempts, counting any successful or unsuccessful attempts at MATH 095 and/or MATH 097) will be placed on Learning Support probation. (Note: Attempts at Learning Support courses are cumulative within the University System of Georgia.)

Probation is a very serious matter, for if performance does not improve, the student will be suspended from the College. See the Academic and Learning Support Suspension section below.

ACADEMIC AND LEARNING SUPPORT SUSPENSION

1. Academic Suspension

A student will be placed on academic suspension and barred from enrollment for the upcoming quarter if at the end of any quarter while on academic probation the following two criteria apply: (1.) the student's academic standing GPA falls below the minimum acceptable level for Good Standing as indicated in the chart above, **and** (2.) the student's quarterly GPA is below 2.00.

The first academic suspension bars enrollment for one quarter, and the second academic suspension bars enrollment for two quarters. Students who choose to return to the College following their first or second suspensions may do so without reapplying for admission (providing they do not remain out for more than four academic quarters). Students who wish to appeal a first or second academic suspension and return to the College without remaining out the specified one or two quarters must obtain the appropriate form from the Office of Admissions and Records and file it with the Assistant Vice President for Academic Affairs.

Third and subsequent suspensions bar enrollment for a minimum of four quarters. Students who wish to return to the

College following a third or subsequent academic suspension must reapply and be considered for readmission by the Admissions Appeals Committee; readmission is **not** automatic.

2. **Learning Support Suspension**

A student who does not complete the requirements of Learning Support English, reading, or communication in **three** quarters of enrollment in the content area will be placed on Learning Support suspension and barred from enrollment for one quarter. A student who does not complete the required Learning Support area in **four** quarters of enrollment will be placed on Learning Support suspension and barred from enrollment for a minimum of two quarters. (Note: Attempts at Learning Support courses are cumulative within the University System of Georgia.)

Students who wish to appeal a one-quarter Learning Support suspension must obtain the appropriate form from the Office of Admissions and Records and file it with that office. Students who wish to return to the College after a two-quarter Learning Support suspension must reapply to the College and submit an Appeal Form to be considered for readmission by the Admission Appeal Committee; readmission is **not** automatic.

DEGREE REQUIREMENTS

GRADUATION REQUIREMENTS

General Policy on Catalog and Requirements

Bachelor's Degrees and A.A./A.S. Degrees

A.A.S., A.S.D.H. and A.S.N. Degrees

Certificates

Second Degree

Application for a Degree or Certificate

Licensure Examinations

Assessment of Student Learning Outcomes

THE CORE CURRICULUM AT CLAYTON STATE COLLEGE

General Education Outcomes

Areas I, II, and III Curriculum Requirements

Programs of Study: Area IV

The Core Curriculum of the University System of Georgia

REGENTS' TEST POLICY

PERSONAL CURRICULUM GUIDE

GRADUATION REQUIREMENTS

Clayton State College offers five baccalaureate degrees: a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), a Bachelor of Business Administration (B.B.A.), a Bachelor of Music (B.M.), and a Bachelor of Science in Nursing (B.S.N.)

The Bachelor of Arts (B.A.) Degree with a major in Teacher Education is awarded upon successful completion of a program of study designed for certification in Middle Level Education. Students select a major and a minor concentration from among mathematics, science, language arts, and social studies to accompany field-based education components.

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 Music (B.M.) Degree is awarded upon successful completion of a prescribed program of study in one of three majors: Composition, Instrument Building, and Performance.

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.

The Bachelor of Science degree is available with a major in Health Care Management.

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 transfer 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 degrees 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 and the School of Technology. These particular associate degrees, as well as the certificate programs, are not designed for baccalaureate credit, but some of the courses included in these degrees and programs may be used toward a four-year degree.

A complete description of all degree programs and all cer-

tificate programs can be found in subsequent sections of the catalog identified as the School of Arts and Sciences, the School of Business, the School of Health Sciences and the School of Technology.

GENERAL POLICY ON CATALOG AND REQUIREMENTS

Each student at Clayton State College is responsible for learning and observing all current published regulations and procedures required by the College and by the program in which he or she is enrolled. *A current published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of a specific requirement by a faculty advisor or by a College staff member.*

Each student must become especially familiar with (1.) this section of the academic catalog, (2.) the offerings and requirements of his or her major or program of study, and (3.) the contents of the quarterly Schedule of Classes bulletin, which may contain notices of changes in academic regulations or procedures.

While the provisions of the appropriate catalog will normally be applied as stated, Clayton State College reserves the right to change any provision listed in a catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. The College will make every effort to keep students advised of any such changes. Information on changes made by the College will be available in the Office of Admissions and Records. Students must note especially their responsibility to remain informed about current graduation requirements for their particular degree programs.

A candidate for graduation is normally subject to the catalog requirements that are in effect at the time of initial enrollment. However, in consultation with his or her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of initial enrollment with the following exception: a student not enrolled for two or more consecutive years is subject to the requirements in effect at the time of readmission.

Course work completed in Areas I, II, or III more than ten years prior to the date of graduation may be credited toward the degree. For all other courses, work completed more than ten years prior to the date of graduation may be credited toward the degree *only* in the following cases: (1) with the approval of the student's major department head and dean, or (2) if the student's enrollment at Clayton State College has been continuous since initial enrollment, i.e., no interruption of two or more consecutive years.

BACHELOR'S DEGREES AND A.A./A.S. DEGREES

Bachelor of Arts (B.A.)
 Bachelor of Science (B.S.)
 Bachelor of Business Administration (B.B.A.)
 Bachelor of Music (B.M.)

Bachelor of Science in Nursing (B.S.N.)
 Associate of Arts (A.A.)
 Associate of Science (A.S.)

For graduation with the Bachelor of Arts degree, the Bachelor of Science degree, the Bachelor of Business Administration degree, the Bachelor of Music 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 below.)
2. Complete the Georgia and U.S. 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 101 and HIST 262 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. (HIST 311 will also meet this requirement.) For information on these examinations, students should contact the School of Arts and Sciences.
3. Satisfy Core Curriculum requirements for Area IV in one specific program of study: a minimum of 30 quarter credit hours. NOTE: 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.
4. In baccalaureate degree programs, satisfy the program requirements in one specific major. (See the requirements under the appropriate school of the College.)
5. Complete the above requirements with a minimum 2.00 academic standing grade point average. (The B.A. in Middle Level Education program requires a minimum 2.50 grade point average for admission to the upper division of the program).
6. Complete specified course and program assessments in general education and in major field and complete remedial work that may be required.
7. Meet the College's residency requirements:
 - a. For the associate 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.)
8. Successfully complete the 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 below.)

A.A.S., A.S.D.H., AND A.S.N. DEGREES

Associate of Applied Science (A.A.S.)
 Associate of Science in Dental Hygiene (A.S.D.H.)
 Associate of Science in Nursing (A.S.N.)

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 2.00 academic standing grade point average.
4. Complete specified course and program assessments in general education and in major field.
5. Satisfy the History and Constitution requirements as specified above for B.A., B.S., B.B.A., B.M., 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 101 or HIST 262 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 a program of specified coursework with an academic standing grade point average of 2.00 or better. Consult the School of Technology for requirements concerning the portion of a certificate which may be earned by transfer and/or credit by examination.

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 additional 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.

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. The appropriate documentation must be filed for any course substitutions required.

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 for degrees is held each year at the end of Spring Quarter. Certificate graduation ceremonies are held as often as each quarter. For students completing degree 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.

LICENSURE PROGRAMS

Certain programs are designed to satisfy the present educational requirements to enable students to take licensure examinations. (Current programs at Clayton State College include Nursing, Dental Hygiene, and Aviation Maintenance Technology.) However, the licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses or, if taken, that such courses will entitle students to take licensure examinations.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

In order for the College to assess and improve its academic programs, regular measurements of students' perceptions and

intellectual growth must be obtained. In their general education programs and major fields of study, students may be required to participate in assessments of course and/or program effectiveness. The information obtained through such assessment instruments is used to improve the quality of the educational experience for Clayton State College students.

PHYSICAL EDUCATION

Students are strongly encouraged to enroll in appropriate physical education (PHED) courses in order to improve their overall health and wellness even when PHED is not required for a degree.

THE CORE CURRICULUM AT CLAYTON STATE COLLEGE

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.

GENERAL EDUCATION OUTCOMES

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 learning outcomes that the faculty has identified as the essential elements of a superior general education. The abilities to think critically and communicate effectively are the foundation outcomes of general education.

General Education is introduced in Areas I, II, and III, but the outcomes are enhanced and reinforced throughout the College curriculum.

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.

Note: Students with College Preparatory Curriculum (CPC) deficiencies should enroll in courses to remove the deficiencies before enrolling in any courses for Area I, II, or III credit. (See the Admissions Information section of this catalog for fuller explanation of CPC requirements.)

AREAS I, II, AND III CURRICULUM REQUIREMENTS

AREA I - HUMANITIES		Quarter Credit Hours
A.	Both of the following courses: PHIL 110 Logic and Critical Thinking ENGL 111 Composition I* <i>Prerequisite:</i> For both courses, exemption from or exit from Learning Support reading and English. It is recommended, but not required, that PHIL 110 be taken along with or prior to ENGL 111. *FREN 112, GERM 112, or SPAN 112 may be substituted for ENGL 111 upon demonstration of basic English writing competency assessed by SAT/ACT verbal scores and a locally developed instrument.	10
B.	ENGL 112 Composition II <i>Prerequisite:</i> ENGL 111 or foreign language at the 112-level.	5
C.	One of the following "capstone" courses: ART 232 History of Art from the 1880's 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 212 Survey of English Literature II ENGL 222 Survey of American Literature II FREN 211 or 212 Intermediate French GERM 211 or 212 Intermediate German HUMN 210 The Arts and Society MUSI 211 Music Appreciation SPAN 211 or 212 Intermediate Spanish SPCH 220 Fundamentals of Speech <i>Prerequisite:</i> For all Area I "capstone" courses, ENGL 112 and PHIL 110.	5
Total quarter credit hours in Area I		20

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	College Algebra or higher level mathematics. (Category A mathematics courses do not have to be taken prior to courses in categories B & C except for PHYS 131.) MATH 115 College Algebra* <i>Prerequisites:</i> two years of high school algebra and a suitable score on the math placement test; or MATH 099. *Students with high school preparation beyond the minimum required for MATH 115 (especially students in majors requiring advanced mathematics) may take MATH 130 or MATH 151. (See Course Descriptions section.)	5
B.	The first course of a laboratory science sequence* BIOL 131 Introduction to Biology I or CHEM 131 Introduction to Chemistry I or PHYS 131 Introduction to Physics I <i>Prerequisite:</i> MATH 115 or higher. *Students majoring in engineering, mathematics, or sciences (including biomedical science) may substitute a specialized science sequence for these courses. Choose from BIOL 171, CHEM 151, PHYS 251.	5

C.	The second course of a laboratory science sequence* BIOL 132 Introduction to Biology II <i>Prerequisite:</i> BIOL 131. or CHEM 132 Introduction to Chemistry II <i>Prerequisite:</i> CHEM 131. or PHYS 132 Introduction to Physics II <i>Prerequisite:</i> PHYS 131. *Students majoring in engineering, mathematics, or sciences (including biomedical science) may substitute a specialized science sequence for these courses. Choose from BIOL 172, CHEM 152, PHYS 252.	5
D.	SCI 221 Energy Use and the Environment <i>Prerequisites:</i> ENGL 111, PHIL 110, MATH 115 or 130 or 151, and any 10 quarter credit hour laboratory science sequence from B & C above.	5

Total quarter credit hours in Area II 20

AREA III - SOCIAL SCIENCES

A.	POLI 101 American National Government in an International Context <i>Prerequisite:</i> Exemption from or exit from Learning Support reading.	5
B.	One of the following courses: PSYC 205 Introduction to Psychology SOC1 205 Introduction to Sociology <i>Prerequisite for both courses:</i> Exemption from or exit from Learning Support reading.	5
C.	HIST 262 Themes in American History <i>Prerequisites:</i> ENGL 111, PHIL 110, and POLI 101.	5
D.	One of the following "capstone" courses: HIST 282 Themes in World History SOSC 220 Issues in Contemporary Society <i>Prerequisites for both courses:</i> HIST 262 and PSYC 205 or SOCI 205.	5
Total quarter credit hours in Area III		20

PROGRAM OF STUDY: AREA IV

Area IV courses prepare students to major in their chosen fields on the baccalaureate level at Clayton State College or at other colleges and universities. Each program consists of 30 quarter credit hours usually 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.

THE CORE CURRICULUM OF THE UNIVERSITY SYSTEM OF GEORGIA

All work completed in the four areas of the Core Curriculum is fully transferable and applicable to graduation in the same program 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, or content 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 credits 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 (961-3500).

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.

REQUIREMENTS FOR WHO MUST TAKE THE REGENTS' TEST: All associate degree and baccalaureate degree graduates of Clayton State College, with the exception of those cited in the paragraph on "Exceptions," shall exhibit competence in certain minimum skills in reading and writing by successfully completing the examinations of the Regents' Testing Program.

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 certificate program is not required to complete the test.

REQUIREMENTS FOR WHAT QUARTER THE REGENTS' TEST MUST BE TAKEN:

Students are **required** to take the Regents' Test during the next quarter of enrollment after they have completed 45 quarter hours of credit, if they have not already taken the test and passed both parts (reading and essay).

Students **may choose** to take the Regents' Test before they have earned 45 credit hours. Students are encouraged not to take the Regents' Test prior to completion of English 111, which includes instruction in reading and writing as well as practice for the test. Students who choose to take the Regents' Test before they have earned 45 credit hours must contact the Regents' Test administrator prior to the

test administration dates.

Test administration dates are widely publicized on campus. Normally, students who are required to test will be sent a reminder; however, failure to receive a written reminder of test dates and policy does **not** excuse a student from Regents' Test requirements.

POLICY FOR STUDENTS WHO ARE REQUIRED TO TAKE THE REGENTS' TEST BUT HAVE NOT DONE SO:

1. Students who are required to take the Regents' Test but have not done so by the end of the first quarter after they have earned 45 quarter credit hours will be placed on Regents' Test probation. Students who fail to take the Regents' Test while they are on Regents' Test probation are **subject to suspension** from the College.

2. Students who have earned 75 or more quarter credit hours are subject to the above requirement, **and** in addition, they must enroll in ENGL 088 and READ 088. Students in this category who fail to enroll in the required remediation courses will not be allowed to remain enrolled in any other courses for college credit.

REQUIREMENTS FOR STUDENTS WHO HAVE TAKEN THE REGENTS' TEST BUT HAVE NOT BEEN SUCCESSFUL:

1. Students with fewer than 45 quarter credit hours are encouraged to take the appropriate remediation courses (ENGL 080 and/or READ 080) and to retest but are not required to do so.

2. Students who have earned from 45 to 75 quarter credit hours are **required** to take at least one appropriate remediation course (ENG 080 and/or READ 080) and to retest at least one part of the Regents' Test during each quarter of enrollment until both parts of the test have been passed.

Students in this category who fail to enroll in at least one remediation course as required will not be allowed to remain enrolled in any other course for college credit.

Students in this category who fail to retake at least one part of the Regents' Test during the first quarter that they are required to do so will be placed on Regents' Test probation. Any student who fails to retest while on Regents' Test probation will be **subject to suspension** from the College.

Students in this category who have been unsuccessful on both parts of the test may choose to remediate and retest only one part during a given quarter of enrollment. A faculty member will assist students so choosing in determining the more appropriate selections for remediation and retesting. Such students must continue to remediate and retest during each quarter of enrollment until they have passed both parts of the test.

3. Students who have earned 75 or more quarter credit hours and have not yet passed both parts of the Regents' Test are **required** to enroll in all appropriate remediation courses (ENGL 088 and/or READ 088) during each quarter of enrollment until both parts have been passed. (Note the change from 080 to 088.)

Students in this category who have been unsuccessful on both parts of the test do not have the option to remediate and retest in only one part per quarter; they must remediate and retest in **both** parts.

Students in this category who fail to enroll in the remediation course or courses required will not be allowed to remain enrolled in any other course for college credit.

Students in this category who fail to retake the required part or parts of the Regents' Test during the first quarter that they are required to do so will be placed on Regents' Test probation (unless they are already on Regents' Test probation). Any student who fails to retest while on Regents' Test probation will be **subject to suspension** from the College.

SPECIAL PROVISION FOR STUDENTS TRANSFERRING INTO CLAYTON STATE COLLEGE:

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.

SPECIAL ACCOMMODATIONS FOR DISABLED AND ENGLISH AS SECOND LANGUAGE STUDENTS:

Students who declared on their application for admission to the College that English is their second language and who presented evidence of English proficiency at that time may be eligible for special accommodations on the Regents' Test. Students must contact the Regents' Test administrator in Counseling Services in the upper level of the D building to determine eligibility.

Disabled students whose disability prohibits participation in the standard administration of the Test should contact the Office of Counseling Services 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.

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.

QUESTIONS ABOUT THE REGENTS' TEST:

All questions concerning scheduling and administering of the Regents' Test should be directed to the Regents' Test Administrator located in the Office of Counseling Services (upper level D-building).

All questions concerning Regents' Test policy and requirements should be directed to the Regents' Test Coordinator in the Department of Learning Support (lower level Library building).

These individuals will be glad to answer questions or make appropriate referrals.

DEGREE & CERTIFICATE PROGRAM LISTINGS

The degree programs available to students enrolling at Clayton State College are listed here. The programs are arranged by school and departments. The curriculum for each program can be found in the section for each school.

SCHOOL OF ARTS AND SCIENCES

DEPARTMENT OF HUMANITIES

Art (A.A.)	38
English (A.A.)	38
French (A.A.)	38
General Studies (A.A.)	38
Journalism (A.A.)	39
Philosophy (A.A.)	39
Spanish (A.A.)	39
Speech/Drama (A.A.)	39

DEPARTMENT OF MATHEMATICS

Computer Science (A.S.)	40
General Studies (A.S.)	40
Mathematics (A.A.)	40

DEPARTMENT OF MUSIC

Composition (B.M.)	41
Instrument Building (B.M.)	42
Performance (B.M.)	42
Music (A.A.)	43
Piano Pedagogy (Certificate)	44

DEPARTMENT OF NATURAL SCIENCES

Agriculture (A.S.)	44
Biology (A.S.)	44
Chemistry (A.S.)	45
Dentistry	45
Engineering	45
Family and Consumer Science	45
Forestry (A.S.)	45
General Studies (A.S.)	45
Geology (A.S.)	45
Health Information Management (A.S.)	45
Medical Technology	46
Medicine	46
Occupational Therapy	46
Pharmacy (A.S.)	46
Physical Therapy	46
Physics (A.S.)	47
Veterinary Medicine	47

DEPARTMENT OF SOCIAL SCIENCES

Criminal Justice (A.A.)	47
General Studies (A.A.)	47

History (A.A.)	47
Law	48
Physical Education/Health	48
Political Science (A.A.)	48
Psychology (A.A.)	48
Sociology (A.A.)	48
Urban Life (A.A.)	48

OFFICE OF TEACHER EDUCATION

Middle Level Education (B.A.)	51
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SCHOOL OF ARTS AND SCIENCES

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SCHOOL OF ARTS AND SCIENCES

Robert D. Becker, Dean
G-210

GENERAL INFORMATION

The primary objectives of the School of Arts and Sciences are (1) to provide students with college preparatory instruction in certain basic skills areas; (2) to provide students with the sound background in general education they will need during their college experience and after graduation; (3) to provide the first two years of study in a wide variety of majors offered at Clayton State and other colleges and universities; (4) to provide student musicians with musical experiences to develop skills and knowledge needed as professional musicians or as non-professionals who enjoy working within a community of musicians, and (5) to prepare students to be outstanding teachers in middle level schools.

The School of Arts and Sciences provides general education instruction for all students throughout the College. The foundation for general education 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
- Value Perspective.

All general education 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 following departments: Humanities, Learning Support, Mathematics, Music, Natural Sciences, Social Sciences, and the Teacher Education office. General Studies associate degrees are available to students seeking programs that cut across department lines.

DEPARTMENT OF LEARNING SUPPORT (FORMERLY DEVELOPMENTAL STUDIES)

Judy C. Brown, Department Head
F. Richard Reynolds, Counselor

L-122A

**Advisors: Capell, Garrison, Key, King, Ludley, Miller, Neal,
St. Romain, 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 students are **required** to take Learning Support courses because 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. (See the Admissions Information section of this catalog.) Other students may **elect** to take Learning Support courses because they need a review of basic skills or because they have not taken courses needed to prepare themselves for college. During registration, advisors will review placement information with students and inform them about any requirements or recommendations for Learning Support courses.

The Department of Learning Support 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. (Courses in Learning Support are numbered in the 090's.) Students who are required to take Learning Support courses must do so during their first quarter of enrollment and continue taking them for each following quarter of enrollment until all requirements have been completed. A limited number of quarters of enrollment is allowed to complete required Learning Support courses in a given content area (three quarters in English, three in reading, and four in mathematics). Each student taking any Learning Support courses will be advised by a Learning Support advisor until the student has completed all required Learning Support courses. Students who are required to take any Learning Support mathematics, English, or reading course must also enroll in Communications 098.

Learning Support courses are not applicable to any degree programs offered by the College and are not transferable to other institutions. A student who successfully completes all Learning Support requirements will be able to schedule degree applicable courses during the next quarter of enrollment, and some students may be allowed to schedule some degree applicable courses during the first quarter of enrollment. Students required to take Learning Support courses may not drop or withdraw from Learning Support courses and remain in degree applicable courses.

Students who are *required* to take Learning Support courses are expected to complete all Learning Support content areas before they earn 30 quarter hours of degree applicable credit. Students who have not done so by that point may enroll in only Learning Support courses until all content area requirements are complete.

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

Each student in Learning Support is subject to the probation and suspension policies of the College. See the Academic Information section of this catalog.

Please refer to the Course Descriptions section of this catalog for a listing of specific Learning Support courses offered by the College.

DEPARTMENT OF HUMANITIES

**William A. Päsch, Acting Department Head
G-210D**

The Department of Humanities offers college-level instruction in humanities, languages, literature, philosophy, and the fine and performing arts. The Department offers courses fulfilling the requirements for the Humanities Area (Area I) of the Core Curriculum as well as major-concentration courses leading to the Associate of Arts degree in the College Transfer Programs for Art, English, French, Journalism, Philosophy, Spanish, Speech/Drama, and General Studies (A.A.). Upper-division Humanities courses serve baccalaureate programs in Music, Teacher Education, and other programs as general electives.

ART (A.A.)

Faculty Advisor: Daughtry

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
AREA IV - OTHER PROGRAM REQUIREMENTS	
A. ART 111,112,113 Art Structure I, II, III	15
B. ART 232 History of Art from the 1880s 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 91.

ENGLISH (A.A.)

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

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
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 the 1880s 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	
HIST 265	Minorities in American History	
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

FRENCH (A.A.)

Faculty Advisor: Legge

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>	
AREA I - 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 the 1880s 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 (A.A.)

See the Interdisciplinary Programs heading at the end of this section of the catalog.

JOURNALISM (A.A.)

Faculty Advisor: Barnett

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
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 the 1880s 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 265	Minorities in American History	
POLI 201	Introduction to Political Science	
POLI 211	Comparative Politics	
PSYC 205	Introduction to Psychology	
SOCI 205	Introduction to Sociology	
Total		30

PHILOSOPHY (A.A.)

Faculty Advisor: Jackson

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
AREA IV - OTHER PROGRAM REQUIREMENTS		
A. PHIL 211	Survey of Philosophical Thought	5
B. A foreign language		10-20
(Students are required to show competence through the intermediate level.)		
C. Choose from the following:		5-15
ART 231	History of Art from the Renaissance through Realism	
ART 232	History of Art from the 1880s 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	
HIST 265	Minorities in American History	
MATH 130	Precalculus	
MUSI 211	Music Appreciation	
PHIL 221	Introduction to Logic	
POLI 201	Introduction to Political Science	
PSYC 205	Introduction to Psychology	
SOCI 205	Introduction to Sociology	
SPCH 201	The Communication Process: Theory and Setting	
Total		30

SPANISH (A.A.)

Faculty Advisor: Cyrus, Legge

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II and III of the Core Curriculum.

		<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 the 1880s 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, Salter

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

		<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 the 1880s 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 265	Minorities in American History	
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

DEPARTMENT OF MATHEMATICS

Catherine Aust, Acting Department Head
G-210C

The Department of Mathematics offers college-level instruction in mathematics and computer science. The Department offers courses fulfilling the requirements for the Natural Sciences and Mathematics Area (Area II) of the Core Curriculum as well as major-concentration courses leading to the Associate of Science and Associate of Arts degrees in the College Transfer Programs for Computer Science, Mathematics, and General Studies (A.S.). Upper division courses are offered to support the baccalaureate programs in Teacher Education and as general electives.

COMPUTER SCIENCE (A.S.)

Faculty Advisors: Aust, Miller, Scott

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II and III of the Core Curriculum.

*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:		5
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:	
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.

GENERAL STUDIES (A.S.)

See the Interdisciplinary Programs heading at the end of this section of the catalog.

MATHEMATICS (A.A.)

Faculty Advisors: Aust, Bright, Hunt, Miller, Nash, Scott

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

*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 or German 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

DEPARTMENT OF MUSIC

Lyle E. Nordstrom, Department Head
G-207D

The Department of Music offers the Bachelor of Music, the Associate of Arts in Music, the Associate of Applied Science in Music, and a twenty-hour Certificate in Piano Pedagogy. Students pursuing a Bachelor's degree may major in Composition, Instrument Building, or Performance. The Performance major includes emphases in Chamber Music (Instrumental or Vocal), Early Music (Instrumental or Vocal), and Keyboard (Organ, Piano, Harpsichord, or Fortepiano).

Students who wish to major in music must play an audition for members of the music faculty prior to registration. Entering students should also take a theory placement test. Graduation requirements also include attaining proficiency levels in keyboard skills, ear training, performance, and junior and senior recitals as well as attendance requirements for performances and forum. The Music Department Handbook should be consulted for details of these requirements.

The Bachelor of Music degree consists of Areas I, II, and III of the Core Curriculum, Area IV courses, core music courses, courses specific to the major, and electives.

The Clayton State College music faculty includes specialists in the following areas:

Keyboard:

Piano: Dr. Michiko Otaki, Dr. Robin Hensely*,
Kenneth Newton*, Stephen Shivers*,
Christi Muse-Zuniga*

Organ: Richard Morris*

Harpsichord: Dr. Daniel Pyle*

Voice:

Dr. Cheryl Boyd-Waddell, Wayne Baughman*,
John O'Neal*, Joylene Taylor*, Dr. Brent Weaver

Brass Instruments:

Horn: Alan Brown*

Trumpet: Phil Elkins*

Trombone and Tuba: Brent Vokes*

Woodwind Instruments:

Flute: Nancy Strawbridge*

Recorder: Dr. Lyle Nordstrom

Oboe/Baroque Oboe: James Sullivan*

Clarinet: Ted Gurch*

Saxophone: Robert Karns*

Bassoon: Daniel Dowdakin*

Percussion:

Peggy Benkesser*

Strings:

Violin-viola: Doris Holloway

Violoncello: Andrew Cox*

Viola da gamba: Martha Bishop*

Guitar: Dr. William Hearn*

Lute: Dr. Lyle Nordstrom

Instrument Building:

Harry vas Dias

Theory/Music Appreciation:

Dr. Laurence Sherr*, Dr. Robin Hensley*

Staff Accompanist:

Christi Muse-Ziniga

**part-time faculty member*

COMPOSITION BACHELOR OF MUSIC (B.M.)

Faculty Advisor: Weaver

Students in the Bachelor of Music degree should see the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum (60 quarter credit hours).

	<i>Quarter Credit Hours</i>
AREA IV - REQUIREMENTS (B.M. in Composition)	
A. MUSI 111,112,113, 201,202,203 Music Theory	18
B. *MUSI 152 or 154 Applied Music	3
C. *MUSI 252 or 254 Applied Music	3
D. MUSI 191 Ensemble	6
Total	30

CORE MUSIC COURSES

MUSI 102 Music Survey	4
MUSI 311 Counterpoint	3
MUSI 312 Musical Analysis	3
MUSI 313 Scoring and Arranging	3
MUSI 330 Music History I	4
MUSI 331 Music History II	4
MUSI 333 History of Musical Instruments and Performance Practice	4
MUSI 430 Music-History III	4
MUSI 431 Music History IV	4
MUSI 440 Science and Musical Art	3
MUSI 441 Recent Musical Technologies	3
MUSI 480 Senior Seminar	3
Total	42

OTHER PROGRAM REQUIREMENTS

MUSI 121 Composition I	3
MUSI 160 Coached Ensemble	6
MUSI 191 Ensemble	6
MUSI 221 Composition II	3
MUSI 314 Advanced Counterpoint	3

MUSI 315	Advanced Scoring-and Arranging	3
MUSI 321	Composition III	3
*MUSI 352 or 354	Applied Music	6
MUSI 421	Composition IV	3
*MUSI 425	Practicum	4
MUSI 452 or 454	Applied Music	6
MUSI 482	Practicum/Recital in Composition	2
Total		48

ELECTIVES (to be selected in conjunction with advisor; at least 5 hours must be **outside** music.)

18
Total 198

**Course level is determined by mastery level of literature and technical proficiency.*

**INSTRUMENT BUILDING
BACHELOR OF MUSIC (B.M.)**

Faculty Advisor: Nordstrom

Students in the Bachelor of Music degree in Instrument Building should see the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum (60 quarter credit hours).

		<i>Quarter Credit Hours</i>
AREA IV – REQUIREMENTS (B.M. in Instrument Building)		
A. MUSI 111,112,113,		
201,202,203	Music Theory	18
B. *MUSI 152 or 154	Applied Music	3
C. *MUSI 252 or 254	Applied Music	3
D. MUSI 191	Ensemble	6
Total		30

CORE MUSIC COURSES

MUSI 102	Music Survey	4
MUSI 311	Counterpoint	3
MUSI 312	Musical Analysis	3
MUSI 313	Scoring and Arranging	3
MUSI 330	Music History I	4
MUSI 331	Music History II	4
MUSI 333	History of Musical Instruments and Performance Practice	4
MUSI 430	Music History III	4
MUSI 431	Music History IV	4
MUSI 440	Science and Musical Art	3
MUSI 441	Recent Musical Technologies	3
MUSI 480	Senior Seminar	3
Total		42

OTHER PROGRAM REQUIREMENTS

MUSI 160	Coached Ensemble	6
MUSI 270	Instrument Building I	8
*MUSI 352 or 354	Applied Music	6
MUSI 370	Instrument Building II	4
*MUSI 452 or 454	Applied Music	6
MUSI 470	Instrument Building III	15
MUSI 475	Instrument Building IV	3
Total		48

ELECTIVES (to be selected in conjunction with advisor; at least 5 hours must be **outside** music.)

18
Total 198

NOTE: This degree program is not fully implemented. Please consult the department for details.

**Course level is determined by mastery level of literature and technical proficiency.*

PERFORMANCE

BACHELOR OF MUSIC (B.M.)

Faculty Advisors: Boyd-Waddell, Nordstrom, Otaki, Pierce, Weaver

Students in the Bachelor of Music degree in Performance should see the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum (60 quarter credit hours).

		<i>Quarter Credit Hours</i>
AREA IV REQUIREMENTS (B.M. in Performance)		
A. MUSI 111,112,113,		
201,202,203	Music Theory	18
B. *MUSI 152 or 154	Applied Music	3
C. *MUSI 252 or 254	Applied Music	3
D. MUSI 191	Ensemble	6
Total		30

CORE MUSIC COURSES

MUSI 102	Music Survey	4
MUSI 311	Counterpoint	3
MUSI 312	Musical Analysis	3
MUSI 313	Scoring and Arranging	3
MUSI 330	Music History I	4
MUSI 331	Music History II	4
MUSI 333	History of Musical Instruments and Performance Practice	4
MUSI 430	Music History III	4
MUSI 431	Music History IV	4
MUSI 440	Science and Musical Art	3
MUSI 441	Recent Musical Technologies	3
MUSI 480	Senior Seminar	3
Total		42

OTHER PROGRAM REQUIREMENTS

A. MUSI 160	Coached Ensemble	6
MUSI 191	Ensemble	6
MUSI 192, 292,		
392, 492	Performance Practice Lab	4
MUSI 340	Basic Conducting	2
*MUSI 352 or 354	Applied Music	6
MUSI 360	Coached Ensemble	6
*MUSI 452 or 454	Applied Music	6
MUSI 481	Practicum	4
B. Applied Literature courses:		8
For Instrumental concentration, choose <i>two</i> of the following:		
MUSI 410	Chamber Music Literature	4
MUSI 401	Orchestral Literature	4
MUSI 402	Early Music Literature	4

**Course level is determined by mastery level of literature and technical proficiency.*

For **Keyboard** concentration, choose *two* of the following:

MUSI 410	Chamber Music Literature	4
MUSI 402	Early Music Literature	4
MUSI 403	Keyboard Literature I	4
MUSI 404	Keyboard Literature II	4
MUSI 405	Keyboard Literature III	4
MUSI 406	Organ Literature	4

For **Vocal** concentration:

MUSI 407	Lyric Diction	4
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Choose *one* of the following:

MUSI 402	Early Music Literature	4
MUSI 408	Vocal Literature	4
MUSI 409	Choral Literature	4

Total 48

ELECTIVES (to be selected in conjunction with advisor; at least 5 hours must be **outside** music.)

18
198

MUSIC
Two-Year Program
(Associate of Arts in Music)

Faculty Advisors: Holloway, Weaver

Students in the Associate of Arts in Music program should see the Degree Requirements section of this catalog for requirements in Areas I, II and III of the Core Curriculum.

Quarter
Credit Hours

AREA IV – OTHER PROGRAM REQUIREMENTS

A. MUSI 111,112,113		
201, 202, 203 Music Theory	18	
B. *MUSI 152 or 154 Applied Music	3	
C. *MUSI 252 or 254 Applied Music	3	
D. MUSI 160 or 191 Ensemble	6	
Total	<u>30</u>	

NOTES: TWO-YEAR PROGRAM

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

Note: 1. 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, 250A, or a higher level applied piano course each quarter they are enrolled until the proficiency is demonstrated.

2. It is strongly recommended that all music students complete a foreign language through the intermediate level.

MUSIC
Two-Year Career Program
(Associate of Applied Science in Music)

Faculty Advisor: Holloway

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. 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.

Quarter
Credit Hours

AREA I – HUMANITIES

A. Both of the following courses: 10

PHIL 110	Logic and Critical Thinking
ENGL 111	Composition I

Prerequisite: For both courses, exemption from or exit from Learning Support reading and English. It is recommended, but not required, that PHIL 110 be taken along with or prior to ENGL 111.

B. ENGL 112 Composition II 5

Prerequisite: ENGL 111 or 112-level foreign language.

C. One of the following "capstone" courses: 5

ART 232	History of Art from the 1880's 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 212	Survey of English Literature II
ENGL 222	Survey of American Literature II
FREN 211 or 212	Intermediate French
GERM 211 or 212	Intermediate German
HUMN 210	The Arts and Society
MUSI 211	Music Appreciation
SPAN 211 or 212	Intermediate Spanish
SPCH 220	Fundamentals of Speech

Prerequisite: For all Area I "capstone" courses, ENGL 112.

Total 20

AREA II – NATURAL SCIENCES AND MATHEMATICS

MATH 115	College Algebra	
or one of the following:		5
BIOL 131	Introduction to Biology I	
CHEM 131	Introduction to Chemistry I	
PHYS 131	Introduction to Physics I	
Total		5

AREA III – SOCIAL SCIENCES

A. POLI 101	American National Government in an International Context	
B. One of the following courses:		
PSYC 205	Introduction to Psychology	5
SOCI 225	Introduction to Sociology	5
C. HIST 262	Themes in American History	5
Total		<u>15</u>

OTHER PROGRAM REQUIREMENTS

MUSI 102	Music Survey	4
MUSI 111,112,113, 201,202,203	Music Theory	18
¹ MUSI 143	Piano Pedagogy	4
¹ MUSI 243	Piano Pedagogy II	4
¹ MUSI 145	Piano Literature I	4
¹ MUSI 245	Piano Literature II	4
¹ MUSI 281	Piano Practicum	4
^{2*} MUSI 152	Applied Music	3
^{2*} MUSI 252	Applied Music	3
MUSI 191	Ensemble	6
Total		<u>54</u>
		95

NOTES: TWO-YEAR CAREER PROGRAM

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

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

²Course level is determined by mastery level of literature and technical proficiency.

Note: 1. 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, 250A, or a higher level applied piano course each quarter they are enrolled until the proficiency is demonstrated.

2. It is strongly recommended that all music students complete a foreign language through the intermediate level.

**MUSIC
Piano Pedagogy
(Certificate)**

The Piano Pedagogy Certificate requires the B.M. degree and the following courses:

			Quarter Credit Hours
¹ MUSI	143	Piano Pedagogy I	4
¹ MUSI	145	Piano Literature I	4
¹ MUSI	243	Piano Pedagogy II	4
¹ MUSI	245	Piano Literature II	4
¹ MUSI	281	Piano Practicum	4
		Total	20

NOTES: CERTIFICATE

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

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

Note: 1. 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, 250A, or a higher level applied piano course each quarter they are enrolled until the proficiency is demonstrated.

2. It is strongly recommended that all music students complete a foreign language through the intermediate level.

DEPARTMENT OF NATURAL SCIENCES

Rebecca A. Halyard, Acting Department Head

The Department of Natural Sciences offers college-level instruction in biology, chemistry, physics, and science. The Department offers courses fulfilling the requirements for the Natural Sciences and Mathematics Area (Area II) of the Core Curriculum as well as major-concentration courses leading to the Associate of Science degree. College transfer programs and pre-professional curricula are offered in the following fields: Agriculture, Biology, Chemistry, Dentistry, Engineering, Family and Consumer Science, Forestry, Geology, Health

Information Management, Medical Technology, Medicine, Occupational Therapy, Pharmacy, Physical Therapy, Physics, Veterinary Medicine, and General Studies (A.S.). Upper-division courses are offered that support the baccalaureate program in Teacher Education and other programs as general electives.

AGRICULTURE (A.S.)

Faculty Advisor: Perry

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I and III of the Core Curriculum.

			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 131 and 132	Introduction to Chemistry I and II	
	CHEM 151 and 152	Principles of Chemistry	
C.	PHYS 131	Introduction to Physics I	
	* SCI 221	Energy Use and the Environment	5
		Total	20

*Students should consult an advisor before taking this course.

AREA IV – OTHER PROGRAM REQUIREMENTS

BIOL 171 and 172	Principles of Biology	10
ACCT 201 and 202	Principles of Accounting	10
MATH 130 or	Precalculus or	5
MATH 231	Introductory Statistics	
PHYS 132	Introduction to Physics II	5
	Total	30

BIOLOGY (A.S.)

Faculty Advisor: H. Brown, Hampikian, Lam, Perry

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I and III of the Core Curriculum.

			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.	**SCI 221	Energy Use and the Environment	5
		Total	20

AREA IV – OTHER PROGRAM REQUIREMENTS

A.	BIOL 171 and 172	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 131,132,233	Introduction to Physics I, II, III	

C. Choose from the following:	0-10
MATH 130 Precalculus	
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 Advisor: W. Fisher, Hornbuckle

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
AREA II – NATURAL SCIENCES AND MATHEMATICS	
A. *MATH 151 Calculus and Analytic Geometry	5
B. PHYS 251 and 252 General Physics	10
C. **SCI 221 Energy Use and the Environment	5
Total	20

*MATH 115 and 130 are considered preliminary courses to MATH 151.
**Students should consult an advisor before taking this course.

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 172 Principles of Biology	0-5
D. COMP 210 Principles of Computer Programming	0-5
Total	30

DENTISTRY

Faculty Advisors: W. Fisher, Hornbuckle, Lam

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

ENGINEERING

Faculty Advisors: Braun, Fisher, Pratt, Pridmore

Students wishing to prepare for a major in engineering at an institution such as Georgia Tech should consult with advisors in physics or other natural science to determine the best program of study.

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 in the School of Technology section of this catalog.

FAMILY AND CONSUMER SCIENCE

Faculty Advisor: Perry

Students wishing to prepare for a career in Family and Consumer Science should consult with the advisor to determine the best program of study.

FORESTRY (A.S.)

Faculty Advisor: W. Fisher, Perry

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
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
SCI 221 Energy Use and the Environment	
MATH 130 Precalculus	
MATH 151 or 152 Calculus and Analytic Geometry	
Total	20

AREA IV – OTHER PROGRAM REQUIREMENTS

A. PHYS 131 and 132 Introduction to Physics I and II	10
BIOL 171 and 172 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

GENERAL STUDIES (A.S.)

Faculty Advisor: W. Fisher

See the Interdisciplinary Programs heading at the end of this section of the catalog.

GEOLOGY (A.S.)

Faculty Advisors: Brown, Carpenter, Pratte

Students wishing to prepare for a career in geology should consult with an advisor to determine the best program of study.

HEALTH INFORMATION MANAGEMENT (A.S.)

Faculty Advisors: Carpenter, Halyard, Lam

The health information manager 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 another institution for professional courses in medical records. It is recommended that students see an advisor because requirements in this field may change.

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
AREA II – NATURAL SCIENCES AND MATHEMATICS		
A. MATH 115	College Algebra	5
B. CHEM 131	Introduction to Chemistry	5
C. BIOL 131 and 132	Introduction to Biology I and II	10
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	
ATDP 102	BASIC with Applications	
ATDP 203	RPG Programming	
BIOL 250	Microbiology	
Total		30

MEDICAL TECHNOLOGY

Faculty Advisor: Halyard, Hornbuckle

This program is intended to give the student initial college work toward the baccalaureate degree in medical technology offered by Armstrong State, Georgia State University, Columbus College, or the Medical College of Georgia.

To determine the best choice of courses at Clayton State College, students wishing to prepare for a career in medical technology should consult with the above mentioned advisor OR with the dean of the school of allied health at the institution to which they plan to transfer.

MEDICINE (PHYSICIAN)

Faculty Advisor: Fisher, Hornbuckle, Lam

Students wishing to prepare for medical school should consult with the advisor to determine the best program of study.

OCCUPATIONAL THERAPY

Faculty Advisors: Carpenter, 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 from Clayton State College can apply for admission 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: Halyard, Lam

This program prepares students to apply for admission to the pharmacy schools of the University of Georgia or Mercer University. Preparatory programs for professional schools do not adhere to the Core Curriculum although the curricula are similar. These programs may have specific requirements in all four areas of the Core Curriculum.

