CLAYTON COLLEGE & STATE UNIVERSITY

1997-98 ACADEMIC CATALOG

THE CATALOG: AN INFORMATION BOOK

The Clayton College & State University Catalog is designed to provide information about the University'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 University Catalog will ordinarily be applied as stated, Clayton College & State University 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 College & State University 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 College & State University cares about the health and safety of its students, faculty, staff, and the public, smoking is **NOT** permitted inside any building on campus.

CLAYTON COLLEGE & STATE UNIVERSITY

A Unit of the University System of Georgia
Serving South Metropolitan Atlanta

1997-98 CATALOG
Volume 28, Number 1

LIMITATION ON INSTITUTIONAL LIABILITY

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the University 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 University in furtherance of its educational mission.

NOTICE

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

Clayton College & State University 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 University 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, Annette D Butler, Director of Personnel Services, (770) 961-3526. Section 504 Coordinator, R. Wayne Stewart, Disability Services Coordinator, (770) 961-3515.

1997-98 Academic Calendar

Fall Quarter 1997

Sept. 22-23	Last day to register before classes begin
Sept. 24	Classes begin
Nov. 26-28	Thanksgiving Holiday
Dec. 3	Classes end
Dec. 4-10	Final Examinations

Winter Quarter 1998

Jan. 5	Last day to register before classes begin
Jan. 6	Classes Begin
Jan 19	M. L. King, Jr. Holiday
March 13	Classes end
March 14-18	Final Exams

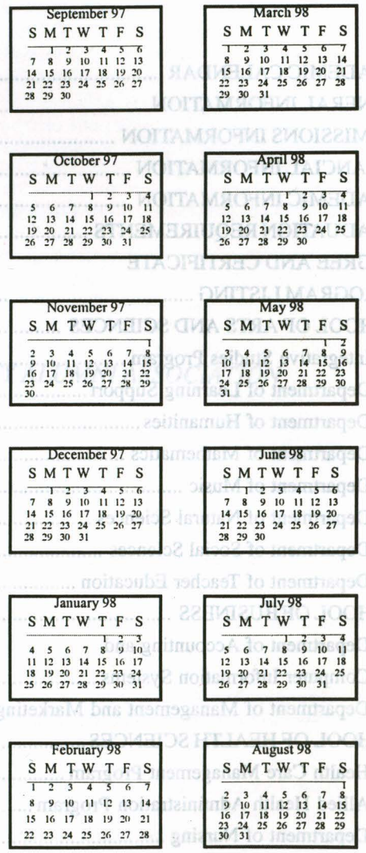
Spring Quarter 1998

March 24	Last day to register before classes begin
March 25	Classes begin
May 25	Memorial Day Holiday
June 7	Classes end
June 2-7	Final Exams

Summer Quarter 1998*

June 15	Last day to register before classes begin
June 16	Classes begin
August 13	Classes end
August 14	Final Exams

* Dates for Summer Quarter will vary depending on the session. Consult the Summer Class Schedule for additional information.



CHANGE TO SEMESTER SYSTEM COMING FOR 1998-99: Effective Fall 1998 Clayton College & State University will join the University System of Georgia in converting to the semester system. Fall Semester 1998 classes will begin ~~September 24.~~ August 24. This catalog is the last one for the quarter system. Over the next few months, please consult the 1998-99 Academic Catalog, the Fall 1998 Schedule of Classes, other publications, and the University's Web site (www.clayton.edu) for information about the transition from quarters to semesters.

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DESCRIPTION OF THE UNIVERSITY

In more than 25 years of service to south metropolitan Atlanta, Clayton College & State University has effectively responded to the needs of its community. In the fall of 1996, the University enrolled nearly 5,000 students in credit programs. Thousands more attended non-credit classes through the Continuing Education Center. In all cases, the University 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 degree 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 University 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, and Performance;
- The Bachelor of Arts, with a major in Middle Level Education; and
- The Bachelor of Applied Science, with majors in Technology Management, Administrative Management, Allied Health Administration, and Dental Hygiene Administration and Practice.
- The Bachelor of Arts and the Bachelor of Science in Integrative Studies, wherein students may create their own programs of study by drawing on the course offerings of Clayton State and the 18 other University Center in Georgia college and university members, as well as the resources of the Atlanta-area business community.

These baccalaureate degree programs are designed to develop graduates who have the abilities and knowledge essential to successful career performance. The University provides career guidance services and can help students acquire work experiences before graduation.

Clayton College & State University 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 University. These programs serve both those students who plan to continue work toward a baccalaureate degree at Clayton College & State University and those who plan to transfer to other institutions. The University also provides one- and two-year career and technical programs designed to prepare students for immediate employment.

Students admitted to the University 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 University offers a Learning Support Program for students whose academic records indicate that they are not yet prepared to do college-level work and for students returning to an academic atmosphere who require a review of basic academic skills.

The Continuing Education Center 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.

MISSION OF THE UNIVERSITY

Clayton College & State University has a demonstrated commitment of service to its community and region--particularly the Southern Crescent of metropolitan Atlanta. Bringing educational opportunities to the citizens and businesses of the Southern Crescent to contribute to the regions' future development is central to the University's mission and aspirations.

As Georgia's only university that also houses a regional technical institute, Clayton State is a unique institution. This status enables the University to serve as a practical bridge between Georgia's two systems of post secondary education and between the liberal arts and specialized career/vocational education.

Clayton College & State University's core mission is to provide superior career-oriented studies that will prepare students to succeed in the world of work in the 21st Century and to provide services and continuing education that will assist the Southern Crescent and the state in improving the quality of life for residents. In approaching this mission, the University incorporates five common elements in all of its programs and services:

- developing effective communication including broad and technologically sophisticated access to information
- recognizing and responding to the increasingly global context of contemporary life
- promoting community-based, experiential learning to create durable and meaningful connections between education and all other aspects of life
- focusing on continuous education and growth as a result of on-going assessment of learning
- understanding and developing a facility with the power and limitations of modern technology.

As a senior institution of the University System of Georgia, Clayton State shares characteristics with all of its sister institutions and with the senior institutions in particular (italics below). The University's unique characteristics and its five common thematic elements are particularly applicable to several of the system characteristics as highlighted.

• *a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty and staff;* ***As a non-residential, metropolitan institution, Clayton State provides an array of student services designed to meet the varied needs of commuter students of differing ages and interests. Opportunities for leadership development are provided through an honors program, a wide range of student organizations, and an active Student Government Association. Cultural and educational enhancements are offered to students and the community through the widely-recognized Lyceum and Spivey Hall programming.***

• *cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;* ***Clayton State particularly values ethnic and racial diversity. The University has the highest percentage of minority enrollment of any institution in the University System of Georgia except for the historically black universities, and is experiencing growth in its international student population. Clayton College & State University is committed to highlighting global contexts throughout its programs and services.***

• *technology to advance educational purposes, including instructional technology, student support services, and distance education;* ***Clayton State is dedicated to placing a major emphasis on technologically advanced access to information and to ensuring that all students acquire a working familiarity with the uses, limitations, and ethical implications of modern informational technology.***

• *collaborative relationships with other System institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia;* ***A pioneer in cooperation with the Georgia Department of Technical and Adult Education, Clayton State has advanced this relationship to the baccalaureate level through the Bachelor of Applied Science degree program. The University has also been a leader in building partnerships with local school systems to train teachers and to raise the educational aspirations of school children. An emphasis on community-based experiential learning strengthens the connection between formal education and life.***

• *a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region of state;* ***Given the proximity of Hartsfield International Airport and the rapid development of the Interstate 75 corridor, the Southern Crescent region is poised on the threshold of dramatic change. Clayton State has a special role to play in helping to ensure that the economic and cultural development of its region keeps pace with other areas of Metropolitan Atlanta. The internationally acclaimed Spivey Hall concert facility and the support provided by the Spivey Foundation positions the University for national excellence in music education.***