The School of Pharmacy of the University of Georgia (and of Mercer University) requires applicants for admission to have completed 90 quarter credit hours of college courses.

Students in this degree program should consult an advisor regarding Areas I and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
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. *SCI 221	Energy Use and the Environment	5
Total		20

**Students should consult an advisor before taking this course.*

AREA IV – OTHER PROGRAM REQUIREMENTS

A. CHEM 251 and 252	Organic Chemistry	10
B. PHYS 131 and 132	Introduction to Physics I and II	10
C. BIOL 171 and 172	Principles of Biology	10
Total		30

PHYSICAL THERAPY

Faculty Advisor: H. Brown, Carpenter

This program prepares students to apply for admission to a physical therapy program. Physical therapists are dedicated to the rehabilitation of handicapped individuals. Students from Clayton State College can apply for admission to Georgia State University or the Medical College of Georgia for professional courses in physical therapy OR to North Georgia College for professional courses leading to the masters degree in physical therapy.

Students wishing to prepare for a career in physical therapy should consult with the advisor to determine the best program of study.

PHYSICS (A.S.)**Faculty Advisor: Pratt, Pridmore**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
AREA II – NATURAL SCIENCES AND MATHEMATICS		
A. *MATH 151	Calculus and Analytic Geometry	5
B. CHEM 151 and 152	Principles of Chemistry	10
C. **SCI 221	Energy Use and the Environment or	
MATH 214	Introductory Linear Algebra	5
Total		20

*MATH 115 and 130 are considered preliminary courses to MATH 151.
**Students should consult an advisor before taking this course.

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 engineering technology should refer to the Area II and Area IV requirements for Engineering Technology in the School of Technology section of this catalog.

VETERINARY MEDICINE**Faculty Advisors: Hampikian, Hornbuckle, Lam**

This program prepares students to apply for admission to veterinary school at the University of Georgia. Students wishing to prepare for veterinary school should consult with an advisor to determine the best program of study.

DEPARTMENT OF SOCIAL SCIENCES

**John H. Kohler, Acting Department Head
G-110**

The Department of Social Sciences offers college-level instruction in disciplines focused on the systematic study of society, past and present, including history, political science, psychology, and sociology. The Department offers courses fulfilling the requirements for the Social Sciences Area (Area III) as well

as major-concentration courses leading to the Associate of Arts degree in the College Transfer Programs in Criminal Justice, History, Law, Physical Education/Health, Political Science, Psychology, Sociology, Urban Life, and General Studies (A.A.). Upper-division courses support the baccalaureate program in Teacher Education and other programs as general electives.

CRIMINAL JUSTICE (A.A.)**Faculty Advisor: Demmitt**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
AREA IV – OTHER PROGRAM REQUIREMENTS		
A. Making certain that no more than 10 hours is in history, choose from the following:		20-30
HIST 212	Survey of the Modern World	
HIST 252	Survey of the Modern United States	
HIST 265	Minorities in American History	
MATH 231	Introductory Statistics	
POLI 201	Introduction to Political Science	
POLI 211	Comparative Politics	
PSYC 205	Introduction to Psychology	
SOCI 204	Introduction to the Family	
SOCI205	Introduction to Sociology	
B. Humanities electives (including foreign language)		0-10
Total		30

GENERAL STUDIES (A.A.)

See the Interdisciplinary Programs heading at the end of this section of the catalog.

HISTORY (A.A.)**Faculty Advisors: D. Fisher, Hatfield, Kohler, Welborn**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

		<i>Quarter Credit Hours</i>
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 265	Minorities in American 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 205	Introduction to Psychology	
SOCI 204	Introduction to the Family	
SOCI 205	Introduction to Sociology	
Total		30

LAW**Faculty Advisor: Jackson, 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.

PHYSICAL EDUCATION/HEALTH**Faculty Advisor: Sinclair**

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

POLITICAL SCIENCE (A.A.)**Faculty Advisors: Arnold, Trachtenberg**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
AREA IV – OTHER PROGRAM REQUIREMENTS	
A. Choose from the following:	5-10
POLI 201 Introduction to Political Science	
POLI 211 Comparative Politics	
B. A foreign language	0-10
C. Choose from the following:	10-25
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 265 Minorities in American History	
MATH 231 Introductory Statistics	
PSYC 205 Introduction to Psychology	
SOC 204 Introduction to the Family	
SOC 205 Introduction to Sociology	
Total	30

PSYCHOLOGY (A.A.)**Faculty Advisors: Manning, McCarty**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
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:	25
**BIOL 151 Human Anatomy and Physiology	
***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 265	Minorities in American History	
MATH 231	Introductory Statistics	
POLI 201	Introduction to Political Science	
POLI 211	Comparative Politics	
PSYC 204	Human Growth and Development	
SOCI 204	Introduction to the Family	
SOCI 205	Introduction to Sociology	
Total		30

*PSYC 205 may be substituted with approval of the Dean of Arts and Sciences.

**Prerequisite: CHEM 131; Prerequisite or Corequisite: CHEM 132. These should be taken as alternate Area II courses.

***Prerequisite: BIOL 151.

SOCIOLOGY (A.A.)**Faculty Advisors: Demmitt**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
AREA IV – OTHER PROGRAM REQUIREMENTS	
A. SOCI 205 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 265 Minorities in American History	
MATH 231 Introductory Statistics	
POLI 201 Introduction to Political Science	
POLI 211 Comparative Politics	
PSYC 205 Human Growth and Development	
SOC 204 Introduction to the Family	
Total	30

*PSYC 205 is taken in Area III.

URBAN LIFE (A.A.)**Faculty Advisor: Barr**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

	<i>Quarter Credit Hours</i>
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
SOC 205 Introduction to Sociology	
POLI 201 Introduction to Political Science	
PSYC 201 Introduction to Psychology	
PSYC 205 Human Growth and Development	
SOC 204 Introduction to the Family	
C. Humanities elective (including foreign language)	0-10
Total	30

OFFICE OF TEACHER EDUCATION

Bachelor of Arts: Major in Middle Level Education

Janet Towslee, Director of Teacher Education
Virginia Nelms, Coordinator of Middle Level Education
Marilyn Thomas, Coordinator of Field Experiences
T-109

This program is designed to lead to licensure/certification in Middle Level Education. Majors in this program will select concentrations from among the four areas of mathematics, science, language arts, and social studies to complement education components that are field-based. Degree completion requires a minimum of 180 quarter credit hours excluding physical education and institutional credit.

The teacher education program has been developed through a collaborative partnership of classroom teachers, education experts, and Clayton State College faculty. The Clayton State College teacher education program is maintained in partnership with the six school systems in the College's primary service area—Clayton, Fayette, Fulton, Henry, Rockdale, and Spalding. All on-site education experiences will be provided by these systems. The Professional Education Council serves as an external advisory group for teacher education.

PROFESSIONAL EDUCATION OUTCOMES

Students must satisfy the Professional Education Outcomes which have been specifically designed to produce graduates who are well prepared for teaching positions in middle level education.

1. **Diagnoses Learning Needs.** The graduate uses a variety of assessment techniques and utilizes appropriate technologies to gather information about students and integrates this information to determine learners' strengths and areas to be developed.
2. **Plans for Student Learning.** The graduate integrates knowledge of discipline content, of the nature of the learners, of learning theories, of instructional strategies, and of state/local curriculum guides to plan instruction.
3. **Facilitates Student Learning.** The graduate implements instructional plans with flexibility and is guided by knowledge of discipline content, of the nature of the learners, of learning theories, and of instructional strategies.
4. **Demonstrates Appropriate Knowledge.** The graduate has general knowledge across a broad spectrum of liberal arts and sciences and possesses discipline specific knowledge at a level appropriate for the chosen teaching field.
5. **Fosters Student Well-Being to Support Learning.** The graduate interacts with students, school colleagues, parents, and agencies in the larger community to foster student well-being and learning.
6. **Assumes the Role of Professional Teacher.** The graduate acts in accordance with the structure, standards and

responsibilities of the profession and recognizes the role of the school in supporting a democratic society.

ATTENDANCE AND SCHEDULING EXPECTATIONS

Admission to the teacher education program is separate from and in addition to admission to the College. Enrollment in the Bachelor of Arts degree program in teacher education is limited, and students must meet the eligibility standards listed below to be considered for admission. The program will fill available slots with those eligible students who, in the judgment of the faculty, are most likely to be successful. Since enrollment is limited, meeting the minimum requirements for admission eligibility does NOT guarantee admission to the program.

The upper division courses in Middle Level Education involve considerable on-site activity in authentic school settings, so students who enter the program must have daytime scheduling flexibility. Students are responsible for providing their own transportation, at their own expense, including liability insurance. Students must execute a waiver of liability form.

Because courses are offered in sequence and are not available every quarter, students must be willing to commit to full-time attendance in order to stay on track for graduation. Most junior/senior-level on-site education experiences will be scheduled in the morning hours. Subject content courses may be scheduled morning, afternoon, or evening, depending upon availability of facilities and faculty.

APPLICATION AND MINIMUM ADMISSION ELIGIBILITY STANDARDS

Criteria for Submission of Teacher Education Application Portfolio

It is recommended that students meet the following criteria before submitting their applications for admission to the program in teacher education. Students who do not meet these eligibility standards by the application deadline for the fall quarter admission cycle will not be considered for that admission cycle. (More information about the application portfolio is available at the group orientation sessions.)

- a. Admission to Clayton State College. (Transfer students who meet the criteria below may simultaneously submit applications for College and for teacher education program admission—two separate application forms.)
- b. Completion of at least 60 quarter hours of college credit.
- c. Grades of *A*, *B*, *C*, or *K*, in all applicable Area I–IV courses.
- d. An Academic Standing GPA of 2.50 is used to determine minimum eligibility for admission into the B.A. in Middle Level Education program. Academic Standing GPA is also used to determine academic standing status, i.e. good standing, warning, probation or suspension, along with a student's eligibility for graduation. The Academic Standing Grade Point Average is the average of the grades in the most recent attempt of all

courses (numbered 100 or higher) attempted at Clayton State College.

- e. A Program Grade Point Average of 2.50 based upon Areas I-IV coursework is used to determine eligibility for admission into the B.A. in Middle Level Education program. Teacher Education Program Grade Point Average is the average of the grades in the most recent attempt of all courses (numbered 100 or higher) attempted at Clayton State College *and* transfer courses that are used to satisfy graduation requirements in the B.A. in Middle Level Education degree.
- f. Teacher education writing assessment with a minimum writing profile. (Currently 555-555-4)
- g. Passing both the reading and writing portions of the Regents' Testing Program. (See the Degree Requirements section of this catalog.)
- h. Career exploration, competence in oral communication, and significant documented experience working with children. (This requirement is met by Core Curriculum course requirements at Clayton State College, equivalent transfer course experiences, or other documented experiences.)
- i. Minimum competence in microcomputer applications including keyboarding, word processing and spreadsheets. Students proficient in the use of micro-computers may complete the self-evaluation form available in Office of Teacher Education. Competence also may be documented by completion of an approved credit or non-credit course.
- j. Attendance at group orientation session and/or personal interview.
- k. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator."

NOTE: Students who fail to sustain the grade point average criteria, after notification but before they actually begin taking courses in the teacher education program, will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria.

Eligibility to Begin Taking Courses in the Teacher Education Program.

- a. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
- b. Completion of **all** courses in Areas I, II, III, and IV of the Core Curriculum with grades of *A*, *B*, *C*, or *K*.
- c. Maintenance of the 2.50 or better GPA standard as explained above.

APPLICATION PROCEDURES

1. Students who meet the eligibility criteria explained above should submit a teacher education application form and a

supporting documentation portfolio to the Clayton State College Office of Teacher Education. (Application forms and portfolio guidelines are available from the Office of Teacher Education.)

2. Application deadlines for specific quarters of program admission are listed in this catalog (see below) and posted in the Office of Teacher Education. (Each deadline period is called an admission cycle.)
 - a. All complete and eligible applications received by the published deadlines will be considered for the available positions in the program for the appropriate quarter. (Complete applications must include **all** required portfolio documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.)
 - b. Students not admitted during a given admission cycle and students who fall below minimum standards after notification of admission may, upon written request to the teacher education program, have their applications reconsidered during the next admission cycle. Reconsideration is **not** automatic; written request is required, and additional information may be submitted.
3. Students selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the student must formally accept or decline admission; students who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Students admitted into the B.A. program will be assigned to an advisor in education and in the primary area of concentration.
4. A maximum of 35 hours of upper division transfer credit may be applied to the B.A. in teacher education at Clayton State College. The following courses must be taken at Clayton State College: LAR 301, MATH 301, SCI 301, SOSC 301, EDUC 300, 301, 350, 471, 472, 473, 474, 475. The teacher education program will evaluate equivalencies for other courses in the program. Every effort will be made to accept credit that is reasonably equivalent to Clayton State College courses. However, the College reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings (EDUC 360) to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

PROGRAM WRITING REQUIREMENTS

The teacher education program places high emphasis on the ability of graduates to communicate effectively. Accordingly, these skills are assessed and monitored throughout the program, and academic support is provided.

As stipulated in the Application and Admission Eligibility Standards section, all students applying to enter the program are assessed on writing using the Clayton State College writing criteria. Students have two opportunities to successfully

complete this assessment (minimum score 555-555-4). If a student's scores indicate a weakness in some area, admission status is provisional.

Students will be reassessed in Language Arts (LAR 301) during the first quarter of enrollment. This course assessment includes multiple writing tasks and will provide students with a writing profile with criterion-referenced feedback. If a student's writing profile for this course is below the required program writing level of 39 with no area below 5, the student will be required to take Writing Skills Laboratory II (COMM 192) during the next quarter of enrollment in the teacher education program. This requirement for additional individualized help in writing will be in effect regardless of the student's grade in LAR 301 or other courses. Enrollment in COMM 192 is required until the student has achieved the designated teacher education program writing profile as stated above. Through writing experiences in other teacher education courses and assistance in the Learning Center, the student's writing skills should continue to improve. Obtaining the required profile is a prerequisite for EDUC 471 (fall quarter of senior-year internship).

PROGRAM PROBATION AND SUSPENSION

General College policy on good standing and academic and disciplinary probation and suspension applies to the teacher education program (except that for teacher education the standard is 2.50 GPA, not 2.00). Due to the sensitive nature of working with children in authentic school settings, the following additional standard applies: *Any faculty member or administrator of the College and/or a cooperating school system may immediately remove a student from an on-site setting if, in that person's professional judgment, the student has acted in an inappropriate manner involving children. The Coordinator of Field Experiences and/or the Director of Teacher Education will investigate the case in an expeditious manner. The director will issue a written ruling to the student with copies to the Dean of Arts and Sciences and the Vice President for Academic Affairs. The ruling may include exoneration, admonishment, probation, or suspension of reasonable duration depending on the circumstances. Suspension appeals may be initiated according to the established College policy.*

GRADUATION REQUIREMENTS

All general Clayton State College requirements for graduation with a baccalaureate degree apply. In addition, the B.A. in Teacher Education with a Major in Middle Level Education requires the following:

1. Grades of A, B, C, or K in all courses used to meet program requirements and a minimum 2.50 Academic Standing GPA.
2. Minimum of 55 hours in residence at Clayton State College including the following courses: LAR 301, MATH 301, SCI 301, SOSOC 301, EDUC 300, 301, 350, 471, 472, 473, 474, 475.
3. Submission of a complete teacher education portfolio and exit portfolio assessment prepared in accordance with published guidelines to establish that the Professional Education Outcomes have been met.

4. Successful completion of the Georgia Teacher Certification Testing (TCT) Program in Middle Childhood is required. Check with the Office of Teacher Education for details, dates, and costs.
5. Participation in examinations, surveys, and any other required activities administered for purposes of program evaluation and program exit.

ACCREDITATION

Clayton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Professional Education Unit is accredited by the National Council for the Accreditation of Teacher Education and the Professional Standards Commission of the State of Georgia.

TEACHER CERTIFICATION

In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Professional Standards Commission. Application forms to apply for Georgia certification are available in the Office of Teacher Education. It is the applicant's responsibility to request the application and complete the submissions process. The application, a completed recommendation form, and official transcript from all colleges attended must be submitted to the Professional Standards Commission in a single package.

BACHELOR OF ARTS (B.A.) MAJOR IN MIDDLE LEVEL EDUCATION

Freshman and Sophomore Courses:

Students in the Bachelor of Arts degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

		Quarter	Credit Hours
AREA IV REQUIREMENTS (B.A. and A.A. degrees)			
A.	EDUC 201	Introduction to Education	5
B.	PSYC 204	Human Growth and Development	5
C.	Lower division electives appropriate to the anticipated teaching field		20
			30

Note 1: Students planning to enroll in Clayton State College's Middle Level Education program must choose one elective from each of the following middle-level teaching fields:

- Mathematics (MATH 231 recommended)*
- Language Arts (Literature recommended)*
- Social Sciences (American history recommended)*
- Natural Sciences (SCI 221 or a laboratory science course other than that taken to satisfy Area II recommended)*

Note 2: Students planning to transfer after the associate degree to complete baccalaureate degrees at other institutions should consult with their advisors and refer to the catalogs of receiving institutions as a guide for satisfying A.A. requirements in Area IV.

AREA V – PROFESSIONAL STUDIES

A.	EDUC 300	Teacher Education Seminar (Institutional credit, not included in total hours)	5
B.	EDUC 301	Cognitive, Social/Affective and Physical Aspects of the	

C. EDUC	350	Middle Level Learner Instructional Strategies for Individual and Interdisciplinary Teaching	5
			<u>5</u>
			10

AREA VI - MINOR/MAJOR CONCENTRATIONS

			<i>Quarter Credit Hours</i>
A. Required courses of all students:			
LAR	301	Communication In and Beyond the Disciplines	5
MATH	301	Number Concepts	5
SCI	301	Explorations in Science	5
SOSC	301	Cultural Concepts	<u>5</u>
			20

B. Select *two* of the following four academic areas (one to complete minor concentration and another to establish major concentration) (see Area VI.C.).

1. LANGUAGE ARTS/READING 10

LAR	312	Language Arts Skills and Concepts	
LAR	313	Language Arts: A Literature-based Integrated Approach	

2. MATHEMATICS 10

MATH	311	Concepts of Algebra	
MATH	321	Concepts of Geometry	

3. SCIENCE (select *two* of the following): 10

SCI	311	Integrated Science-Life Science	
SCI	312	Integrated Science-Earth Science	
SCI	313	Integrated Science-Physical Science	

4. SOCIAL STUDIES 10

HIST	311	Georgia History and Government	
SOSC	311	Themes in World Geography	

20

Note: Most courses in Area VI.A and B (junior year) contain a 2-hour laboratory/practicum component. Students will be assigned experiences appropriate to their programs of study.

C. Select *one* of the following four academic areas to complete major concentration:

1. LANGUAGE ARTS/READING 15

Select *three* of the following:

ENGL	411	Literary Theory	
ENGL	412	The American Literary Experience	
ENGL	413	Themes in World Literature	
ENGL	414	Adolescent Literature	

2. MATHEMATICS 15

MATH	411	Concepts of Calculus	
MATH	412	Concepts of Discrete Mathematics	
MATH	421	Mathematical Problem Solving: Advanced Concepts	

3. SCIENCE 15

Select the 300-level science (SCI) course not chosen in Area VI.B.:

SCI	311	Integrated Science-Life Science	
SCI	312	Integrated Science-Earth Science	
SCI	313	Integrated Science-Physical Science	

Take *two* 300/400-level science electives from the following (not all courses are offered each year):

BIOL	303	Comparative Vertebrate Anatomy
BIOL	411	Genetics
BIOL	412	Genetic Biotechnology
PHYS	411	Concepts of Astronomy

4. SOCIAL STUDIES 15

POLI	411	Comparative Political and Economic Systems
HIST	411	History of World Religions
SOSC	411	Contemporary Global Issues

Total	<u>15</u>
	55

AREA VII - INTERNSHIP

A. EDUC	471	Middle Level Internship I: School and Community Study	5
B. EDUC	472	Middle Level Internship II: Grades 4-5 and Special Education	5
C. EDUC	473/474/475	Middle Level Internship III: Grades 6-7-8	<u>15</u>
		Total	25
		Total for Program	180

IMPORTANT DATES FOR TEACHER EDUCATION 1995-96 School Year

GENERAL INFORMATION SESSION DATES

At least once per quarter, faculty and students present information about the Middle Level Education Program in a one-hour information session which is free to the public. Prospective students are invited to participate in the session which is mandatory to meet admission criteria. For exact times and location, please contact the Office of Teacher Education. The 1995-96 dates are:

Thursday, October 26, 1995 (Fall Quarter)
 Tuesday, February 6, 1996 (Winter Quarter)
 Thursday, May 2, 1996 (Spring Quarter)
 Thursday, August 1, 1996 (Summer Quarter)

FALL 1996 APPLICATION DATES

Students applying to the B.A. in Teacher Education (major in Middle Level Education) degree program may submit their application for Fall 1996 admission between September 20, 1995, and June 20, 1996. Applications are available in the Office of Teacher Education. Enrollment in the program is limited, and students must meet certain eligibility standards to be considered for admission. Any applications received after the deadline of June 20, 1996, will be placed on a waiting list in the event a slot in the program becomes available.

TEACHER EDUCATION WRITING ASSESSMENT DATES

All students who have submitted applications to the B.A. in Teacher Education program for Fall Quarter 1996 are required to complete the Teacher Education Writing Assessment. Contact the Office of Teacher Education to register for the writing assessment tentatively scheduled on the following dates:

- October 16-20, 1995 (Fall Quarter)
- January 29 - February 2, 1996 (Winter Quarter)
- April 15-19, 1996 (Spring Quarter)
- July 15-19, 1996 (Summer Quarter)
- August 12-16, 1996 (Summer Quarter – transfer students only)

GEORGIA TEACHER CERTIFICATION TEST (TCT) DATES

The TCT, required for recommendation for certification, assesses an individual's knowledge base for a specific teaching field (i.e. Middle Childhood). This testing and certification/licensure program is coordinated by the Georgia Professional Standards Commission for individuals wishing to teach in Georgia. TCT application forms and study guides can be obtained by calling 1-800-642-3926 or writing:

Georgia TCT Program; National Evaluation Systems, Inc.;
P.O. Box 660; Amherst, MA 01004-9002.

Registration and test dates scheduled for 1995-96 are as follows:*

- Registration Deadline: July 28, 1995
- Test Date: September 9, 1995
- Registration Deadline: October 27, 1995
- Test Date: December 9, 1995
- Registration Deadline: January 26, 1996
- Test Date: March 9, 1996
- Registration Deadline: April 26, 1996
- Test Date: June 8, 1996

*Special administration of the TCT is available by calling 1-800-642-EXAM(3926).

INTERDISCIPLINARY PROGRAMS**GENERAL STUDIES (ASSOCIATE OF ARTS)**

The General Studies Program (Associate of Arts) is designed for students who plan to pursue a baccalaureate degree in general studies or equivalent. 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 the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

Quarter
Credit Hours

AREA IV – OTHER PROGRAM REQUIREMENTS

A.	A foreign language		10-20
B.	Making sure that no more than one 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 the 1880s 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
	HIST	265	Minorities in American History
	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	205	Introduction to Psychology
	SOCI	205	Introduction to Sociology
	SPCH	201	The Communication Process: Theory and Setting
			Total
			30

GENERAL STUDIES (ASSOCIATE OF SCIENCE)

The General Studies Program (Associate of Science) is designed for students who plan to pursue a baccalaureate degree in general studies or equivalent. 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 the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

Quarter
Credit Hours

AREA IV – OTHER PROGRAM REQUIREMENTS

A.	Choose from the following:		0-15
	A foreign language		
	PSYC	205	Introduction to Psychology
	PHIL	211	Survey of Philosophical Thought
	SOCI	205	Introduction to Sociology
B.	Choose no more than two courses from any one discipline:		15-30
	BIOL 171 and 172		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	15 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 of the Physics series:

PHYS 131,132,233 Introduction to
Physics I, II, III

PHYS 251,252,253 General Physics

Total

_____ 30

SCHOOL OF BUSINESS

SCHOOL OF BUSINESS

General Information

Academic and General Requirements

Admission to a B.B.A. Major Program

Good Standing for B.B.A. Majors

Probation and Suspension Policy for B.B.A. Majors

Readmission Following Suspension from a B.B.A. Major

Placement

Area IV Requirements

DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

Bachelor of Business Administration

DEPARTMENT OF MANAGEMENT AND MARKETING

Bachelor of Business Administration

Associate of Arts

Associate of Applied Science

Certificate Program

SCHOOL OF BUSINESS

Charles W. Hubbard, Acting Dean

C-11

GENERAL INFORMATION

The specific objectives of the School of Business are

1. to provide 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; and
2. to provide 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
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.)
Business Administration	(A.A.)
Computer Information Systems	(B.B.A.)
General Business	(B.B.A.)
Management	(B.B.A.)
Management and Supervision Development	(Certificate & A.A.S.)
Marketing	(B.B.A.)
Marketing and Merchandising	(Certificate & A.A.S.)

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 the Degree Requirements section of this catalog and the Area IV Requirements section below.)

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 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. Candidates for a B.B.A. degree must complete 45 hours in residency at Clayton State. Of these, 30 must be upper-division School of Business courses outside the required business core and an additional 5 must be BSAD 450. (See the Degrees and Certificates heading in the Degree Requirements section of this catalog for general residence policy.)
3. Up to 20 hours of approved correspondence credit through the junior level may be accepted. Credit by examination will be accepted for approved courses through the Learning Center, L-141.
4. A minimum of a 2.00 academic standing GPA is required for all Area IV 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. 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.
6. Students with acceptable transfer credit for a 200-level business law or legal environment of business course may not take BSAD 370 for credit toward the B.B.A. degree, but must substitute another business or business-related course. In order to be accepted for degree credit in lieu of BSAD 370, the substitute course must first receive the prior, written approval of the faculty advisor, department head, and Dean. The student must also document properly the approved substitution by timely filing of a properly completed course substitution request form with the Registrar's Office. The School of Business reserves the right to disapprove substitution requests deemed inappropriate, including cases where the student's prior course work in business law is not deemed sufficiently similar to BSAD 370 as described in this catalog.

ADMISSION TO A B.B.A. MAJOR PROGRAM

Except as noted below, in order to enroll in any business course numbered 300 or above, a student must be formally admitted to a B.B.A. major program.

To be officially admitted to a B.B.A. major program, students must follow these steps:

1. Declare a major in Business Administration and take the prescribed Area I, II, III, and IV courses.
2. Meet the following criteria:
 - a. Complete at least 70 quarter credit hours in Areas I, II, III, and IV.
 - b. Complete ENGL 111, MATH 115, MATH 122, BSAD 201, ACCT 201-202, ECON 201-202 or transfer equivalents with no more than one grade of *D* in the most recent attempt in any of these courses.
 - c. Obtain an academic standing GPA of at least 2.00.
3. Submit a B.B.A. major program admission form. Students must submit this form during the quarter in which they expect to complete the criteria specified in No. 2 above. (Copies may be obtained from the School of Business or the Office of Admissions.)
4. The School of Business will notify students of this admission. Admitted students must submit a program of study which will be kept on file in the departmental office and the Registrar's Office.

Exceptions

Students not officially admitted to a B.B.A. major program may take business courses numbered 300 or higher in the following cases:

1. Transient students whose home institution has specifically identified the course as appropriate for the student.
2. Non-degree students with approval by the department head and Dean.
3. Students otherwise qualified for admission and currently enrolled in course(s) that would complete criteria 2.a. and 2.b. above and who have (or would have by the end of the quarter) a 2.00 academic standing GPA. (*This category requires permission of the faculty advisor.*)
4. Students in other Clayton State College majors who are taking the course as an appropriate elective. (Prerequisites apply.)

GOOD STANDING FOR B.B.A. MAJORS

To maintain good standing for retention in the program, a B.B.A. major must meet the following criteria:

1. Maintain an academic standing GPA of at least 2.00.
2. Earn a grade of *C* or higher in the most recent attempt in all 300- or 400-level School of Business courses. Students who earn a grade lower than *C* must retake the course during their next quarter of enrollment in which the course is offered. If a student is required to retake a 300- or 400-level School of Business course but neglects to register for it, his or her registration will be cancelled. (*The Dean may grant temporary exceptions to this requirement if an unresolvable schedule conflict exists.*)

PROBATION AND SUSPENSION POLICY FOR B.B.A. MAJORS

A student in a B.B.A. major program who fails to meet the criteria for good academic standing will be placed on probation by the School of Business.

A student who fails to meet the standards for good academic standing by the end of the next quarter of enrollment will be academically suspended from the B.B.A. major program. College probation and suspension regulations also apply.

READMISSION FOLLOWING SUSPENSION FROM A B.B.A. MAJOR

A suspended student may apply for readmission immediately following his or her first quarter of suspension. For a subsequent suspension, a student may apply for readmission following *three* quarters of suspension.

Suspended students seeking readmission must submit an Application for Readmission to B.B.A. Major Program. The appropriate department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

PLACEMENT

Clayton State College provides a job placement service especially attuned to the needs of business graduates. Information about these and other career services may be found in this catalog in the Office of Placement and Cooperative Education section and 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 the Degree Requirements section of this catalog.) 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>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. BSAD	201	Introduction to Computer Systems	5
Total			30

**DEPARTMENT OF ACCOUNTING
AND COMPUTER INFORMATION SYSTEMS**

**Department Head, Charles W. Hubbard, Acting
C-11**

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 185 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. 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 the Degree Requirements section of this catalog.) and the Area IV Requirements (B.B.A.), an Accounting major consists of at least 35 quarter hours of Accounting courses. The required course outline for the B.B.A. in Accounting is as follows:

B.B.A. IN ACCOUNTING**Freshman and Sophomore Courses:**

Students in the B.B.A. degree program in Accounting should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

Area IV Requirements

			<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. BSAD	201	Introduction to Computer Systems	5
Total			30

Junior and Senior Courses:**Required Business Core:**

ACCT	430	Accounting Information Systems	5
BSAD	301	Business And Economics Statistics	5
¹ BSAD	370	Business Law	5
² BSAD	450	Strategic Management and Business Policy	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MGMT	404	Production/Operations Management	5
MKTG	301	Principles of Marketing	5
			40

***Required Accounting Core:**

ACCT	351	Intermediate Accounting I	5
ACCT	352	Intermediate Accounting II	5
			10

***Major-Related Courses:**

ACCT	310	Managerial Cost Accounting	5
ACCT	420	Advanced Accounting	5
ACCT	450	Income Taxation I	5
ACCT	480	Auditing	5
			20

***Major Electives:**

Select any <i>one</i> course from the following:			5
ACCT	440	Governmental and Not-for-Profit Accounting	
ACCT	451	Income Taxation II	
BSAD	490	Directed Research and Readings	

***Directed Electives:**

5

Any one Junior/Senior Course from any offering of the School of Business *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).

Non-Business Electives:

15

Any 15 quarter credit hours of non-business courses offered by the College *outside* the School of Business, *except the following:*

- Physical Education (PHED) 100-level courses,
- courses offered for institutional credit only (e.g., COMM 191, 192), or

	<i>Quarter Credit Hours</i>
• career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.	
Junior and Senior Total	95

NOTES: B.B.A. in Accounting

*Grades of D will not be accepted in these courses.

¹In some cases, students may be required to take a substitute course in lieu of BSAD 370. For more information, see the School of Business Academic and General Requirements section.

²BSAD 450 is a capstone course that must be taken at Clayton State College during one of the last two quarters of enrollment in the B.B.A. Program.

**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 the Degree Requirements section of this catalog) and Area IV Requirements (B.B.A.), a Computer Information Systems major consists of at least 45 quarter hours of Computer Information Systems courses and an area of concentration. The required course outline for the B.B.A. in Computer Information Systems is as follows:

B.B.A. IN COMPUTER INFORMATION SYSTEMS

Freshman and Sophomore Courses:

Students in the B.B.A. degree program in Computer Information Systems should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

Area IV Requirements

		<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. BSAD	201 Introduction to Computer Systems	5
	Total	30

***Junior and Senior Courses:**

***Required Business Core:**

BSAD	301	Business and Economics Statistics	5
¹ BSAD	370	Business Law	5
² BSAD	450	Strategic Management and Business Policy	5

FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MGMT	321	Management Information Systems	5
MGMT	404	Production Operations Management	5
MKTG	301	Principles of Marketing	5
			40

***Major Requirements:**

COIS	311	Business Programming Concepts	5
COIS	312	Algorithmic Programming Concepts	5
COIS	313	Data Structures and Algorithmic Processes	5
			15

***Major-Related Courses:**

COIS	415	Computer Architectures, Hardware & Operating Systems	5
COIS	425	Data Communications and Networks	5
COIS	431	Database Management Systems	5
COIS	441	Analysis and Design of Information Systems	5
COIS	461	Information Systems Policy	5
		and one of the following:	
COIS	451	Applied Software Project	5
COIS	471	Information Systems Internship	5
			30

Non-Business Electives:

Any 15 quarter credit hours of non-business courses offered by the College *outside* the School of Business, *except the following:*

- Physical Education (PHED) 100-level courses,
- courses offered for institutional credit only (e.g., COMM 191, 192), or
- career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.

15
15
30

NOTES: B.B.A. in Computer Information Systems

*Grades of D will not be accepted in these courses.

¹In some cases, students may be required to take a substitute course in lieu of BSAD 370. For more information, see the School of Business Academic and General Requirements section.

²BSAD 450 is a capstone course that must be taken at Clayton State College during one of the last two quarters of enrollment in the B.B.A. Program.

**DEPARTMENT OF MANAGEMENT
AND MARKETING**

**Charles W. Hubbard, Department Head
Room C-11**

The Department of Management and Marketing offers undergraduate majors in General Business, Management, and Marketing. These three programs lead to the Bach-

elor 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 each program, supervised work experience to complement the coursework may be available.

Associate of Arts and Associate of Applied Science degrees business-related areas are offered by this department, as well as specialized 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, Management, and Marketing.

GENERAL BUSINESS

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

The General Business major prepares graduates for a wide variety of entry-level general management positions in small-to-medium-sized businesses, where in-depth working knowledge of key facets of business administration is essential. The emphasis in this major is on proper flexibility to suit individual career objectives.

In addition to the Core Curriculum requirements for Areas I, II, III (see the Degree Requirements section of this catalog) and Area IV Requirements (B.B.A.), a General Business major consists of at least 20 quarter hours of Management courses. The required course outline for the B.B.A. in General Business is as follows:

B.B.A. IN GENERAL BUSINESS

Freshman and Sophomore Courses:

Students in the B.B.A. degree program in General Business should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

Area IV Requirements

			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 Computer Systems	5
		Total	30

*Junior and Senior Courses:

*Required Business Core:

BSAD	301	Business and Economics Statistics	5
¹ BSAD	370	Business Law	5
² BSAD	450	Strategic Management and Business Policy	5
FINA	301	Corporate Finance	5

MGMT	301	Principles of Management	5
MGMT	321	Management Information Systems	5
MGMT	404	Production/Operations Management	5
MKTG	301	Principles of Marketing	5
		Total	40

*Major-Related Courses:

Any eight Junior/Senior Business courses offered by the School of Business, selected with the approval of the advisor and department head, to include at least one course from each of the following three (3) areas:

- MGMT
- MKTG
- ACCT/COIS/ECON/FINA

40

Non-Business Electives:

Any 15 quarter credit hours of non-business courses offered by the College *outside* the School of Business, *except the following:*

- Physical Education (PHED) 100-level courses,
- courses offered for institutional credit only (e.g., COMM 191, 192), or
- career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.

15

Junior and Senior Total

95

NOTES: B.B.A. in General Business

*Grades of D will not be accepted in these courses.

¹In some cases, students may be required to take a substitute course in lieu of BSAD 370. For more information, see the School of Business Academic and General Requirements section.

²BSAD 450 is a capstone course that must be taken at Clayton State College during one of the last two quarters of enrollment in the B.B.A. Program.

MANAGEMENT

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

The degree program in Management prepares graduates for entry-level positions in larger businesses. The program emphasizes production and total quality management, organizational behavior, human resource management, and international management.

In addition to the Core Curriculum requirements for Areas I, II, III (see the Degree Requirement section) and Area IV, a Management major consists of 40 required quarter hours of Management courses and related courses. The required course outline for the B.B.A. in Management is as follows:

B.B.A. IN MANAGEMENT

Freshman and Sophomore Courses:

Students in the B.B.A. degree program in Management should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

Area IV Requirements

		<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. BSAD	201	Introduction to Computer Systems
		5
Total		30

***Junior and Senior Courses:**

***Required Business Core:**

BSAD	301	Business and Economics Statistics	5
¹ BSAD	370	Business Law	5
² BSAD	450	Strategic Management and Business Policy	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MGMT	321	Management Information Systems	5
MGMT	404	Production/Operations Management	5
MKTG	301	Principles of Marketing	5
			40

***Major Requirements:**

MGMT	302	Total Quality Management	5
MGMT	401	Human Resource Management	5
MGMT	402	Organizational Behavior	5
MGMT	403	International Management	5
			20

***Major Related Courses:**

Any four Junior/Senior Business courses offered by the School of Business, including BSAD 498 (Internship and/or Cooperation Education), if desired. One of these courses must be from one of the following areas:

ACCT, COIS, ECON, FINA, or MKTG. 20

Non-Business Electives:

Any 15 quarter credit hours of non-business courses offered by the College *outside* the School of Business, *except the following:*

- Physical Education (PHED) 100-level courses,
- courses offered for institutional credit only (e.g., COMM 191, 192), or
- career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.

15

Junior and Senior Total 95

NOTES: B.B.A. in Management

**Grades of D will not be accepted in these courses.*

¹In some cases, students may be required to take a substitute course in lieu of BSAD 370. For more information, see the School of Business Academic and General Requirements section.

²BSAD 450 is a capstone course that must be taken at Clayton State College during one of the last two quarters of enrollment in the B.B.A. Program.

MARKETING

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

The degree program in Marketing prepares graduates for entry-level positions in firms involved in the process of determining consumers' needs and wants, creating appropriate products that satisfy these wants, and efficiently distributing these products.

In addition to the Core Curriculum requirements for Areas I, II, and III (see the Degree Requirements section) and Area IV (see below), a Marketing major consists of 40 required quarter hours of Marketing courses and related courses. The required course outline for the B.B.A. in Marketing is as follows:

B.B.A. IN MARKETING

Freshman and Sophomore Courses:

Students in the B.B.A. degree program in Marketing should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

AREA IV REQUIREMENTS

		<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. BSAD	201	Intro to Computer Systems
		5
Total		30

***Junior and Senior Courses:**

***Required Business Core:**

BSAD	301	Business and Economics Statistics	5
¹ BSAD	370	Business Law	5
² BSAD	450	Strategic Management and Business Policy	5
FINA	301	Corporate Finance	5
MGMT	301	Principles of Management	5
MGMT	321	Management Information Systems	5
MGMT	404	Production/Operations Management	5
MKTG	301	Principles of Marketing	5
			40

***Major Requirements:**

MKTG	302	Customer Behavior	5
MKTG	404	Marketing Research & Analysis	5
MKTG	407	Sales and Sales Management	5
MKTG	406	Promotion Strategy	5
⁴ MKTG	450	Marketing Management	5
			25

***Major-Related Courses:**

MKTG	312	Services Marketing	5
MKTG	403	Public Relations	5

	<i>Quarter Credit Hours</i>
And any <i>one</i> Junior/Senior Business course offered by the School of Business, including BSAD 498 (Internship and/or Cooperative Education), if desired.	5
	15

Non-Business Electives:

Any 15 quarter credit hours of non-business courses offered by the College *outside* the School of Business, *except the following:*

1. Physical Education (PHED) 100-level courses,
2. courses offered for institutional credit only (e.g., COMM 191, 192), or
3. career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.

	15
Junior and Senior Total	95

NOTES: B.B.A. in Marketing

*Grades of D will not be accepted in these courses.

¹In some cases, students may be required to take a substitute course in lieu of BSAD 370. For more information, see BSAD 370 course description in this catalog.

²BSAD 450 is a capstone course that must be taken at Clayton State College during one of the last two quarters of enrollment in the B.B.A.

³Students are required to complete MKTG 301 and MGMT 301 before any major or major-related courses may be taken for credit.

⁴MKTG 450 is a capstone course that must be taken at Clayton State College the last quarter of enrollment in the B.B.A. Program.

**BUSINESS ADMINISTRATION
(Associate of Arts Degree)**

Students in this degree program should refer to the Degree Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

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. BSAD	201	Introduction to Computer Systems	5
			30

**MANAGEMENT AND SUPERVISION
DEVELOPMENT AND
MARKETING AND MERCHANDISING**

Associate of Applied Science Degree (A.A.S.)

The Associate of Applied Science Degree Program permits the student to select a career program to meet individual interests or needs. The program includes some Core Curriculum courses that can be applied toward the requirements

of a B.B.A. degree. In addition, students may be able to receive credit for certain upper division B.B.A. courses upon completion of appropriate validation examinations.

Program in Management and Supervision Development

The Management and Supervision Development Program is a sequence of courses that prepares students for careers in management and supervision in the service, distribution, or manufacturing industries. Learning opportunities develop academic, technical, and professional knowledge and skills of students as well as professionals. Emphasis is on the combination of management and supervisory theory and practical application necessary for successful performance and career advancement.

Program in Marketing and Merchandising

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

	<i>Quarter Credit Hours</i>
AREA I—HUMANITIES	
A. ENGL 111	Composition I 5
B. PHIL 110	Logic and Critical Thinking 5
C. ENGL 112	Composition II 5
	or
*SPCH 220	Fundamentals of Speech 5
	15

AREA II—NATURAL SCIENCES AND MATHEMATICS

MATH	115	College Algebra	5
		¹ MATH 106 may be substituted.	
			5

AREA III—SOCIAL SCIENCES

A. POLI	101	American National Government in an International Context	5
B. Choose <i>one</i> of the following:			5
	PSYC 205	Introduction to Psychology	
	SOCI 205	Introduction to Sociology	
C. HIST	262	Themes in American History	5
			15

OTHER PROGRAM REQUIREMENTS

A. ¹ ATMK	281	Marketing Practices and Principles	5
B. ¹ ATMS	251	Principles of Management and Supervision	5
C. BSAD	201	Introduction to Computer Systems	5
D. Choose <i>one</i> of the following:			5
	ECON 201	Principles of Economics I	
	ECON 202	Principles of Economics II	
E. Choose <i>one</i> of the following:			5
	ACCT 201	Principles of Accounting I	
	¹ OADT 250	Accounting I with Computer Applications	5
			25

F. Choose *one* of the following majors:

Management and Supervision Development Program			Quarter Credit Hours
¹ ATMS	101	Interpersonal Employee Relations	5
¹ ATMS	103	Leadership and Decision Making	5
¹ ATMS	104	Personnel Administration for Supervisors	5
¹ ATMS	107	Training and Performance Evaluation	5

OR

Marketing and Merchandising Program			Quarter Credit Hours
¹ ATMK	110	The Nature and Environment of Business	5
¹ ATMK	120	Creative Selling	5
¹ ATMK	140	Principles of Advertising	5
¹ ATMK	271	Visual Merchandising	5
			20

G. Choose 10 hours from the following:

¹ ATMS/ATMK	222	Occupational Internship and/or Cooperative Educational Experience	5-10
¹ ATMS	260	Quality Management and Improvement	5
ECON	201 or 202	Principles of Economics I or II (To Complete Economics sequence.)	5
ACCT	202	Principles of Accounting II or	5
¹ OADT	251	Accounting II with Computer Applications (To Complete Accounting sequence.)	5
MATH	122	Decision Mathematics	5
			10
Total Credit Hours			90

NOTES: A.A.S. DEGREES

¹Students choosing SPCH 220 must request a waiver of the ENGL 112 prerequisite.