• *a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body; promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;* ***As a community-based institution, Clayton State is committed to serving young learners and life-long learners alike. Flexible hours, multiple instructional sites, and distance learning promote access within the context of admission standards that promote excellence. A leader in the assessment of student learning outcomes, Clayton State uses individual assessment results for placement and feedback and draws on aggregate results to inform program improvement.***

• *a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or institutional collaborations;* ***Defining general education outcomes and explicitly focusing curricula to achieve them has been a hallmark of Clayton State, and the University aspires to continued leadership in this domain. At Clayton State, students will find career-oriented education with a solid liberal arts foundation. Associate and baccalaureate majors, including integrated and interdisciplinary programming, focus on clearly defined student learning outcomes. Graduate programming will be undertaken by the University in collaboration with other institutions as community needs dictate.***

• *a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the University's scope of influence;* ***Clayton College & State University provides a strong resource for the Southern Crescent in these areas through its varied educational programming. The University's continuing education and community services program is one of the state's largest, and provides direct educational and technical support to the economic development of the communities served. In addition, Spivey Hall's outreach programs serve the cultural needs of the community and develop future audiences.***

• *a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.* ***The University is committed to a continuing investment in its faculty development program which is specifically designed to enhance areas such as use of instructional technology and applied research to benefit the campus and community.***

INFORMATION TECHNOLOGY PROJECT

This fall, Clayton State becomes the third U.S. public university, and the first in the southeast, to equip all of its students with notebook computers. The Information Technology Project (ITP), a prototype program for the University System of Georgia, will help students improve their career readiness and employability and Clayton State improve its educational flexibility and reduce its reliance on state funding.

The notebook computer part of ITP, designated UPITA™ (Universal Personal Information Technology Access), will improve student learning by increasing learning productivity, ensuring career readiness, accomodating the needs of older students, and making lifelong learning a practical reality. UPITA also includes unlimited, remote Internet access, walk-up and telephone user assistance, an e-mail account and on-campus repair.

The ITP concept also includes a universal campus card for all students and involves the operation of the University's Auxiliary Services units.

ACCREDITATION AND APPROVALS

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

Clayton College & State University 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 University also is accredited by the Commission on Dental Accreditation, the Georgia Board of Nursing, and the National League for Nursing.

The University'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 University 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

ALUMNI ASSOCIATION

The Clayton College & State University Alumni Association formed in 1991.

The Alumni Association provides opportunities for former students to be of service to and involved with the University in several ways. The alumni organization schedules various on and off campus events throughout the year involving all former Clayton state students, as well as current students and the community.

The 1997 Clayton College & State University Alumni Board of Directors Are:

Terry L. Penn, President
Lanelle LaRue, Vice President
Emory S. Holloway, Treasurer
Thomas A. George, Secretary
Deborah Chastain, Vicki Corley, Diana Cunningham
Debra Dumas, Bill Durham, Alma Farfan-Northway
Kristin Fowler, Jacqueline Geter, Douglas Gray
Mary Ann Headrick, Sharon Holst, Jill Hunt
Natalie Hynson, Bill Jones, Tony Kimbrell
Patrick Maloney, Joan Murphy, Diane Neville
Chuck Rainwater, Arthur Rogers

For more information about the Alumni Association, please call the Office of Alumni Relations at (770) 961-3580.

SPIVEY HALL

Clayton College & State University's Spivey Hall, a world-class concert hall, presents renowned musicians, as well as a series of student performances, and community ensembles. With the intimacy of 400 seats, Spivey Hall's acoustical excellence and superior classical and jazz music series has brought widespread recognition from artists, media, and audiences throughout the southeast. Spivey Hall's 79-rank Albert Schweitzer Memorial Organ was dedicated to Dr. Schweitzer's memory in May 1992.