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

Certificate Program*

Management and Supervision/Marketing and Merchandising

The Certificate Program is a combination of courses designed to prepare students for careers in management and supervision or in marketing and merchandising. Career courses develop the professional knowledge and managerial skills required for job acquisition, retention, and advancement. They are also designed to improve the abilities of presently employed managers/supervisors or marketers who want to enhance their performance and career opportunities.

At the core of the Certificate Program is a combination of courses that emphasize management and marketing theory and the practical application necessary for successful performance. The student may concentrate either in Management and Supervision Development or in Marketing and Merchandising.

**This is a career program, and only BSAD 201 and ACCT 201 fulfill the requirements for a baccalaureate degree. Students planning to seek a baccalaureate degree at Clayton State College, or any other institution, should consult the appropriate academic advisor.*

One-Year Career Program Requirements (Certificate)

PROGRAM REQUIREMENTS

A. ¹ ATMK	281	Marketing Practices and Principles	5
B. ¹ ATMS	251	Principles of Management and Supervision	5
C. ¹ OADT	100	Business English	5
D. BSAD	201	Introduction to Computer Systems	5
E. Choose <i>one</i> of the following:			5
ACCT	201	Principles of Accounting I	
¹ OADT	250	Accounting I with Computer Applications	
			25

F. Choose *one* of the following majors:

Management and Supervision Development Program

¹ ATMS	101	Interpersonal Employee Relations	5
¹ ATMS	103	Leadership and Decision Making	5
¹ ATMS	104	Personnel Administration for Supervisors	5
¹ ATMS	107	Training and Performance Evaluation	5

Select *one* of the following:

¹ ATMS ELECTIVE:	Any 200-Level Management and Supervision (ATMS) Course.	5
¹ ATCP	100 Career Planning	2

OR

Marketing and Merchandising Program.

¹ ATMK	110	The Nature and Environment of Business	5
¹ ATMK	120	Creative Selling	5
¹ ATMK	140	Principles of Advertising	5
Additional Requirements (Select 7 or 10 hours from the following):			
¹ ATMK ELECTIVES:	Any 200-Level Marketing (ATMK) Course.	5-10	
¹ ATCP	100 Career Planning	2	
			22-25
Total Credit Hours			47-50

NOTE: Certificate Programs

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

SCHOOL OF HEALTH SCIENCES

SCHOOL OF HEALTH SCIENCES General Information

HEALTH CARE MANAGEMENT PROGRAM General Information Academic and General Requirements Performance Standards Academic Progression and Retention Bachelor of Science in Health Care Management Curriculum

DEPARTMENT OF BACCALAUREATE DEGREE NURSING General Information Admissions Policies Transfer Credit and Credit by Examination Advisement Academic and General Requirements Performance Standards Academic Progression and Retention Bachelor of Science in Nursing Curriculum

DEPARTMENT OF ASSOCIATE DEGREE NURSING Accreditation Readmission and Transfer Information Advisement Information General Information Fees and Expenses Financial Aid Performance Standards Associate Degree Nursing Curriculum Advanced Placement for Licensed Practical Nurses

DEPARTMENT OF DENTAL HYGIENE General Information Accreditation Admissions Policies Academic and General Requirements Performance Standards Dental Hygiene Curriculum

OTHER PROGRAMS Associate of Science Degree Other Programs in the Medical Field

SCHOOL OF HEALTH SCIENCES

Linda F. Samson, Dean
C-57

GENERAL INFORMATION

The School of Health Sciences serves the needs of those students who seek to major in certain health-related fields. The overall objective of the School is to prepare health care providers who are broadly educated, technically proficient, and prepared to adapt and excel in the rapidly changing health care environment. The School provides educational programs with a strong foundation of general education and extensive field or clinical experiences. Graduates of the programs are employed in a variety of health care settings, including hospitals, health maintenance organizations, clinics, private medical or dental offices, home care agencies, long-term care facilities, and government entities. Graduates are eligible to take the appropriate licensing examination upon program completion, if required for practice. The School of Health Sciences also provides instructional support for health-related career programs offered through the School of Technology.

The School of Health Sciences is organized into three departments: (1) Baccalaureate Degree Nursing, (2) Associate Degree Nursing, and (3) Dental Hygiene. However, other programs are available, including the Bachelor of Science in Health Care Management in cooperation with the School of Business.

HEALTH CARE MANAGEMENT (Interdisciplinary Program)

BACHELOR OF SCIENCE (B.S.)

Principal Advisor: Dr. Linda F. Samson, C-57

GENERAL INFORMATION

The Schools of Business and Health Sciences cooperatively offer a program leading to the Bachelor of Science degree (B.S.) in Health Care Management. Advisement and support for the program is offered through the School of Health Sciences. The Bachelor of Science degree with a major in Health Care Management prepares students for entry and mid-level management positions in a variety of health services organizations, such as home health agencies, PPOs, HMOs, doctors' offices, group practices, hospices, hospitals, nursing homes, extended care facilities, and ambulatory care centers. A significant strength of the program is the well-rounded mix of learning opportunities and methods used to reinforce learning. Blended

course work in business, health care, and the arts and sciences provides the interdisciplinary perspective required for performance in complex health care organizations. Vital ingredients for management success, such as the ability to think critically, communicate, and function in a team-oriented environment, are carefully taught, assessed, and reinforced throughout the program. Theory is balanced with practice and reinforced by opportunities to experience health care management and gain valuable hands-on experience. Problem-oriented research projects bring theory into focus and facilitate analysis and resolution of complex issues.

ACADEMIC AND GENERAL REQUIREMENTS

Students intending to enroll in the Health Care Management program must meet all College admission and academic requirements. In addition, the following requirements must also be satisfied before candidacy is established for the Bachelor of Science in Health Care Management degree.

1. Students must achieve a 2.00 academic standing GPA for all lower division coursework attempted in Areas I, II, and III of the core curriculum and all major-specific lower division courses.
2. Students must declare a major in Health Care Management and complete the major-specific lower division courses that are prerequisite to upper division courses.
3. Students must complete a major field entry writing assessment.
4. Grades of *D* will not be accepted for credit in upper division courses.
5. A minimum grade of *C* is required for transfer credit in upper division courses.
6. Students with significant previous experience in health care may request permission to waive the HSCI 201 requirement. If a waiver is granted, this course will not count toward the 180 quarter credit hours required for graduation.

PERFORMANCE STANDARDS

A candidate for the B.S. in Health Care Management must have abilities and skills in the areas of critical thinking, communication, and visual, hearing, and behavioral function. Reasonable accommodation can be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

Standard	Examples of Activities
Critical thinking: Critical thinking ability sufficient for clinical judgments.	Identify cause-effect relationships in health care situations, develop organizational plans, problem-solve health care situations.

Communication: Communication abilities sufficient for effective interaction in verbal and written form with other members of the health care team and the public.

Visual: Visual ability sufficient for observation in the practice setting.

Hearing: Auditory ability sufficient to monitor the safety of the health care environment.

Behavioral: Emotional health sufficient to totally utilize his or her intellectual abilities. Able to function effectively during stressful situations.

Adapted by permission from Southern Council on Collegiate Education for Nursing and Medical College of Georgia.

ACADEMIC PROGRESSION AND RETENTION

Students must achieve a grade of *C* or better in all upper-division course work including required courses and program electives. Students must repeat any required course in which a grade of *C* or better is not achieved. Any student who fails to meet this performance level will be placed on program probation. A student must earn a grade of *C* or better in all courses while on program probation. Failure to achieve this performance level will result in suspension from the program. Readmission following suspension must be approved by the program coordinator and the Dean of Health Sciences.

Appeal and Readmission:

1. Any appeal of suspension from the program must be presented in writing to the dean. Students will be notified of the decision in writing and may further appeal according to regular College policy.
2. Students who have been suspended from the program for a first time may petition for readmission following a minimum of one quarter out of the program. For a subsequent suspension, a student may petition for readmission following three quarters of suspension. Readmission is not automatic. The readmission decision will be based on the judgment of the program faculty concerning the student's likelihood of academic success and willingness and ability to meet reasonable conditions. Students will be notified in writing of any decision.
3. A student may be readmitted following program suspension no more than two times.

BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT CURRICULUM

Students in the B.S. degree program in Health Care Management should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

AREA IV REQUIREMENTS (30 hours)

			Quarter Credit Hours
ACCT	201,202	Principles of Accounting I,II	10
ECON	201	Principles of Economics I	5
BSAD	201	Introduction to Computer Systems	5
MATH	231	Statistics	5
HSCI	201	Introduction to the Health Care Environment	5

HEALTH CARE MANAGEMENT COURSES

A. Health Care Management Core (45 hours)

MGMT	301	Principles of Management	5
MGMT	302	Total Quality Management	5
MGMT	401	Personnel Administration	5
MKTG	301	Principles of Marketing	5
HSCI	301	Introduction to Health Systems Management	5
HSCI	352	Legal Issues in Health Care Management	5
HSCI	456	Health Care Finance	5
BSAD	370	Business Law	5
COMM	310	Interactive Communication	5

B. Specialized Courses (20 hours)

Select *four* of the following:

HSCI	310	Introduction to Primary/Long-Term Care	5
HSCI	355	Ethical Issues in Health Care	5
HSCI	401	Financial Management of Primary/Long-Term Care Organizations	5
HSCI	411	Administration of Managed Care	5
HSCI	455	Health in the Corporate Setting	5
MGMT	411	Organizational Development/Leadership	5
NURS	453	Gerontology	5
BSAD	470	Employment Law	5

C. Practicum/Research Courses (15 hours)

HSCI	490	Applied Research Project	5
HSCI	498	Practicum I	5
HSCI	499	Practicum II	5

D. Electives

Select *two* elective courses for 10 hours of which at least 5 hours must be outside the Schools of Business and Health Sciences.

Total Credit Hours	180
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**DEPARTMENT OF
BACCALAUREATE DEGREE NURSING**

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

Department Head
C-57

GENERAL INFORMATION

The Department of Baccalaureate Degree Nursing offers two tracks leading to the Bachelor of Science in Nursing Degree: a basic licensure track to prepare graduates to seek initial licensure as registered nurses and a degree completion track for currently registered nurses.

B.S.N. Track for Students Who Are Not Currently Registered Nurses

The basic licensure track currently has developmental approval from the Georgia Board of Nursing and is preparing to admit students to junior level nursing courses in Fall 1996. In order to be eligible for that class or subsequent ones, the student must complete Areas I, II, and III of the Core Curriculum with the special requirements noted below and the following additional major-specific requirements:

- Area II CHEM 131 and 132 are required.
- Area III PSYC 205 and SOSC 220 are required.
- Area IV – Major-specific courses
 - BIOL 151 Anatomy and Physiology I
 - BIOL 152 Anatomy and Physiology II
 - BIOL 250 Microbiology
 - PSYC 204 Human Growth and Development
 - MATH 231 Statistics
 - HSCI 201 Introduction to the Health Care Environment

Specific information related to the application process and deadlines for Fall 1996 will be available in September 1995.

R.N.-B.S.N. Track

The R.N.-B.S.N track is an 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, health assessment, community health nursing, complex clinical situations, nursing theory, interpersonal communication, current issues/trends, and nursing research. Nursing and general college course offerings promote critical thinking, interactive communications, expanded role development, and leadership skills, as well as a sensitive and analytical perception of self, the human condition, and the world.

The program is approved by the Georgia Board of Nursing and accredited by the National League for Nursing (NLN).

ADMISSIONS POLICIES (R.N.-B.S.N. TRACK)

All applicants for the Bachelor of Science in Nursing Program must gain admission to Clayton State College. See the Admissions Information section of this catalog. Students may enroll in core curriculum and non-clinical nursing course prerequisites with departmental approval. Admission to clinical baccalaureate nursing courses requires the following prerequisites:

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.
3. Students who have been dismissed from any other B.S.N. program are ineligible for admission.
4. Students who have withdrawn from any other B.S.N. program may be asked to present letters of reference from all previously attended programs.

TRANSFER CREDIT AND CREDIT BY EXAMINATION (R.N.-B.S.N. TRACK)

The department head and the Office of Admissions 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 have successfully completed the applicable state licensing examination and have professional licensure in Georgia can validate forty-five (45) quarter hours of lower division nursing credit through credit by examination for the following courses:

		<i>Quarter Credit Hours</i>
NURS	294	Introductory Concepts of Nursing
NURS	295	Nursing Care of the Adult
NURS	296	Nursing Care of the Child
NURS	297	Mental Health Nursing
NURS	298	Maternal-Infant Nursing
		5
		10
		10
		10

NOTE: Credit by examination may be received for one upper division nursing elective in the B.S.N. program. This credit is available to nurses certified in a nationally recognized nursing specialty certification program. Additional information is available in the B.S.N. Student Handbook.

Credit by examination is also available for general education coursework through the Learning Center. See Credit by Examination or Experience in the Academic Information section of this catalog.

ADVISEMENT

Each student admitted to this program is assigned a faculty advisor within the Department of Baccalaureate Nursing. This advisor helps plan an individualized program of studies that meets the student's personal and professional needs and fulfills College and departmental requirements. Students are encouraged to meet with the department head early in their programs and within two quarters of planned graduation.

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 (R.N.-B.S.N. TRACK)

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. The B.S.N. degree program requires completion of the Core Curriculum of the University System of Georgia in addition to specific requirements of the Department of Baccalaureate Degree Nursing. Since all entering B.S.N. students must have graduated from an associate degree or diploma nursing program and since many B.S.N. students have additional college credit, every reasonable effort is made to apply courses already taken or to make appropriate substitutions to meet the requirements of the program. Decisions on course equivalency or substitution are made by the head of the Department of Baccalaureate Degree nursing in consultation with the Director of Admissions and other academic administrators in a manner consistent with College and Board of Regents policy.
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. Credit by examination does not satisfy this residency requirement.
4. Students must complete all degree requirements specified in the Degree Requirements section of this catalog. These requirements include the Core Curriculum of the University System of Georgia.
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,
 - c. complete the departmental requirements for physical examinations and required immunizations, and
 - d. maintain current Georgia R.N. licensure.

PERFORMANCE STANDARDS FOR BACCALAUREATE DEGREE NURSING

A candidate for the B.S.N. must have abilities and skills in the areas of critical thinking, communication, mobility and motor, tactile, visual, hearing, and behavioral function. Reasonable accommodation can be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

<u>Standard</u>	<u>Examples of Activities</u>
Critical thinking: Critical thinking ability sufficient for clinical judgments.	Identify cause-effect relationships in clinical situations, develop nursing care plans, medication calculations.
Communication: Communication abilities sufficient for effective interaction in verbal and written form with patients/clients and other members of the health care team.	Able to obtain information, explain treatment procedures, initiate health teaching, describe patient situations, perceive nonverbal communications.
Mobility: Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room to room and maneuver in small spaces.	Able to administer cardiopulmonary resuscitation, move around in patient room, work spaces and treatment areas.
Motor: Gross and fine motor function sufficient to provide safe and effective nursing care.	Able to ambulate patient, administer intravenous, intramuscular, subcutaneous, and oral medications, calibrate and use equipment.
Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to hear monitor alarm, emergency signals, listen to breath and heart sounds.
Visual: Visual ability sufficient for observation and assessment necessary in nursing care.	Able to observe patients, visualize appearance of a surgical wound.
Tactile: Tactile ability sufficient for physical assessment.	Able to perform palpation of a pulse, perceive temperature, or other functions of a physical examination.
Behavioral: Emotional health sufficient to totally utilize his or her intellectual abilities. Able to function effectively during stressful situations.	Able to adapt to everchanging environments, displaying flexibility, appropriately interacting with others, learning to function in the case of uncertainty that is inherent in clinical situations involving patients/clients.

Adapted by permission from Southern Council on Collegiate Education for Nursing and Medical College of Georgia.

ACADEMIC PROGRESSION AND RETENTION (R.N.-B.S.N. TRACK)

Students must achieve a grade of *C* or better in all upper-division course work including required nursing and electives. Students must repeat any required courses in which a grade of *C* or better is not achieved. A maximum of two required nursing courses may be repeated during the student's total B.S.N. curriculum. Only one repetition of a single required nursing course is allowed.

Progression

Students must make progress toward degree completion in a timely manner. All required upper-division nursing courses must be completed within seven years of admission to the B.S.N. program at Clayton State College. Courses older than seven years must be retaken or validated by an instrument approved by the department.

Program Probation, Suspension, and Dismissal

General College policy on academic and disciplinary probation and suspension applies to the Bachelor of Science in Nursing program. Due to the sensitive nature of working with patients and others in health care settings, the following additional standards apply:

Program Probation and Suspension: B.S.N. students will be placed on program probation in the following cases:

1. Probation will result if a student earns a grade lower than *C* in any upper-division course used to meet B.S.N. program requirements. If a student earns a grade lower than *C* in another course in the program, the student will be suspended.
2. Probation will result if a student fails to demonstrate clinical competency, safety, ethical behavior, accountability in nursing practice and compliance with performance standards. Probation requires recommendation of faculty member approved by department head and dean. This probation extends until graduation. If while on probation for this reason a student again fails to meet the criteria listed above, the student will be suspended.

Program Dismissal: B.S.N. students will be dismissed from the program in the following cases:

1. Upon recommendation by the faculty, a student will be immediately dismissed from the B.S.N. program for any act that would ordinarily subject the student to nursing license limitation, suspension, or revocation. Such dismissal must be approved by the department head and dean and communicated to the student in writing.
2. A student may be immediately dismissed from the B.S.N. program when the student's conduct or health presents a direct threat to patients, peers, health care personnel, faculty, or other individuals. Such dismissal must be approved

by the department head and dean and communicated to the student in writing.

Appeal and Readmission

1. Any appeal of suspension or dismissal must be presented in writing to the department head and dean. Students will be notified of the decision in writing and may further appeal according to regular College policy.
2. Students who have been suspended from the program may petition for readmission following a minimum of one quarter out of the program. Readmission is *not* automatic. The readmission decision will be based on the judgment of the program faculty concerning the student's likelihood of academic success and willingness and ability to meet reasonable conditions. Students will be notified in writing.
3. Students may be readmitted to the program following dismissal if there is clear and convincing evidence that the circumstances that led to the dismissal have substantially changed. Readmission following program dismissal may be granted upon recommendation of the faculty and approval by the department head, dean, and Vice President for Academic Affairs.
4. A student may be readmitted following program suspension or dismissal only once. (This includes suspension or dismissal from another institution.)

BACHELOR OF SCIENCE IN NURSING CURRICULUM (R.N.-B. S. N. TRACK)

CORE CURRICULUM (Students must complete 60 hours in Areas I, II, and III with 18-22 hours applied in each area. Students may, however, meet the core requirements with other courses.)

AREA I—HUMANITIES

See Area I requirements for Clayton State College Core Curriculum in the Degree Requirements section of this catalog.

AREA II—NATURAL SCIENCES AND MATHEMATICS

See Area II requirements for Clayton State College Core Curriculum in the Degree Requirements section of this catalog. B.S.N. students take MATH 231 in place of SCI 221.

AREA III—SOCIAL SCIENCES

See Area III requirements for Clayton State College Core Curriculum in the Degree Requirements section of this catalog. B.S.N. students should choose SOSOC 220 as a capstone.

OTHER DEGREE REQUIREMENTS (Non-nursing)

A. Anatomy and Physiology (BIOL 151-152)	10
B. Microbiology (BIOL 250)	5
C. Pathophysiology (HSCI 320)	5
D. Two elective courses. At least one must be upper division and <i>outside</i> the School of Health Sciences.	10
E. One upper division non-NURS elective (May be HSCI course or a course outside School of Health Sciences.)	5

NURSING COURSES

		<i>Quarter Credit Hours</i>
A. Lower Division Nursing Courses		45
(Credit based on valid R.N. license and passing of applicable state licensing examination.)		
B. Required Courses		
NURS 310	Interactive Communication	5
NURS 311	Nursing Theory	2
NURS 312	Professional Nursing Seminar	2
NURS 320	Health Assessment	5
NURS 330	Nursing Research	5
NURS 410	Community Health Nursing	5
NURS 411	Community Health Nursing: Clinical	2
NURS 420	Nursing Management	5
NURS 421	Nursing Management: Clinical	2
NURS 430	Complex Clinical Situations	5
NURS 431	Complex Clinical Situations: Clinical	2
C. Upper Division NURS or HSCI Electives		10
Select <i>two</i> from the following:		
HSCI 340	Contemporary Women's Health	5
HSCI 341	Cultural Diversity in Health and Illness	5
HSCI 342	Health Education	5
HSCI 350	The AIDS Epidemic	5
HSCI 352/NURS 352	Legal Issues in Health Care Management	5
HSCI 355/NURS 355	Ethical Issues in Health Care	5
HSCI 455	Health in Corporate Settings	5
HSCI 456	Health Care Finance	5
NURS 440	Case Management in Nursing Practice	5
NURS 453	Gerontology	5
NURS 495	Independent Study	5
NURS 496	Specialty Certification	5
Total Credit Hours		190

**DEPARTMENT OF ASSOCIATE
DEGREE NURSING**

ASSOCIATE OF SCIENCE DEGREE IN NURSING

Elaine Ridgeway, Department Head
C-37

The Associate Degree Nursing Program at Clayton State College is designed to educate individuals who want to pursue careers as Registered Nurses. This program consists of 105 quarter credit hours of study which leads to the Associate of Science in Nursing Degree (A.S.N.). To become a licensed Registered Nurse, graduates may petition to take the state licensing board examination administered by the Georgia Board of Nursing. Successful completion of the nursing board

examination and other requirements results in licensure as a Registered Nurse (R.N.).

The last class will be admitted to the Associate of Science in Nursing program for Spring 1996. Applications after May 15, 1995, will be accepted only from currently enrolled Clayton State College declared pre-nursing students who have satisfied *all* degree requirements with the exception of nursing courses. *Students admitted to the last class will have six quarters to complete the program. No provisions for acquiring the associate degree will be available for students who withdraw from the program or fail any course of instruction.*

Students are formally admitted to this program based on completion of the steps outlined in the Admissions Process section. The Associate Degree Nursing Program consists of six quarters of prescribed study. All nursing courses are offered in a sequential format, beginning with an introductory nursing course and concluding with a course in leadership and management.

ACCREDITATION

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

READMISSION AND TRANSFER INFORMATION

1. Students with prior enrollment in the Clayton State College Associate Degree Nursing Program or any other registered nursing program must submit, as part of the admissions process, two references on forms provided by Clayton State College. These references are considered in the admission process.
2. Any student who has withdrawn more than once from the Clayton State College Associate Degree Nursing Program or any other nursing program may be considered for admission or readmission only if his or her withdrawal was due to extenuating circumstances. Such a student must formally petition the Department of Associate Degree Nursing for special consideration.
3. Students who have been previously dismissed from the Associate Degree Nursing Program at Clayton State College and/or any other registered nursing program are ineligible for admission or readmission.
4. Each transfer student applying for admission into the nursing program must submit syllabi, course outlines, and catalogs from the former institution to the Department of Associate Degree Nursing. The department will review these materials so that transferred nursing and related courses can be evaluated and the student properly placed in the nursing sequence. (Courses taken at a vocational institution not accredited at the associate degree level are non-transferable.)

ADVISEMENT INFORMATION

Students who are admitted to the Associate Degree Nursing Program must be advised by a designated nursing faculty advisor. A student with a pre-approved advisement plan is not required to see an advisor each quarter but may choose to do so. The final responsibility of choosing the correct courses and meeting other requirements rests with the student, not the advisor.

GENERAL INFORMATION

1. In addition to the required MATH 115*, ENGL 111, and CHEM 131, students are encouraged to take as many general education and support courses as possible prior to enrolling in nursing courses. (These general education and support courses include BIOL 151, 152, 250, and CHEM 132. Students whose credit for these courses is more than five years old are recommended to retake the courses for credit or audit prior to enrollment in nursing courses.) A grade of C or better is required in each of these courses.

*Students who do not intend to pursue the Bachelor of Science in Nursing Degree may substitute MATH 106.

2. The College catalog in effect at the time that a student is admitted to the nursing program will normally apply to a student. However, the nursing curriculum and other requirements are subject to change in order to comply with regulations of accrediting agencies or with institutional or University System policy. While reasonable effort will be made to publicize such changes, individual notice to students is not required or guaranteed, and it is the student's responsibility to become aware of all current program and College requirements.
3. Some nursing courses include proficiency requirements or have progression requirements prior to entry (e.g. technical skills demonstrations such as IV therapy and dosage calculation exams). When in a course, such requirements must be met at the specified level of performance in order to pass the course, regardless of a student's grades earned in any other portion of the course. For nursing courses that have a clinical component, students must pass *both* the theory and clinical portions of the course.
4. To progress in the A.S.N. Program, a student must earn a grade of C or better in all nursing courses and in all courses that are listed in the Course Descriptions section of this catalog as prerequisites or corequisites to nursing courses. Students must maintain an academic standing GPA of 2.00 or higher in order to progress and graduate.
5. 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.

6. Additional information—including regulations on program probation, suspension, and dismissal—is included in the *Associate Degree Nursing Student Handbook*. Students are responsible for the information in this handbook as well as that in other College publications.
7. Students admitted to the Associate of Science in Nursing program are required to provide and maintain current health information, proof of immunization, liability insurance, and CPR certification throughout enrollment in the program.

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).....	\$15
Books, per quarter	\$180-\$250
Uniform (one-time purchase).....	\$150
Accessory Items (watch with second hand, stethoscope, etc.).....	\$75
Nursing Pin (upon graduation)	\$40-100
Health Assessment (annual).....	\$100-200*

*May be available at a reduced cost from public health facilities.

FINANCIAL AID

Financial Aid information may be obtained from the Office of Financial Aid. Specific scholarships and loans may be available for nursing majors. Most local hospitals provide financial assistance to employees returning to school in nursing. Interested students should contact hospital personnel departments for information.

PERFORMANCE STANDARDS FOR ASSOCIATE DEGREE NURSING

In order to successfully meet the role expectations for progression in nursing, a candidate must have skills and abilities according to the standards below. Reasonable accommodation will be made on an individual basis; however, the candidate must be able to perform in an independent manner.

Standard	Examples of Activities
Critical thinking: Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations. Develop nursing care plans, medication calculations.
Communication: Communication abilities sufficient for effective interaction in verbal and written form with patients/clients and other members of the health care team.	Able to obtain information, explain treatment procedures, initiate health teaching, describe patient situations, perceive non-verbal communications.
Mobility: Physical abilities (including, standing, bending, range of motion of extremities) to move from room to room and maneuver in small spaces.	Able to administer cardiopulmonary resuscitation, move around in patient room, work spaces and treatment areas.
Motor: Gross and fine motor function sufficient to provide safe and effective nursing care.	Able to ambulate patient, administer intravenous, intramuscular, subcutaneous, and oral medications, calibrate and use equipment.
Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to hear monitor alarm, emergency signals, listen to breath and heart sounds.
Visual: Visual ability sufficient for observation and assessment necessary in nursing care.	Able to observe patients, visualize appearance of a surgical wound.
Tactile: Tactile ability sufficient for physical assessment.	Able to perform palpation of a pulse, perceive temperature, or other functions of a physical examination.
Behavioral: Emotional health sufficient to totally utilize his or her intellectual abilities. Able to function effectively during stressful situations.	Able to adapt to everchanging environments, displaying flexibility, appropriately interacting with others, learning to function in the case of uncertainty that is inherent in clinical situations involving patients/clients.

Adapted by permission from Southern Council on Collegiate Education for Nursing and Medical College of Georgia.

ASSOCIATE DEGREE NURSING CURRICULUM

The nursing courses in the curriculum are carefully sequenced; it is the responsibility of the student to work with her or his faculty advisor to plan the appropriate program of study. Students who intend to pursue the Bachelor of Science in Nursing (B.S.N.) degree at Clayton State College following completion of the A.S.N. should pay careful attention to the footnotes.

AREA I – HUMANITIES

			Quarter Credit Hour
ENGL	111	Composition I	5
PHIL	110	Logic and Critical Thinking	5
			<u>10</u>

AREA II – NATURAL SCIENCES AND MATHEMATICS

A. CHEM	131, 132	Introduction to Chemistry I, II	10
B. MATH	115	College Algebra	5
			<u>15</u>

AREA III – SOCIAL SCIENCES

A. CITZ	101	Citizenship	2
B. PSYC	205	Introduction to Psychology	5
			<u>7</u>

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	3
D. NURS	121	Adult Nursing I	8
E. NURS	122	Adult Nursing II	8
F. NURS	150	Assessment for Clinical Practice	2
G. NURS	203	Nursing Care of the Childbearing Family	5
H. NURS	204	Nursing Care of Children and Families	5
I. NURS	205	Psychiatric-Mental Health Nursing	5
J. NURS	206	Advanced Medical-Surgical Nursing	5
K. NURS	209	Nursing Care Management and Responsibilities	10
			<u>58</u>

Support Courses:

BIOL	151 and 152	Anatomy and Physiology	10
BIOL	250	Microbiology	5
			<u>15</u>

Total Hours Required 105

Nursing	56
General Education	47

NOTES: NURSING (A.S.N.)

¹Students who do not intend to pursue the B.S.N. may substitute MATH 106.

²Career course which does not meet the requirements for the core curriculum or transferability. Students who intend to pursue the B.S.N. degree should take HIST 262 and POLI 101 rather than CITZ 101.

³L.P.N.'s may be eligible for advanced placement and modified requirements.

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

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 NURS 103 and 104 by examination. Successful performance on the three components of the

challenge examination (theory, clinical laboratory, and drug calculation tests) allows the L.P.N. to exempt the fundamentals courses and enter the associate degree curriculum during the second quarter of the nursing sequence. 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 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 and current CPR certification.
8. Have completed the following required general education courses with grades of C or better:

BIOL 151, 152, 250;
CHEM 131 and 132;
ENGL 111;
*MATH 115.

**Students who do not intend to pursue the Bachelor of Science in Nursing degree may substitute MATH 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. ¹NURS 120
(Upon successful completion of this transition course, students are awarded credit by examination for Nursing 121 and 122 based on their previous L.P.N. experience.)
2. ¹NURS 106, 203, 204, 205, 206, and 209
3. CHEM 131 and 132
4. ENGL 111
5. PHIL 110
6. PSYC 205
7. ¹CITZ 101 (HIST 262 and POLI 101 may be substituted.)
8. ²MATH 115
9. BIOL 151, 152, and 250

NOTES: NURSING (A.S.N.)

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.

²Students who do not intend to pursue the Bachelor of Science in Nursing degree may substitute MATH 106.

DEPARTMENT OF DENTAL HYGIENE

ASSOCIATE OF SCIENCE DEGREE IN DENTAL HYGIENE

Lois Tebbe, Department Head
C-61

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.

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, and other qualifications relating to academic and professional potential. Interviews may be required. Qualified applicants who apply for the Dental Hygiene Program by the published deadline can expect early acceptance. All other applicants are accepted on a space-available basis until the convening of class in September.

Acceptance to the College does not imply acceptance in the Dental Hygiene Program. The latter requires a separate application and acceptance.

An applicant to the program must follow this procedure:

1. Submit a completed application 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 (2.00) average level or higher. Students should indicate on the application form that the desired major is dental hygiene.
2. Have completed one year of high school algebra, one year of high school chemistry, and one year of high school biology with a minimum grade average of C in each of these courses; or have completed appropriate college courses in these subjects with a grade of C or higher in each. (Appropriate courses at Clayton State College are MATH 099, CHEM 131, and BIOL 131.) Students who plan to complete these requirements at another institution should contact the Director of Admissions at Clayton State College.
3. Submit an application for admission to the Associate Degree in Dental Hygiene Program to the Department of Dental Hygiene.
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 the Freshman fall quarter. A dental examination will be given in the Dental Hygiene Clinic during the Freshman year. Since hepatitis B infection is a serious problem for health care professionals, a program of immunization should be arranged with the applicant's local county health department or personal physician prior to fall quarter of the Freshman year.
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 Learning Support Program of the College may apply for admission into the Dental Hygiene Program after completing 12 quarter credit hours of college-level courses with an academic standing grade point average of 2.00 or higher. (Recommended courses are any non-dental courses

listed in the current catalog description of the Dental Hygiene program. See the Dental Hygiene curriculum below.)

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.

Students must be currently CPR certified to graduate and be licensed by the Georgia Board of Dentistry. This training is available in PHED 102 (First Aid). Evidence of CPR certification must be presented to the Department of Dental Hygiene for inclusion in the student's record. American Heart Association, Red Cross, or college first aid course CPR certification is acceptable.

A Dental Hygiene student must maintain an academic standing grade point average of 2.00 or better in Dental Hygiene courses as well as maintain an overall academic standing grade point average of 2.00. 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 academic standing grade point average to a 2.00 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 2.00 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 (2.00) overall academic standing GPA and an overall 2.00 academic standing GPA 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. Although Clayton State College graduates have performed outstandingly on licensing examinations, successful completion of the pro-

gram does not insure passing state, regional, and national board examinations.

PERFORMANCE STANDARDS FOR DENTAL HYGIENE

In order to be admitted to or continue in the Dental Hygiene Program, a student must have skills and abilities essential to perform as a dental hygienist. Reasonable accommodations will be made on an individual basis; however, the candidate must be able to perform in an independent manner.

STANDARD	EXAMPLES OF ACTIVITIES
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Critical Thinking: Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop treatment plans.
---	--

Communication: Communication abilities sufficient for effective interaction with patients and other members of the health care team in verbal and written form.	Able to obtain information, explain treatment procedures, initiate health education training, describe patient situations, perceive non-verbal communications.
--	--

Mobility: Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room to room and maneuver in small spaces.	Able to administer cardio-pulmonary resuscitation, move around in patient treatment area.
--	---

Motor: Gross and fine motor function sufficient to provide safe and effective dental hygiene care.	Able to use dental instruments, manipulate various dental materials.
---	--

Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to listen to breath and heart sounds. Able to hear equipment monitors, such as x-ray equipment and autoclave timers.
---	---

Visual: Visual ability sufficient to provide safe and effective dental hygiene care.	Able to observe patients and use instruments in the oral cavity. Adequate close vision to see small lesions and deposits on teeth.
---	--

Tactile: Tactile ability sufficient for physical assessment and scaling skills.	Able to perform palpation of a pulse, extraoral and intraoral structures, and feel calculus deposits.
--	---

Adapted by permission from Southern Council on Collegiate Education for Nursing and Medical College of Georgia.

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.

Students intending to pursue a degree in Dental Hygiene should meet with an advisor in the Dental Hygiene Department as soon as possible to ensure that coursework is taken in sequence and according to desired goals.

GENERAL EDUCATION COURSEWORK

		Quarter Credit Hours
ENGL 111	Composition I	5
PHIL 110	Logic and Critical Thinking	5
¹ CHEM 132	Introduction to Chemistry II	5
² MATH 106	Fundamentals of Mathematics	5
BIOL 151 and 152	Human Anatomy and Physiology	10
BIOL 250	Microbiology	5
PSYC 205	Introduction to Psychology	5
SOCI 205	Introduction to Sociology	5
³ CITZ 101	Citizenship	2
General Education Coursework Total		47

DENTAL HYGIENE COURSEWORK

FRESHMAN		SOPHOMORE	
Fall Quarter		Summer Quarter	
DHYG 101	4	DHYG 107	3
Embryology, Oral Histology, and Dental Morphology		Periodontics	
DHYG 103	1	DHYG 201	3
Orientation to Dental Hygiene		Pharmacology and Anesthesiology	
	5		6
Winter Quarter		Fall Quarter	
DHYG 102	3	DHYG 110	5
Head and Neck Anatomy		Nutrition	
DHYG 104	4	DHYG 202	7
Pre-Clinical Dental Hygiene		Clinical Dental Hygiene II	
	7	DHYG 106	3
		General Pathology, Oral Pathology, and Oral Medicine	
			15
Spring Quarter		Winter Quarter	
DHYG 105	5	DHYG 108	3
Clinical Dental Hygiene I		Dental Materials	
DHYG 205	2	DHYG 2037	
Dental Health Education		Clinical Dental Hygiene III	
DHYG 109	3	DHYG 211	3
Dental Radiology		Community Dental Health I	
	10		13
		Spring Quarter	
		DHYG 204	7
		Clinical Dental Hygiene IV	
		DHYG 212	2
		Community Dental Health II	
		Directed Field Experience	
			9
		Dental Hygiene Coursework Total	65
		Total Hours Required	112

¹CHEM 131 is a prerequisite to CHEM 132.

²MATH 106 will not transfer to a baccalaureate program; MATH 115 may be substituted.

³CITZ 101 will not transfer to a baccalaureate program; POLI 101 and HIST 262 may be substituted for CITZ 101.

Note: If students intend to apply for admission to the baccalaureate program in dental hygiene at the Medical College of Georgia, they should consult the Director of the Department of Dental Hygiene at the Medical College before completing their coursework for the Associate of Science in Dental Hygiene at Clayton State College.

OTHER PROGRAMS

DENTAL HYGIENE (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 the optimum choice of courses at Clayton State College.

Suggested Area IV courses are as follows:

			<i>Quarter Credit Hours</i>
A.	BIOL 151, 152	Human Anatomy and Physiology	10
B.	CHEM 131, 132	Introduction to Chemistry I, II	10
C.	PSYC 205	Introduction to Psychology	5
D.	SOCI 205	Introduction to Sociology	5
		Total	30

OTHER PROGRAMS IN THE MEDICAL FIELD

The School of Arts and Sciences offers the first two years of course work in Health Information Management, Medical Technology, Medicine, Occupational Therapy, Pharmacy, Physical Therapy, and Veterinary Medicine. See the Arts and Sciences section of this catalog.

The School of Technology offers career programs in health care including Medical Office Administration, Medical Assisting, Medical Transcription, and Emergency Medical Technology.

SCHOOL OF TECHNOLOGY

SCHOOL OF TECHNOLOGY

General Information

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY

Associate of Applied Science

DEPARTMENT OF TECHNICAL STUDIES

Programs in Data Processing

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Programs in Drafting and Design

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Programs in Electronics

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Certificate Programs

College Transfer Programs

Programs in Medical Careers

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Certificate Programs

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, data processing, drafting and design, electronics, data processing, office administration, medical careers, 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 School of Technology offers the Associate of Applied Science (A.A.S.) Degree and certificates in a wide range of career programs. In addition the school offers an Associate of Arts (A.A.) Degree or an Associate of Science (A.S.) Degree for students enrolled in one of the following college transfer programs: Business Education (A.A.), Engineering Technology (A.S.), and Secretarial Studies/Office Administration (A.A.).

Students may enroll on a full-time or part-time basis. Courses are scheduled for day, evening, and summer based on a sequential format. Students are strongly encouraged to enroll in their major courses the quarter in which they are offered.

Students are cautioned that some of the program specialty courses 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 advisors when planning their quarterly schedules.

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 internships with their advisors 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 (770) 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) or another institution. 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.

Two certificate programs to allow for training in either Airframe or Powerplant are under development. Contact the department for up-to-date information.

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 and II. To satisfy Area III requirements, students who intend to complete a baccalaureate degree should complete POLI 101 (American National Government in an International Context) and HIST 262 (Themes in American History) prior to enrollment in AVMT courses. Students who intend to substitute CITZ 101 for POLI 101 and HIST 262 may enroll in CITZ 101 while taking any other courses.

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 to 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
(Associate of Applied Science Degree)

EMPHASIS: FAA Part 147

		Quarter Credit Hours
AREA I—HUMANITIES		
*ENGL	111 Composition I	5
*PHIL	110 Logic and Critical Thinking	5
		10

*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.

AREA II—NATURAL SCIENCE AND MATHEMATICS

*MATH	115 College Algebra	5
*CHEM	131 Introduction to Chemistry I	5
*PHYS	131 Introduction to Physics I	5
or		
†PHYS	107 Concepts of Physics	5
		15

AREA III—SOCIAL SCIENCES

*CITZ	101 Citizenship	2
or		
For students who plan to complete a baccalaureate degree:		
POLI	101 American National Government in an International Context	5
HIST	262 Themes in American History	5
		2-10

OTHER PROGRAM REQUIREMENTS

†AVMT	101 Maintenance Regulations	3
†AVMT	102 Aircraft Basic Science	4
†AVMT	103 Aircraft Applied Science	10
†AVMT	104 Basic Electricity and Electronics	10
*AVMT	105 Air Transportation Maintenance	5
†AVMT	201 Sheet Metal	10
†AVMT	202 Airframe Structures	10
†AVMT	203 Utility Systems	10
†AVMT	204 Fluid Power/Landing Gear Systems	10
†AVMT	205 Electrical and Navigation Systems	10
†AVMT	211 Turbine Engines	10
†AVMT	212 Reciprocating Engines	10
†AVMT	213 Powerplant Accessories	10
†AVMT	214 Powerplant Electrical Systems	10
†AVMT	215 Engine Fuel and Fuel Metering Systems	10
		132
Total		159-167

NOTES: AVIATION MAINTENANCE TECHNOLOGY

†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.

*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 the Degree Requirements section in this catalog.)

AIRWAY SCIENCE (AVIATION MAINTENANCE TECHNOLOGY)

(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). The courses in the "Other Program Requirements" section of this program do 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.