In addition to Spivey Hall's extensive concert series, Spivey Hall's education programs serve metropolitan Atlanta area schools. The Spivey Hall Education Committee is a unique collaboration between a performance venue and public school systems which sponsors such programs as,

- Student Concert Series
- Spivey Hall Children's Choir
- Master Classes
- Robert Shaw Choral Workshop
- Teacher Staff Development Programs

Spivey Hall is also the primary performance space for the Clayton College & State University Music Department which presents an extensive series of student and faculty recitals, musical theatre productions, and opera. As part of Clayton State students' activity fees, students are entitled to two tickets to Spivey Hall concerts of their choice.

ADMISSIONS INFORMATION

GENERAL ADMISSION INFORMATION

To be admitted to Clayton College & State University, a student must qualify under one of the admissions categories listed below. Applicants in all categories must submit (1) a completed application for admission form, (2) the required application fee, (3) immunization form, and (4) all other documents required by the appropriate category under which they are applying.

Copies of the admissions application and immunization forms are found in the back of this catalog or may be obtained from the Office of Admissions (770-961-3500). If you need assistance or have questions about which category applies to you, please contact the Admissions Office and ask to speak with an admissions counselor.

ADMISSIONS CATEGORIES AND STANDARDS

Admission standards for each of the following categories are listed below.

- Recent High School Graduates
- Non-traditional Applicants
- Transfer Students
- Former Clayton State Students
- Freshmen Scholars (Concurrent High School/ University Enrollment)
- Transient Students
- International Students
- Other Categories (special admission, auditors, age 62 and older)

RECENT HIGH SCHOOL GRADUATES

Any student who graduated from high school within the last five years* and who has earned fewer than 15 semester hours (or quarter hour equivalent) of college-level credit must meet the admissions criteria for recent high school graduates.

*A student with a GED whose high school class graduated within this period is subject to all admissions criteria in this category except for the high school diploma.

The following documents MUST be submitted in addition to the CCSU application form:

a. Official transcript from each high school attended;
b. Official copy of SAT or ACT test scores (SAT scores prior to 1995 will be recentered);
c. Official transcripts from any college or university previously attended.

Admission eligibility for recent high school graduates is based on a combination of high school academic grade point average (HSGPA), SAT or ACT scores, and completion of the Georgia College Preparatory Curriculum (CPC).

HSGPA and SAT (or its equivalent ACT) are combined to compute the Freshman Index (FI) as follows: FI = SATV + SATM + (HSGPA x 500). For example, the Freshman Index for a student with SAT scores of 510V and 520M with an academic grade point average of 3.00 would be 2,530 (510 + 520 + [3.00 x 500]).

Regular Admission. To qualify for Regular Admission Summer 1997-Spring 1998, a student must meet the following standards:

- **Freshman Index of 2000 or higher**
  — Min. SAT 430v/400m
  — Min. ACT 18E/16m

- **College Preparatory Curriculum**
  — At least 12 of the 15 CPC units
  — No deficiencies in math or English

Limited Admission. Some students who do not meet regular admissions standards may be granted limited admission and will be subject to Learning Support requirements.

- **Freshman Index of 1640 or higher**
  — Min. SAT 330v/310m
  — Min. ACT 13E/14m

- **College Preparatory Curriculum**
  — At least 11 of the 15 CPC units

Note: Higher admission standards for both regular and limited status will be phased in each academic year through 2001. Please consult the forthcoming 1998-99 catalog for additional information.

College Preparatory Curriculum Requirements. The College Preparatory Curriculum (CPC) is required of students who graduated from high school during spring 1988 or later and who plan to enroll in programs leading to the baccalaureate degree (except "2 + 2" degrees such as B.A.S. and the R.N.-B.S.N. track) at institutions of the University System of Georgia. The following high school courses constitute the College Preparatory Curriculum:

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

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 all the University admissions requirements but do not meet all the College Preparatory Curriculum requirements may be granted provisional admissions status. Students with deficiencies in English or mathematics will be required to take the COMPASS Placement Test in English or mathematics. Placement in appropriate Learning Support courses will be determined by COMPASS test 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, 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, SOCI 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.

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 credits may not enroll in college degree courses until CPC deficiencies are satisfied.

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 15 semester hours of transferable college credit (or quarter hour equivalent).