AIRWAY SCIENCE
(AVIATION MAINTENANCE TECHNOLOGY)

Two-Year Program
(Associate of Applied Science Degree)

EMPHASIS: FAA Part 65 Program

		Quarter Credit Hours
HUMANITIES		
A. ENGL	111 Composition I	5
PHIL	110 Logic and Critical Thinking	5
B. ENGL	112 Composition II	5
C. Choose one of the following:		5
ART	232 History of Art from the 1880s 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	212 Survey of English Literature II	
ENGL	222 Survey of American Literature II	
FREN	211 or 212 Intermediate French	
GERM	211 or 212 Intermediate German	
HUMN	210 The Arts and Society	
MUSI	211 Music Appreciation	
SPAN	211 or 212 Intermediate Spanish	
SPCH	220 Fundamentals of Speech	
		20

NATURAL SCIENCE AND MATHEMATICS

A. Choose two 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 131,132 Introduction to Physics I, II	
PHYS 131,233 Introduction to Physics I, III	
PHYS 251,252 General Physics I, II	
C. Choose <i>one</i> of the following:	5
COMP 201 Introduction to Computing or	
COMP 210 Principles of Computer Programming I	
	25
SOCIAL SCIENCES	
A. POLI 101 American National Government in an International Context	5
B. Choose <i>one</i> of the following:	
PSYC 205 Introduction to Psychology	5
SOCI 205 Introduction to Sociology	
C. HIST 262 Themes in American History	5
D. ECON 201,202 Principles of Economics I, II	10
	25
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
	30
Total	97

NOTES: AIRWAY SCIENCE

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 the Degree Requirements section of this catalog.)

DEPARTMENT OF TECHNICAL STUDIES

Benita Moore, Acting Director
T-211

The Department of Technical Studies offers preparation for persons seeking careers in selected areas of emphasis in data processing, office administration and technology, and medical careers. The Department also advises students enrolled in college transfer programs in Business Education and Secretarial Studies/Office Administration.

Most of the programs in the Department of Technical Studies lead to the Associate of Applied Science (A.A.S.) Degree. Other programs result in an Associate of Arts (A.A.) Degree or a Certificate.

PROGRAMS IN DATA PROCESSING

Advisors: Marcus, Neblett

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 97-100 quarter hours leads to an Associate of Applied Science Degree. The program of study with 55 quarter hours leads to a Certificate.

DATA PROCESSING (Associate of Applied Science Degree)

		Quarter Credit Hours
AREA I – HUMANITIES		
A. ENGL 111	Composition I	5
PHIL 110	Logic and Critical Thinking	5
		10
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	5
MATH 231	Introductory Statistics	5
		10
AREA III – SOCIAL SCIENCES (Choose group A or group B. Group B is advised for students who plan to pursue a baccalaureate degree.)		
A. ¹ CITZ 101	Citizenship	2
Choose <i>one</i> of the following:		5
PSYC 205	Introduction to Psychology	5
SOCI 205	Introduction to Sociology	5
or		
B. POLI 101	American National Government in an International Context	5
HIST 262	Themes in American History	5
		7-10
OTHER PROGRAM REQUIREMENTS		
A. ACCT 201	Principles of Accounting I	5
BSAD 201	Introduction to Computer 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
ATDP 210	Data Structures	5
		45
B. Select 25 hours from the following:		
ACCT 202	Principles of Accounting II	5
¹ ATDP 212	Advanced Microcomputer Applications	5
¹ ATDP 220	Programming with "C" Language	5
¹ ATDP 222	Occupational Internship and/or Cooperative Educational Experience	5
¹ ATDP 233	Selected Topics and Problems	5
¹ ATCN 107	Network Technologies	5
¹ ATCN 109	Network Administration	5
COMP 210	Principles of Computer Programming I	5
OADT 205	Business Communication	5
¹ ATMS 251	Principles of Management & Supervision	5
		25
Total		97-100

NOTE: DATA PROCESSING

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
(Certificate)**

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

		<i>Quarter Credit Hours</i>
A. COMMUNICATIONS		
¹ OADT 100	Business English	5
		<u>5</u>
B. MATHEMATICS		
¹ ATEL 120	Applied Technical Mathematics	5
		<u>5</u>
C. OTHER PROGRAM REQUIREMENTS		
ACCT 201	Principles of Accounting I	5
BSAD 201	Introduction to Computer 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
		<u>35</u>

Select *ten* 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 Microcomputer Applications	5
¹ ATDP 220	Programming with "C" Language	5
¹ ATDP 233	Selected Topics and Problems	5
ATCN 107	Network Technologies	5
ATCN 109	Network Administration	5
		<u>10</u>
Total		<u><u>55</u></u>

NOTE: DATA PROCESSING

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.

PROGRAMS IN DRAFTING AND DESIGN

Advisors: Eddins, Pergl

**ARCHITECTURAL DESIGN TECHNOLOGY
(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.

*Quarter
Credit Hours*

AREA I – HUMANITIES

A. ENGL 111	Composition I	5
B. PHIL 110	Logic and Critical Thinking	5
		<u>10</u>

AREA II – NATURAL SCIENCES AND MATHEMATICS

A. MATH 115	College Algebra	5
B. MATH 130	Precalculus	5
C. PHYS 131	Introduction to Physics I	5
		<u>15</u>

AREA III – SOCIAL SCIENCES

A. POLI 101	American National Government in an International Context	5
B. HIST 262	Themes in American History	5
		<u>10</u>

OTHER PROGRAM REQUIREMENTS

A. Level 1

¹ ATDD 101	Engineering Drawing I	5
¹ ATDD 102	Technical Illustrations	5
¹ ATDD 110	Descriptive Geometry	5
¹ ATDD 201	Computer-Aided Drafting	5
ATDD 202	Computer-Aided Drafting II	5
ATDD 203	Computer-Aided Drafting III	5
		<u>30</u>

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
		<u>28</u>

C. Related elective selected with consent of program advisor. 5

Total 98

NOTE: ARCHITECTURAL DESIGN TECHNOLOGY

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
(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.

AREA I – HUMANITIES

A. ENGL 111	Composition I	5
B. PHIL 110	Logic and Critical Thinking	5
		<u>10</u>

AREA II – NATURAL SCIENCES AND MATHEMATICS

A. MATH 115	College Algebra	5
B. MATH 130	Precalculus	5

C. PHYS	131	Introduction to Physics I or	Quarter Credit Hours 5
1	PHYS	107	Concepts of Physics
			15

AREA III – SOCIAL SCIENCES

A. POLI	101	American National Government in an International Context	5
B. HIST	262	Themes in American History	5
			10

OTHER PROGRAM REQUIREMENTS

A. Level 1

1	ATDD	101	Engineering Drawing I	5
1	ATDD	102	Technical Illustrations	5
1	ATDD	110	Descriptive Geometry	5
1	ATDD	201	Computer-Aided Drafting I	5
1	ATDD	202	Computer-Aided Drafting II	5
1	ATDD	203	Computer-Aided Drafting III	5
				30

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.	Related elective selected with consent of program advisor.			5
Total				98

NOTE: MECHANICAL DRAFTING TECHNOLOGY

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.

PROGRAMS IN ELECTRONICS**Advisors: Besci, Bladine, Clendenning, Honeycutt**

Five associate degree emphases are available for students majoring in electronics: Avionics, Computer Service, Electromechanical, General Electronics, and Telecommunications. Certificates are offered in computer network technology, computer network administration, and general electronics.

AVIONICS TECHNOLOGY**(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.

AREA I – HUMANITIES

A. ENGL	111	Composition I	5
B. PHIL	110	Logic and Critical Thinking	5
			10

AREA II – NATURAL SCIENCES AND MATHEMATICS

A. MATH	115	College Algebra	5
B. Choose <i>one</i> of the following:			
PHYS	131	Introduction to Physics I	5
1	PHYS	107	Concepts of Physics
			10

AREA III – SOCIAL SCIENCES (Choose group A or group B. Group B is advised for students who plan to pursue a baccalaureate degree.)

A. 1	CITZ	101	Citizenship	2
Choose <i>one</i> of the following:				
	PSYC	205	Introduction to Psychology	5
	SOCI	205	Introduction to Sociology	
B. POLI	101	American National Government in an International Context	5	
HIST	262	Themes in American History	5	
			7-10	

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 25 hours from the following, with consent of advisor.

1	ATAV	210	Aircraft Systems	5
1	ATAV	220	Navigation Systems	5
1	ATAV	222	Occupational Internship and/or Cooperative Education Experience	5
1	ATAV	230	Air/Ground Systems	5
1	ATAV	233	Selected Topics and Problems	5
1	ATTC	210	Receivers and Transmitters	5
1	ATTC	212	Specialized Communications Systems	5
1	ATCO	226	Data Communications	5
				25

C. Related elective selected with consent of program advisor.

	ATTC	220	FCC Rules and Regulations	5
	ATCO	221	Introduction To Computers	5
	ATCO	208	Advanced Microprocessor Interfacing	5
	ATEM	239	Robotics	5
	ATEM	251	Rotating Machines and Controls	5
				5
Total			92-95	

NOTE: AVIONICS TECHNOLOGY

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.

COMPUTER SERVICE TECHNOLOGY (Associate of Applied Science Degree)

The Computer Service Technology Program is designed to prepare technicians qualified to operate, install, maintain, and repair computers, networks, and other information processing equipment.

	Quarter Credit Hours
AREA I – HUMANITIES	
A. ENGL 111 Composition I	5
B. PHIL 110 Logic and Critical Thinking	5
	10
AREA II – NATURAL SCIENCES AND MATHEMATICS	
A. MATH 115 College Algebra	5
B. Choose <i>one</i> of the following:	
PHYS 131 Introduction to Physics I	5
¹ PHYS 107 Concepts of Physics	5
	10
AREA III – SOCIAL SCIENCES (Choose group A or group B. Group B is advised for students who plan to pursue a baccalaureate degree.)	
A. ¹ CITZ 101 Citizenship	2
Choose <i>one</i> of the following:	
PSYC 205 Introduction to Psychology	5
SOCI 205 Introduction to Sociology	5
B. POLI 101 American National Government in an International Context	5
HIST 262 Themes in American History	5
	7-10
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	92-95

NOTE: COMPUTER SERVICE TECHNOLOGY

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.

ELECTROMECHANICAL TECHNOLOGY (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.

	Quarter Credit Hours
AREA I – HUMANITIES	
A. ENGL 111 Composition I	5
B. PHIL 110 Logic and Critical Thinking	5
	10
AREA II – NATURAL SCIENCES AND MATHEMATICS	
A. MATH 115 College Algebra	5
B. Choose <i>one</i> of the following:	
PHYS 131 Introduction to Physics I	5
¹ PHYS 107 Concepts of Physics	5
	10
AREA III – SOCIAL SCIENCES (Choose group A or group B. Group B is advised for students who plan to pursue a baccalaureate degree.)	
A. ¹ CITZ 101 Citizenship	2
Choose <i>one</i> of the following:	
PSYC 205 Introduction to Psychology	5
SOCI 205 Introduction to Sociology	5
B. POLI 101 American National Government in an International Context	5
HIST 262 Themes in American History	5
	7-10
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 25 hours from the following, with consent of advisor.	
¹ ATEM 222 Occupational Internship and/or Cooperative Educational Experience	5
¹ ATEM 231 Industrial Electronics	5
¹ ATEM 233 Special Topics and Problems	5
¹ ATEM 237 Hydraulics/Pneumatics	5
¹ ATEM 239 Robotics	5
¹ ATEM 251 Rotating Machines and Controls	5
ATCO 221 Introduction to Computers	5
	25
C. Related elective, with consent of advisor.	
	5
Total	92-95

NOTE: ELECTROMECHANICAL TECHNOLOGY

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 (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>Quarter Credit Hours</i>
AREA I – HUMANITIES			
A. ENGL	111	Composition I	5
B. PHIL	110	Logic and Critical Thinking	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 10

AREA II – NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. PHYS	131	Introduction to Physics I	5
		or	
¹ PHYS	107	Concepts of Physics	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 10

AREA III – SOCIAL SCIENCES (Choose group A or group B. Group B is advised for students who plan to pursue a baccalaureate degree.)			
A. ¹ CITZ	101	Citizenship	2
Choose <i>one</i> of the following:			5
PSYC	205	Introduction to Psychology	
SOCI	205	Introduction to Sociology	
B. POLI	101	American National Government in an International Context	5
HIST	262	Themes in American History	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 7-10

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 style="width: 50px; margin-left: auto; margin-right: 0;"/> 35
B. Specialty Area: Select 25 hours from the following, with consent of advisor.			
¹ ATCO	208	Advanced Microprocessor Interfacing	5
¹ ATCO	221	Introductions to Computers	5
¹ ATCO	226	Data Communications	5
¹ ATEL	222	Occupational Internship and/or Cooperative Educational Experience	5
¹ ATEL	233	Selected Topics and Problems	5
¹ ATEM	239	Robotics	5
¹ ATTC	210	Receivers and Transmitters	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 25
C. Related elective, with consent of advisor.			
			5
Total			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 92-95

NOTE: ELECTRONICS TECHNOLOGY

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
(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.

FAA AIRWAY FACILITIES PROGRAM

Clayton State College's A.A.S. degree in Telecommunications Technology is approved by the Federal Aviation Administration's Airway Facilities Training Initiative. Students who choose this option must also take FAA correspondence courses in the areas of antennas and radiation and VHF transmission lines. Students with approved Airway Facilities training will have advantages in FAA hiring practices although employment is not guaranteed due to FAA needs, overall student qualifications, and budgeting constraints. Contact a faculty advisor for information.

			<i>Quarter Credit Hours</i>
AREA I – HUMANITIES			
A. ENGL	111	Composition I	5
B. PHIL	110	Logic and Critical Thinking	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 10

AREA II – NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B. Choose <i>one</i> of the following:			
PHYS	131	Introduction to Physics I	5
¹ PHYS	107	Concepts of Physics	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 10

AREA III – SOCIAL SCIENCES (Choose group A or group B. Group B is advised for students who plan to pursue a baccalaureate degree.)			
A. ¹ CITZ	101	Citizenship	2
Choose <i>one</i> of the following:			5
PSYC	205	Introduction to Psychology	
SOCI	205	Introduction to Sociology	
B. POLI	101	American National Government in an International Context	5
HIST	262	Themes in American History	5
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 7-10

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 style="width: 50px; margin-left: auto; margin-right: 0;"/> 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	225	Operating Systems Concepts	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 ATTC	222	Occupational Internship and/or Cooperative Education Experience	5

		Quarter Credit Hours
1 ATTC	233 Selected Topics and Problems	5
		30
Total		92-95

NOTE: TELECOMMUNICATIONS TECHNOLOGY

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.

COMPUTER NETWORK ADMINISTRATION (Certificate)

The certificate program in Computer Network Administration is designed to prepare support personnel for entry-level positions in microcomputer support and local area network (LAN) operation and administration.

		Quarter Credit Hours
1 OADT	100 Business English	5
1 ATEL	120 Applied Technical Mathematics	5
1 ATCN	102 Introduction to Microcomputers	5
1 ATCN	103 Microcomputer Applications	5
1 ATCN	107 Network Technologies	5
1 ATCN	109 Network Administration	5
Total		30

NOTE: COMPUTER NETWORK ADMINISTRATION

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.

COMPUTER NETWORK TECHNOLOGY (Certificate)

The Computer Network Technology certificate program is designed to prepare technicians and other support personnel for entry-level positions in microcomputer support and local area network (LAN) installation, operation, administration, and service. *This program contains all the courses in the Computer Network Administration certificate plus ATCN 101, 112, and 114.*

1 OADT	100 Business English	5
1 ATEL	120 Applied Technical Mathematics	5
1 ATCN	101 Introduction to Electronics	5
1 ATCN	102 Introduction to Microcomputers	5
1 ATCN	103 Microcomputer Applications	5
1 ATCN	107 Network Technologies	5
1 ATCN	109 Network Administration	5
1 ATCN	112 Transmission Media: Installation and Maintenance	5
1 ATCN	114 Network Servicing	5
Total		45

NOTE: COMPUTER NETWORK TECHNOLOGY

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 (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.

1 OADT	100 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

NOTE: ELECTRONICS TECHNOLOGY

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.

PROGRAMS IN OFFICE ADMINISTRATION AND TECHNOLOGY

Advisors: Bass, Beliveau, Bell, Henson

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 baccalaureate degree through a major in one of the associate degree transfer programs – Business Education and Secretarial Studies/Office Administration.

Credit for or exemption from some courses, including OADT 111, 112, and 113, may be available through proficiency examination. In addition, students who have passed the Certified Professional Secretary (CPS) examination may receive credit for some courses. Interested students should contact the School of Technology.

MEDICAL OFFICE ADMINISTRATION AND OTHER PROGRAMS IN MEDICAL CAREERS

(See Programs in Medical Careers in this section of the catalog.)

OFFICE ADMINISTRATION (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 and medical. 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.

		<i>Quarter Credit Hours</i>
AREA I – HUMANITIES		
ENGL 111	Composition I	5
PHIL 110	Logic and Critical Thinking	5
		10
AREA II – NATURAL SCIENCES AND MATHEMATICS		
¹ MATH 106	Fundamentals of Mathematics	5
		<i>¹ MATH 115, 130, or 151 may be substituted.</i>
		5
AREA III – SOCIAL SCIENCES		
POLI 101	American National Government in an International Context	5
HIST 262	Themes in American History	5
		10
OTHER PROGRAM REQUIREMENTS		
A. REQUIRED COURSES		
¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Word Processing I	3
¹ OADT 112	Keyboarding/Word Processing II	3
¹ OADT 113	Word Processing/Windows	5
¹ OADT 202	Business Machines Calculation	5
¹ OADT 203	Office Management	5
¹ OADT 205	Business Communication	5
¹ OADT 207	Office Procedures I	5
¹ OADT 208	Office Procedures II - General	5
		or
¹ OADT 208 L	Office Procedures II - Legal	5
		or
¹ OADT 208 M	Office Procedures II - Medical	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	Principles of Accounting I	5
		or
¹ OADT 250	Accounting I with Computer Applications	5
B. ELECTIVE COURSES (Select two of the following):		
¹ OADT 151	Speedwriting	5
¹ OADT 213	Desktop Publishing	5
¹ OADT 222	Occupational Internship and/or Cooperative Educational Experience	5
ACCT 202	Principles of Accounting II	5
		or
¹ OADT 251	Accounting II with Computer Applications	5
¹ ATMS 251	Principles of Management and Supervision	5
¹ ATMA 100	Introduction to Health Professions	5
¹ ATMA 115	Medical Administrative Procedures	3
		69-71
Total		94-96

NOTES: OFFICE ADMINISTRATION

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.

**ACCOUNTING TECHNOLOGY
(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.

		<i>Quarter Credit Hours</i>
A. REQUIRED COURSES		
¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Word Processing I	3
		or
¹ OADT 112	Keyboarding/Word Processing II	3
¹ OADT 202	Business Machines Calculation	5
¹ OADT 211	Concepts of Information Systems	5
¹ OADT 214	Business Computer Software	5
¹ ACCT 201	Principles of Accounting I	5
		or
¹ OADT 250	Accounting I with Computer Applications	5
¹ ACCT 202	Principles of Accounting II	5
		or
¹ OADT 251	Accounting II with Computer Applications	5
¹ OADT 260	Computerized Income Tax Preparation	5
		38
B. ELECTIVE COURSES (Select two of the following):		
¹ OADT 112	Keyboarding/Word Processing II	3
¹ OADT 203	Office Management	5
		or
¹ ATMS 251	Principles of Management and Supervision	5
OADT 205	Business Communication	5
¹ OADT 207	Office Procedures I	5
¹ OADT 222	Occupational Internship and/or Cooperative Educational Experience	5
		8-10
Total		46-48

NOTE: ACCOUNTING TECHNOLOGY

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 ASSISTING
(Certificate)**

The Office Assisting 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: I. Secretary/Receptionist, II. Assistant Office Supervisor, or III. Accounting Clerk.

Certificates of completion are awarded for the Office Assisting Program. Credit earned in the program can also be applied to the Office Technology certificate program, the Accounting Technology certificate program, and the Office Administration degree program.

TRACK I: SECRETARY/RECEPTIONIST

- (a) General
- (b) Legal
- (c) Medical
- (d) Word/Information Processing

		Quarter Credit Hours
A. REQUIRED COURSES		
¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Word Processing I	3
¹ OADT 112	Keyboarding/Word Processing II	3
¹ OADT 113	Word Processing/Windows	5
		16

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

B. ELECTIVE COURSES (Select *three* of the following):

¹ OADT 151 a	Speedwriting	5
¹ OADT 202 a	Business Machines Calculation	5
¹ OADT 203 a	Office Management	5
¹ OADT 205 a	Business Communication	5
¹ OADT 207 a,b,c	Office Procedures I	5
¹ OADT 208	Office Procedures II - General	5
	or	
¹ OADT 208L b	Office Procedures II - Legal	5
	or	
¹ OADT 208Lc	Office Procedures II - Medical	5
	or	
¹ OADT 211d	Concepts of Information Systems	5
¹ OADT 212 b,c,d	Word Processing/Transcription	5
¹ OADT 213 d	Desktop Publishing	5
¹ OADT 214 d	Business Computer Software	5
¹ OADT 250 a	Accounting I with Computer Applications	5
¹ ATMA 100 c	Introduction to Health Professions	5
¹ ATMA 115 c	Medical Administrative Procedures	3
		13-15
Total		29-31

TRACK II: ASSISTANT OFFICE SUPERVISOR

Prerequisite: Keyboard 30 words per minute

A. REQUIRED COURSES

¹ OADT 100	Business English	5
¹ OADT 203	Office Management	5
¹ OADT 205	Business Communication	5
¹ OADT 207	Office Procedures I	5
¹ OADT 250	Accounting I with Computer Applications	5
		25

B. ELECTIVE COURSES (Select *two* of the following):

¹ OADT 211	Concepts of Information Systems	5
¹ OADT 214	Business Computer Software	5
¹ OADT 251	Accounting II with Computer Applications	5
		10
Total		35

TRACK III: ACCOUNTING CLERK

Prerequisite: Keyboard 30 words per minute

		Quarter Credit Hours
A. REQUIRED COURSES		
¹ OADT 211	Concepts of Information Systems	5
¹ OADT 214	Business Computer Software	5
¹ OADT 250	Accounting I with Computer Applications	5
¹ OADT 251	Accounting II with Computer Applications	5
		20
B. ELECTIVE COURSES (Select <i>three</i> of the following):		
¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Word Processing I	3
¹ OADT 202	Business Machines Calculation	5
¹ OADT 222	Occupational Internship and/or Cooperative Educational Experience	5
¹ OADT 260	Computerized Income Tax Preparation	5
		13-15
Total		33-35

NOTE: OFFICE ASSISTING

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.

**OFFICE TECHNOLOGY
(Certificate)**

The Office Technology Program prepares students for a variety of office positions. Some typical job titles include word processing operator, typist, general office clerk, receptionist, entry-level secretary, and accounting clerk. Emphasis is placed on using automated office equipment, such as desktop computers, word processors, electronic typewriters, and electronic calculators. Credit may apply to the Office Administration degree program for students admitted to that program.

Elective courses recommended for:

- (a) Accounting Clerk
- (b) Secretary
- (c) Information Processing Specialist or Word Processing Operator

A. REQUIRED COURSES

¹ OADT 100	Business English	5
¹ OADT 111	Keyboarding/Word Processing I	3
¹ OADT 112	Keyboarding/Word Processing II	3
¹ OADT 113	Word Processing/Windows	5
¹ OADT 202	Business Machines Calculation	5
¹ OADT 205	Business Communication	5
¹ OADT 207	Office Procedures I	5
¹ OADT 208	Office Procedures II - General	5
	or	
¹ OADT 208L	Office Procedures II - Legal	5
	or	
¹ OADT 208M	Office Procedures II - Medical	5
¹ OADT 211	Concepts of Information Systems	5
		41

B. ELECTIVE COURSES (Select two of the following):

1 OADT 151 b	Speedwriting	5
1 OADT 203 b	Office Management	5
1 ATMS 251 b	Principles of Management and Supervision	5
1 OADT 212 c	Word Processing/Transcription	5
1 OADT 213 b,c	Desktop Publishing	5
1 OADT 214 a,c	Business Computer Software	5
1 OADT 222	Occupational Internship and/or Cooperative Educational Experience	5
1 OADT 250 a,b	Accounting I with Computer Applications	5
1 OADT 251 a	Accounting II with Computer Applications	5
Total		<u>51</u>

NOTE: OFFICE TECHNOLOGY

*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.

PARALEGAL STUDIES (Certificate)

The purpose of the certificate program in Paralegal Studies is to provide educational opportunities that will prepare individuals with the skills and attitudes necessary to succeed in entry-level positions in the field of legal assisting. Admission to this program requires exemption from or exit from the Admissions Information section of this catalog. An A.A.S. in Paralegal Studies is under development; interested students should contact the School of Technology for up-to-date information.

A. REQUIRED COURSES

1 PARA 101	Introduction to Paralegalism, Law, and Legal Ethics	5
1 PARA 103	Civil Litigation	5
1 PARA 105	Legal Writing & Research	5
1 PARA 107	Basic Legal Computer Training & Research	5
1 PARA 201	Survey of Contract & Commercial Law	5
1 PARA 203	Survey of Criminal Law	3
1 PARA 205	Survey of Tort Law	2
1 PARA 207	Survey of Family Law	2
1 PARA 209	Survey of Bankruptcy Law	2
1 PARA 211	Survey of Real Estate Law	2
1 PARA 213	Survey of Estate Law: Wills, Trust, and Probate	2
Total		<u>36</u>

B. ELECTIVE COURSES

1 OADT 111	Keyboarding/Word Processing I	3
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COLLEGE TRANSFER PROGRAMS

BUSINESS EDUCATION (Associate of Arts Degree)

Students in this degree program should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

A. PSYC 205	Introduction to Psychology	5
B. EDUC 201	Introduction to Education	5
C. ECON 201	Principles of Economics I	5
D. ACCT 201, 202	Principles of Accounting I, II	10
E. Choose one of the following:		
ECON 202	Principles of Economics II	5
OADT 205	Business Communication	5
Total		<u>30</u>

NOTE: BUSINESS EDUCATION

*Take SOCT 205 in Area III.

SECRETARIAL STUDIES/ OFFICE ADMINISTRATION (Associate of Arts Degree)

Students in this degree program should refer to the Degree Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

A. ACCT 201, 202	Principles of Accounting I, II	10
B. ECON 201	Principles of Economics I	5
C. OADT 111, 112	Keyboarding/Word Processing I, II	6
D. OADT 205	Business Communication	5
E. BSAD 201	Introduction to Business Information Systems	5
Total		<u>31</u>

NOTE: SECRETARIAL STUDIES/OFFICE ADMINISTRATION

*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.

NOTES: PARALEGAL STUDIES

*This course may be exempted based on proficiency examination. Inquire at the School of Technology for information on the examination.

*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.

1 OADT 112	Keyboarding/Word Processing II	3
1 OADT 113	Word Processing/Windows	5
Total		<u>36-47</u>

PROGRAMS IN MEDICAL CAREERS

Advisors: Bass, Beliveau, Bell, Henson

The School of Technology offers programs that prepare students for a variety of medical-related careers. Depending on their career goals, students may enroll in either associate degree or certificate programs as describe below.

Credit for or exemption from some courses, including OADT 111, 112, and 113, may be available through proficiency examination. In addition, students who have passed the Certified Professional Secretary (CPS) examination may receive credit for some courses. Interested students should contact the School of Technology.

**MEDICAL OFFICE ADMINISTRATION
(Associate of Applied Science Degree)**

The Medical Office Administration Degree Program prepares students for employment as medical office managers, who work in medical settings supervising other personnel with both clinical and administrative tasks. Typical administrative duties include personnel management, composing written communications, and developing and maintaining filing and financial systems. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. Employment opportunities for program graduates are available in physicians' offices, hospitals, and other health care facilities.

			Quarter Credit Hours
AREA I – HUMANITIES			
ENGL	111	Composition I	5
PHIL	110	Logic and Critical Thinking	5
			10
AREA II – NATURAL SCIENCES AND MATHEMATICS			
¹ MATH	106	Fundamentals of Mathematics	5
			<i>*MATH 115, 130, or 151 may be substituted.</i>
BIOL	131	Introduction to Biology	5
			10
AREA III – SOCIAL SCIENCES			
¹ CITZ	101	Citizenship*	2
PSYC	205	Introduction to Psychology	5
			7
AREA IV – OTHER PROGRAM REQUIREMENTS			
¹ ATMA	100	Introduction to Health Professions	5
¹ ATMA	110	Medical Assisting Procedures I	5
¹ ATMA	111	Medical Assisting Procedures II	5
¹ ATMA	115	Medical Administrative Procedures	3
¹ ATMA	140	Medical/Surgical Problems	5
¹ ATMA	222	Occupational Internship and/or Cooperative Educational Experience	10

			Quarter Credit Hour
¹ BIOL 102/HSCI 102		Body Structure and Function	5
¹ OADT	100	Business English	5
¹ OADT	111	Keyboarding/Word Processing I	3
¹ OADT	112	Keyboarding/Word Processing II	3
¹ OADT	203	Office Management	5
¹ OADT	205	Business Communication	5
¹ OADT	207	Office Procedures I	5
¹ OADT	208M	Office Procedures II – Medical	5
¹ OADT	250	Accounting I with Computer Applications	5
			74
			101

NOTES. MEDICAL OFFICE ADMINISTRATION

¹Students planning a baccalaureate degree may substitute HIST 262 and POLI 101.

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.

**MEDICAL ASSISTING
(Certificate)**

The Medical Assisting Certificate Program prepares students for employment as medical assistants, who help physicians with both clinical and administrative tasks. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. Administrative duties include maintaining medical records, filing, billing, and other clerical tasks. Employment opportunities for program graduates are available in physicians' offices, hospitals, and other health care facilities. Courses apply to the Associate of Applied Science Program in Medical Office Administration for students admitted to that program.

A. REQUIRED COURSES

¹ ATMA	100	Introduction to Health Professions	5
¹ ATMA	110	Medical Assisting Procedures I	5
¹ ATMA	111	Medical Assisting Procedures II	5
¹ ATMA	115	Medical Administrative Procedures	3
¹ ATMA	140	Medical/Surgical Problems	5
¹ ATMA	222	Occupational Internship and/or Cooperative Educational Experience	10
¹ BIOL 102/HSCI 102		Body Structure and Function	5
¹ OADT	100	Business English	5
¹ OADT	111	Keyboarding/Word Processing I	3
¹ OADT	112	Keyboarding/Word Processing II	3
¹ OADT	207	Office Procedures I	5
¹ OADT	208M	Office Procedures II – Medical	5
B. Choose one Medical Assisting or Office Administration elective.			5
Total			64

NOTE: MEDICAL ASSISTING

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.

MEDICAL TRANSCRIPTION (Certificate)

The Medical Transcription certificate program prepares students for employment as medical transcriptionists, or medical language specialists. The medical transcriptionist interprets and transcribes dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of health care services.

Employment opportunities for program graduates are available in a variety of health care settings, including physicians' offices, hospitals, medical transcription services, clinics, laboratories, insurance companies, and other associations representing the health care industry.

An A.A.S degree in Medical Transcription is under development; interested students should contact the School of Technology for up-to-date information.

		Quarter Credit Hours
1	ATMA 100	Introduction to Health Professions 5
1	ATMA 140	Medical/Surgical Problems 5
1	ATMT 101	Medical Terminology and English 5
1	ATMT 105	Medicolegal Concepts and Ethics 3
1	ATMT 222	Occupational Internship and/or Cooperative Educational Experience 10
1	ATMT 230	Medical Transcription I 5
1	ATMT 231	Medical Transcription II 5
1	ATMT 232	Medical Transcription III 5
1	HSCI102/BIOL102	Body Structure and Function 5
1	OADT 100	Business English 5
1	OADT 111	Keyboarding/Word processing I 3
1	OADT 112	Keyboarding/Word Processing II 3
1	OADT 113	Word Processing/Windows 5
1	OADT 120	Professional Development 5
	Total	66

NOTE: MEDICAL TRANSCRIPTION

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.

EMERGENCY MEDICAL TECHNOLOGY-BASIC (Certificate)

The Emergency Medical Technology-Basic Certificate Program provides entry-level certification for students seeking employment as emergency medical technicians. The 30 credit hours in this basic certificate program are applicable to the Emergency Medical Technology-Advanced/Paramedic Certificate Program.

		Quarter Credit Hours
1	MT 100	Medical Terminology 3
1	EMS 100	Introduction to the EMS Profession 3
1	EMS 101	Assessment and Initial Management 4
1	EMS 102	Metabolic Management 3

Quarter Credit Hours

1	EMS 103	General Pharmacology	4
1	EMS 104	Introduction to Trauma Management	2
1	EMS 105	Introduction to Medical Emergencies	3
1	EMS 106	Management of Special Patients/ Situations	2
1	EMS 107	Case Studies/Decision Making Encounters	1
1	EMS 108	Basic EMT Clinical Internship	5
	Total		30

NOTES: EMERGENCY MEDICAL TECHNOLOGY-BASIC

Note: Students must earn a grade of C or better in **all** courses in order to graduate and must have a C or better in all other courses before taking EMS 108.

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.

EMERGENCY MEDICAL TECHNOLOGY- ADVANCED/PARAMEDIC (Certificate)

The Emergency Medical Technology-Advanced/Paramedic Certificate Program provides advanced certification for students seeking employment as paramedics. The 30 credit hours in the Emergency Medical Technology-Basic Certificate Program are applicable to this advanced certificate program.

An A.A.S. degree in Paramedic Technology is under development; interested students should contact the School of Technology for up-to-date information.

1	EMS 201	Respiratory Function and Management	3
1	EMS 202	Cardiology	6
1	EMS 204	Advanced Trauma Management	5
1	EMS 205	Medical Emergencies	5
1	EMS 206	Maternal/Pediatric Emergency Care	4
1	EMS 207	Special Patients/Special Encounters	2
1	EMS 208	Case Studies in EMS	4
1	EMS 210	Clinical Internship	12
	Total		41

NOTE: EMERGENCY MEDICAL TECHNOLOGY-ADVANCED/PARAMEDIC

Note: Students must earn a grade of C or better in **all** courses in order to graduate and must have a C or better in all other courses before taking EMS 210.

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.

OTHER PROGRAMS IN THE MEDICAL FIELD

The School of Health Sciences offers baccalaureate and associate degree programs in nursing and in dental hygiene. A B.S. in Health Care Management is offered in conjunction with the School of Business. See the Health Sciences section of this catalog.

The School of Arts and Sciences offers the first two years

of course work in Health Information Management, Medical Technology, Medicine (physician), Occupational Therapy, Pharmacy, Physical Therapy, and Veterinary Medicine. See the Arts and Sciences section of this catalog.

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 and should choose the most advanced courses for which they are prepared.

Students interested in this program of study should contact the Dean of the School of Technology for advisement and registration information. The following are the recommended Area II and Area IV courses. The specific requirements for Areas I and III of the Core Curriculum can be found in the Degree Requirements section of this catalog.

	<i>Quarter Credit Hours</i>
AREA II – NATURAL SCIENCES AND MATHEMATICS	
A. Choose <i>one</i> of the following:	5
* MATH 130 Precalculus	
* <i>MATH 115 is preliminary to MATH 130.</i>	
MATH 151 Calculus and Analytic Geometry	
B. Choose <i>one</i> of the following sequences:	10
PHYS 131,132 Introduction to Physics I, II	
PHYS 251, 252 General Physics I, II	
C. CHEM 151 Principles of Chemistry I	5
	20

AREA IV – OTHER PROGRAM REQUIREMENTS

A. Choose <i>one</i> or <i>two</i> depending on choices in Area II:	5-10
MATH 151 Calculus and Analytic Geometry I	
MATH 152 Calculus and Analytic Geometry II	
MATH 251 Calculus and Analytic Geometry III	
B. CHEM 152 Principles of Chemistry II	5
C. Choose <i>three</i> or <i>four</i> of the following:	15-20
COMP 210 Principles of Computer Programming	
¹ ATDD 101 Engineering Drawing	
PHYS 233 Introduction to Physics III	
PHYS 253 General Physics III	
MATH 214 Introductory Linear Algebra	
MATH 231 Introductory Statistics	
BIOL 171 Principles of Biology I	
BIOL 172 Principles of Biology II	
Total	30

NOTE: ENGINEERING TECHNOLOGY

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.

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. Actual hours per week will vary for periods shorter than the regular quarter. (Instruction "hours" equal 50 minutes.)

In most cases, the abbreviations for courses clearly correspond to the appropriate area of study. The abbreviations for certain applied technology courses, however, begin with the letters *AT*. For the reader's convenience, these abbreviations and areas of study are listed below:

ATAD	Architectural Design Technology
ATAV	Avionics Technology
ATCP	Career Planning
ATCN	Computer Network Administration/Technology
ATCO	Computer Service Technology
ATDP	Data Processing
ATDD	Drafting and Design Technology
ATEM	Electromechanical Technology
ATEL	Electronics Technology
ATMS	Management and Supervision
ATMK	Marketing and Merchandising
ATMD	Mechanical Drafting Technology
ATMA	Medical Assisting/Medical Office Administration
ATMT	Medical Transcription
ATTC	Telecommunications Technology

ACCOUNTING

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.

Prerequisite: Sophomore Standing.

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.

Prerequisites: ACCT 201 and BSAD 201.

ACCT 310 – Managerial Cost Accounting (5-0-5)

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

Prerequisites: ACCT 202 and Junior Standing.

ACCT 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 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 com-

puter) for supplying the needed information, and selection of equipment required to process the requisite data.

Prerequisites: ACCT 351, BSAD 201, and Junior Standing.

ACCT 440 – Governmental and 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.

Prerequisite: ACCT 351 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.

ACCT 480 – Auditing (5-0-5)

The culminating course in the B.B.A. accounting curriculum. Topics include the accounting profession, ethics, errors, irregularities, illegal acts and related liability, accounting and review standards, and auditing standards and procedures. Students experience work paper development, test work, and report letter drafting. Audit risk and cycles, internal control, EDP applications, and sampling approaches are emphasized to achieve desired audit objectives and enhance the quality of external communications.

Prerequisites: ACCT 352, ACCT 430, and Senior Standing. BSAD 301 recommended.

ARCHITECTURAL DESIGN TECHNOLOGY

ATAD 201 – Architectural Drafting I (2-8-5)

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

Prerequisites: ATDD 101 and ATDD 201 or permission of instructor.

ATAD 202 – Architectural Drafting II (2-8-5)

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

Prerequisite: ATAD 201 or permission of instructor.

ATAD 203 – Surveying (2-8-5)

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

Prerequisite: MATH 115 or permission of instructor.

ATAD 204 – Construction Estimating (3-0-3)

Introduction to construction estimating using complete plans and specifications to develop material quantities and cost, and familiarization with appropriate tables and guide lists used by estimators.

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

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

Prerequisites: ATDD 102 and ATAD 202.

ATAD 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)

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

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

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

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

Prerequisites: Technology major and permission of program advisor.

Career 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.

ART

ART 111 – Art Structure I (0-10-5)

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 221 – Painting (0-10-5)

A continuation of ART 112, exploring further the relationships of objectives in a plane. Concentration on color in oil and water base media.

Prerequisites: ART 112 and ART 114.

ART 222 – Drawing (0-10-5)

A study of the two-dimensional aspects of drawing as an end in itself. Concentration on graphite and other varied media on paper.

Prerequisites: ART 112 and ART 114.

ART 223 – Sculpture (0-10-5)

A continuing study of the three-dimensional aspects of objects. Concentration on hard media.

Prerequisites: ART 112 and ART 114.

ART 224 – Ceramics (0-10-5)

A heavy concentration on clay and the possibilities therein. Wheel and hand building.

Prerequisites: ART 112 and ART 114.

ART 230 – History of Art from Prehistoric Times to 1300 (5-0-5)

A culturally and geographically diverse chronological survey of art from prehistoric times through the 1200s. Aesthetic and historical perspectives will be employed, and critical thinking activities addressed, to enable students to communicate their knowledge of the art periods surveyed.

ART 231 – History of Art from the Renaissance through Realism (5-0-5)
This is a history and an appreciation of the visual arts from the early Renaissance up through the Realist period of the mid-1800s. Aesthetic and historical perspectives will be employed, and critical thinking activities addressed, to enable students to communicate their knowledge of the art periods surveyed.

ART 232 – History of Art from the 1880s 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. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.

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.

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 (ELTs) and installation practices and procedures.

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.

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.

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.

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.

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**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: ATAV 210.

¹ATAV 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 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: ATAV 210.

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

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

Prerequisites: Technology major and permission of program advisor.

¹Career courses 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.

BIOLOGY**¹BIOL 102/HSCI 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. *NOTE: This career program course is not intended for nursing or other health care degrees and does not replace program requirements that call for BIOL 151 and 152.*

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 scientific method, basic and biological chemistry, cellular organization and function, cell division, bioenergetics, and organ-system physiology.

BIOL 132 – Introduction to Biology II (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 Mendelian genetics, basic statistics, developmental biology, molecular genetics, biotechnology, ecology, and evolution.

Prerequisite: BIOL 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 171 or BIOL 131.

Prerequisite or corequisite: CHEM 132.

BIOL 152 – Human Anatomy and Physiology (4-3-5)

A continuation of BIOL 151 which typically includes study of control systems of the body, maintenance systems, and continuity.

Prerequisite: BIOL 151.

BIOL 171 – 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, energy transformations, plant and animal develop-

ment. Intended primarily for science majors or others who will take additional science courses.

Prerequisites: High school biology and chemistry or consent of instructor.

BIOL 172 – Principles of Biology (4-3-5)

Topics typically included are introductory Mendelian and human genetics, plant and animal tissues and organ-systems, ecology, evolution, and special interest topics.

Prerequisite: BIOL 171.

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.

BIOL 303 – Comparative Vertebrate Anatomy (3-6-5)

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

Prerequisite: SCI 311 or consent of the science coordinator.

BIOL 411 – Genetics (5-0-5)

A study of Mendelian principles, molecular genetics and population genetics. The cellular and molecular mechanisms of inheritance, gene expression and influences on evolution are included.

Prerequisite: SCI 311 or consent of the science coordinator.

BIOL 412 – Genetic Biotechnology (3-4-5)

An experiment-based course in which students use DNA technology to explore topics such as DNA fingerprinting, cloning, DNA amplification, genetic therapies, sex determination, inheritance and paternity, and human genetic disease.

Prerequisites: BIOL 172 or BIOL 250 or SCI 311 or consent of instructor.

BUSINESS ADMINISTRATION

BSAD 201 – Introduction to Computer Systems (5-0-5)

This lecture course is an introduction to the elementary concepts and principles of computer systems and essential business-oriented microcomputer software applications. Course coverage includes computer hardware, software, communications and major computer applications which effectively use computers in business, with emphasis on the practical uses of spreadsheets to solve simple business-oriented problems.

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.