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 University'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 University.
5. Applicants eligible for non-traditional status may be admitted according to the standards for recent high school graduates if they qualify.

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 College & State University students. See Academic Standing in the Academic Information section of this catalog.

If accepted for admission to Clayton College & State University, transfer students who are on probation at their previous colleges will be placed on academic probation at Clayton College & State University. If accepted for admission, students who are in good standing at their previous institutions but who do not meet Clayton College & State University'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 College & State University 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 College & State University until they have been out of school an amount of time equal to Clayton College & State University'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 College & State University 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 University'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 15 semester hours (or quarter hour equivalent) *accepted by Clayton College & State University* are subject to recent high school graduate or non-traditional standards as appropriate admission requirements. Official copies of high school transcripts must be submitted 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.

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 recent high school graduates or non-traditional standards as appropriate. If he or she graduated from high school in spring 1988 or later, the student 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 a degree program in accordance with placement requirements for the specific degree.
7. In order to earn a degree or certificate from Clayton College & State University, transfer students must meet the residency requirements of the University. See the Academic Information and individual school sections of this catalog for residency requirement details.
8. Some programs of study (majors) at Clayton College & State University 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 College & State University. See the catalog section of the particular program.
9. Transfer students may be required to participate in the University'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 College & State University's Learning Support requirements, and the University may require additional testing to help determine an applicant's qualifications for admission.
11. Admission to Clayton College & State University as a transfer student does not guarantee admission to selective admission programs within the University.

FORMER CLAYTON COLLEGE & STATE UNIVERSITY STUDENTS

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

Students who were on probation or suspended at the time of their last attendance will be readmitted on probation.

FRESHMAN SCHOLARS

The Freshman Scholar Program offers outstanding high school juniors and seniors an opportunity to accelerate their academic programs by electing courses at Clayton College & State University. 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 educations by earning college credit at Clayton College & State University. 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 educations by enrolling as full-time students at Clayton College & State University before they actually graduate from high school. Qualified students may enroll in this program at the beginning of any academic quarter at Clayton College & State University.

To be considered for admission to Clayton College & State University 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 score of 1100* with a verbal score of at least 530* and a mathematics score of at least 480* or have a composite ACT score of 25 with subscores of at least 24 on English and 21 on mathematics. *Scores are based on the "recentered" SAT.
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 College & State University 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 College & State University 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.

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 College & State University,
   b. a statement that the student is eligible to return, and
   c. a list of recommended courses to be taken at Clayton College & State University.
2. A transient student who desires to continue as a transfer student at the University must apply through the Admissions Office and meet all transfer admissions policies and requirements.

INTERNATIONAL STUDENTS

International students are evaluated on an individual basis. English proficiency is a critical requirement.

All students whose native language is not English 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 (550) on the Test of English as a Foreign Language (TOEFL) taken within the last two years.
2. Successful completion of Level 109 at ELS Language Center in Atlanta.
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 University 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 University; 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 College & State University. The results of placement testing will help determine courses in which students must enroll.

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

OTHER ADMISSIONS CATEGORIES

Special Students

An applicant already holding an associate or higher degree who does not wish to obtain an additional degree or certificate 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 College & State University must meet admissions requirements for transfer students.

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 receive 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.)

Students 62 Years of Age or Older

Citizens of Georgia 62 years of age or older may attend Clayton College & State University without payment of quarterly matriculation fees on a space-available basis.

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

PLACEMENT TESTING

Students newly admitted to Clayton College & State University under all categories may be subject to entry placement examinations (assessments), which are designed to measure the student's proficiency in critical academic areas. Students will be notified at the time of acceptance which examinations, if any, are required.

Examination results, in conjunction with high school grades and SAT (or ACT) scores, will be used to require or recommend placement in Learning Support courses or other learning experiences.

Testing may also be required at later points in the curriculum for the purpose of evaluating program effectiveness and individual student progress.