Prerequisites: MATH 122 or higher and 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 450 – Strategic Management and 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 470 – Employment Law (5-0-5)

A course designed to acquaint both employers and employees with

legal issues that arise in the scope of employment. Issues may include sexual harassment, drug testing, right to work, discrimination in the workplace, and whistle-blower/free speech issues.

Prerequisite: BSAD 370 or permission of the instructor.

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, department head, and Senior Standing.

BSAD 498 – Internship and/or Cooperative Education (1-15 hours)

Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Department Head and Director of Cooperative Education and Internships.

Prerequisite: Senior Standing.

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.

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.

CHEMISTRY

CHEM 131 – Introduction to Chemistry I (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).

CHEM 132 – Introduction to Chemistry II (4-2-5)

A continuation of CHEM 131, a course that examines the natural world from the chemical sciences' point of view. Topics include organic chemistry, acids and bases, and biochemistry.

Prerequisite: CHEM 131.

CHEM 151 – Principles of Chemistry I (4-3-5)

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.

CITIZENSHIP¹CITZ 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.)

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.

COMMUNICATION²COMM 098 – Developmental Seminar (2-0-2)

See Learning Support Courses heading.

³COMM 191 – Writing Skills Laboratory I (0-2-1)

A laboratory designed to enhance writing skills needed in the disciplines and other contexts. *Required* of all students who have passed ENGL112, but whose writing assessment profile does not meet the required general education profile, and of all students with transfer credit (or credit by examination; e.g. AP, CLEP) for ENGL 112, but whose placement writing assessment does not meet the required general education profile. May be recommended in other circumstances.

³COMM 192 – Writing Skills Laboratory II (0-2-1)

A laboratory designed to enhance writing skills needed in the student's major discipline. *Required* of all students whose writing assessment profile does not meet the required profile established for the student's major program.

³COMM 310 – Interactive Communication (5-0-5)

See NURS 310/COMM 310.

³Credit received in Learning Support courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions.

³Students must enroll in these courses during the next quarter of enrollment after the requirement for enhanced writing skills has been determined and must continue to enroll in the course during each quarter of enrollment until the required writing proficiency has been demonstrated. Students required to enroll in these courses may not withdraw from these courses and continue in other courses numbered 100 or higher.

COMPUTER INFORMATION SYSTEMS

COIS 311 – Business Programming Concepts (5-0-5)

This is an introductory course to business programming. It includes instruction in program design and file processing practices. Common business programming topics such as data validation, report program design, control breaks, table processing, file sorting, and sequential-file update are presented. The COBOL programming language is used.

Prerequisite: BSAD 201.

COIS 312 – Algorithmic Programming Concepts (5-0-5)

This is the second programming course. Students are introduced to the design and development of algorithms. They learn to formulate algorithms in the "C" procedure-oriented language and then debug and test them interactively on a personal computer. A practical software programming project is included.

Prerequisite: COIS 311.

COIS 313 – Data Structures and Algorithmic Processes (5-0-5)

This course emphasizes the understanding and manipulating of standard computer data structures and the accompanying algorithms. Topics include stacks, queues, linked lists, arrays, trees, and graphs. The "C" language is used to illustrate and implement algorithms.

Prerequisite: COIS 312.

COIS 415 – Computer Architecture, Hardware and Operating Systems (5-0-5)

This course is a survey of technical topics related to computer systems with emphasis on hardware, software, PC operating systems and architecture. Each student investigates a specific hardware or software topic, writes a report on that topic, and presents the results of his or her individual research to the class.

Prerequisite: COIS 313.

COIS 425 – Data Communications and Networks (5-0-5)

This concepts course covers a wide range of topics related to data communications. Topics include information transmission, wide area and local area networks, communications hardware and software, network management, and security.

Prerequisite: MGMT 321.

COIS 431 – Database Management Systems (5-0-5)

This course offers an in-depth investigation of the concepts and structures that compose today's database management systems. Both mainframe and PC DBMS's are covered from both theoretical and practical viewpoints. An important feature of the course is the term project in which the students work together in teams to solve a practical business problem using a PC DBMS.

Prerequisites: MGMT 321 and COIS 313.

COIS 441 – Analysis and Design of Information Systems (5-0-5)

This course is an introduction to the processes included in the analysis and logical design of information systems. It covers the analysis and design of the technical, informational, organizational, and human aspects of computer-based information systems. Emphasis is placed on the development of structured and object-oriented process flow and analysis, the system development cycle, input/output analysis, data flow diagramming, and the use of a variety of system design tools and techniques.

Prerequisite: COIS 431.

COIS 451 – Applied Software Project (5-0-5)

This applied course requires that the student solve a real information system problem using project management and IS methodologies on a student team. Each team is required to perform all the major steps in the systems development process (systems analysis, system design, and system implementation) in their solution to a real-world business problem. A PC development language is used for software development.

Prerequisite: COIS 441.

COIS 461 – Information Systems Policy (5-0-5)

Topics in this course include systems policy, the role of the chief information officer, proper management of essential information technologies, maintenance of a strategic system plan, project management, and development of MIS personnel. Also covered are strategies for anticipating future developments in information technology and including them in development plans. Case studies are used to illustrate the applications of the principles.

Prerequisite: COIS 451.

COIS 471 – Information Systems Internship (5 hours)

This provides for individually designed and planned learning experience involving off-campus field experience and study in the private or public sector. Must be approved by the Department Chair.

Prerequisites: COIS 441 and Junior Standing.

COMPUTER NETWORK ADMINISTRATION/ TECHNOLOGY

†ATCN 101 – Introduction to Electronics (4-3-5)

This course provides a basic overview of electronic fundamentals and devices. Specific topics include principles of electrical safety, electrostatic precautions, component removal and replacement, and basic troubleshooting. Additional topics include the selection and use of common hand tools and test equipment.

†ATCN 102 – Introduction to Microcomputers (4-3-5)

The basic concepts of microcomputer hardware and software. The fundamental parts of a computer and how they work together are also described. Also provided are explanations and hands-on exercises needed to learn the fundamentals of a disk operating system.

†ATCN 103 – Microcomputer Applications (4-3-5)

A hands-on introduction to the productivity software found in most microcomputers: word processing, spreadsheets, data base management, graphics and communication.

†ATCN 107 – Network Technologies (5-0-5)

A study of fundamental data communication concepts, network topologies, network devices, Ethernet and Token-ring LAN standards, and protocol analysis.

Prerequisite: ATCN 102 or ATCN 103.

†ATCN 109 – Network Administration (4-3-5)

A study of the knowledge and skills needed to function in the role of network administrator or system manager. Students completing this course will be able to accomplish basic network management tasks in a NetWare network such as managing NetWare Directory Services, setting up user accounts, creating login scripts and user menus, implementing file storage systems, configuring network printing, managing network security, and backing up a server. Additionally, the features and considerations associated with a complex network will be addressed.

Prerequisites: ATCN 101 and ATCN 107.

†ATCN 112 – Transmission Media: Installation and Maintenance (4-3-5)

An introduction to the cabling requirements of a computer network. Topics include cable characteristics and identification; proper selection and installation of both copper and fiber cables; and cable fault detection, analysis and repair.

Prerequisite: ATCN 102.

†ATCN 114 – Network Servicing (4-3-5)

A hands-on introduction to the hardware and software diagnostic tools and utilities used to troubleshoot and repair a computer network. Virus detection and protection and backup and recovery techniques will also be addressed.

Prerequisite: ATCN 107 and ATCN 112.

†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.

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 – 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 is 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 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.

COMPUTER SERVICE TECHNOLOGY

†ATCO 208 – Advanced Microprocessor Interfacing (4-3-5)

A study of the fundamental theory of operation of the hardware components in a computer system. Included is a study of the processor and its associated memory and input/output interfacing components. Emphasis will be on the functional aspects and inter-relationship of these devices.

Prerequisite: ATEL 108.

†ATCO 221 – Introduction to Computers (4-3-5)

An introduction for electronic technology majors to the hardware and software components of various computer systems, including a history of data processing systems, terminology, and basic networking concepts. Current application software associated with word processing, spreadsheets, and data base managements systems is also addressed.

Prerequisite: ATEL 101.

†ATCO 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)

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

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

†ATCO 224 – Computer Peripheral Devices (4-3-5)

A study of the fundamental theory of operation of the peripheral devices found in a typical computer system. Emphasis will be on the functional characteristics of each device and its corresponding relationship to the system as a whole.

Prerequisites: ATEL 108 and ATCO 221.

†ATCO 225 – Operating Systems Concepts (4-3-5)

A study of the principles and concepts of current systems software technology. The course emphasizes the relationship between hardware and software and their effects on each other. The fundamental features of various operating systems and operating environments are introduced with special emphasis on current industry standards.

Prerequisite: ATCO 221.

†ATCO 226 – Data Communications (4-3-5)

A study of data communications and terminology. Special emphasis is placed on local area networks (LANs), protocols, modems, bridges, gateways, and other network devices. Both Ethernet and Token-ring standards are addressed.

Prerequisite: ATEL 108.

†ATCO 228 – Troubleshooting Techniques and Customer Relations (4-3-5)

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.

Prerequisites: ATCO 208 and 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.

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.

DATA PROCESSING

¹ATDP 102 – BASIC With Applications (4-3-5)

An introduction to the BASIC programming language for students majoring in data processing and other technical areas. This course uses object-oriented/event-driven concepts to solve business-oriented and mathematical problems with the Visual Basic language.

Prerequisite: BSAD 201 or permission of instructor.

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.

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 and ATDP 204.

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 and 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 and 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: ATDP 102, ATDP 207, ATDP 220, or any high-level programming language.

¹ATDP 212 – Advanced Microcomputer 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 220 – Programming with "C" Language (4-3-5)

This course presents the student with practical applications using the "C" programming language. Detailed assignments are accomplished using structured "C" programming from a beginning to an intermediate level.

Prerequisite: BSAD 201 or other programming course or permission 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.

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.

DENTAL HYGIENE

DHYG 101 – Embryology, Oral Histology, and Dental Morphology (3-2-4)

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.

DHYG 102 – Head and Neck Anatomy (3-0-3)

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

Prerequisites: BIOL 151 and DHYG 101.

DHYG 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. Students are expected to serve as partners in learning these skills.

Prerequisite: DHYG 103.

¹DHYG 105 – Clinical Dental Hygiene I (2-8-5)

A continuation of DHYG 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.
Prerequisites: BIOL 152 and 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.

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 105.

¹DHYG 202 – Clinical Dental Hygiene II (2-15-7)

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 profi-

ciency in all areas of applied dental hygiene, dental radiography and treatment planning for total care.
Prerequisite: DHYG 203.

DHYG 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 104.

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: 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.

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.

DEVELOPMENTAL STUDIES COURSES

Please refer to section on LEARNING SUPPORT COURSES.

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 201 – Computer-Aided Drafting I (2-8-5)

Introduction to the use of personal computers in drafting and design applications. Introduction is given to the use of hardware, software working environments, DOS, and the application of the computer in the solution of drafting and design problems.
Prerequisite: ATDD 101.

¹ATDD 202 – Computer-Aided Drafting II (2-8-5)

The continuation of fundamental computer-aided drafting techniques as introduced in ATDD 201. Additional topics to be covered include advanced fundamentals, utility commands, file management, and the introduction to three-dimensional diagrams.
Prerequisite: ATDD 201.

ATDD 203 – Computer-Aided Drafting III (2-8-5)

The continuation of advanced computer aided drafting and presentation techniques as introduced in ATDD 202. Topics to be covered include advanced three-dimensional analysis of designs, solids development, solids modeling, and computer presentation techniques. Customization of the CAD program is also covered.

Prerequisite: ATDD 202.

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.

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 in which 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 in which 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. Aesthetic perspective, critical thinking, and communication skills are emphasized.

Prerequisites: ENGL 112 and PHIL 110.

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/FINA 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 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.

EDUC 300 – Teacher Education Seminar (1-0-1)

Quarterly seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking (videotaping), use of technology, etc. *Required for all middle level teacher education students.* May involve off-campus visitation. Must be taken each quarter of enrollment except for final quarter (Middle Level Internship III).

Prerequisite: Admission to the teacher education program.

EDUC 301 – Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (4-2-5)

This course is an exploration into the cognitive, social, affective and physical aspects of the middle level learner. Varied teaching techniques will be used and discussed, with a particular emphasis on verifying concepts learned in class through experiences with middle level learners in individual and group settings. *Taught on-site at middle schools. Required for all middle level teacher education majors.*

Prerequisite: EDUC 300.

EDUC 350 – Instructional Strategies for Individual and Interdisciplinary Teaching (4-2-5)

This site-based course provides students the opportunity to understand the unique characteristics of the middle school as well as the instructional strategies that teachers in the middle school use to meet the diverse needs of the transescent student. Instruction will focus on the organizational structure of the middle school, role of support personnel, instructional strategies, motivation and discipline, effective elements of instruction, and evaluation. Students will work with the development of thematic units which utilize current curricular models and instructional strategies to support an academic team approach to teaching the middle level learner. *Taught on-site at middle schools. Required for all middle level teacher education majors.*

Prerequisite: EDUC 301.

EDUC 360 – Practicum and/or Directed Reading in Pedagogy (1 to 5 hours)

Specialized course allowing students to fulfill missing components of acceptable upper division transfer courses. Course is under the supervision of a faculty member and has variable credit. Prerequisites: Education major and permission of the program coordinator.

EDUC 471 – Middle Level Internship I: School and Community (2-6-5)

This course, the first third of a 10-month internship (mid-August to mid-June), is designed to introduce preservice teachers to a middle school and its community services. Students will participate in pre-planning and the first week of classes, they will maintain weekly contact with their assigned school, will attend seminars, and will visit community organizations and agencies. Special attention will be given to support services for special needs students. *EDUC 471, EDUC 472, and EDUC 473-474-475 must be taken in consecutive quarters during same school calendar year.*

Prerequisites: All required coursework and application to the Office of Teacher Education upon completion of EDUC 350.

EDUC 472 – Middle Level Internship II: Grades 4-5 and Special Education (2-6-5)

This course, the second third of a 10-month internship (mid-August to mid-June), is designed to acquaint preservice teachers with the middle level curriculum, including exploratory courses at the internship site (grades 6-8). During the quarter, interns will attend weekly seminars on campus and visit elementary feeder schools and high schools. Special attention will be given to working with special needs students. *EDUC 471, EDUC 472, and EDUC 473-474-475 must be taken in consecutive quarters during same school calendar year.*

Prerequisites: EDUC 471 and application to the Office of Teacher Education upon completion of EDUC 350.

EDUC 473-474-475 – Middle Level Internship III: Grades 6-7-8 (0-45-15)
 This course, the final third of a 10-month internship (mid-August to mid-June), is a full-time teaching assignment in a middle school. Placement will be in grades 6, 7, and/or 8, and in math, science, social studies, and/or language arts based on the intern's major and minor concentrations. Interns will participate in limited after-school commitments and weekly seminars on campus. *EDUC 471, EDUC 472, and EDUC 473-474-475 must be taken in consecutive quarters during same school calendar year.*
 Prerequisites: EDUC 472 and application to the Office of Teacher Education upon completion of EDUC 350.

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 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.

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 ATEM 231.

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

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

An introductory course in the fundamentals and applications of DC circuits. Students will assemble and analyze resistive circuits and will acquire soldering and troubleshooting skills.

Corequisite: ATEL 120. Corequisite may be waived with permission of instructor.

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 and circuits such as op-amps, power supplies, voltage regulators, active filters, and switching circuits.

Prerequisites: ATEL 104, 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 or corequisite: ATEL 103.

¹ATEL 108 – Microprocessors (4-3-5)

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 linear equations, exponents and exponential functions, logarithms, trigonometry, and complex numbers.

Prerequisite: One year of high school algebra or equivalent.

ATEL 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)

Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

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

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

Prerequisites: Technology major and permission of program advisor.

¹Career courses 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.

EMERGENCY MEDICAL TECHNOLOGY

MT 100 – Medical Terminology; Anatomy/Physiology Review (3-0-3)

Introduces the student to the language of EMS and Health Care professionals. Primary prefixes, suffixes and root terms as well as commonly used abbreviations. Terminology is reviewed in the context of anatomy/physiology to overview human systems. This course provides instruction on topics in Division II, Section 1 of the national curriculum.

EMS 100 – Introduction to the EMS Profession (3-0-3)

Introduces the student to the EMT/Paramedic profession and includes such topics as the role and responsibility of the EMT/Paramedic, the emergency medical services system, medical/legal considerations, emergency medical services communications, major incident response, infection control measures and professional standards. This course provides instruction on topics in Division I, Sections 1, 2, 3, 4 and 6 of the national curriculum.

- EMS 101 – Assessment and Initial Management (3-2-4)**
Introduces the EMT/Paramedic student to the assessment process which includes the scene assessment, initial assessment, rapid trauma assessment, and focused assessment. Primary interventions are introduced such as use of airway adjuncts, basic cardiac life support, use of vital signs and diagnostic signs. This course provides instruction on topics in Division II, Section 2 of the national curriculum.
- EMS 102 – Metabolic Management (2-2-3)**
Emphasizes the pathophysiology of shock and other metabolic related disorders and the functions and characteristics of body fluids. Topics include cardiovascular anatomy and physiology; fluid and electrolyte balance; and classification, assessment, and management of shock. This course provides instruction on topics in Division II, Section 4 of the national curriculum.
- EMS 103 – General Pharmacology (3-2-4)**
Provides a study of the principles and procedures necessary for the proper use and administration of pharmaceuticals in emergency medical care. Topics include identification of drugs, drug calculations, drug administration techniques and procedures, and drug safety standards. This course provides instruction on topics in Division II, Section 5 of the national curriculum.
- EMS 104 – Introduction to Trauma Management (1-2-2)**
The EMT student is introduced to the assessment and management of the trauma patient. Topics include rapid trauma assessment, basic trauma life support (BTLS) and pre-hospital trauma life support techniques; anatomy/physiology of the integumentary system, major internal organs, soft tissue injuries and management, musculoskeletal injuries and management; classification and care of burns; head and spinal care assessment and management. This course provides instruction on topics in Division I, Section 5 and Division III, Section 1 and 2 of the national curriculum.
- EMS 105 – Introduction to Medical Emergencies (2-2-3)**
Introduces the EMT student to the initial assessment and focused assessment and management of various medical emergencies including cardiovascular emergencies; CNS-related respiratory, endocrine, immune system, metabolic, and infectious diseases; and environmental-related processes.
- EMS 106 – Management of Special Patients/Situations (1-2-2)**
Introduces the EMT student to varied emergency situations such as behavioral emergencies and domestic violence, abuse, and neglect and to special patient encounters including geriatric, disabled, and non-English speaking patients; extrication and special rescue situations, OB/GYN, and pediatric emergencies are introduced. This course provides instruction on topics in Division 6, Section 1 and Division I, Section 7 of the national curriculum.
- EMS 107 – Case Studies/Decision Making Encounters (0-2-1)**
This capstone course serves as a general review of course content and serves to "put it all together" using case studies and interactive scenario-based encounters. Medical trauma, OB/GYN, pediatrics, behavioral and special situation calls in a laboratory setting are utilized to prepare the student for clinical experiences and work in the pre-hospital and hospital environment.
- EMS 108 – Basic EMT Clinical Internship (0-15-5)**
Provides the EMS student with an opportunity to refine basic EMT skills and knowledge while assigned to a supervised EMS environment. Topics include emergency ambulance services, hospital emergency department services, patient assessment procedures, venipuncture techniques, and documentation of EMS activities.
- EMS 201 – Respiratory Function and Management (2-2-3)**
Provides an in-depth study of the anatomical and physiological foundation of respiration and the assessment and management of respiratory pathophysiology and distress. Topics include anatomy and physiology of the respiratory assessment, airway and ventilation management, and respiratory disease. This course provides instruction on topics in Division IV, Section 1 and Division II, Section 3 of the national curriculum.
- EMS 202 – Cardiology (4-4-6)**
Emphasizes the study of the cardiovascular system, electrocardiography, and cardiovascular treatment methods. Topics include cardiovascular anatomy and physiology; principles of electrocardiography; recognition of cardiac dysrhythmias; assessment and management of cardiovascular emergencies; methods of emergency cardiovascular treatment such as pharmacologic intervention, defibrillation, and cardioversion; and ACLS skills. This course provides instruction on topics in Division IV, Section 2 of the national curriculum.
- EMS 204 – Advanced Trauma Management (4-2-5)**
Introduces student to assessment and management of trauma patients. Topics include systematic approaches to the assessment and management of trauma, such as basic trauma life support (BTLS) and pre-hospital trauma life support (PHTLS). Anatomy and physiology of the integumentary system, the major internal organs, the types of soft tissue injuries and their management, the types of musculoskeletal injuries and their management, the classification and care of burns, advanced level techniques and interventions are introduced.
- EMS 205 – Medical Emergencies (4-2-5)**
Provides an in-depth study of the endocrine, nervous, digestive, genitourinary, immune systems, infectious disease, and anaphylaxis. Topics include assessment and management of endocrine system disorders, assessment and management of nervous system disorders, assessment and management of digestive system and genitourinary system disorders, and anaphylaxis. This course provides instruction on topics in Division IV, Sections 3, 4, 5, 6, and 8 of the national curriculum.
- EMS 206 – Maternal/Pediatric Emergency Care (3-2-4)**
Provides a study of female reproductive systems, birth processes, and management of OB/GYN emergencies. Topics include anatomy and physiology of the female reproductive system, normal and abnormal birth processes, assessment and management of OB/GYN emergencies, assessment and management of the newborn, and management of sexual assault victims. This course provides instruction on topics in Division V, Section 1 of the national curriculum.
- EMS 207 – Special patients/Special Encounters (2-0-2)**
Introduces the paramedic to special types of patients such as geriatric and physically challenged and to patient encounters including domestic violence and behavioral emergencies. Provides an overview of the assessment and the management of behavioral emergencies as they pertain to pre-hospital care. Topics include communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. This course provides instruction on topics in Division 6, Section 1 and Division I, Section 7 of the national curriculum.
- EMS 208 – Case Studies in EMS (3-2-4)**
An interactive approach is utilized with case studies and scenarios to provide realistic EMS encounters requiring assessment management, critical thinking, and advanced level decision making. This course reviews general content and prepares student for exit examinations.
- EMS 210 – Clinical Internship (0-36-12)**
Provides supervised experience that meets Georgia Department of Human Resources (GDHR) requirements for actual patient care in the hospital and advanced ambulance settings. Simulations in the classroom, experience on an advanced ambulance, and service in a hospital develop assessment and treatment skills. Emphasis is placed on ethics and hospital etiquette, assessment and management of

medical emergencies, practice of paramedic roles and responsibilities, and application of patient care skills. This course will be delivered in one, two, three, or four quarters in accordance with technical institution and hospital affiliation agreements. Clinical opportunities will be provided that meet GDHR requirements for clinical experience in the following areas: the emergency department ICU/CCU, OR/ recovery, IV team, pediatrics, nursery, labor/delivery, crisis intervention, morgue, and advanced ambulance. Topics include ethics and hospital etiquette, care of the critical intensive care patient, intravenous therapy, airway and ventilation management, management of normal and abnormal deliveries, management of the pediatric patient in the emergency department, management of the adult in the emergency department, patient care in an advanced ambulance, and psychological intervention.

ENGLISH

- ENGL 080 – Regents' Essay Remediation, 45-74 hours (1-0-1).
See Learning Support Courses.
- ENGL 088 – Regents' Essay Remediation, 75 or more hours (3-0-3).
See Learning Support Courses.
- ENGL 099 – Writing Skills Improvement (5-0-5)
See Learning Support Courses.
- ENGL 111 – Composition I (5-0-5)
A writing course which emphasizes the development of general communication skills, including speaking, required in a variety of contexts.
Prerequisite: Exemption from or exit from Learning Support English and reading.
- ENGL 112 – Composition II (5-0-5)
A writing course which uses literature to introduce students to the aesthetic perspective.
Prerequisite: ENGL 111 or foreign language at the 112-level.
- COMM 191, 192 – Writing Skills Laboratory I, II (0-2-1).
See Communication heading.
- ENGL 201 – Survey of World Literature I (5-0-5)
A survey of world literature from ancient times to the 1500's. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.
- ENGL 202 – Survey of World Literature II (5-0-5)
A survey of world literature from the 1500's to the present. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.
- ENGL 211 – Survey of English Literature I (5-0-5)
A survey of English literature from Beowulf to about 1800.
Prerequisites: ENGL 112 and PHIL 110.
- ENGL 212 – Survey of English Literature II (5-0-5)
A survey of English literature from about 1800 to the present. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.
- ENGL 221 – Survey of American Literature I (5-0-5)
A survey of American literature from the Colonial Period to the Civil War.
Prerequisites: ENGL 112 and PHIL 110.
- ENGL 222 – Survey of American Literature II (5-0-5)
A survey of American literature from the Civil War to the present. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.

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.

ENGL 411 – Literary Theory (5-0-5)

A study of different theoretical approaches to the interpretation of literature with application of these theories to selected poems, dramas, biographies, and works of fictions. *The course is open to all upper-division students and is required for all middle level education students with a major concentration in language arts.*
Prerequisites: Completion of Area I and a 200-level literature course or LAR 313 or consent of the humanities department head.

ENGL 412 – The American Literary Experience (5-0-5)

A thematic study of the wide-ranging and diverse literature of the racial and ethnic groups in America.
Prerequisites: Completion of Area I and a 200-level literature course or LAR 313 or consent of the humanities department head.

ENGL 413 – Themes in World Literature (5-0-5)

A study of literary forms from a variety of historical periods and cultures within a thematic framework.
Prerequisites: Completion of Area I and a 200-level literature course or LAR 313 or consent of the humanities department head.

ENGL 414 – Adolescent Literature (5-0-5)

A thematic study of literature appropriate for adolescent and young adult audiences. Such a study will analyze a broad representation of materials, including those which focus on a variety of ethnic groups, cultural experiences, and historical periods.
Prerequisites: Completion of Area I and a 200-level literature course or LAR 313 or consent of the humanities department head.

'Credit received' in Learning Support courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions.

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: BSAD 301 and Junior Standing.

FINA 302 – Problems in Financial Management (5-0-5)

A continuation of FINA 301, 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.

FINA 406/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.

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 Francophone cultures.
- FREN 211 – Intermediate French (5-0-5)
Grammar review and continued development of the student's reading, conversation, and composition skills, with readings from primary sources.
Prerequisite: FREN 112.
- FREN 212 – Intermediate French (5-0-5)
Grammar review and continued development of the student's reading, conversation, and composition skills, with readings of a more difficult nature than those previously encountered by the student.
Prerequisite: FREN 211.
- FREN 295, 296, 297 – Studies Abroad (5-0-5 each course)
See Studies Abroad heading.

GERMAN

- GERM 111, 112 – Beginning German I and II (5-0-5 each course)
Introduction to speaking, reading, and writing German; includes an introduction to German culture.
- GERM 211 – Intermediate German (5-0-5)
Grammar review and continued development of the student's reading, conversation and composition skills, with readings from primary sources.
Prerequisite: GERM 112.
- GERM 212 – Intermediate German (5-0-5)
Grammar review and continued development of the student's reading, conversation and composition skills, with readings of a more difficult nature than those previously encountered by the student.
Prerequisite: GERM 211.
- GERM 295, 296, 297 – Studies Abroad (5-0-5 each)
See Studies Abroad heading.

HEALTH SCIENCES

- HSCI 102/BIOL 102 – Body Structure and Function (5-0-5)
The purpose of this course is to help the student understand the normal structure and function of the body and its individual components. *NOTE: This career program course is not intended for nursing or other health care degrees and does not replace program requirements that call for BIOL 151 and 152.*
- HSCI 201 – Introduction to the Health Care Environment (3-4-5)
Designed to introduce the student to the complex health care environment through field-based observational experiences and seminar experiences. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, long-term care settings, and the regulatory and professional bodies supporting practice.
Prerequisites: ENGL 111, PHIL 110 and all Learning Support requirements.
- HSCI 301 – Introduction to Health Systems Management (3-4-5)
This course is designed to introduce the student to the application of principles of management to health systems organizations. Field based experiences will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings.
Prerequisites: HSCI 201 or equivalent and MGMT 301.
- HSCI 310 – Introduction to Primary Care/Long-term Care (3-4-5)
This field-based course is designed to allow the student to begin the process of professional role clarification through application of health care management concepts to a specialized setting. Students will work with a mentor and use seminar experiences to validate the modifications required based on site of practice.
Prerequisites: HSCI 301.
- 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 131 and 132, or permission of the instructor.
- HSCI 340 – Contemporary Women's Health (5-0-5)
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 or permission of the instructor.
- HSCI 341 – 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 adoption patterns to specific environments. Several international health models are analyzed. Cultural diversity within the United States is emphasized.
Prerequisite: Junior Standing or permission of the instructor.
- HSCI 342 – 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.
Prerequisite: Junior Standing or permission of instructor.
- HSCI 350 – The AIDS Epidemic: Issues for Consumers, Teachers, Employers, and Health Care Providers (5-0-5)
This survey course is designed to provide an overview of the AIDS epidemic, including specific at-risk populations, changes in the patterns of occurrence, signs and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention.
Prerequisite: Junior Standing or permission of the instructor.
- HSCI 352/NURS 352 – Legal Issues in Health Care Management (5-0-5)
A study of the legal aspects of employer-employee relationships in the health care setting, certificate of need regulation, tort law and medical malpractice, durable power of attorney for health care decisions, living wills, confidentiality of patient medical records, and informed consent.
Prerequisites: Junior Standing and HSCI 201 or equivalent.
- HSCI 355/NURS 355 – Ethical Issues in Health Care (5-0-5)
This course is designed to explore and analyze contemporary health care situations in terms of ethical dimensions. Topics include patient-caregiver relationships, high-tech medicine, ICU dilemmas, medical experimentation, confidentiality of patient medical records, AIDS and ethics, death and dying, and the issues of an aging population.
- HSCI 401 – Financial Management of Primary/Long-term Care Organizations (3-4-5)
A field-based application of financial management principles to the specialized health care setting.
Prerequisite: HSCI 456 and Senior Standing.

HSCI 411 – Administration of Managed Care (3-4-5)
Advanced study of methods of designing, changing managing and evaluating managed care organizations. Field-based instruction will provide an opportunity for students to experience the effects of a changing health care environment on managed care programs.
Prerequisites: HSCI 310 and Senior Standing.

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.
Prerequisite: Junior Standing or permission of the instructor.

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.
Prerequisite: Junior Standing or permission of the instructor.

HSCI 490 – Applied Research Project (2-6-5)
A supervised research experience applied to selected health care management experience. Student will work with a faculty mentor as well as a field supervisor to design and implement the project.
Prerequisites: Completion of Health Care Management core and Senior Standing.

HSCI 498 – Practicum I (1-8-5)
A field-based experience designed to reinforce classroom content and to help the student make a successful role transition into a health care setting. Placements are selected based upon student learning outcomes and available resources.
Prerequisite: HSCI 490.

HSCI 499 – Practicum II (1-8-5)
Continuation of HSCI 498 field experience.
Prerequisite: HSCI 498.

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.

HISTORY

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 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.

HIST 262 – Themes in American History (5-0-5)
A thematic approach that provides students with an historical perspective through the study of significant periods and cultures in American history from pre-history to the present. (Satisfies the legislative requirement for the study of U.S. and Georgia history.)
Prerequisites: ENGL 111, PHIL 110, and POLI 101.

HIST 265 – Minorities in American History (5-0-5)
A survey of the history of minorities in America. Attention is given to the concepts of ethnicity, race, culture, and minority

status, and emphasis is placed on African Americans as the largest minority in the region.
Prerequisite: HIST 262.

HIST 282 – Themes in World History (5-0-5)
A thematic approach that enhances students' historical and contemporary perspectives through the study of significant periods and cultures in world history from pre-history to the present.
Prerequisites: HIST 262 and PSYC 205 or SOCI 205.

HIST 311 – Georgia History and Government (4-2-5)
Provides students with the basic analytical and conceptual skills for studying history and government on a local level. Examines the social, political, and institutional history of Georgia to prepare students to analyze similar developments on the local, regional, and national level. Includes a field-based project incorporated into the course which will be appropriate for both teacher education majors and others. Includes laboratory/practicum component. *Required for all middle level teacher education students with a major or minor concentration in social studies.* (May be used to satisfy the legislative requirement for study in Georgia history and constitution.)
Prerequisite: Completion of Area III requirements.

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.
Prerequisite: HIST 262.

HIST 411 – History of World Religions (5-0-5)
Investigates the common themes of all religions; the origins, development and present status of the major world religions. The course will focus on Hinduism, Buddhism, Judaism, Chinese Confucianism and Taoism, Christianity, and Islam. Provides students with a framework for understanding the various worldviews to be found in today's increasingly connected world. *A field-based research project is required for the course. Required for all middle level teacher education students with a major concentration in social studies.*
Prerequisite: Completion of Area III requirements.

HUMANITIES

HUMN 210 – The Arts and Society (5-0-5)
A study of the networks of relationships between the fine arts and literature and the social structures in which they are created and interpreted. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.

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.

LANGUAGE ARTS/READING

LAR 301 – Communication In and Beyond the Disciplines (4-2-5)
A course which focuses on the strategies necessary for effective

communication (reading, writing, speaking, and listening) in language arts, mathematics, science, and social studies. Reading selections will reflect the subject matter content of the various disciplines, with emphasis on mathematics, science and social studies. Includes laboratory/practicum component. *Required for all middle level teacher education students.*

Prerequisite: Completion of appropriate Area IV courses and consent of the Office of Teacher Education.

LAR 312 – Language Arts: Skills and Concepts (4-2-5)

This course offers an in-depth study of the language arts communication skills – writing, reading (including critical thinking/reading), speaking, and listening – that middle level students should acquire. The instructors model the Reading and Writing Workshop approach commonly used in middle schools and help students create strategies for teaching these skills. Includes a laboratory/practicum component. *Required for all middle level teacher education students with a major or minor concentration in language arts.*

Prerequisite: LAR 301 or consent of the Office of Teacher Education.

LAR 313 – Language Arts: A Literature-based Integrated Approach (4-2-5)

This course offers practical experience with strategies for teaching language arts skills as they are integrated with adolescent and young adult literature. Students are required to develop and to teach a language arts lesson in a middle level classroom and also to create several plans for interdisciplinary lessons that can serve as resources for later teaching experiences. Includes a laboratory/practicum component. *Required for all middle level teacher education students with a major or minor concentration in language arts.*

Prerequisite: LAR 312 or consent of the Office of Teacher Education.

LEARNING SUPPORT 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, 45-74 hours (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 Test. Work will be individualized to meet a student's specific needs in writing.

¹ENGL 088 – Regents' Essay Remediation, 75 or more hours (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 – Writing Skills Improvement (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.

Prerequisite: 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. *A graphing calculator is required, with the TI-82 strongly recommended.*

Instructors will utilize the TI-82.

Prerequisite: MATH 097 or an acceptable score on the CPE.

¹READ 080 – Regents' Reading Remediation, 45-74 hours (1-0-1)

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. Many assignments will be individualized to meet a student's specific needs in reading skills.

¹READ 088 – Regents' Reading Remediation, 75 or more hours (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 reading. Many assignments will be individualized to address a student's specific needs in reading.

¹READ 095 – Reading Skills Improvement (5-0-5)

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

¹SARS 097 – Learning to Learn Math (2-0-2)

This course is designed to help students develop strategies for success in mathematics through an exploration of belief systems, information processing, and cognitive skill development.

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

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

¹Credit received in Learning Support 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 Learning Support mathematics courses before enrolling in any math course numbered higher than 100.

LIBRARY SCIENCE

LIBR 201 – Introduction to Library Research and Materials (2-0-2)

A study of research materials available in the library and methods of effectively selecting and utilizing these materials. Emphasis will be placed on identifying an appropriate topic and then developing a systematic approach to locating library materials on this topic. In addition to covering traditional searching methods, students will also receive hands-on instruction in on-line and CD-ROM computerized searching and in Internet searching.

Prerequisite: ENGL 111.

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 of management thought," and functional and behavioral aspects of management and organizational theory.

Prerequisite: Junior Standing.

MGMT 302 – Total Quality Management: Concepts and Techniques for Executives (5-0-5)

This course reviews the history of TQM and its emergence in

modern management practice. Selected TQM topics are discussed in depth, including statistical process control techniques, team-building for productivity, Deming's 14 points for management productivity, and strategic planning for quality and productivity.
Prerequisites: MGMT 301, BSAD 301, and Junior Standing, or permission of the instructor.

MGMT 303 – Total Quality Management: Case Studies and Applications (5-0-5)

Building on MGMT 302, this course begins with an analysis of recent industrial applications of TQM and related readings from the current literature. A term project will require students to develop a plan for using TQM concepts to improve quality and productivity in their own work domain.
Prerequisite: MGMT 302.

MGMT 321 – Management Information Systems (5-0-5)

This course examines the planning, control, and deployment of computer-based information systems in organizations. It focuses on traditional computing as well as on end-user systems and information centers with numerous examples of how information technology is applied in business today. A feature of the course is the use of a PC Database Management System for a student term project.
Prerequisite: BSAD 201.

MGMT 401 – Human Resource Management (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/Operations Management (5-0-5)

An analytical approach to planning, operating, and controlling manufacturing, service, and government processes; facility location and layout; inventory control; quality control; project management; work design; and work measurement.
Prerequisites: BSAD 301 and MGMT 301.

MGMT 410 – Labor/Industrial Relations (5-0-5)

A study of the legal, political, social and managerial aspects of employee relations. Topics treated include contract negotiations, grievance procedures, arbitration, mediation and conciliation.
Prerequisites: MGMT 301 and Junior Standing.

MGMT 411 – Leadership (5-0-5)

A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness.
Prerequisites: MGMT 402 and Junior Standing.

MGMT 412 – Employee Compensation (5-0-5)

Philosophy, design, and administration of compensation programs.
Prerequisites: MGMT 301 and Junior Standing.

MGMT 420 – Organizational Communications (5-0-5)

A study of the communication process within organizations including interactive communications and related external communications. The course contains significant components of writing and speaking by students.
Prerequisites: MGMT 301 and Junior Standing.

MGMT 431 – Small Business Management & Entrepreneurship (5-0-5)

The operation of a small business enterprise; the essentials of entrepreneurship; comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis.
Prerequisite: Junior Business Core or permission of instructor.

MGMT 432 – Case Problems in Small Business (5-0-5)

Individually designed and planned learning experience involving off-campus field experience and study in solving small business problems. Must be approved by Department Chair.
Prerequisite: MGMT 431.

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.

MANAGEMENT AND SUPERVISION

ATMS 101 – Interpersonal Employee Relations (5-0-5)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

ATMS 103 – Leadership and Decision Making (5-0-5)

Familiarizes the student with the principles and methods of sound leadership and decision-making. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility.

ATMS 104 – Personnel Administration for Supervisors (5-0-5)

Acquaints the student with the authority, responsibility, functions, and problems of the personnel administrator. Topics include the relationship between the personnel administrator and the line manager; analysis and development of job descriptions; interview of prospective employees; diagnosis of organizational health from the personnel perspective; laws and guidelines which dictate personnel actions; the basic concepts, guidelines, and responsibilities for training employees; and employability skills.

ATMS 107 – Training and Performance Evaluation (5-0-5)

Shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics include training principles; training techniques for maximum effectiveness; the supervisor's responsibilities for training; steps in training; the importance and impact of performance evaluation and use of the performance evaluation as a management tool; and fairness and equity in preparing the performance evaluation.

ATMS 222 – Management and Supervision Occupation-Based Instruction (1-15-5)

Introduces students to the application and reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job.
Prerequisites: ATMS 251 and permission of program advisor.

ATMS 240 – Management and Marketing Supervisory Seminar (1-12-5)

Encourages students to discuss their perception of management and marketing practices which have been studied during the Management/Supervisory and Marketing Specialists Development program. Topics include current issues and problems in management, marketing and supervision and state of the art management and supervision techniques. Guest speakers will contribute to the seminar.

Prerequisite: Completion of 70 credit hours in program, including ATMS 251.

ATMS 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.

ATMS 260 – Quality Management and Improvement (5-0-5)

A study of the total quality approach to improving organizational competitiveness. Emphasis is on how business focuses all of the resources of an organization on the continual and simultaneous improvement of both quality and productivity.

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.

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 302 – Customer Behavior (5-0-5)

An analysis of the psychological, social and economic influences which affect attitude formation and decision-making processes of consumers. An overview of the research methods used for determining characteristics of buyers is included. Students are strongly recommended to take PSYC 205 prior to enrolling in MKTG 302.

Prerequisite: MKTG 301 and Junior Standing.

MKTG 312 – Services Marketing (5-0-5)

This course focuses on developing marketing strategies for service industries, which is different than tangible product marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associates, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations.

Prerequisites: BSAD 301 and Junior Standing.

MKTG 403 – 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: MKTG 301 and Junior Standing.

MKTG 404 – Marketing Research (5-0-5)

This course focuses on the use of research methods in marketing decision-making, including developing and evaluating marketing strategies. Topics include the gathering and use of marketing information from primary and secondary sources, and quantitative and qualitative research methodologies, including sampling techniques and basic statistical analysis. Students will formulate a research design for a marketing problem; collect, code, clean, analyze and evaluate data; and write and present a final report, including specific marketing recommendations. This course requires extensive use of the computer for word processing and statistical analysis.

Prerequisites: BSAD 301 and Junior Standing.

MKTG 406 – Promotion Strategy (5-0-5)

This course focuses on the promotion component of the marketing mix. The focus is customer-based marketing communications and marketing communicators to utilize synchronized, multi-channel marketing communications to consistently reach every market segment with a single, unified relationship-building message across all elements of the marketing mix.

Prerequisite: Senior Standing.

MKTG 407 – Sales and Sales Management (5-0-5)

This course examines the role of personal selling within the marketing mix, including the principles of selling products and services, building of sales organizations, sales training and practical sales techniques, evaluation of sales force effectiveness, and professional, ethical, and legal aspects of selling. Management and evaluation of the sales force are also included, as are trends and developments in sales management.

Prerequisite: Junior Standing.

MKTG 450 – Marketing Management (5-0-5)

This capstone course is intended to integrate basic principles throughout the overall marketing mix resulting in effective management of marketing functions in profit or not-for-profit organizations. Focus is on analytical skills, including the impact of internal and external environments on decision-making for each element of the marketing mix, and on the application of pertinent marketing principles to develop a marketing strategy and marketing plan. Case studies and/or computer simulation are utilized. *This course must be taken at Clayton State College during the last quarter of enrollment in the program.*

Prerequisite: Senior Standing.

MARKETING AND MERCHANDISING

ATMK 110 – The Nature and Environment of Business (5-0-5)

Emphasizes the traditional facets of business (its environment, organization, and basic business functions) as well as the social and physical climate in which business and industry operate.

ATMK 120 – Creative Selling (5-0-5)

A study of selling as a career, sales psychology, sales techniques, product analysis, product information, and customer service.

ATMK 140 – Principles of Advertising (5-0-5)

Advertising purposes and procedures, covering primarily the point of view of the advertising manager. Study of proper aspects, copy preparation, layout, and media.

ATMK 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)

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

Prerequisites: Marketing-related employment, Marketing major, and permission of program advisor.

ATMK 271 – Visual Merchandising (5-0-5)

A study of visual merchandising and the total image of visual presentation of merchandise. This course includes terminology used in store planning and display. Students develop appropriate display themes, designs, props and signs.

ATMK 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.

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.

MATHEMATICS

- MATH 095 – Arithmetic and Beginning Algebra (5-0-5).**
See Learning Support Courses.
- MATH 097 – Elementary Algebra (5-0-5).**
See Learning Support Courses.
- MATH 099 – Intermediate Algebra (5-0-5).**
See Learning Support Courses.
- MATH 106 – Fundamentals of Mathematics (5-0-5)**
A study of basic topics in arithmetic, algebra, and geometry and of applications of these topics in 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. Systems of linear equations in two and three variables and some non-linear systems are also studied in conjunction with their use in problem solving. 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. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82.*
Prerequisite: Exemption from or exit from Learning Support mathematics.
- 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. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82.*
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. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82.*
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 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. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82.*
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. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82.*
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. *A graphing calculator is required.*
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. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82.*
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, and applications. *A graphing calculator is required.*
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 multiple integrals, line integrals, and additional topics in one-variable calculus including sequences and series, Taylor's Theorem, improper integrals, and differential equations. *A graphing calculator is required.*
Prerequisite: MATH 251 or consent of instructor.
- MATH 301 – Number Concepts and Relationships (4-2-5)**
A study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, and computational issues from mental arithmetic to analysis of error involved in calculator computations. Important context will be provided by examining other numeration systems, the concepts of countable and uncountable infinity, and the embedding of the real number system within the complex number system. Includes laboratory/practicum component. *Required for all middle level teacher education students.*
Prerequisites: Completion of appropriate Area IV courses and consent of the Office of Teacher Education.
- MATH 311 – Concepts of Algebra (4-2-5)**
A study of functions designed to reinforce knowledge of the algebraic skills and processes taught at the middle grades level and to extend this knowledge to more advanced topics. The course includes polynomial functions, rational functions, exponential and logarithmic functions, and trigonometric functions. Other topics discussed are the fundamental theorem of algebra, polar coordinates, trigonometric forms of complex numbers, conic sections in rectangular and polar form, mathematical induction, and the binomial theorem. Includes a laboratory/practicum component. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82. Required for all middle level teacher education students with a major or minor concentration in mathematics.*
Prerequisite: MATH 301 or consent of the mathematics coordinator.
- MATH 321 – Concepts of Geometry (4-2-5)**
An exploratory approach to the study of Euclidean and non-Euclidean geometry and measurement. Specific topics include symmetries of plane figures through rotations, reflections, and translations; construction of plane and solid figures; comparison of Euclidean and spherical geometry; van Hiele levels of geometric understanding; direct and indirect measurement; estimation and error in measurement; proof. Computer software will be used extensively. Includes a laboratory/practicum component. *A graphing calculator is required, with the TI-82 strongly recommended. Instructors will utilize the TI-82. Required for all middle level teacher education students with a major or minor specialization in mathematics.*
Prerequisite: MATH 301 or consent of the mathematics coordinator.
- MATH 411 – Concepts of Calculus (5-0-5)**
An informal study, with the aid of graphs, diagrams, and physical models, of the concepts of limits, continuity, differentiation, and integration. Concrete realistic problems involving average and instantaneous rates of change,

areas, volumes, and curve lengths will be explored and then related to the concepts of differentiation and integration. *Required for all middle level teacher education students with a major concentration in mathematics.*
Prerequisite: MATH 311 or consent of the mathematics coordinator.

MATH 412 – Concepts of Discrete Mathematics (5-0-5)

A study of discrete processes which includes combinatorics, logic, relations and functions, mathematical induction, graphs and trees, probability, and other modern algebra topics. Applications involving a variety of discrete mathematical models will emphasize combinations, permutations, principles of inclusion and exclusion, allocation in networks, and probability. Deductive proof of algebraic statements and connections of many topics to computability will be explored. *Required for all middle level teacher education students with a major concentration in mathematics.*
Prerequisites: MATH 321 or consent of the mathematics coordinator.

MATH 421 – Mathematical Problem Solving: Advanced Concepts (5-0-5)

A study of extended and refined methods of mathematical problem solving. These methods will allow the use of problem-solving approaches to investigate and understand mathematical content, to apply integrated mathematical problem-solving strategies to solve problems from within and without mathematics, and to apply the processes of mathematical modeling to real-world problem situations. Problems to be solved will arise from a variety of areas including the course content of MATH 301, MATH 311, MATH 321, MATH 411, and MATH 412. *Required for all middle level teacher education students with a major concentration in mathematics.*
Prerequisites: MATH 311, MATH 321, and MATH 411 or 412 or consent of the mathematics coordinator.

Corequisite: MATH 411 or 412.

¹*Credit received in Learning Support 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 Learning Support mathematics courses before enrolling in any math course numbered higher than 100.*

²*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.*

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 and 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 are examined.

Prerequisites: ATDD 102 and 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.

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.*

MEDICAL ASSISTING/MEDICAL OFFICE ADMINISTRATION

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 I (3-6-5)

Introduces the skills needed for assisting the physician with a complete history and physical in all types of healthcare and settings. Areas of emphasis include vital signs, positioning and draping, general examinations, sterilization techniques, introduction to drug therapy, first aid, CPR, physical therapy, and minor office surgical procedures.

Prerequisite: ATMA 100.

¹ATMA 111 – Medical Assisting Procedures II (3-6-5)

Complex medical laboratory activities including collection/examination of specimens; venipuncture; administration of medications including oral, topical, subcutaneous, intramuscular, and intradermal; and x-ray techniques. Basic diagnostic tests include electrocardiograms, blood typing, hemoglobin, hematocrit, urine testing, red and white blood counts, and sedimentation rate.

Prerequisite: ATMA 110.

¹ATMA 115 – Medical Administrative Procedures (2-3-3)

Emphasis on administrative skills needed in the medical office. Topics include medical records, appointments, filing, insurance claims, coding, billing, and financial recordkeeping.

Prerequisites: ATMA 100 and OADT 111.

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.

Prerequisites: ATMA 100 and BIOL/HSCI 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 medical offices for a total of 300 hours during the quarter.

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: Medical Assisting major and permission of program advisor.

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.*

MEDICAL TRANSCRIPTION**¹ATMT 101 – Medical Terminology and English (5-0-5)**

The study of medical terminology including word components, definitions, spelling, pronunciation, punctuation, abbreviations, capitalization, etc., using medical references (such as the AAMT Book of Style for Medical Transcription) and resources.

Prerequisites: ATMA 100 and OADT 100.

¹ATMT 105 – Medicolegal Concepts and Ethics (3-0-3)

A study of the health care record as a legal document, including confidentiality, guidelines for the release of patient information, ethics, and risk management.

Prerequisite: ATMA 100.

¹ATMT 222 – Occupational Internship and/or Cooperative Educational Experience (1-25-10)

A minimum of 240 hours of on-the-job medical transcription in an approved work situation. Students work an average of 25 hours each week.

Prerequisite: Completion of Medical Transcription curriculum.

¹ATMT 230 – Medical Transcription I (3-4-5)

Introduction to the health care record and medical documents. Transcription of basic medical dictation, incorporating English usage and machine transcription skills, medical knowledge, and proofreading and editing skills, meeting progressively demanding accuracy and productivity standards.

Prerequisites: OADT 112 and ATMT 101.

¹ATMT 231 – Medical Transcription II (2-6-5)

Transcription of more complex medical dictation, using advanced proofreading and editing skills. Dictation exposes students to diverse accents and dialects and varying dictation styles.

Prerequisite: ATMT 230.

¹ATMT 232 – Medical Transcription III (2-6-5)

Transcription of advanced, original medical dictation, using language skills and medical knowledge to edit, revise, and clarify appropriately without altering the meaning of the document or changing the dictator's style.

Prerequisite: ATMT 231.

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.

MUSIC**MUSI 102 – Music Survey (4-0-4)**

A survey of music history from the Middle Ages through the twentieth century focusing on broad social-historical outlines. An introduction to music research. Offered Spring Quarter only.

MUSI 110 – Fundamentals of Music (3-0-3)

Basic elements of music, including study of rhythm, melody, harmony and texture. Students will learn how to read and write music, hear basic musical elements, play basic elements on the keyboard, work with chords and melodies, and do harmonizations of familiar tunes.

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.

Prerequisite: MUSI 110 or satisfactory score on entrance theory exam.

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 intro-

duction 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.

MUSI 121 – Composition I (1-1-1)

Beginning work in musical composition in a class setting. Inquiry into sound resources and elements of music. Composition of small forms for solo instruments, small ensembles and chorus. May be repeated for a maximum of three hours credit.

Prerequisite: MUSI 110 or satisfactory score on entrance theory exam.

¹MUSI 143 – Piano Pedagogy I (4-0-4)

Current methods and trends used in teaching private and group piano lessons. Special emphasis on keyboard technique and literature for beginners of all ages, through the third year of piano study.

¹MUSI 145 – Piano Literature I (4-0-4)

Study of the solo piano literature from 1700 through the Early Romantic period.

Prerequisite: MUSI 111, 112; the ability to read (sight-play) a piano score.

¹MUSI 150 – Beginning Group Instruction in Applied Music (1-0-2)

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.

¹MUSI 151/153 – Applied Music (1-0-1)

Private secondary 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 will not count for graduation credit from Clayton State College in Area IV of the College Transfer Program in Music. This course may be used for elective credit within the baccalaureate degrees.

MUSI 152/154 – 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 160 – Coached Ensemble (1-1-1)

Coached chamber ensembles in which music from various periods will be studied and performed, with attention to performance practices of the various eras. Open to all students with permission of instructor.

MUSI 160A — Voice

MUSI 160B — Mixed

MUSI 160C — Brass

MUSI 160E — Woodwinds

MUSI 160G — Keyboard

MUSI 160M — Percussion

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. Auditions may be required for admittance to these ensembles.

MUSI 191A — Choir

MUSI 191F — Band

MUSI 191G — Piano Ensemble

MUSI 191H — String Ensemble

MUSI 191J — Jazz Ensemble

MUSI 191L — Music Theatre

MUSI 192 – Performance Lab (1-0-1)

A study of melodic and harmonic ornamentation through performance. Prerequisite: MUSI 152 (may be taken concurrently).

- 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.
- MUSI 211 – Music Appreciation (5-0-5)**
A study of all types of music through listening to recordings, reading, and concert attendance; for the general student wishing to develop the talent of perceptive listening. Aesthetic perspective, critical thinking, and communication skills are emphasized.
Prerequisites: ENGL 112 and PHIL 110.
- MUSI 221 – Composition II (1-1-1)**
Individual lessons in composition along with one composition class meeting per week for discussion of general topics. Compositional work in small forms for one to four instruments. May be repeated for a maximum of three hours credit.
Prerequisite: MUSI 121 and permission of the instructor.
- MUSI 243 – Piano Pedagogy II (4-0-4)**
A study of the different aspects of teaching piano: psychological, physiological, technical and interpretive. Special emphasis on the Intermediate and Advanced levels of teaching, and appropriate materials for private and group teaching.
Prerequisite: MUSI 143.
- MUSI 245 – Piano Literature II (4-0-4)**
Study of the solo piano literature from the middle Romantic period to the present.
Prerequisites: MUSI 145, MUSI 111, 112; the ability to sight-read (play) a piano score.
- MUSI 250 – Intermediate Group Instruction in Applied Music (2-0-2)**
Group lessons in voice, piano, and other instruments. May be repeated for credit. The particular type of lesson will be listed as a part of the course title.
Prerequisite: MUSI 150 or equivalent.
- MUSI 251/253 – Applied Music (1-0-1)**
Continuation of MUSI 152/154. Private secondary lessons in voice and other instruments may be repeated for credit.
Note: This course will not count for graduation credit from Clayton State College in Area IV of the College Transfer Program in Music. This course may be used for elective credit within the baccalaureate degrees.
- MUSI 252/254 – Applied Music (1-0-1)**
Continuation of MUSI 152/154.
Note: May be repeated for credit. A maximum of three quarter credit hours may be applied toward graduation.
- MUSI 270 – Instrument Building I (0-16-8)**
An initial experience in constructing an instrument or instruments from kits.
A. Harpsichord
B. Historic Woodwinds
Prerequisites: MUSI 152 in appropriate area (may be taken concurrently).
- MUSI 281 – Piano Practicum (1-3-4)**
Supervised practice teaching of music through the piano, group lessons and private lessons.
Prerequisites: MUSI 143, MUSI 243, MUSI 145 and MUSI 245.
- MUSI 292 – Performance Lab (1-0-1)**
A study of the use of rhythm and tempo in music of different eras.
Prerequisite: MUSI 152 (may be taken concurrently).
- MUSI 311 – Counterpoint (3-0-3)**
Basics of modal and tonal counterpoint, with some introductions to later styles. Offered Fall Quarter only.
Prerequisite: MUSI 203.
- MUSI 312 – Musical Analysis (3-0-3)**
Beginning systems of musical analysis, oriented toward analysis for performance. Introduction to researching performance practice. Offered Winter Quarter only.
Prerequisite: MUSI 311.
- MUSI 313 – Scoring and Arranging (3-0-3)**
A study of ranges and characteristics of instruments and voices, in the context of historical development of styles. Basic practical concepts in arranging, including writing and performance of projects. Offered Spring Quarter only.
Prerequisite: MUSI 312.
- MUSI 314 – Advanced Counterpoint (3-0-3)**
Advanced study of counterpoint, including fugue in 18th-century style and work in 19th- and 20th-century styles. Offered Fall Quarter only.
Prerequisite: MUSI 313.
- MUSI 315 – Advanced Scoring and Arranging (3-0-3)**
Advanced studying of scoring for voices and instruments, with a focus on arranging for college ensembles. Offered Winter Quarter only.
Prerequisites: MUSI 311-314.
- MUSI 321 – Composition III (1-1-1)**
Further individual lessons in composition, with one-hour composers' seminar per week. Introductory work in music for larger ensembles. May be repeated for a maximum of three hours credit.
Prerequisites: MUSI 221 and permission of the instructor.
- MUSI 330 – Music History I (4-0-4)**
A study of Ancient Music through the Early Baroque noting the relationships between music and society. Offered Fall Quarter only.
Prerequisite: MUSI 102 or equivalent.
- MUSI 331 – Music History II (4-0-4)**
A study of Late Baroque music through the Classical Era noting the relationships between music and society. Offered Winter Quarter only.
Prerequisite: MUSI 102 or equivalent.
- MUSI 333 – The History of Musical Instruments and Performance Practices (4-0-4)**
A study of musical instruments from Antiquity through the twentieth century with information on performance practices of the eras in which the instruments were used. Offered Spring Quarter only.
Prerequisite: MUSI 102 or equivalent.
- MUSI 340 – Conducting (2-0-2)**
The basic principles of conducting and score reading. Offered Spring Quarter only.
Prerequisite: Consent of instructor.
- MUSI 341 – Advanced Conducting (2-0-2)**
Advanced study of various aspects of conducting techniques with a specialization in either choral or instrumental. May be repeated one time for credit.
Prerequisite: MUSI 340 or equivalent.
- MUSI 351/353 – Applied Music (1-0-1)**
Private secondary lessons in voice, piano and other instruments. May be repeated for credit. The particular type of lesson will be listed as part of the course title.

- MUSI 352/354 – Applied Music (1-1-2)
Private lesson in voice and other instruments. May be repeated for credit. The particular type of lesson will be listed as part of the course title.
Note: A maximum of six quarter credit hours may be applied toward graduation. (This is a continuation of MUSI 152/154, 252/254.) Admission to upper level applied lessons by permission of music faculty.
Prerequisites: MUSI 152/154, 252/254.
- MUSI 360 – Coached Ensemble (1-1-1)
Coached chamber ensembles in which music from various periods will be studied and performed, with attention to performance practices of the various eras. Open to all students with permission of instructor.
MUSI 360A — Voice
MUSI 360B — Mixed
MUSI 360C — Brass
MUSI 360E — Woodwinds
MUSI 360G — Keyboard
MUSI 360M — Percussion
Prerequisite: MUSI 160 or equivalent.
- MUSI 370 – Instrument Building II (1-6-4)
Instruction in tuning and basic servicing of instruments.
A. Baroque Keyboards: harpsichords, virginals, and clavichords
B. Historic Woodwinds
Prerequisite: MUSI 270.
- MUSI 392 – Performance Lab (1-0-1)
A study of musica ficta, accidentals, phrasing and accentuation based on the performance practices of different musical periods.
Prerequisite: MUSI 152.
- MUSI 401 – Orchestral Literature (4-0-4)
A survey of orchestral music literature from the Baroque through the twentieth centuries.
Prerequisite: MUSI 101 or equivalent.
- MUSI 402 – Early Music Literature (4-0-4)
A study of music literature from Antiquity to the Early Baroque era.
Prerequisite: MUSI 101 or equivalent.
- MUSI 403 – Keyboard Literature I (4-0-4)
A survey of keyboard literature from the earliest known works for the keyboard to 1750.
Prerequisite: MUSI 101 or equivalent.
- MUSI 404 – Keyboard Literature II (4-0-4)
Study of Piano Literature from 1750 to 1825.
Prerequisite: MUSI 101 or equivalent.
- MUSI 405 – Keyboard Literature III (4-0-4)
Study of Piano Literature from 1825 to present.
Prerequisite: MUSI 101 or equivalent.
- MUSI 406 – Organ Literature (4-0-4)
A survey of organ literature from the Middle Ages to the present.
Prerequisite: MUSI 101 or equivalent.
- MUSI 407 – Lyric Diction (4-0-4)
Study of the International Phonetic Alphabet. Survey of principles of singing pronunciation for English, Latin, Italian, French and German. Study may be supplemented by listening to native singers and speakers and by work on songs in the language studied. Offered Fall Quarter only.
- MUSI 408 – Vocal Literature (4-0-4)
Survey of solo vocal music from the early Renaissance through the late twentieth century.
- MUSI 409 – Choral Literature (4-0-4)
Survey of music for multiple voices from the Middle Ages through the twentieth century.
Prerequisite: MUSI 102.
- MUSI 410 – Chamber Music Literature (4-0-4)
A survey of chamber music literature from the Renaissance through the twentieth centuries.
Prerequisite: MUSI 101 or equivalent.
- MUSI 421 – Composition IV (1-1-1)
Senior-level individual composition lessons with one-hour composers' seminar per week. Among other projects, students will compose music for Senior Composition Recital.
Prerequisite: MUSI 321 and permission of the instructor.
- MUSI 425 – Practicum in Composition (2-0-2)
Supervised work with college ensembles in preparing works composed for those ensembles. May be repeated for a maximum of four hours credit. Admission to this course is by consent of music faculty. Prerequisite: MUSI 321 and consent of music faculty.
- MUSI 430 – Music History III (4-0-4)
A study of the Romantic Period noting the relationships between music and society. Offered Fall Quarter only.
Prerequisite: MUSI 101 or equivalent.
- MUSI 431 – Music History IV (4-0-4)
A study of the twentieth century noting the relationships between music and society. Offered Winter Quarter only.
Prerequisite: MUSI 102 or equivalent.
- MUSI 440 – Science and Musical Art (3-0-3)
Introduction to theoretical and scientific understandings of musical phenomena and meaning, including basic acoustics, tuning systems, form and aesthetic proportion. Offered Fall Quarter only.
Prerequisite: MUSI 203.
- MUSI 441 – Recent Musical Technologies (3-0-3)
Hands-on introduction to recent developments in musical technology, including analog and digital synthesizers, computers and MIDI, and digital sampling. Also basic work in analog and digital recording. Offered Winter Quarter only.
Prerequisite: MUSI 440.
- MUSI 451/453 – Applied Music (1-0-1)
Private secondary lessons in voice, piano and other instruments. May be repeated for credit. The particular type of lesson will be listed as part of the course title.
- MUSI 452/454 – Applied Music (2-0-2)
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 six quarter credit hours may be applied toward graduation.
Prerequisites: MUSI 152/154, 252/254, 352/354.
- MUSI 470 – Instrument Building III (0-30-15)
Advanced practicum in which the student will build an instrument or instruments of the affiliate builder's selection and design.
A. Harpsichord
B. Historic Woodwinds
Prerequisite: MUSI 370.
- MUSI 475 – Instrument Building IV (1-4-3)
Advanced instruction in servicing and maintenance of instruments.
A. Keyboards, including harpsichord, fortepiano, and continuo organ
B. Historic Woodwinds
Prerequisite: MUSI 470.
- MUSI 480 – Senior Seminar (3-0-3)
A seminar on a selected topic to incorporate the historical, theoretical and performance elements. To include research, analysis and performance. Offered Spring Quarter only.
Prerequisite: Completion of all music theory and music history courses in the music core.

MUSI 481 – Practicum–Senior Solo and/or Solo Ensemble Recital (0-8-4)
Preparation for and presentation of senior recital.
Prerequisites: Minimum of 4 quarter credit hours of MUSI 452 and consent of music faculty.

MUSI 482 – Practicum/Recital in Composition (2-0-2)
Preparation for Senior Recital in Composition; includes gathering performers, coordinating and (where appropriate) leading rehearsals of the student's works for the Senior Recital, and presentation of the Recital itself.
Prerequisites: MUSI 425 and consent of music faculty.

MUSI 492 – Performance Lab (1-0-1)
A study of musical embellishment and cadenzas in different musical periods.
Prerequisite: MUSI 152.

MUSI 493 – Directed Studies in Instrument Building (2-0-2 or 4-0-4)
Independent study in specific aspects of instrument design and history. May be repeated for credit. This course is meant to give advanced students the opportunity to explore specific topics of interest. A research paper or a specific building project will be required.
Prerequisites: MUSI 370 and/or permission of instructor.

MUSI 494 – Directed Studies in Performance Practices (2-0-2 or 4-0-4)
Independent study in various aspects of historical performance practices. A research paper and/or performance will be required as a final project. May be repeated for credit.
Prerequisites: MUSI 392 and/or permission of instructor.

MUSI 495 – Independent Study (1-0-2, 1-0-3, or 1-0-4)
Prerequisite: Permission of department and instructor.

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.

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. Students are introduced to actual patient care through a two-day clinical rotation.
²Prerequisites: CHEM 131, ENGL 111 and MATH 115.
³Prerequisites or corequisites: BIOL 151 and CHEM 132.
Corequisite: 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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course. Optional laboratory time available.
²Prerequisites: CHEM 131, ENGL 101, MATH 115.
³Prerequisites or corequisites: BIOL 151, CHEM 132.
Corequisite: NURS 103.

¹NURS 106 – Pharmacology (3-0-3)
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.
²Prerequisites: NURS 103 and 104.
³Prerequisite or corequisite: BIOL 152.
Corequisite: NURS 121.

¹NURS 120 – L.P.N./R.N. Transition: Concepts Basic to Nursing Practice (5-6-7)
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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

Prerequisites: BIOL 151, 152, 250; CHEM 131 and 132; ENGL 111 or PSYC 205.

Prerequisite or corequisite: NURS 106.

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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisites: NURS 103 and 104.

³Prerequisite and corequisite: BIOL 152.

Corequisite: NURS 106.

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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisites: NURS 106 and 121.

³Prerequisite or corequisite: BIOL 250.

¹NURS 150 – Assessment for Clinical Practice (2-0-2)

This course is specifically designed to provide Level I Associate Degree Nursing students with theoretical and laboratory instruction in basic physical assessment for the adult client in the acute care setting. The course will provide 1.5 hours of theoretical instruction and 0.5 hours of laboratory practice. Course content focuses on nursing assessment techniques. Students will demonstrate skills in performing assessments on well clients as well as those with health deviations associated with medical and surgical disease processes. Content will also highlight documentation skills essential for communication of assessment findings.

Corequisites: NURS 103 and NURS 104.

¹NURS 200 – Clinical Nursing Seminar (0-16-4)

This course is specifically designed to provide nursing students with prescriptive clinical instruction in an effort to enhance clinical nursing skills. With faculty support and guidance, students will have the opportunity to identify their learning objectives and design or select their specific clinical learning activities aimed at achieving their objectives. There is no theoretical component in this course, only clinical instruction. Students will be assigned to adult medical and surgical areas for a period of 6 to 8 weeks under the direct supervision of a qualified Clinical Instructor.

Prerequisites: NURS 103, NURS 104, NURS 106, and NURS 121.

¹NURS 203 – Nursing Care of the Child-Bearing Family (3-6-5)

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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisite: NURS 122 (or 120).

Corequisite: NURS 204.

¹NURS 204 – Nursing Care of Children and Families (3-6-5)

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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisite: NURS 122 (or 120).

Corequisite: NURS 203.

¹NURS 205 – Psychiatric-Mental Health Nursing (3-6-5)

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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisites: NURS 203 and 204.

Corequisite: NURS 206.

¹NURS 206 – Advanced Medical-Surgical Nursing (3-6-5)

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 multisystem stressors and their physiological and behavioral adaptation to those stressors. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisites: NURS 203 and 204.

Corequisite: NURS 205.

¹NURS 209 – Nursing 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. Students must pass the clinical component in order to pass this course regardless of their grades in other parts of the course.

²Prerequisites: NURS 205, NURS 206 and completion of the departmental medication dosage calculation exam. Students are given one calculation exam which must be passed with 100% accuracy. Students who are not successful on this exam will not be permitted to enroll in NURS 209. (Please refer to A.S.N. Student Handbook for additional details.).

All 300 and 400 level courses in nursing require admission to the B.S.N. program unless noted as an exception.

NURS 310/COMM 310 – Interactive Communication (5-0-5)

Focuses on communication theory and skills which have application to health care situations and the workplace. Students practice increasing their interpersonal effectiveness and group process skills. 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-B.S.N. students.

NURS 311 – Nursing Theory (2-0-2)

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

NURS 312 – Professional Nursing Seminar (2-0-2)

Designed to enhance the registered nurse's perception of the role of the professional practitioner. Students analyze issues and trends in nursing as well as social, political, historical, ethical, moral, legal, and cultural factors impacting the profession.

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 developmental and cultural variations related to the health assessment process.

Prerequisite: HSCI 320 or permission of the instructor.

NURS 330 – Nursing Research (5-0-5)

Provides an introduction to the research process and the skills necessary to

become an informed consumer of research. Provides the knowledge base required to critique 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.

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

NURS 352/HSCI 352 – Legal Issues in Health Care Management (5-0-5)

A study of the legal aspects of employer-employee relationships in the health care setting, certificate of need regulation, tort law and medical malpractice, durable power of attorney for health care decisions, living wills, confidentiality of patient medical records, and informed consent.

Prerequisites: Junior Standing and HSCI 201 or equivalent.

NURS 355/HSCI 355 – Ethical Issues in Health Care (5-0-5)

This course is designed to explore and analyze contemporary health care situations in terms of ethical dimensions. Topics include patient-caregiver relationships, high-tech medicine, ICU dilemmas, medical experimentation confidentiality of patient medical records, AIDS and ethics, death and dying, and the issues of an aging population.

NURS 410 – Community Health Nursing (5-0-5)

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.

Prerequisite: NURS 320.

Prerequisite or corequisite: NURS 330.

Corequisite: NURS 411.

NURS 411 – Community Health Nursing: Clinical (0-6-2)

This course provides clinical practice in community settings designed to support concepts from NURS 410 and allow students to promote the health of individuals and groups in a variety of settings.

Corequisite: NURS 410.

NURS 420 – Nursing Management (5-0-5)

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.

Prerequisites: NURS 310, 311, 312, 320 or permission of the instructor.

Corequisite: NURS 421.

NURS 421 – Nursing Management: Clinical (0-6-2)

This course provides experiences in community and institutional settings to 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.

Corequisite: NURS 420.

NURS 430 – Complex Clinical Situations (5-0-5)

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.

Prerequisite: Satisfactory completion of all other required B.S.N. courses.

Corequisite: NURS 431.

NURS 431 – Complex Clinical Situations: Clinical (0-6-2)

This course provides students with clinical experiences in complex care situations with an emphasis on physiologic and psychosocial needs of

selected clients. Clinical settings are chosen to meet the student's individual learning goals.
Corequisite: NURS 430.

NURS 440 – Case Management in Nursing Practice (3-6-5)

This clinical course is designed to provide practicing R.N.'s an opportunity to develop competency in case management, one of the newest strategies for comprehensive patient care in the managed care environment.
Prerequisite: NURS 420.

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 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.

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.

²A grade of C or better is required for all prerequisite/corequisite courses in order to advance to the next level of the nursing program.

OFFICE ADMINISTRATION AND TECHNOLOGY

¹OADT 100 – Business English (5-0-5)

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

¹OADT 111 – Keyboarding/ Word Processing I (1-4-3)

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

¹OADT 112 – Keyboarding/Word Processing II (1-4-3)

Development of speed and accuracy in keyboarding as well as the production of various types of business correspondence, reports, forms, and tables on microcomputers using word processing software.
Prerequisite: OADT 111 or permission of instructor.

¹OADT 113 – Word Processing/Windows (3-4-5)

Word processing course on IBM-compatible desktop computers using the Windows environment. 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 explore and analyze attitudes and traits essential for job success. Topics include self-awareness, communication skills, time management, interpersonal relations, stress management, professional image, and career development. Emphasis on employment process, including resume, job application, and job interview.

¹OADT 151 – Speedwriting (5-0-5)

Principles of 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 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.

OADT 205 – Business Communication (5-0-5)

Knowledge and application of principles of oral, written, and nonverbal communication in business situations. Letter, memo, and report writing; planning, organizing, outlining, writing, and editing.
Prerequisite or corequisite: OADT 100 for OADT students; ENGL 111 for non-OADT students.

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

Office procedures typical of business offices, with emphasis on telephone techniques, filing and records management, meeting and travel arrangements, mail responsibilities, and professional development. Prerequisites: OADT 100 and ability to keyboard.

¹OADT 208 – Office Procedures II - General (2-6-5)

Students work in simulated office and produce work based on employability standards. Emphasis on production of business documents, work flow, and setting priorities.
Prerequisite: OADT 113.
Corequisite: OADT 207.

OADT 208L – Office Procedures II – Legal (2-6-5)

Students work in simulated legal office and produce work based on employability standards. Emphasis on legal terminology and production of legal documents, work flow, and setting priorities. Transcription of legal documents emphasized.
Prerequisite: OADT 212.
Corequisite: OADT 207.

¹OADT 208M – Office Procedures II - Medical (2-6-5)

Hands-on medical front office procedures on IBM-compatible PC using software for patient records, financial records, billing and collection, logsheets, insurance processing, and reports.
Prerequisites: OADT 112 and ATMA 115.
Corequisite: OADT 207.

¹OADT 211 – Concepts of Information Systems (2-6-5)

Hands-on microcomputer applications on Windows-based software including beginning and advanced spreadsheet. Networked IBM-compatible computers with software such as WordPerfect, Quattro Pro, and Lotus 1-2-3 are used.
Prerequisite or corequisite: Ability to keyboard.

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

Advanced 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)

Desktop publishing functions in which students design and produce complex documents on IBM compatible desktop computers. Documents include reports, newsletters, brochures, flyers, and forms using desktop publishing software.
Prerequisite: OADT 212.

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

Hands-on microcomputer applications on beginning and advanced database software and DOS and hard disk management. IBM compatible computers on network and software such as DBase and Paradox.
Prerequisite: Ability to keyboard.

OADT 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)

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

Prerequisites: Employment and approval of program advisor.

OADT 233 – Selected Topics and Problems (1-12-5)

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

Prerequisite: Permission of program advisor.

OADT 250 – Accounting I with Computer Application (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.

OADT 251 – Accounting II with Computer Applications (4-2-5)

Emphasizes accounting procedures typical of partnerships and corporations. Computer applications continued.

Prerequisite: OADT 250.

OADT 260 – Computerized Income Tax Preparation (5-0-5)

A practical guide to personal income tax preparation covering the concepts and techniques of individual income tax planning and practice. The course covers Internal Revenue code and regulations using the latest computer preparation software.

Prerequisites: OADT 250 and OADT 211 or permission of instructor.

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PARALEGAL STUDIES**PARA 101 – Introduction to Paralegalism, Law, and Legal Ethics (5-0-5)**

This course provides an overview of the legal system including the various courts and their roles in the legal process, the interpretation of case law, and the legal research process. An introduction to legal ethics is included.

Prerequisite: Exemption from or exit from Learning Support English and reading.

PARA 103 – Civil Litigation (5-0-5)

A survey of civil litigation issues covering the concepts and procedural rules designed to take the student from the initial client interview through trial.

Prerequisite: PARA 101.

PARA 105 – Introduction to Legal Writing and Research (5-0-5)

A hands-on course designed to introduce students to the concepts and materials necessary to complete a basic legal research project.

Prerequisite: PARA 101.

PARA 107 – Advanced Legal Writing and Research (5-0-5)

A hands-on lecture/lab course to expand the student's legal research skills to computer-assisted research including on-line databases and CD-ROM.

Prerequisite: PARA 105.

PARA 201 – Survey of Contract and Commercial Law (3-0-3)

A survey designed to give the student an overview of commercial law issues and applications. The course also covers the identification of contract elements and scope.

Prerequisite: PARA 101.

PARA 203 – Criminal Law (3-0-3)

A survey of criminal law designed to provide the student with an under-

standing of criminal statutes, constitutional issues, and criminal procedure.
Prerequisite: PARA 101.

PARA 205 – Survey of Tort Law (2-0-2)

A survey of tort law designed to provide the student with the concepts and issues unique to civil disputes.

Prerequisite: PARA 101.

PARA 207 – Survey of Family Law (2-0-2)

An overview of the issues in family and domestic law designed to give the student an understanding of key issues and statutes that govern.

Prerequisite: PARA 101.

PARA 209 – Survey of Bankruptcy Law (2-0-2)

A survey designed to acquaint the student with the basics of bankruptcy law and the issues involved.

Prerequisite: PARA 101.

PARA 211 – Survey of Real Estate Law (2-0-2)

A survey of basic real estate law including, but not limited to, the buyer-seller relationship, the role of the agent, the role and obligations of the law firm, and filing procedures.

Prerequisite: PARA 101.

PARA 213 – Survey of Estate Law: Wills, Trusts, and Probate (2-0-2)

An overview of estate law designed to give the student basic concepts, terminology, forms, and procedure in this area.

Prerequisite: PARA 101.

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.

PHILOSOPHY**PHIL 110 – Logic and Critical Thinking (5-0-5)**

A study of logic and critical thinking with emphasis on the comprehension and use of general criteria or standards to guide and evaluate any thinking activity and on the analysis and evaluation of arguments.

Prerequisite: Exemption from or exit from Learning Support English and reading.

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 321 – Ethics (5-0-5)

A study of the major philosophical positions concerning right and wrong, ethical values, and moral responsibility, with application to practical contemporary issues in areas such as business, government, and medicine.

Prerequisite: Junior Standing.

PHYSICAL EDUCATION/HEALTH/RECREATION

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

PHED 100 – Fitness for Life (1-2-2)

This course provides contemporary information concerning the beneficial effects of a positive, healthy lifestyle and how to implement and live such a lifestyle. Students will participate in a personalized aerobic fitness experience. In addition to the aerobic component, strength training and flexibility will be included.

- PHED 101 – Health and Wellness (2-0-2)**
An examination of physical and emotional health. Emphasis will be placed on emotional health; freedom from alcohol abuse, drug abuse, and addiction; sexual responsibility; intimate relationships; STD's including AIDS; preventative medicine; and environmental health issues.
- 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.
- 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.
- PHED 120 – Beginning Golf (0-2-1)**
Designed to develop effective chipping, putting, and driving skills for the novice golfer. Rules and etiquette of golf are included. The student should wear low-heel shoes. Golf shoes are not required. The College provides clubs and balls. The student is required to play 9 holes of regulation golf during the quarter.
- PHED 125 – Beginning Tennis (0-2-1)**
Primary emphasis is on the development of the forehand and backhand ground strokes and serve. Introduction to lob, overhead, and volley. Singles and doubles play included. Emphasis on rules and etiquette of tennis. Students furnish tennis shorts, T-shirt, and smooth-soled tennis shoes. The College provides tennis 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.
- PHED 140 – Jogging (0-2-1)**
Development of proper jogging technique, endurance and stamina, proper warm-up techniques and knowledge of the physiological and health benefits associated with physical activity.
- PHED 141 – Weight Training (0-2-1)**
Development of proper lifting technique. Acquire knowledge of several methods of development of strength and muscular endurance and the physiological principles of weight training.
- PHED 145 – Beginning Bowling (0-2-1)**
Covers spot and pin bowling, approaches, releases, rules, scoring, terminology, etiquette, equipment, historical and social impact. Additional fees are required.
- PHED 159 – Aerobic Dance (0-2-1)**
Designed to develop the knowledge, understanding, and values of aerobic activity through rhythmic movement.
- PHED 161 – Country Line Dancing (0-2-1)**
Students will perform dances as a group with specific dance sequences involving patterns in lines and line movements. Beginning line dances will be emphasized with an introduction to intermediate level dances.
- 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. Classtime 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.

PHYSICS

- PHYS 107 – Concepts of Physics (4-2-5)**
A one-quarter survey of physics concepts applicable to programs of study offered through the School of Technology.
Prerequisite: ATEL 120 or MATH 115 or equivalent.
- PHYS 131 – Introduction to Physics I (4-2-5)**
A trigonometry-based study of mechanics (statics and dynamics). Does not assume any prior course in physics.
Prerequisite: MATH 115 or higher.
- PHYS 132 – Introduction to Physics II (4-2-5)**
Thermodynamics, electricity, and magnetism.
Prerequisite: PHYS 131.
- PHYS 233 – Introduction to Physics III (4-2-5)**
A continuing examination of the natural world from the physicists' point of view. This course approaches the study of waves (sound and optics) and modern physics. PHYS 132 is not a prerequisite for PHYS 233.
Prerequisite: PHYS 131.
- 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.
- PHYS 411 – Conceptual Astronomy (5-0-5)**
An activity-based course that incorporates content, central themes, and technology of astronomy. Topics to be explored include Big Bang theory, planetary formation, and processes, stellar formation and processes, historical astronomy and modern astronomical methods. *This course is an elective for all Middle Level Teacher Education students with a major concentration in science. Also open to all students.*
Prerequisite: SCI 221 or consent of the instructor.

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.

POLITICAL SCIENCE**POLI 101 – American National Government in an International Context (5-0-5)**

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

Prerequisite: Exemption from or exit from Learning Support reading.

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.

POLI 320 – Public Policy (5-0-5)

The analysis of selected public policy issues and the interplay of organizations and politics in the policy-making process.

Prerequisite: Junior Standing.

POLI 411 – Comparative Political and Economic Systems (4-2-5)

Provides students with basic and analytical and conceptual skills for the comparative study of western and non-western political and economic systems. Examines the systems model and employs it to compare and evaluate the political and economic culture of selected nation-states. *Required for all middle level teacher education students with a major concentration in social studies.*

Prerequisite: Completion of Area III requirements.

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 205 – Introduction to Psychology (5-0-5)

A survey of psychology's major theoretical frameworks and research areas from a scientific perspective, including an examination of the methods used in psychological exploration. Applicability of theories and research findings across contemporary cultures is considered.

Prerequisite: Exemption from or exit from Learning Support reading.

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 205 and Junior Standing or permission of instructor.

SCIENCE**SCI 221 – Energy Use and the Environment (5-0-5)**

Understanding energy is essential to all biological and physical systems. This course examines different aspects of each energy resource, the principles involved, and the environmental and economic consequences of its use.

Prerequisites: MATH 115 or higher and any 10 quarter credit hour AREA II lab science sequence.

SCI 301 – Explorations in Science (5-0-5)

Explorations in Science is an activity and inquiry-based interdisciplinary course emphasizing the process skills of scientific investigation, the central themes of science, and the role of science in modern civilization. A variety of teaching techniques will be used and discussed. *Required for all middle level teacher education students.*

Prerequisites: Completion of appropriate Area IV courses and consent of the Office of Teacher Education.

SCI 311 – Integrated Science-Life Science (4-3-5)

A one-quarter, activity-based course that incorporates methods, content, central themes, and technology for teaching life science in the middle grades. The topics addressed include: cells, tissues, animal behavior, classification, plant and animal diversity, and ecology. Includes a three-hour laboratory that incorporates both life science and pedagogy. *Required for all middle level teacher education students with a major concentration in science; students with a minor concentration in science take SCI 301 and any two of the three Integrated Science courses.*

Prerequisite: SCI 301 or consent of the Head of the Department of Natural Sciences.

SCI 312 – Integrated Science-Earth Science (4-3-5)

A one-quarter, activity-based course that will incorporate methods, content, central themes, and technology for teaching earth science in the middle grades. The topics of space, astronomy, ecology, geology, hydrology, meteorology, and weather are addressed. Includes a three-hour laboratory that incorporates both earth science and pedagogy. *Required for all middle level teacher education students with a major concentration in science; students with a minor concentration in science take SCI 301 and any two of the three Integrated Science courses.*

Prerequisite: SCI 301 or consent of the Head of the Department of Natural Sciences.

SCI 313 – Integrated Science-Physical Science (4-3-5)

A one-quarter, activity-based course that will incorporate methods, content, central themes, and technology for teaching physical science in the middle grades. The topics addressed include: energy and heat; science, society, and technology; light and color; machines and force, and matter. Includes a three-hour laboratory that incorporates both physical science and pedagogy. *Required for all middle level teacher education students with a major concentration in science; students with a minor concentration in science take SCI 301 and any two of the three Integrated Science courses.*

Prerequisite: SCI 301 or consent of the Head of the Department of Natural Sciences.

SOCIAL SCIENCE**SOSC 220 – Issues in Contemporary Society (5-0-5)**

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 and historical perspective are emphasized.

Prerequisites: HIST 262 and PSYC 205 or SOCI 205.

SOSC 301 – Cultural Concepts (4-2-5)

Provides students with basic conceptual and analytical skills for studying the nature and implications of racial and cultural diversity. Racial/ethnic groups selected from around the globe are examined in terms of their histories and cultures. The complexity of functioning in the multicultural society of the contemporary United States is explored, and cultural concepts are applied to key social issues associated with diversity. Includes laboratory/practicum component. *Required for all middle level teacher education students. Open to other students with the consent of instructor.*

Prerequisite: Completion of Area III requirements.

SOSC 311 – Themes in World Geography (4-2-5)

Provides students with a comprehensive spatial view of the world and with the basic analytical and conceptual skills required to study the diverse regions of the world. The course focuses on the instructional themes of location, place, human/environment interaction, movement, and regions.

It includes knowledge of geography tools, core content, analytical concepts and skills. Includes laboratory/practicum component. *Required for all middle level teacher education students with a major or minor concentration in social studies. Open to other students with the consent of the Social Sciences Department Head.*

Prerequisite: Completion of Area III requirements.

SOSC 411 – Contemporary Global Issues (5-0-5)

Provides students with basic research and analytical skills for the comparative study and evaluation of contemporary issues of a global nature with emphasis on the interrelationships among historical, geographical, political, technological, social, religious, economic and cultural factors. *Required for all middle level teacher education students with a major concentration in social studies.*

Prerequisite: Completion of Area III requirements.

SOCIOLOGY

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.

SOCI 205 – Introduction to Sociology (5-0-5)

A survey of sociology's major theoretical frameworks and research areas from a scientific perspective, including an examination of the methods used in sociological exploration. Applicability of theories and research findings across contemporary cultures is considered.

Prerequisite: Exemption from or exit from Learning Support reading.

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 Hispanic cultures.

SPAN 211 – Intermediate Spanish (5-0-5)

Grammar review and continued development of the student's reading, conversation, and composition skills with readings from primary sources.

Prerequisite: SPAN 112.

SPAN 212 – Intermediate Spanish (5-0-5)

Grammar review and continued development of the student's reading, conversation and composition skills, with 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 the Studies Abroad heading.

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 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 111, SPCH 220, PHIL 110.

SPCH 220 – Fundamentals of Speech (5-0-5)

A study of the fundamentals of speech with special emphasis on preparation and delivery of speeches to inform and persuade. The course includes examination of the content and form of important speeches concentrating on purpose, strategies, and audience analysis. Analysis of other forms of spoken communication such as drama, group discussions, and debates is also included. Aesthetic perspective, critical thinking, and communication skills are emphasized.

Prerequisites: ENGL 112 and PHIL 110.

STUDIES ABROAD

CLAS 295, 296, 297 – Studies Abroad in Classics(5-0-5 each)

FREN 295, 296, 297 – Studies Abroad in French Language and/or Culture (5-0-5 each)

GERM 295, 296, 297 – Studies Abroad in German Language and/or Culture (5-0-5 each)

LATIN 295, 296, 297 – Studies Abroad in Hispanic Language and/or Culture (5-0-5 each)

TELECOMMUNICATIONS TECHNOLOGY

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

A study of the fundamental principles of communications receivers and transmitters. AM, FM, and SSB transmission and reception will be covered at the circuit level and from a block diagram approach.

Prerequisites: ATEL 106, ATEL 107.

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

An introduction to transmission lines, fiber optics, and wave propagation. Special emphasis is given to fiber optic systems, satellite communication systems, spread spectrum techniques and frequency synthesis.

Prerequisite: ATTC 210.

1ATTC 215 – Telephone Systems (4-3-5)

A study of modern telephone switch gear and control devices. Topics covered 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.

1ATTC 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 speciality. A minimum of 150 hours of

work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.

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

¹ATTC 233 – Selected Topics and Problems (1-12-5)

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

Prerequisites: Technology major and permission of program advisor.

¹Career courses 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.

STUDENT SERVICES

GENERAL INFORMATION

ACADEMIC SUPPORT SERVICES

Library
Media Services
Computer Laboratories and the Internet
Learning Center

CAREER SERVICES

Career Counseling
Placement Services
Cooperative Education and Internships

COUNSELING SERVICES

Academic Counseling
Personal Counseling
Disability Services
Counseling Outreach
Orientation
Multicultural Affairs

STUDENT LIFE

Clubs and Organizations
Drama Activities
General Entertainment
Lyceum
Music Groups
The Bent Tree Newspaper
Student Government Association (SGA)

OTHER STUDENT SERVICES

Admissions and Records
Health Services
Housing Information
Parking and Traffic

INTERCOLLEGIATE ATHLETICS

STUDENT HANDBOOK

GENERAL INFORMATION

Clayton State College offers a wide range of services to students. Many of these services are described in this section of the catalog. Each service area has a director and other staff to serve you. The main room number for each service is listed with appropriate heading.

The directors of the several service offices report to senior administrators of the College. Career Services, Counseling Services, Student Life, and Admissions and Records are grouped under the Dean of Student and Enrollment Services. The library, media services, and computer laboratories are supervised by the Executive Director of Information Technology and Services. The Vice President for Academic Affairs oversees the Learning Center, and Intercollegiate Athletics are coordinated by the Athletic Director.

ACADEMIC SUPPORT SERVICES (Library Building)

LIBRARY

Clayton State College's Library, built in 1979, is located in a modern two-story building of 56,000 square feet. The library's services and collections are housed on the upper level, with the lower level of the building containing the library's Media Services, the Learning Center, the Assessment Center, the Department of Learning Support, the student PC lab, and other offices.

The library has a reference and circulating print collection of more than 64,000 volumes, all of which can be accessed by catalogs. In addition, the library subscribes to 730 periodicals, back issues of which are retained in bound volumes or on microfilm. Several microfilm and microfiche reader/printers are available for scanning and copying the more than 120,000 microforms housed in the library. Reserve materials and audio-visual software may be checked out from the circulation desk; the library owns more than 26,000 pieces of audio-visual software, including slides, videotapes, audiotapes, compact discs, 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 a change machine, photocopiers, and an audiotape cassette duplicating machine for non-copyrighted audiotapes.

The library is open 81 hours per week with librarians and well-trained support staff available to assist students in using library materials and equipment. Bibliographies for many subject areas have been prepared and are available near the reference desk. Library orientation classes are designed and conducted for those instructors requesting them, and special sessions are created for students needing individual attention.

Through the OCLC/SOLINET network, the library has

access to the book and periodical holdings of nearly 14,000 academic, public, and special 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. Interlibrary loan service is usually available at no cost or a very modest cost to the user.

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 nearly 500 databases. The DIALOG Classroom Instruction Program (CIP) allows currently enrolled Clayton State College students to utilize DIALOG at very affordable rates. Additionally, the library subscribes to several CD-ROM databases including *ERIC*, *National Trade Data Bank*, *Academic Index*, *MEDLINE*, *CINAHL*, *SIRS Researcher*, *SIRS Government Reporter*, *Business Newbank*, *Georgia Law on Disc*, and *Business Index*; these CDdatabases allow users to identify and print citations, and in some cases, print entire articles from more than 4,000 academic journals.

In 1993 the library implemented a new on-line catalog called OLLI. Over 55,000 books, periodicals, and audio-visual materials are listed on this computer database, all of which can be searched by author, title, subject, or keyword.

The publication entitled *Library Handbook* provides additional information about the library and its services as well as information on identifying and locating materials from the library's collection. The library has also published the *Faculty Guide to the Clayton State College Library*, which describes library services specially designed for faculty members.

The library welcomes suggestions for improvements in its services and materials. Users may speak directly to the library staff or may put their written suggestions or recommendations in the library's suggestion box.

MEDIA SERVICES

Media Services, located on the lower level of the Library Building, provides audio-visual, multimedia, distance learning, graphic design and layout, tape duplication, and printing support and services to the College community.

COMPUTER LABORATORIES AND THE INTERNET

Personal computers are available for student use in two labs on the ground floor of the library and on the upper floor of the T-building.

Students may obtain an e-mail address that allows access to on-campus messages and the Internet. Students are strongly encouraged to make use of these facilities.

LEARNING CENTER

The Learning Center is located on the lower level of the library building and ordinarily operates on the following schedule (any changes will be posted):

Monday-Thursday: 8 a.m. - 9:30 p.m.

Friday: 8 a.m. - 5 p.m.

Saturday: 10 a.m. - 3 p.m.

For these 68 hours per week, professional staff in mathematics

and communications areas are usually available to facilitate learning.

Students enrolled at Clayton State College may use the Learning Center at no additional 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 Continuing Education.

The Learning Center is a facility where students come to effect changes in learning skills and attitudes. It provides a supportive environment where proactive, independent learners engage in essential processes of learning to learn. Students identify needs and goals, and with direction by professional staff, they devise strategies to achieve their purposes.

The emphasis in all activities is on **Learning To Learn**. Students work with the attitude that they are going to succeed

- in advancing their academic goals,
- in working through difficult concepts and problems,
- in remediating deficiencies,
- in covering material missed due to absence,
- in reviewing material once learned but currently unused,
- in preparing for class tests and quarterly exams,
- in preparing for various standardized exams, and
- in meeting challenges to integrate knowledge and explore new concepts.

The Learning Center guides students in the use of many interactive instructional multimedia materials, currently covering the following subject areas:

writing	Spanish
chemistry	reading
basic mathematics	physics
speaking	algebra
U.S. history	listening
trigonometry	political science
critical thinking	calculus
citizenship	study skills
statistics	psychology
Regents' Test preparation	accounting
human growth & development	CPE Test preparation
French	economics
German	biology
	anatomy & physiology

The Learning Center Resource Manual offers a comprehensive listing of available materials.

The staff in the Learning Center are responsible for the COMM 191/192 courses, which make extensive use of the Center. COMM 191 and 192 are writing skill labs. See the Course Descriptions section of this catalog for more information on these courses.

In addition to providing academically related services, the Learning Center contains the Assessment Center, which provides a wide range of testing services, including the following:

- Entry Writing Assessments for all incoming students;
- Computerized Placement Tests (ETS-CPT) in Mathematics, Reading, and Sentence Skills;
- the Georgia Collegiate Placement Examinations (Entry CPE) in English, reading, and mathematics;
- the exit assessments for Learning Support

courses in English, reading, and mathematics (Exit CPE and Exit Writing);

- competency exams for the Georgia legislative requirements;
- some course outcomes assessments such as the ETS test for the Business major;
- the College Level Examination Program (CLEP) and other approved tests for credit by examination;
- independent study exams for college-level courses taken by citizens within the Clayton State College service area;
- test batteries required for job placement or advancement for citizens within the Clayton State College service area; and
- a variety of standardized tests for diagnostic/prescriptive purposes such as the Stanford Diagnostic Test series, the Stanford Test of Academic Skills, the Michigan Test of English Language Proficiency, the Watson-Barker Listening Test, and several types of learning-style inventories.

CAREER SERVICES (Student Center)

CAREER COUNSELING

Many students arrive with questions about what career may suit them. Others realize during the course of their education that they may be headed in the wrong direction. Career planning activities are designed to allow students the opportunity to explore interests and skills and then match them to a variety of occupations. A career planning course (ATCP 100) is available. Career Services works closely with Counseling Services to meet the needs of students.

Personal computers are available for students to access career exploration software. A library of additional materials is on hand to enhance the search process. Students are encouraged to use a variety of methods in finding careers that are just right for them.

Prospective students or students who have been accepted but have not yet begun courses often have questions regarding choosing a major, selecting courses, and finding services on campus. These students are always welcome in the Office of Career Services (D-208).

PLACEMENT SERVICES

Job placement assistance in the Office of Career Services helps students and alumni in entering the professional employment market as appropriate to their programs of study. The office offers a wide variety of programs and services to equip students for a successful job search. Professional staff are available to advise students and to lead workshops and seminars on topics such as resume preparation, effective interviewing techniques, and comprehensive job search strategies. An extensive resource collection of books, periodicals,

and videotapes provides thorough information about employment and professional skills. Employer literature is available for students to research career fields and employing companies and organizations.

Other placement services include the following:

- The Business In Review Day brings over one hundred area businesses and agencies to campus each spring.
- Employment services include campus interviews, fax, and resume referrals.
- The Job Information System gives students direct access to the job listings of the Georgia Department of Labor.
- The Job Library contains listings of employment opportunities for part-time, full-time, summer, seasonal, and temporary positions.

Graduating students who wish to register with the Career Services office must purchase a designated software package, Resume Expert, that allows resume referral to employers. This software also enables students to produce individual, professional-quality resumes.

COOPERATIVE EDUCATION AND INTERNSHIPS

Cooperative Education and Internship programs at Clayton State College are intended to improve the competence of students and to encourage cooperation and understanding between the academic and employment community. Through cooperative education, students can complement their academic learning and training with hands-on experience in a work setting related to their programs of study or career goals. The integration of formal classroom instruction and experience-based learning produces graduates who are both knowledgeable about academic theory and qualified to become successful employees or candidates for advanced education. The programs also provide the regional employment community with better trained employees. Opportunities for international work experiences are also available.

In order to qualify for academic credit through a cooperative education program or internship experience, a student must have completed at least 20 quarter credit hours in a certificate program, at least 30 quarter credit hours in an associate degree program, or at least 45 quarter credit hours in a baccalaureate degree program. Learning Support credit is not applicable in determining total quarter credit hours. The credit hours requirement is waived for students in a non-credit cooperative education program.

Prior to beginning the work phase of the program, a student must earn at least a 2.00 academic standing GPA. However, academic departments and area employers reserve the right to set higher GPA minimum requirements for entry into a particular placement. A student in a work program must also maintain the appropriate scholastic level.

Students interested in cooperative education and/or internships should work with their academic advisors and the Office of Career Services.

COUNSELING SERVICES (Student Center)

The Office of Counseling Services at Clayton State College provides personal and academic counseling and disability services to all enrolled students. In addition, the office coordinates the orientation program and multicultural affairs. The mission to serve the whole student includes recognizing that students face many issues and challenges throughout their college careers. A major goal is to assist students as they navigate through what can sometimes be a complicated process: balancing school, work, and family. The Counseling Office works closely with Career Services (D-214).

ACADEMIC COUNSELING

At times during the educational process, students may experience academic difficulty. These students are encouraged to request assistance from professional staff. Whether it is developing study skills, learning time management, or battling test anxiety, counseling center staff can offer practical information on how to develop skills to reach individual potential.

Many students have basic questions regarding the core curriculum, preparation for transfer, change in majors, and other academic issues. Counseling center staff can answer basic questions or refer students to the appropriate faculty advisor or other faculty member.

PERSONAL COUNSELING

Short-term counseling is available for students experiencing personal problems. The goals for short-term counseling are to assess the problem, offer guidance in finding a resolution, and provide assistance in implementing plans for resolving the problem. If the need for long-term counseling or therapy is indicated, students are referred to professional colleagues in the community, both public and private.

DISABILITY SERVICES

Disability services provides appropriate and reasonable individualized accommodations for eligible students with special needs. Any student who is enrolled or eligible for enrollment at Clayton State College and can provide documentation of one or more disabilities may be eligible for services according to the *Americans with Disabilities Act, 1990*.

The following are examples of the types of disabilities that may require services:

- Visual Impairment/Blindness
- Hearing Impairment/Deafness
- Health Impairment
- Learning Disability

- Motor Impairment
- Brain Injury/Neurological Disorder
- Attention Deficit Disorder
- Communication Disorder
- Psychological Disorder
- Educational Impairment
- Any other condition that substantially limits one or more of life's major activities.

Services offered in the Counseling center include the following:

- Extended test time (up to two times the normal time allotted for test completion)
- Enlarged materials
- Assistive listening device
- Close captioning
- Separate/quiet testing environment
- TDD - Telecommunication Device for the Deaf
- Use of word processor, dictionary, spell check or other equipment
- Oral testing
- Interpreter services
- Taped lectures
- Note-taking assistance
- Books on tape
- Special seating
- Ability to enter and exit classroom
- Special arrangements for attendants
- Braille
- Other special services may be necessary and will be coordinated with appropriate faculty and staff.

The Counseling office urges students with special needs to do the following:

1. Request services in writing as soon as possible prior to the quarter services are needed.
2. Maintain close contact with the Disability Services Coordinator.
3. Ask for help before problems get out of control.
4. Never give up!

COUNSELING OUTREACH

Professional staff from the Office of Counseling Services are available to provide workshops and seminars to student groups and to academic classes when invited by faculty members. Topics that have been available in previous workshops have included study skills, personality types, test anxiety, classroom dynamics, time management.

The staff from the Counseling office periodically set up information booths in different classroom buildings in order to meet and greet students and to answer questions regarding availability of services. Additionally, staff occasionally speak at public forums on a variety of topics.

ORIENTATION

Clayton State College's orientation activities are designed to assist new and transfer students, as well as their families, adjust to the many new expectations associated with college student life. Orientation services are provided at convenient times throughout the academic year in order to familiarize students and their families with the wide variety of services and resources available on the campus and in the community.

Students will be required to take certain tests in order to provide information for appropriate placement in academic courses. These students will be notified by the Office of Admissions where and when they should report for required testing.

Orientation programs are offered in order to give students and their families the opportunity to meet key administrators and faculty as well as representatives from various offices on campus. Students can take advantage of this occasion to ask questions and communicate any concerns. Academic advisement and registration are included in the orientation program.

MULTICULTURAL AFFAIRS (D-214)

The Multicultural Affairs Coordinator assists minority students in their adjustment to student life. The Coordinator works directly with students, faculty, and staff on various multicultural matters of interest including counseling, advisement, and direction. The Coordinator works as an advocate for student interests by assisting students in improving academic achievement and encouraging student participation in programming efforts that provide an enriching academic experience in cultural diversity. Such programs have included The Tradition, Lyceum, and Spivey Hall events. The Coordinator of Multicultural Affairs works with the Regents' Minority Advising Program, the Black Cultural Awareness Association and the International Club. The office coordinates projects of the Multicultural Awareness Task Force, which consists of students and faculty. In addition, the office is involved in matters relating to policy and circumstances that affect minority students.

STUDENT LIFE (Student Center)

CLUBS AND ORGANIZATIONS

The organization of student-interest groups related to the programs and the College is encouraged. Clubs and organizations in operation during the past academic year include the Accounting Club, Art Club, Baccalaureate Organization for Nursing Development, Baptist Student Union, Black Cultural Awareness Association, Campus Crusade for Christ, Clayton State Technical Education Association, Delta Epsilon Chi (marketing organization), Georgia Association of Nursing Students, Information Systems and Technology Club, International Awareness Club, Laker Cheerleaders/Dance Squad, Music Club, Phi Beta Lambda (business organization),

Philosophy Club, Student American Dental Hygienists' Association, Strictly Vocal (a cappella singing group), Student Government, Student Leadership Team, Teacher Education Club, and United Methodist Fellowship. New groups are formed based on student interest.

DRAMA ACTIVITIES

Students interested in acting and stagecraft are 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 may range from one-act plays to readers' theater, opera, musicals, dinner theater and major dramatic presentations. Academic credit can be received for participating in Clayton State Theatre productions.

GENERAL ENTERTAINMENT

General Entertainment presents many outstanding recent feature films and film classics throughout the year. Recent features included *Forrest Gump*, *The Lion King* and *The Santa Clause*. In addition to the feature films, "kiddie" films, with supervision, are presented with "R" and "PG-13" films. General Entertainment also sponsors the annual Holiday Ball at an off-campus location. A variety of general activities—including "Family Night Dinners," watermelon cuttings, "Spring Fling," and other "fun" activities—are also sponsored throughout the year.

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. Over the last decade, four Nobel laureates have participated in one-day residences. Pulitzer prize winners Taylor Branch (Biography), Doug Marlette (Editorial Cartoons), and Jim Hoagland (Commentary and International Reporting) have also spoken to campus audiences. Programming in the multicultural area has included LaDonna Harris, Native American activist; Linda Chavez, former Executive Director of the U.S. Office of Civil Rights; L.Z. Fang, Chinese political dissident; Louis Sullivan, former Secretary of Health and Human Services; Shelby Steele, author of *The Content of Our Character*; and MacArthur Prize winner Unita Blackwell.

Spivey Hall, the College's acoustical gem of a recital hall, has presented performances by the Juilliard and Cleveland String Quartets, the Vienna Choir Boys, soprano Elly Ameling, guitarist Pepe Romero, harpsichordist Anthony Newman, baritone Sherrill Milnes, and pianist Emanuel Ax. In addition, jazz and "world music" artists perform throughout the year. Many Lyceum programs are open to the general public at no cost. Each year the Artists-in-Residence program features numerous visual artists spending from one day

to two weeks on campus. During their residences, these artists work with students in the art studio and speak to a variety of classes.

MUSIC GROUPS

Organized musical groups on campus include the Camerata, Jazz Ensemble, 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 Department of the College. Academic credit can be received for participating in campus musical groups.

THE BENT TREE NEWSPAPER

News and features of interest to students are published in *The Bent Tree*, the College's student-run newspaper, which is published several times each quarter. Students who work on *The Bent Tree* gain valuable experience in communication skills and responsible journalism. Staff Members may also register for academic credit in JOUR 100 and receive credit for writing, editing, designing, and producing the paper. Students interested in working on *The Bent Tree* should contact the Office of Student Life.

STUDENT GOVERNMENT ASSOCIATION (SGA)

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 Services Committee. The function of the SGA is 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. SGA selects students to serve on campus advisory committees. See the *Student Handbook* for details and requirements for membership.

OTHER STUDENT SERVICES

ADMISSIONS AND RECORDS

The Office of Admissions and Records handles a wide variety of tasks including admissions, transcript requests, schedule changes, name/address changes, and graduation applications. See the Admissions Information and Academic Information sections 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 Department of Public Safety in D-206.
2. On-campus emergencies are handled by the Department of Public Safety (D-206) or the Office of Student and Enrollment Services (D-223).

HOUSING INFORMATION

Information on housing near the campus is available to the students through the Student Life office (D-223). 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 if the student is a minor.

PARKING AND TRAFFIC

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. A decal must be affixed to the left side of the rear window or bumper of the vehicle and must be easily visible. These decals are issued without cost to the student at the Business Office. The campus police are responsible for enforcing parking and traffic regulations. Emergency telephones are located in the parking lots.

INTERCOLLEGIATE ATHLETICS

Clayton State has a vibrant and growing intercollegiate athletic program which includes five sports:

- basketball (men and women)
- soccer (men and women)
- cross country (men and women)
- tennis (women)
- golf (men)

The College is in transition from membership in the Georgia Athletic Conference (GAC) of the National Association of Intercollegiate Athletics (NAIA) to membership in the Peach Belt Conference of the National Collegiate Athletic Association (NCAA) Division II. In 1994 the men's basketball team won the regular season title of the GAC. The following year the women's basketball team won the Conference tournament and represented the College at the NAIA national tournament.

The teams are known as the "Lakers," and students are encouraged to come cheer for their teams. The Lakers compete against many colleges in the region including such nearby

rivals as Kennesaw State, Southern Tech, North Georgia, Georgia College, and Berry. The upcoming membership in the Peach Belt Conference will bring even more rivalry and excitement. Admission to all home athletic events is free with a student ID card.

STUDENT HANDBOOK

The *Student Handbook* details the rights and responsibilities of a student at Clayton State College. A copy of the *Student Handbook* is normally presented to each student during Orientation. Students have a responsibility to obtain a *Student Handbook*. They are available in the Office of the Dean of Student and Enrollment Services. 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.

FINANCIAL AID, SCHOLARSHIPS, AND THE HONORS PROGRAM

FINANCIAL AID

Purpose of Financial Aid

Loan Programs

Veterans Services

Federal and State Grant Programs

Federal College Work-Study Program

Procedures for Applying for Financial Aid

SCHOLARSHIPS

HOPE Scholarships

Clayton State College Scholarships

Procedures to Apply for Scholarships

HONORS PROGRAM

Description

Application Procedures

FINANCIAL AID

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 State 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 will be determined by completing a Free Application for Federal Financial Aid. Forms for the Free Application for Financial Aid are available from most secondary school counselors and from the Office of Financial Aid at Clayton State College (D-217).

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.

LOAN PROGRAMS

Federal Stafford Loan Program

Students who meet certain income criteria may borrow Stafford Loans from banks and other lending institutions that take part in the Stafford Loan program.

Before a student's eligibility can be determined for a Stafford Loan, the student must complete the Free Application for Federal Student Aid (FAFSA). The student must request that information from the FAFSA 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. The amount of Stafford Loan that a student can borrow will vary depending upon the student's academic grade level. The amounts that an undergraduate student can borrow are as follows:

- Freshman - \$2,625 maximum per year
- Sophomore - \$3,500 maximum per year
- Junior & Senior - \$5,500 maximum per year

The aggregate limit or total amount an undergraduate student may borrow from the Stafford Loan program is \$23,000.

Stafford Loans made to students by lending institutions are guaranteed by the Georgia Student Finance Authority (GSFA). If a student has borrowed from the Stafford Loan Program prior to October 1, 1992, the interest rate on a Stafford Loan is 8% the first four years of repayment. If the student still owes any money on the Stafford Loan after four years, the interest rate increases to 10%. If a student borrowed from the Stafford

Loan Program for the **first** time after October 1, 1992, the interest rate is variable. The current interest rate for new borrowers may be obtained from the Office of Financial Aid at Clayton State College. All interest on a Stafford Loan is paid by the United States Government while the student is continuously enrolled in school on at least a half-time basis.

Loans may be repaid in monthly installments six months after graduation or withdrawal from school. Stafford Loan applications are available in the Office of Financial Aid.

Loan checks will not be available for first-time borrowers to use until 30 days after classes begin. These students must see their financial aid counselors to arrange to have fees deferred until their student loan checks are released.

Federal Unsubsidized Stafford Loan Program

The Federal Unsubsidized Stafford Loan Program is a program for students who do not qualify, in whole or part, for the subsidized Stafford Loan Program. The **only** difference between the Stafford Loan and the Unsubsidized Stafford Loan is that the federal government **does not** pay the interest on the loan while the student is enrolled in school, during the six-month grace period, and during periods of deferment or repayment. There are two ways for a student to pay the interest while enrolled in school, during the six-month grace period, and during a period of authorized deferment:

1. The student may make monthly or quarterly payments to the lender, or
2. the student and the lender may agree to add interest to the principal of the loan, but not more often than quarterly. All other aspects of the Stafford Loan Programs apply to the Unsubsidized Stafford Loan Program.

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.

Federal Nursing Loan (FNL) Program

The purpose of the Federal Nursing Loan Program is to aid students who show financial need 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 student must complete the Free Application for Federal Student Aid (FAFSA) and request that the information be sent to Clayton State College.

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 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.

Students applying for the State Direct Health Career Loans must complete the Free Application for Federal Student Aid (FAFSA) and request that the information be sent to Clayton State College before an application for this loan can be certified by the Financial Aid Office.

Federal 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 amount that a parent may borrow for the Plus Loan Program will vary and will be determined by the Office of Financial Aid.

Plus Loans are available at a variable interest rate not to exceed ten percent (10%), and borrowers must begin repayment 30 days after the loan is disbursed. Plus Loan checks will be sent to the College.

Teacher Education Service-Cancellable Loan

Students who have been accepted into the Teacher Education program at the junior level may qualify for the Teacher Education Service-Cancellable Loan program if the student has earned a cumulative grade point average of 2.75 and has declared a major in a critical field of study, such as foreign language, mathematics, science, or special education. Applications for the Teacher Education Service-Cancellable Loan are available in the Financial Aid Office at Clayton State College.

Promise Teacher Scholarship Program

The Promise Teacher Scholarship Program is funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program. The Promise Teacher Scholarship provides *forgivable loans* up to \$3000 per academic year for direct and indirect educational expenses for a maximum of two years.

A student is only eligible to enter the Promise program at the beginning of his or her junior year. The student must have earned at the end of the sophomore year at least 90 credit hours and be academically classified as being in the first quarter of his or her junior year. Also the student must have a

minimum cumulative grade point average of 3.6 based on the 4.0 grade point scale. In addition, the student must be a declared education major and be accepted into a teacher education program leading to an initial teacher certification.

Applications for the Promise Teacher Education Program are available at the Teacher Education Office at Clayton State College.

Emergency Loans

In cases of exceptional circumstances, a student may apply for an Emergency Loan of up to 80% of the matriculation fee. A continuing student in good academic standing 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.

VETERANS' SERVICES

The Veterans' Affairs Office was established at Clayton State College to assist students eligible for benefits to utilize 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. Veterans enrolled or planning to enroll at Clayton State College should contact the Veterans' Affairs coordinator in the Financial Aid office to obtain information and apply for benefits.

FEDERAL AND STATE GRANT PROGRAMS

Federal Pell Grants

The Federal Pell Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. Federal 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 Free Application for Federal Student Aid (FAFSA). Copies are available from the Office of Financial Aid and from high school counselors.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (SEOG) is a grant that is available to students who demonstrate financial need. To apply for the SEOG, a student must

complete the Free Application for Federal Student Aid and request that the information be sent to Clayton State College. Federal Pell Grant recipients will be given priority for the SEOG.

State Student Incentive Grant

The State Student Incentive Grant (SSIG) is a program of need-based assistance 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. A student must complete a Free Application for Federal Student Aid (FAFSA) and request that the information be sent to Clayton State College. The student must also be enrolled on a full-time basis to be eligible.

FEDERAL COLLEGE WORK-STUDY PROGRAM

The Federal 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. Application materials may be obtained from the office of Financial Aid.

PROCEDURES FOR APPLYING FOR FINANCIAL AID

All financial aid and scholarships are administered through the Office of Student Services. Most of these are handled through the Financial Aid Office, but some, such as the Foundation Scholarships, are handled by the Dean of Students.

A. Required Documents

1. Complete the Clayton State College General Financial Aid Application and return it to the Financial Aid Office.
2. Complete the Free Application for Federal Student Aid (FAFSA), and send it in the preaddressed envelope to the processor in Iowa. (See "Tips for Completing the FAFSA" below.) You will receive by mail a response called the Student Aid Report (SAR), in approximately four weeks. Review the SAR for accuracy, sign the "Student Use Box" on the reverse of page one, and send **all pages** of the SAR to the Financial Aid Office immediately. (We cannot accept photocopies of the SAR.)
3. **Transfer Students:** If you have attended any school beyond high school, you must have the Financial

Aid Office of **each** school you attended send a Financial Aid Transcript (FAT) to the Financial Aid Office at Clayton State College. This must be done even if you did not receive financial aid at the previous school(s). You can request a FAT by completing a FAT form available at our office or by calling the Financial Aid Office of the previous school(s). Students who received financial aid at Clayton State the previous year do not have to request FATs again.

4. You must be accepted for admission to Clayton State College before a financial aid award can be made. Students who attended Clayton State previously but have not attended for several quarters may need to apply for re-entry.
 5. Other documents, such as federal tax returns for students and parents, birth certificates, military discharges, etc. may be required of some students. Please submit all requested documents as soon as possible, but do not submit such documentation if we do not ask for it.
- B. Awarding Procedures
1. The student submits all required documents to the Financial Aid Office.
 2. Once the file is **complete**, the Financial Aid Office will review it for accuracy and completeness (usually within three working weeks of the date the file became complete). A complete file is one that includes the following:
 - a. signed SAR
 - b. a Clayton State College General Financial Aid Application
 - c. FATs from all previous schools (transfer student only)
 - d. admission to the College as a regular student
 - e. other documents requested by the Financial Aid Office (tax returns, birth certificates, etc.)
 3. Students who must submit additional information or who must make corrections will be sent a letter explaining what they need to do to make their files complete again.
 4. Students whose files are accurate and complete will be sent an Award Letter explaining the types and amounts of aid they are eligible to receive as well as directions concerning how the aid will be disbursed to the student.
 5. Students who are eligible for one of the loan programs will be given the opportunity to complete a loan application once they have accepted their awards.
- C. Applicants for Federal and State need-based Financial Aid programs at Clayton State College must meet the following criteria:
1. Be a U.S. citizen, or eligible non-citizen.
 2. Be enrolled on at least a half-time basis (6 hours or more) in a degree program.

3. 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:
 - a. 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 six quarter credit hours, and earned a grade point average of 2.00 or higher.
 - b. A student admitted to Clayton State College on probationary status will not be eligible to receive financial aid unless he or she submits a written appeal to the Financial Aid Appeals Committee.
 - c. 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.
 - d. 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.
 - e. A student will not be eligible for financial aid for courses that are not appropriate to the student's major.
 - f. 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.
 - g. A student enrolled in a certificate program will be eligible to receive financial aid for a maximum of 90 credit hours attempted. 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. The symbols *F*, *W*, *WF* and *I* received for courses will be included as part of the 90, 135, and 270 credit hours maximum but will not count as hours completed.
 - h. Students enrolled in the Learning Support Program or High School Deficiency courses will be allowed to receive financial aid until they have attempted up to 45 hours of Learning Support and deficiency courses.
 - i. 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:
 - (1.) The student will indicate in writing to the Financial Aid Appeals Committee 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.
 - (2.) The Financial Aid Appeals Committee will review the appeal and shall determine whether or not the financial aid suspension is justified. The student will be advised in writing of the decision.
 - (3.) 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 of the findings and decision.
4. Must sign a statement indicating that the applicant is not in default on a Guaranteed Student Loan or Perkins Loan.
 5. Must have established financial need by filing a Free Application for Federal Student Aid for those programs requiring need to be shown.
 6. 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.
- D. Financial Aid is awarded on a quarterly basis. Students must sign a voucher in the Financial Aid Office each quarter. The voucher is accepted in place of cash or personal check for a student's tuition and fees. The voucher may also be used to purchase books if the student's financial aid exceeds tuition and fees. Cash disbursements to students will be made after the last day to withdraw from classes without academic penalty (approximately the sixth week of the quarter). See Refunds Section of this catalog for more information.
 - E. 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.
 - F. The cost of attendance at Clayton State College may be found in the Financial Information section of this catalog.

SCHOLARSHIPS

HOPE SCHOLARSHIP PROGRAM

The HOPE Scholarship Program, funded by the Georgia Lottery, provides financial assistance to Georgia residents who have achieved academic excellence. HOPE will pay for tuition and mandatory fees not covered by federal grants (such as the Pell Grant). Students will also receive a stipend for books.

Students at Clayton State College may qualify for the HOPE Scholarship in several ways.

Freshmen entering Clayton State qualify for HOPE if they graduated from high school with a cumulative grade point average of 3.0 in a college preparatory curriculum or a 3.2 cumulative grade point average in a non-college preparatory curriculum. Other students enrolled in a degree program will qualify for HOPE if, after attempting 90 credit hours, they have a cumulative grade point average of 3.0 or better.

Clayton State College offers a variety of one-year certificate programs, principally through the School of Technology. Most students enrolled in any of these certificate programs qualify for the HOPE Scholarship. There is not a grade point average required; however, the student must satisfy the Standards of Academic Progress policy at Clayton State College.

Georgia residents who earned a General Education Development (GED) high school equivalency certificate awarded by the Georgia Department of Technical and Adult Education after June 30, 1995 may receive a one-time \$500 HOPE award. This can be used toward tuition, books and other education-related expenses. Students must use the HOPE GED award within 24 months of the date of the GED certificate. HOPE GED recipients may also qualify for assistance through other selected components in addition to the 4500 award.

In order to establish eligibility for HOPE, students must complete the basic financial aid form. (See Procedures for Applying for Financial Aid above.)

CLAYTON STATE COLLEGE SCHOLARSHIPS

Clayton State College Foundation Scholarships

The Clayton State College Foundation, Inc. established this Foundation Scholars Program to award scholarships to the most truly outstanding beginning freshman or transfer students. Students must have a minimum SAT-I of 1100 and a minimum academic grade point average of 3.00. The selection is based on a student's achievement, aptitude, talent, and involvement in school and community activities.

Clayton State College Foundation Grants

Foundation Grants will be made to promising students whose financial resources inhibit the potential of college attendance.

Grants will be awarded for up to one academic year, will not exceed tuition and fees, and may be renewed for up to four years based on the student's continued financial need and academic performance.

Mitchell C. Bishop Scholarship Fund

Established by the Atlanta Airport Rotary Club, the program makes awards to deserving students in the form of scholarships, grants, loans, and/or other appropriate stipends.

John Word West Scholarships

Funds from the John Word West Educational Foundation, Inc. provide assistance to deserving students who might not go to college without this financial encouragement.

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 Free Application for Federal Student Aid (FAFSA).

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.

For further information, students should contact the Financial Aid Office.

Spivey Music Scholarships

The Walter and Emilie Spivey Foundation established the Spivey Music Scholarships for outstanding music students. Recipients are selected by audition on the basis of demonstrated musical ability and potential for musical development, academic background, and the needs of the department.

Teacher Education Scholarships

Special scholarships for teacher education majors have been created in the names of Joseph Adamson and J.E. Edmonds, two long-time community leaders.

Other Scholarships

The listing above includes the main scholarship programs at Clayton State College. Other scholarships, grants, and awards

may become available. In addition, the Office of Financial Aid is pleased to assist students with private scholarship opportunities that require the cooperation of the College.

PROCEDURES TO APPLY FOR CLAYTON STATE COLLEGE SCHOLARSHIPS

Hope Scholarships

There is a special application process for HOPE Scholarships for recent high school graduates. Potential students should contact their high school counselors or the Clayton State College Office of Financial Aid. Application materials for other HOPE office. *All HOPE applicants must complete the FAFSA (Free Application for Federal Student Aid.)*

Recipients of the HOPE Scholarship are also eligible to apply for most Clayton State College scholarships.

Clayton State College Scholarships

A common application form for *all* College-administered scholarships is available from the Office of Financial Aid. Some scholarships, such as the Spivey Music Scholarships, require additional information, and applicants will be notified.

Some scholarships require demonstration of financial need as well as academic potential. In those cases, completion of the FAFSA may be required.

Recipients of the HOPE Scholarship are also eligible to apply for most Clayton State College scholarships.

Scholarship applicants who meet the qualifications to apply for the Clayton State College Honors Program are strongly encouraged to do so. See the next heading in this catalog.

For more information, including details about specific scholarships, please contact the Office of Financial Aid in the upper level of the Student Center (D-217) (770) 961-3511.

HONORS PROGRAM

DESCRIPTION

The Honors Program at Clayton State College is designed to help academically talented students get "a step ahead." Honors Program students enroll in special enriched sections of freshman courses such as Critical Thinking and American Government in an International Context.

In addition to the special class sections, Honors Program students will have many opportunities for leadership training, community service, and close contact with key business and government leaders in the Atlanta region.

Students admitted to the program will be awarded a one-time scholarship (\$500 for 1995-96) and will be given use of a laptop computer for access to the Internet and the World Wide Web as long as they remain in the program.

APPLICATION PROCEDURES

To be eligible to apply for the Honors Program, an entering student must meet the following minimum qualifications. Meeting minimum qualifications does *not* guarantee acceptance.

- Academic GPA of 3.00 in high school college preparatory course
- SAT-I of 1100 with at least 530 verbal and 450 math (SAT 1000 with 450 verbal and 450 math for scores reported before the 1995 "recentering")

Acceptance is based on "demonstrated potential" for:

- academic achievement
- leadership
- independent learning

Many high school counselors have application materials available. To request application materials and other information, please contact the Honor Program Coordinator at (770) 961-3660 or the Office of Admissions (770) 961-3500.

OFFICE OF CONTINUING EDUCATION

OFFICE OF CONTINUING EDUCATION
General Information

PROGRAMS
General Information
Registration Information
Sample Listing of Classes

JOB TRAINING PARTNERSHIP ACT (JTPA)

SPEAKERS' BUREAU

WORKSHOPS AND SEMINARS
Conferences
Teleconferences
University System Liaison

LEADERSHIP, QUALITY, INDUSTRIAL AND MANAGEMENT TRAINING
Georgia Quick Start

SMALL BUSINESS DEVELOPMENT CENTER

GEORGIA TECH ECONOMIC DEVELOPMENT INSTITUTE

OFFICE OF CONTINUING EDUCATION

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 Continuing Education 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.

The Office of Continuing Education is housed in a three-story, 48,000 square foot building on the picturesque southwest bank of the College's twelve-acre lake. This facility supports the Continuing Education Program with a number of features that benefit area businesses and industries. 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. This facility also contains a two-story atrium for dining and receptions and a full-service kitchen.

The Director and staff in Continuing Education are 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, through the University System of Georgia, or through institutional cooperation. During the last four quarters, over 15,000 persons participated in continuing education courses offered through the Office of Continuing Education.

PROGRAMS

GENERAL INFORMATION

Continuing Education courses 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.

Directed towards personal and professional enrichment, the courses offered are designed primarily for adults. However, special opportunities for young people in music, sports, lan-

guage and mathematics, as well as an extensive summer program entitled "Summerscapes" are offered.

Programs are offered both on the Morrow campus and at off-campus instructional centers in 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.

REGISTRATION INFORMATION

The Office of Continuing Education mails its quarterly schedule of programs to more than 230,000 homes in the south metropolitan Atlanta area. The schedule describes classes and lists program times and fees.

Registration for each quarter starts approximately two weeks before classes begin and can be accomplished by telephone, by mail, or in person. Enrollment in most Continuing Education programs does not require a high school diploma or entrance tests. Call (770) 961-3550 to receive a quarterly schedule of classes. Students completing Continuing Education courses are awarded Continuing Education Units (CEUs) as a measure of attendance in a non-college-credit experience. One CEU is awarded for each ten hours of in-class instruction.

SAMPLE LISTING OF CONTINUING EDUCATION COURSES

Aerobics	Management Intensives
Ballroom Dance	Math Review
Bookkeeping and Accounting	Painting for Adults
Calligraphy	Photography
Certified Public Accountancy Exam Review	Preparatory School of Music
Drawing	Principles of Supervision and Communication
Early Childhood Education	Real Estate Sales
Electronics	Spanish
Emergency Medical Services	Summerscapes
Income Tax Preparation	Travel Agency Operations
Karate and Self Defense	Typing
Landscape Design	Word Perfect
Legal Assistant Program	
Lotus 1-2-3	

JOB TRAINING PARTNERSHIP ACT (JTPA)

The Clayton State College Job Training Program is federally funded through the Job Training Partnership Act (JTPA) as administered by the Metropolitan Atlanta Private Industry Council (MAPIC). The program provides free occupational specific training to individuals who qualify. To qualify a person must have been laid off from a job or be determined to be economically disadvantaged based upon Federal income guidelines and have specific barriers to employment. This program is intended to help people get off unemployment or welfare and into a job with benefits and a future. JTPA provides the training and job search assistance in exchange for the participant commitment to look for, accept and keep appropriate employment.

SPEAKERS' BUREAU

The Clayton State College Speakers' Bureau is a source of speakers for civic groups, schools, and other community organi-

zations. Programs are available on topics ranging from canoeing to opera.

WORKSHOPS AND SEMINARS

CONFERENCES

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 Continuing Education has conducted workshops in continuing professional education for nurses, teachers, managers, public officials, and social workers. Over 30,000 persons participate annually in workshops and seminars planned jointly with state and local government officials and local businesses and service agencies.

TELECONFERENCES

Clayton State College is also 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 Continuing Education Building, enables the College to receive programming from any of the satellites transmitting on the C-Band and KU Band. Presently, there are over a dozen different satellites, each having the potential of transmitting up to 24 different channels.

UNIVERSITY SYSTEM LIAISON

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 Continuing Education 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.

LEADERSHIP, QUALITY, INDUSTRIAL AND MANAGEMENT TRAINING

The Office of Continuing Education consults 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 Continuing Education, programs can be developed in highly technical skill areas as well as in areas like inter-

personal communications, quality control, and performance appraisal that are common to all managers, supervisors, and employees. Programs range from math skills to computer software and supervisory training.

GEORGIA QUICK START

Quick Start, Georgia's training program for new and expanding industry, is represented through this office for Clayton and Henry counties. For more information, call (770) 961-3685.

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 Office of Continuing Education, the SBDC provides small business owners, managers, and chambers of commerce with information and advice at no charge.

Each quarter throughout the year, the Center offers a series of management seminars for small businesses.

The SBDC manager 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.

The SBDC works cooperatively with area chambers of commerce in developing satellite centers. Known as Business Resource Centers, they are located in the Clayton, Fayette, Spalding, and Carrollton Chambers of Commerce. Small business owners and managers can receive counseling at any of the resource centers as well as on campus.

To schedule an appointment or to obtain more information, applicants should call the Small Business Development Center at (770) 961-3440.

GEORGIA TECH ECONOMIC DEVELOPMENT INSTITUTE

A regional office of the Economic Development Institute (EDI) of the Georgia Institute of Technology is located in the Continuing Education Center at Clayton State. The Institute provides consultation to technology-related companies. Services include technical assistance for industrial energy conservation, cost-benefit analysis, apparel manufacturing technology, industrial market research, and industrial engineering.

COLLEGE HISTORY

- | | | | |
|-----------------|---|-----------------|---|
| June, 1965 | Board of Regents authorizes three new junior colleges, one to serve south metropolitan Atlanta. | May, 1986 | Board of Regents authorizes name change to Clayton State College, effective July 1, 1986. |
| October, 1965 | Board of Regents designates northern section of Clayton County as the general location of college. | July 1, 1986 | College officially becomes Clayton State College. |
| October, 1966 | A \$4,900,000 bond issue is passed by the citizens of Clayton County. | September, 1987 | Upper-level classes in Business Administration are added to the curriculum. |
| February, 1967 | \$3,300,000 is transmitted to the Board of Regents for buildings and equipment. | September, 1987 | College opens first off-campus facility with classes beginning in the Aircraft Mechanics Program at 9013 Tara Boulevard in Jonesboro. |
| February, 1968 | College is officially named Clayton Junior College. | June, 1988 | College opens the Technology Building as the ninth building on campus. |
| October, 1968 | Construction of facilities begins. | September, 1988 | Upper-level classes leading to the Bachelor of Science in Nursing degree are added to the curriculum. |
| February, 1969 | Dr. Harry S. Downs is named the College's first President. | June, 1989 | College awards its first Bachelor of Business Administration degrees. |
| August, 1969 | First building is occupied by members of college staff. | June, 1990 | College awards its first Bachelor of Science in Nursing degrees. |
| September, 1969 | Classes open with 942 students. | June, 1990 | College awards its first Associate of Applied Science in Aviation Maintenance Technology degrees. |
| January, 1971 | College is accredited by the Southern Association of Colleges and Schools. | November, 1990 | College enters into intercollegiate athletic competition with men's basketball. |
| September, 1974 | College opens the Classroom Building. | December, 1990 | College opens the Continuing Education Center. |
| September, 1979 | College opens the Library Building. | January, 1991 | College opens Spivey Hall. |
| January, 1981 | Multi-purpose gymnasium and dance studio are added to the Physical Education Building. | September, 1991 | Upper-level classes leading to the Bachelor of Music are added to the curriculum. |
| September, 1981 | College establishes the Division of Technology (changed to the School of Technology in 1986), offering new Technical Programs (temporary spaces provided by the renovation of the upper level of the Student Center Building were used until the new Technology Building opened in 1988). | November, 1991 | College expands intercollegiate athletic program with addition of women's basketball. |
| 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, 1992 | College holds inaugural concerts dedicating the Albert Schweitzer Memorial Organ in Spivey Hall. |
| May, 1985 | Board of Regents authorizes conversion of Clayton from a two-year to a four-year institution. | May, 1992 | College receives \$150,000 grant from BellSouth Foundation to design and implement a baccalaureate degree program in teacher education. |
| 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, 1993 | College awards its first Bachelor of Music degrees. |
| 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. | August, 1993 | College opens Clayton State Boulevard, a new entrance road from Highway 54 to the main entrance of the campus. |
| February, 1986 | Board of Regents authorizes new organizational structure for Clayton as a four-year institution, effective July 1, 1986. | January, 1994 | Dr. Richard A. Skinner is named College's second President. |
| | | Spring, 1995 | College joins NCAA Division II and the Peach Belt Conference. |
| | | June, 1995 | First Bachelor of Arts degrees awarded to graduates of the middle-level teacher education program. |

UNIVERSITY SYSTEM OF GEORGIA



THE UNIVERSITY SYSTEM OF GEORGIA

MEMBERS OF THE BOARD OF REGENTS

	Current Term
JOHN H. ANDERSON, JR., Hawkinsville	State-at-Large 1990-1997
J. TOM COLEMAN, JR., Savannah	State-at-Large 1995-2002
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STAFF OF THE BOARD OF REGENTS

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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 two-year 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 fourteen 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 five 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 North-

east. 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

Comprehensive and Special Purposes 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

Regional Universities

- Statesboro 30460
 Georgia Southern University—h; A,B,M,S
- Valdosta 31698
 Valdosta State University—h; A,B,M,S

Four-Year 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

Two-Year 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

Locations of Universities and Colleges



University System of Georgia
 244 Washington Street, S.W.
 Atlanta, Georgia 30334

COMPREHENSIVE AND SPECIAL PURPOSE UNIVERSITIES

Georgia Institute of Technology
President G. Wayne Clough
225 North Avenue, N.W.
Atlanta, Georgia 30332
(404) 894-5051-GIST 222-5051

Georgia State University
President Carl V. Patton
University Plaza
Atlanta, Georgia 30303
(404) 651-2560-GIST 223-2560

Medical College of Georgia
President Francis J. Tedesco
1120 - 15th Street
Augusta, Georgia 30912
(706) 721-2301-GIST 331-2301

University of Georgia
President Charles B. Knapp
Athens, Georgia 30602
(706) 542-1214-GIST 241-1214

REGIONAL UNIVERSITIES

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

Valdosta State University
President Hugh C. Bailey
North Patterson Street
Valdosta, Georgia 31698
(912)333-5952-GIST 343-5952

FOUR-YEAR COLLEGES

Albany State College
President Billy C. Black
504 College Drive
Albany, Georgia 31705
(912) 430-4604-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 William Bloodworth, Jr.
2500 Walton Way
Augusta, Georgia 30910
(706) 737-1440-GIST 337-1440

Clayton State College
President Richard A. Skinner
5900 No. Lee Street
Morrow, Georgia 30260
(770) 961-3531-GIST 220-3531

Columbus College
President Frank D. Brown
4225 University Avenue
Columbus, Georgia 31907
(706) 568-2211-GIST 251-2211

Fort Valley State College
President Oscar L. Prater
1005 State College Drive
Fort Valley, Georgia 31030
(912) 825-6315-GIST 327-6315

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

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

Kennesaw State College
President Betty L. Siegel
3450 Frey Lake Road, N.W.
Marietta, Georgia 30061
(770) 423-6033-GIST 228-6033

North Georgia College
President Delmas J. Allen
Dahlonega, Georgia 30597
(706) 864-1993-GIST 244-1993

Savannah State College
President John T. Wolfe, 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
(770) 528-7230-GIST 224-7230

West Georgia College
President Beheruz N. Sethna
Carrollton, Georgia 30118
(706) 836-6442-GIST 232-6442

TWO-YEAR COLLEGES

Abraham Baldwin Agricultural College
President Harold J. Loyd
2802 Moore Highway
Tifton, Georgia 31794
(912) 386-3242-GIST 342-3242

Atlanta Metropolitan College
President Harold E. Wade
1630 Stewart Avenue, S.W.
Atlanta, Georgia 30310
(404) 756-4441-GIST 279-4441

Bainbridge College
President Edward D. Mobley
U.S. Highway 84E
Bainbridge, Georgia 31717
(912)248-2510-GIST 346-2510

Brunswick College
President Dorothy L. Lord
Altama at Fourth
Brunswick, Georgia 31523
(912) 264-7201-GIST 365-7201

Dalton College
President James A. Burran
213 N. College Avenue
Dalton, Georgia 30720
(706) 272-4438-GIST 235-4438

Darton College
President Peter J. Sireno
2400 Gillionville Road
Albany, Georgia 31707
(912)430-6705-GIST 341-6705

DeKalb College
President Jacqueline M. Belcher
3251 Panthersville Road
Decatur, Georgia 30034
(404) 244-2364-GIST 275-2364

East Georgia College
131 College Circle
President Jeremiah J. Ashcroft
Swainsboro, Georgia 30401
(912) 237-7831-GIST 333-4200

Floyd College
President H. Lynn Cundiff
U.S. 27S
Rome, Georgia 30162
(706) 295-6328-GIST 231-6328

Gainesville College
President J. Foster Watkins
Mundy Mill Road
Gainesville, Georgia 30503
(706) 535-6210-GIST 246-6210

Gordon College
President Jerry M. Williamson
419 College Drive
Barnesville, Georgia 30204
(770) 358-5015-GIST 258-5015

Macon College
President S. Aaron Hyatt
College Station Drive
Macon, Georgia 31297
(912)471-2712-GIST 323-2712

Middle Georgia College
President Joe Ben Welch
Sarah Street
Cochran, Georgia 31014
(912) 934-3011-GIST 325-3011

South Georgia College
President Edward D. Jackson, Jr.
Douglas, Georgia 31533
(912)383-4202-GIST 347-4202

Waycross College
President James M. Dye
2001 Francis Street
Waycross, Georgia 31501
(912) 285-6134-GIST 368-6134

Skidaway Institute of Oceanography
Director David W. Menzel
P.O. Box 13687
Savannah, Georgia 31416
GIST 360-2480

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)
Richard A. Skinner, Jonesboro, Georgia (assistant treasurer)
Manolo B. Apanay, MD, Morrow, Georgia
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W. Cameron Mitchell, Hampton, Georgia
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Lindy H. Rogers, Lovejoy, Georgia
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Rod A. Suarez, Forest Park, Georgia
M. Allan Vigil, Fayetteville, 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 (770) 961-3535 or 961-3531 for complete information.



COLLEGE PERSONNEL

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FACULTY

PART-TIME FACULTY

CLAYTON STATE COLLEGE**Administrative Officers and Staff****PRESIDENT**

Richard A. Skinner, President
 Dianne D. Jordan, Administrative Specialist
 Robert C. Bolander, Community Liaison
 Valerie Lancaster, Secretary
 Doris Woods, Secretary

DEAN OF STUDENT AND ENROLLMENT SERVICES

Faye T. Barr, Acting Dean of Student and Enrollment Services
 Sherry Barwick, Administrative Assistant

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 Timothy Buchanan, Assistant Director of Admissions/Recruitment
 Rebecca Gmeiner, Assistant Registrar
 Carolyn Montgomery, Minority Recruitment Officer
 Jean Myers, Assistant Director of Admissions/Transfer and International Students
 Patricia Mulvaney, Secretary
 Roxanne Revak, Admissions Specialist
 Donna Bynum, Admissions Specialist
 Bobbie Busby, Clerk
 Mona Franz, Clerk
 Stephanie Loudermilk, Evening Coordinator
 Candi Yeager, Transcript Clerk

STUDENT LIFE

Robert J. Taylor, Director
 Jeff Jacobs, Assistant Director
 Bethany L. Smith, Secretary

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Patricia Martin, Director
 R. Wayne Stewart, Special Needs Coordinator
 Deborah Greer, Multicultural Affairs Coordinator
 Mona L. Johnson, Secretary
 Kathy Roberts, Secretary

CAREER SERVICES

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A.S., Kennesaw College, 1983; B.S., Georgia State University, 1990; M.S., Georgia State University, 1993.
- LINDA E. NASH, Assistant Professor of Mathematics
B.S., North Georgia College, 1973; M.Ed., Georgia State University, 1989; Ph.D. Georgia State University, 1993.
- 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.
- VIRGINIA C. NELMS, Professor of Education and Coordinator for Middle Level Education
B.S.Ed., University of Georgia, 1959; M.Ed., University of Georgia, 1962; Ed.S., University of Georgia, 1971; Ph.D., Georgia State University, 1982.
- LYLE E. NORDSTROM, Head of the Department of Music and Professor of Music
B.A., Macalester College, 1965; M.A., Stanford University, 1967; D.M.A., Stanford University, 1969.
- MISI G. NTEFF, Assistant Professor of Nursing
B.S.N., University of Iowa, 1980; M.S., Georgia State University, 1985.
- NORMAN G. OGLESBY, Professor of Management
B.S., The George Washington University, 1970; M.B.A., The George Washington University, 1971; Ph.D., University of Georgia, 1977.
- MICHIKO OTAKI, Assistant Professor of Music
B.M., San Francisco Conservatory of Music, 1981; M.M., Manhattan School of Music, 1983; D.M.A., University of Miami, 1991.
- WILLIAM A. PASCH, Professor of English
A.B., Wittenberg University, 1970; M.A., University of Massachusetts at Amherst, 1973; Ph.D., University of Massachusetts at Amherst, 1977.
- RONEY PERGL, Instructor of Drafting and Design
B.Des., University of Florida, 1977; B.Arch., Texas Tech University, 1983.
- 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, Professor of Management
B.S., Georgia Institute of Technology, 1958; M.S., Georgia Institute of Technology, 1959; Ph.D., University of Alabama, 1966.
- EDWARD E. PIERCE, Assistant Professor of Music
B.M., Florida State University, 1977; M.Mus., Temple University, 1979; M.E.A., Carnegie Melon University, 1990; D.A., University of Northern Colorado, 1988.
- SHARON J. PORTER, Assistant Professor of Nursing
A.S., DeKalb Community College, 1977; B.S., Georgia State University, 1982; M.S., Georgia State University, 1992.
- LOIS W. POWELL, Assistant Professor Emerita of Dental Hygiene
A.A., Albany Junior College, 1973; B.S., Armstrong State College, 1978; M.Ed., University of Georgia, 1981.
- JOHN M. PRATTE, Assistant Professor of Physics
B.S. PHY., University of Texas at Austin, 1985; Ph.D., University of Colorado, 1990.
- BROOKE M. PRIDMORE, Professor of Physics
A.B., West Georgia College, 1968; M.S., University of Michigan, 1969; Ph.D., Georgia State University, 1978.

- JOHN R. RADFORD, Instructor of Aviation Maintenance Technology Diploma, South Georgia Technical and Vocational School, 1981.
- F. RICHARD REYNOLDS, Counselor and Assistant Professor of Learning Support
A.S., Gadsden State Junior College, 1977; B.S., Troy State University, 1979; M.A., Ashland Theological Seminary, 1987; Ed.S., Georgia State University, 1991; D. Min., Columbia Theological Seminary, 1994.
- 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.
- ELAINE E. RIDGEWAY, Head, Department of Associate Degree Nursing and Assistant Professor of Nursing
B.S.N., University of the District of Columbia, 1978; M.S.N., Catholic University of America, 1983.
- LINDA F. SAMSON, Dean of the School of Health Sciences and Associate Professor of Nursing
B.S.N., Emory University, 1972; M.N., Emory University, 1973; Ph.D., University of Pennsylvania, 1989.
- SUSAN J. SANNER, Instructor of Nursing
B.S.N., Georgia State University, 1985; M.S.N., Georgia State University, 1993.
- 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, Professor of English
B.A., University of Texas, 1971; M.A., Emory University, 1976; Ph.D., Emory University, 1976.
- EDMON L. SEXTON, Instructor of Aviation Maintenance Technology
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.
- ROBERT L. SHAW, Distinguished Visiting Professor of Music
A.B., Pomona College, 1938.
- ROBERT M. SIEGMANN, Professor of Computer Information Systems
M.S., University of South Carolina, 1960; M.S.I.S., Georgia Institute of Technology, 1968; Ph.D., Georgia Institute of Technology, 1971.
- JACQUELYN K. SINCLAIR, Assistant Professor of Physical Education
B.S., Florida Southern College, 1963; M.S., University of Florida, 1969.
- RICHARD A. SKINNER, President
B.A., Georgia Southern College, 1971; M.A., University of South Carolina, 1974; Ph.D., University of South Carolina, 1975.
- BETHANY D. STILLION, Assistant Professor of Psychology
B.A., Furman University, 1987; M.A., Emory University, 1990; Ph.D., Emory University, 1994.
- 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 Life
B.A., Stetson University, 1969; M.A., Stetson University, 1971.
- LOIS M. TEBBE, Head of the Department of Dental Hygiene and Associate 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, Professor of Psychology
A.B., Boston University, 1953; M.Ed., Northeastern University, 1966; Ed.D., University of Massachusetts, 1984.
- MARILYN G. THOMAS, Instructor of Teacher Education
B.S., Mississippi College, 1969; M.A., University of Cincinnati, 1995.
- JOSEPH S. TRACHTENBERG, Associate Professor of Political Science
B.A., Willamette University, 1970; M.A., Portland State University, 1973; Ph.D., Emory University, 1978.
- TED S. WALKUP, Associate 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.
- BRUCE N. WARDREP, Charles Schmidlapp Conklin Professor of Finance
B.B.A., Georgia State University, 1971; Ph.D., Georgia State University, 1974.
- H. BRENT WEAVER, Assistant Professor of Music
B.A., Goshen College, 1979; M.M., University of Oregon, 1984; D.M.A., University of Oregon, 1991.
- ROBERT H. WELBORN, Associate Professor of History
A.A., Anderson Junior College, 1966; B.A., Clemson University, 1968; M.A., University of South Carolina, 1971; Ph.D., University of South Carolina, 1978.
- MARTHA M. WOOD, Associate 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.

NINI YANG, Assistant Professor of Management
 B.A., Beijing Institute of Foreign Languages and Tourism, 1982;
 M.A., State University of New York, Buffalo, 1989.

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.

PART-TIME FACULTY

Qualified individuals are employed as part-time instructors by Clayton State College each quarter as needed. The part-time faculty members listed below have taught at least one academic course at the College for each of the past three years.

Angelica, Salvatore P.	Mathematics	Huff, Marianne B.	Mathematics
Austin, Stuart R., Jr.	Nursing	Hunt, Patricia P.	English
Baird, Michael P.	Business Law	Karns, Robert B., Jr.	Music
Bakhtiarnjad, Esfandiar	Management	Killian, Sarah M.	Nursing
Bales, Janice S.	Mathematics	Kimmons, Donna C.	Dental Hygiene
Ballard, Steven H.	Business	Kiser, Joyce I.	Nursing
Bass, Joan W.	Business Education	Long, Harrison O.	Drama
Baughman, Joel Wayne	Music	Mauldin, Joyce S.	Communications
Belvin, Theo M.	Mathematics	McClung, Steven R.	Speech
Benkeser, Peggy Lou	Music	McCord, Miriam H.	Communications
Bentley, Deborah L.	Nursing	McCullough, Michael Allen	EMT
Berry, Bennie L.	Nursing	McCullough, Lynette S.	EMT
Bishop, Martha Jane	Music	McKelvy, George M.	Chemistry
Blount, Bettye C.	German	McKittrick, P. Douglas	English
Blythe, Sandra H.	Reading	McLeod, Marsha	Communications
Brandon, Frank W.	History	Miller, Drena A.	Mathematics
Brantley, B. Susan	Nursing	Missroon, James F.	Mathematics
Broadwell, Wendell S.	Political Science	Morris, J. Richard	Instructor of Music
Burnett, William C., Jr.	Biology	Munn, Edward C.	Philosophy
Cameron, Helen J.	Reading	Myers, Paul L.	Mathematics
Chandler, Jeffrey L.	Communications	Nadeau, Kelly H.	Nursing
Churbock, Cathleen A.	Nursing	Nordenhaug, Erik S.	Philosophy
Clark, Emory T.	Communications	Nordstrom, Patricia A.	Humanities
Cohen, Gary B.	English	O'Neal, John W.	Music
Conwill, Giles A.	History	Owens, Dawn B.	History
Crawford, George W.	Management	Parkins, Jean R.	Sociology
De Bonis, J. Nicholas	Management	Philson, Beverly L.	Nursing
Deis, Michael H.	Mathematics	Pitts, D. Patricia W.	Mathematics
Derhammer, John L.	Psychology	Ponder, Peggy L.	Nursing
Dowdakin, J. Daniel	Music	Purdy, Elizabeth R.	Political Science
DuBose, Dorothy	English	Pyle, Daniel S.	Music
Dufresne, Joseph V.	Dental Hygiene	Rafeedie, Steven P.	Dental Hygiene
Dukes, Danny F.	Accounting	Reynolds, Patricia A.	Nursing
Duncan, Janet H.	Dental Hygiene	Robinson, Inell B.	Nursing
Durley, Joel C.	Drafting and Design	Roegner, David L.	History
Elkins, Bruce P.	Music	Rogers, Amelia E.	Mathematics
Ettang, Eno C.	Nursing	Rosenkranz, Thomas F.	Chemistry
Faulkner, Linda L.	Nursing	Rouse, Donald E.	Biology
Fields, Onice	English	Russell, John E.	Accounting
Gafnea, Betty L.	Nursing	Shaw, David W.	Mathematics
Gordon, Karen M.	Nursing	Shaw, Sharon B.	Mathematics
Gurch, Ted A.	Music	Sherr, Laurence E.	Music
Haer, Christine M.	Dental Hygiene	Shivers, Stephen E.	Music
Hale, James T., Sr.	Mathematics and Computer Science	Shook, Michael J.	Mathematics
Hearn, William B.	Music	Singleton, Doris J.	Developmental Studies
Henry, Susan C.	English	Smith, Catherine A.	Communications
Hensley, Robin E.	Music	Southerland, Troy T.	Science
Hooper, William M.	Psychology	Sowell, Richard L.	Nursing
Home, Avonel H.	Business Education	Spence, Jayne L.	Management
		Standridge, George T.	Electronics
		Steigelman, Lucia K.	Philosophy
		Stephens, Mary H.	Mathematics
		Strawbridge, Nancy S.	Music
		Sullivan, James B.	Music
		Tang, Caterina C.	History
		Taylor, Joylene M.	Music
		Vas Dias, Harry A.	Music
		Vaughn, Elsie J.	Mathematics
		Vokes, Brent A.	Music
		Voyles, Richard J.	Philosophy
		Wade, Angelia L.	Mathematics
		Walker, Linda M.	Mathematics
		Watkins, Kay L.	Communications
		Weir, Isadora E.	Nursing
		Whitaker, Anna M.	Reading
		Williams, Elizabeth B.	Nursing
		Yearwood, Jane S.	Medical Assisting

COLLEGE FACILITIES

USE OF COLLEGE FACILITIES

Facilities and equipment of Clayton State College are provided for the purpose of supporting educational programs and services approved for the College by the Board of Regents.

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 cosponsor the activity as one of its own educational 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 cosponsored 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.

Request to use facilities by recognized student organizations shall be in accordance with the Clayton State College Student Handbook.

All requests and agreements for the use of any Clayton State College facilities from sources external to the College shall be directed to the Office of Continuing Education (961-3550).

CAMPUS FACILITIES

A. The ADMINISTRATION BUILDING houses the offices of the President, the Vice President for Academic Affairs, and Vice President for Fiscal Affairs.

B. The ROUND BUILDING contains six lecture rooms, accommodating from 50 to 150 students and served by a multi-media audio-visual system.

C. The ACADEMIC BUILDING contains general classroom and special purpose rooms and laboratories for science and nursing; and offices for the School of Business and the School of Health Sciences.

CE. The CONTINUING EDUCATION CENTER contains offices for Continuing Education; the Small Business Development Center; the Job Skills Center; Quality, Industrial and Management Training Center; Georgia Tech Economic Development Institute and Georgia Quick Start. It also houses classrooms, computer labs, and meeting, conference and seminar rooms. Also included is a food service area.

D. The STUDENT CENTER houses the Office of the Dean of Student and Enrollment Services, the Offices of Counseling and Career Services, Financial Aid, 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 and athletics, shower and locker rooms for men and women, and faculty offices. Included are a multi-use gymnasium, classroom space, a fitness center, a weight room, and a lobby and exhibit area. The gymnasium houses a regulation full-length basketball court - *home of the Lakers*.

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 230-seat Lecture Hall.

L. The LIBRARY houses a variety of instructional services and resources. The two-story structure includes areas for library and media services. Instructional areas for the Department of Learning Support and the Learning Center are provided. The Office of Information Technology and Services also is located in the Library.

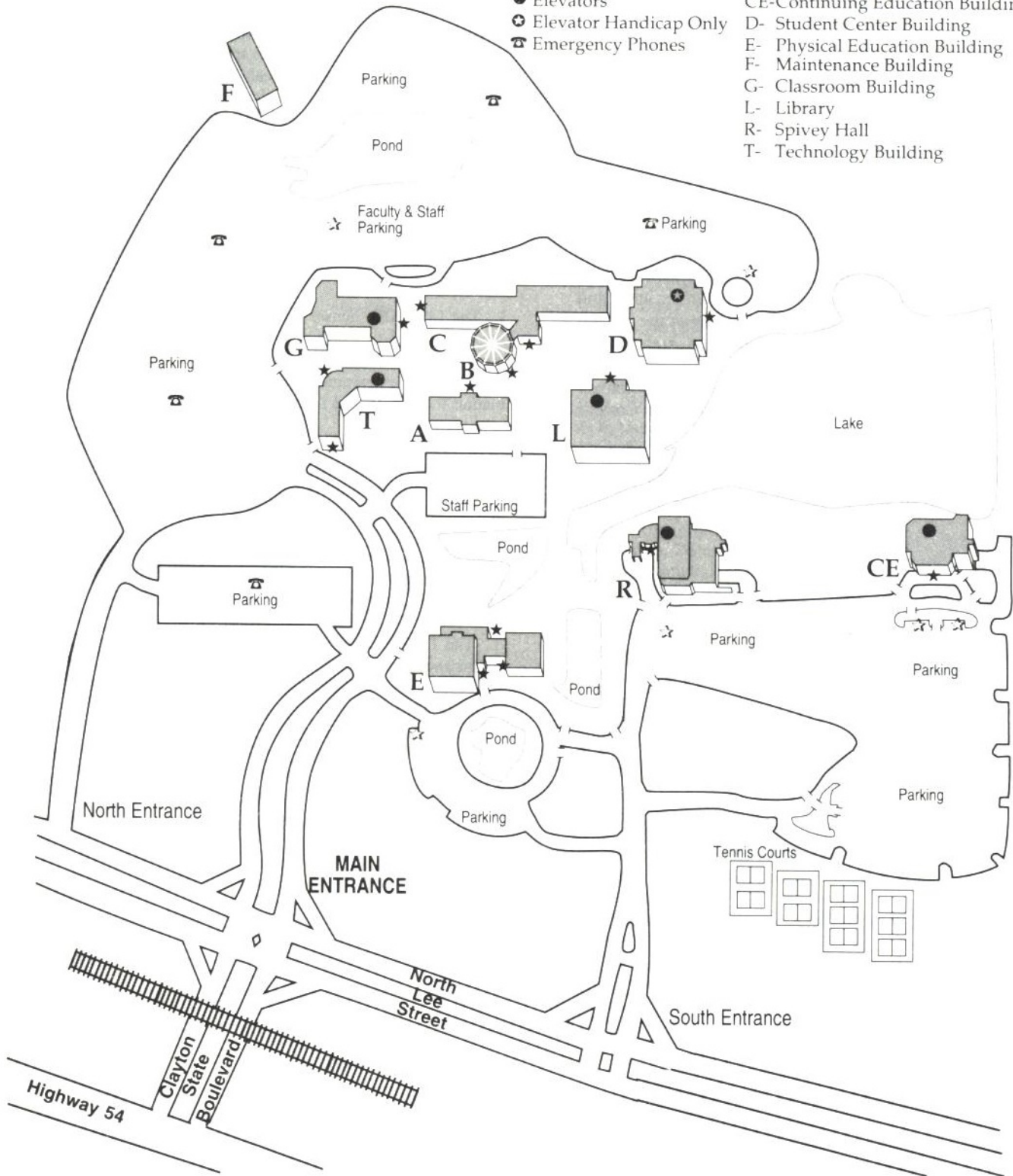
R. SPIVEY HALL, dedicated in January and February, 1991, gained an immediate reputation as one of the finest recital halls in the Southeast. The stage of the 400-seat hall accommodates a 100-voice choir, and the orchestra pit seats a 50-piece orchestra. Included in the magnificent structure is a grand staircase leading into a dramatic main lobby, a reception area, dressing rooms for performing musicians, and a state-of-the-art recording room. A 75-rank organ, dedicated to Albert Schweitzer, was installed in early 1992.

T. The TECHNOLOGY BUILDING includes laboratories, classrooms and faculty offices for programs offered through the School of Technology and classrooms and office spaces for the Department of Teacher Education.

Clayton State College Campus

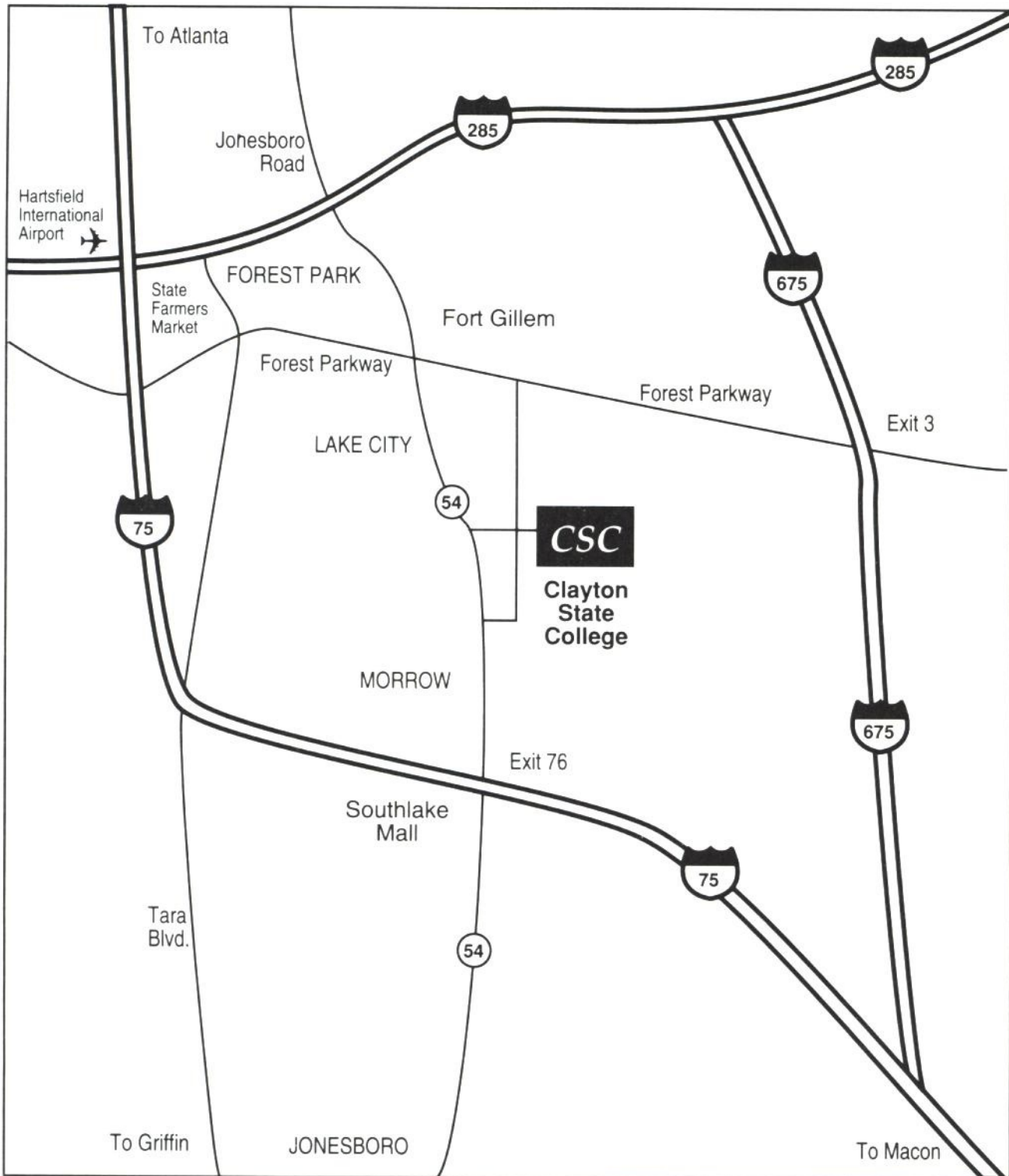
A Senior College of The University System of Georgia

- | | | | |
|---|------------------------|-----|-------------------------------|
| | Handicap Ramps | A- | Administration Building |
| ✕ | Handicap Parking | B- | Round Building |
| ★ | Handicap Entrance | C- | Academic Building |
| ● | Elevators | CE- | Continuing Education Building |
| ⊙ | Elevator Handicap Only | D- | Student Center Building |
| ☎ | Emergency Phones | E- | Physical Education Building |
| | | F- | Maintenance Building |
| | | G- | Classroom Building |
| | | L- | Library |
| | | R- | Spivey Hall |
| | | T- | Technology Building |



Clayton State College

Morrow, Georgia 30260



LOCATION: Clayton State College is easily reached by taking I-75 to Exit #76 (15 miles south of downtown Atlanta) turn left on highway 54, follow signs to campus and turn right on Clayton State Boulevard. From I-675, take Exit #3 and follow the signs on Forest Parkway.

A Senior College of The University System of Georgia

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GENERAL ADMISSION INFORMATION

Clayton State College

- Consult the Admissions section of the College catalog for additional information.

BEGINNING FRESHMEN:

- Request that an official transcript of all high school work completed be sent directly to Clayton State College from your high school or, submit an official report of test results listing your General Educational Development (GED) scores, issued from the GED Test Center where you took the test.
- Request that your scores on the Scholastic Aptitude Test (SAT), or American College Test (ACT) be sent directly to Clayton State College from your high school or take the Scholastic Aptitude Test at Clayton State College at least 20 days before registration for the quarter in which you plan to enter. (See the current quarterly schedule for test dates.)

TRANSFER STUDENTS:

- Request that an official transcript be sent directly to Clayton State College from EACH college or university previously attended. (Note: you must list and have official transcripts sent from EACH college or university previously attended.)
- If you have earned fewer than 20 quarter hours of transferable college credit, you must also submit high school transcripts and Scholastic Aptitude Test/American College Testing scores as indicated for "Beginning Freshman" above.

TRANSIENT STUDENTS:

- Request a transient authorization from the registrar of the institution currently attended. (Note: Students who desire to obtain a degree from Clayton State College must request in writing to be reclassified as a "Transfer Student" and upon that reclassification must meet all requirements for a "Transfer Student" as listed above.)

FORMER STUDENTS:

- If you have not attended Clayton State College within the past four or more quarters, or if you have attended another college during your absence, you MUST apply for readmission. Readmission applications must be received by the application dead line for the quarter in which you plan to re-enroll.

SPECIAL STUDENTS:

- Students who have been awarded an Associate or higher degree must request an official transcript showing the degree be sent directly to Clayton State College from the college or university which awarded the degree.

FRESHMAN SCHOLARS:

- High School students interested in accelerating an educational program should consult with their high school counselors for information about the Freshman Scholar Program.

INTERNATIONAL STUDENTS:

- In addition to meeting regular admission requirements, prospective international students must demonstrate proficiency in the English language by successfully completing a "Test of English as a Foreign Language," (TOEFL) or the Georgia State University English Proficiency Examination.

NON-TRADITIONAL STUDENTS:

- Must have been out of high school or college for at least 5 years and earned fewer than 20 hours of transferable credit
- Request an official high school transcript or General Educational Development Certificate (GED) score report and/or college transcripts be sent directly to Clayton State College.

AUDITORS:

- Request an official high school transcript or General Educational Development Certificate (GED) score be sent directly to Clayton State College.
- Complete Request to Audit form at time of registration.

STUDENTS 62 YEARS OF AGE OR OLDER:

- Applicants must meet all regular admission requirements to the College
- Must submit proof of age and Georgia residency

NON-DEGREE STUDENTS

- Request an official high school transcript or General Educational Development Certificate (GED) score be sent directly to Clayton State College.
(Note: Students may complete a maximum of 19 quarter credit hours as a non-degree student. Students wishing to take additional credit must reapply for admission and meet the requirements for regular admission.)

The Board of Regents of the University System of Georgia requires all beginning students to submit a Certificate of Immunization (measles, mumps, rubella) before attending classes at any University System College or University.

CERTIFICATE OF IMMUNIZATION

PART A-To be completed by student

Name _____
LAST FIRST MIDDLE INITIAL
Date of Birth _____ Social Security Number _____
Address _____
STREET CITY STATE
Date of Enrollment _____

PART B-To be completed and signed by a health care provider. Dates must include month and year.

Required Immunizations:

- For students born before 1957, Rubella immunity, as in IV.
- For all other students, either a) MMR immunity, as in I or b) measles, mumps and rubella immunity, as in II, III and IV.

I. MMR (Measles, Mumps, Rubella) *Note: Date must be after 1970*

- Dose 1 - immunized at 12 months of age or later, and (MO/DAY/YR) ___/___/___
- Dose 2 - immunized at least 30 days after Dose 1 (MO/DAY/YR) ___/___/___

II. MEASLES *Note: Date must be after March 4, 1963, but not before first birthday.*

- Had disease; confirmed by physician diagnosis in office record, OR (MO/YR) ___/___
- Born before 1957 and therefore considered immune, OR (MO/YR) ___/___
- Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) ___/___
- Immunized with live measles vaccine at 12 mos. of age or later, AND (MO/DAY/YR) ___/___/___
- Immunized with second dose of live measles vaccine at least 30 days after first dose (MO/DAY/YR) ___/___/___

III. MUMPS *Note: Date must be after April 22, 1971*

- Had disease; confirmed by physician diagnosis in office record, OR (MO/YR) ___/___
- Born before 1957 and therefore considered immune, OR (MO/YR) ___/___
- Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) ___/___
- Immunized with vaccine at 12 mos. of age or later (MO/DAY/YR) ___/___/___

IV. RUBELLA *Note: Date must be after June 9, 1969*

- Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) ___/___
 - Immunized with vaccine at 12 mos. of age or later (MO/DAY/YR) ___/___/___
- Exemption on grounds of permanent medical contraindication
 Exemption on grounds of temporary medical contraindication
- pregnancy-expected date of confinement (MO/YR) ___/___
 - other-anticipated date of end of contraindication (MO/YR) ___/___

Immunization status indicated above is certified by.

Signature of physician or health facility official

Date

Name and address of physician or public health facility

Religious exemption

I affirm that immunization as required by the University System of Georgia is in conflict with my religious beliefs. I understand that I am subject to exclusion in the event of an outbreak of a disease for which immunization is required.

Signature of student

Date

(Student signature required only for religious exemption)

NOTE: Students are recommended to keep a photocopy of this form for future use.

Have you ever attended this institution before?

Yes No If yes, what quarter and year? _____

Were courses for: Community Service Credit

Name while in attendance: _____

Will you be receiving Veteran's benefits? Yes No

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

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

11. FOREIGN STUDENTS ONLY

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. I am interested in the extracurricular activities checked below:

- | | | |
|---|--|--|
| 1. <input type="checkbox"/> Band | 4. <input type="checkbox"/> Choir | 7. <input type="checkbox"/> Intramural Athletics |
| 2. <input type="checkbox"/> Drama | 5. <input type="checkbox"/> Speech | 8. <input type="checkbox"/> Student Government |
| 3. <input type="checkbox"/> Varsity Athletics | 6. <input type="checkbox"/> Publications | 9. <input type="checkbox"/> Other |

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

Signature

Date

Before you mail this application, have you:

- (1) filled in your Social Security number?,
- (2) completed Question #3?,
- (3) signed this application?

RETURN THIS COMPLETED APPLICATION FOR ADMISSION TO

**The Director of Admissions
Clayton State College
P.O. Box 285
Morrow, Georgia 30260**

Clayton State College is committed to the principle of affirmative action and shall not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, physical or mental handicap, disability, or veteran's status in its recruitment, admissions, employment, facility and program accessibility or services.

NOTICE: LAW ENFORCEMENT

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.

QUICK REFERENCE TELEPHONE DIRECTORY (Area 770*)

Campus Police (Department of Public Safety).....	961-3540
College Information	961-3400
Admissions	961-3500
Advancement	961-3616
Academic Affairs, Vice-President for	961-3485
Accounting, Department of	961-3410
Arts and Sciences, School of	961-3420
Athletics, Department of	961-3450
Aviation Maintenance Technology, Department of	961-3569
Bookstore	961-3480
Business, School of	961-3410
Career Services	961-3518
College Relations/Sports Information	961-3535
Continuing Education	961-3550
Counseling Services	961-3515
Dental Hygiene Clinic	961-3441
Dental Hygiene, Department of	961-3590
Development/Alumni Relations	961-3580
Electronics and Drafting, Department of	961-3415
Financial Aid	961-3511
Fiscal Affairs, Vice President for	961-3528
Food Services	961-3560
Health Sciences, School of	961-3430
Humanities, Department of	961-3420
Learning Center	961-3464
Learning Support, Department of	961-3470
Library	961-3520
Maintenance/Receiving	961-3545
Management and Marketing, Department of	961-3410
Mathematics, Department of	961-3420
Music, Department of	961-3609
Natural Sciences, Department of	961-3420
Nursing, Department of	961-3430
Personnel Services	961-3526
Physical Education	961-3666
Police and Public Safety	961-3540
President	961-3531
Professional Education, Office of	961-3578
Registrar	961-3500
Scholarships	961-3730
Social Sciences, Department of	961-3460
Spivey Hall	961-3683
Student and Enrollment Services, Dean of	961-3730
Student Life	961-3510
Technical Institute, Department of	961-3415
Technology, School of	961-3415
Veterans Affairs	961-3511

NOTE: For GIST communications, substitute 250 for 961.

*The 770 area code goes into effect September 1995. The old 404 area code will also work during the transition period up to December 1, 1995.

We perform.

Clayton State College

Clayton State College Morrow, Georgia 30260

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