DENIAL OF ADMISSION

A student denied admission or readmission to the University 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 University 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. 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

REFUNDS

FEES

Clayton College & State University 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. The information contained in this section should be used only to approximate the cost of attending Clayton College & State University. Refer to the quarterly Schedule of Classes for the most current information concerning fees and refund policy.**

Quarterly fees are payable on or before Registration Day each quarter, and payment is a required part of the University's registration process. Checks should be made payable to Clayton College & State University for the exact amount of the required fees. During the normal registration period, the University 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 University, the student will be charged $15.00 or 5%, whichever is greater. If a student check used for payment of registration fees is returned, the student will be assessed a late registration fee in addition to the service charge. Please note, a stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Students who do not clear their financial obligations within one week will have their registrations cancelled. Official transcripts of credit will not be issued for students whose accounts in the Bursars Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts.

QUARTERLY MATRICULATION FEES

Georgia Residents	$560.00 for a student taking 12 quarter credit hours or more, or $47.00 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	$2,047.00 for a student taking 12 quarter credit hours or more, or $171.00 per quarter hour for fewer than 12 quarter credit hours.

OTHER QUARTERLY FEES – All Students

a. **Student Activities Fee.** An $18.00 quarterly fee will be charged for student activities.
b. **Athletic Fee.** A $58.00 quarterly fee will be charged to support intercollegiate athletics.
c. **Parking Fee.** A $10.00 quarterly fee will be charged for operation of parking services.
d. **Universal Card Access Fee.** A $10.00 quarterly fee will be charged for services associated with the universal card.
e. **Universal Personal Information Technology Access Fee.** A $200.00 quarterly fee will be charged for access to information technology and resources, including institution-provided notebook computer on an academic term basis (effective Winter Quarter 1998).

OTHER QUARTERLY FEES – Selected Courses

a. **Telecourse Fee.** A $20.00 fee will be charged students who enroll in designated telecourses (non refundable once classes begin)*
b. **Wellness Course Fees.** A $35.00 fee will be charged for individual assessment and orientation and materials for the first quarter that a student enrolls in PHED 202. For subsequent quarters of enrollment in PHED 202, a $15.00 fee will be charged for supplies, etc. (non refundable once classes begin)*
c. **Health Sciences Lab.** A $15.00 fee will be charged for designated clinical courses to defray costs for immunizations and other health screening services administered through the Nurse managed clinic. (non refundable once classes begin)*

** The first class day of the quarter is defined as the first day of the quarter as listed in the quarter Schedule of Classes regardless of when the first meeting of any given section of class is actually held.*

OTHER REQUIRED FEES – One-time fees and late fees.

a. **Application Fee.** A $20.00 fee will be charged for application processing expenses. (non refundable)
b. **Orientation Fee.** A $15.00 fee will be charged for each new student that attends an orientation session. (non refundable)
c. **Enrollment Services Fee.** A one-time $15.00 fee will be charged for diploma, graduation, and transcript expenses. (non refundable)
d. **Late Registration Fee.** Any student who registers and pays fees once classes have begun for a quarter will be charged a late registration fee of $25.00. (non refundable)

GEORGIA RESIDENCY STATUS

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

REQUIRED BOOKS AND MATERIALS

Textbooks, software, and other materials required for courses at Clayton College & State University are sold at the Campus Store and may be available from off-campus sources. The cost of materials 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 required items.

FINANCIAL AID

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

NURSING/DENTAL HYGIENE EXPENSES

A student enrolling in a 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 College & State University without payment of quarterly matriculation fees, when space is available in a course scheduled for resident credit. Other requirements are included in the Admissions Information section.

REGENTS TUITION REMISSION AND REIMBURSEMENT POLICY

Full time employees of the Board of Regents of the University System of Georgia who are eligible to participate in the Tuition Remission and Reimbursement program should contact the office of Personnel Services for complete information. Clayton College and State University participates fully in this program.

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

In accordance with Board of Regents policy, refunds are granted only in limited cases as explained below.

1. **Refunds for cancellation of registration or reduction in hours prior to the first class day of the quarter.** Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non refundable) if the student formally cancels his or her registration or reduces the number of hours taken (below 12) prior to the first class day of the quarter. *The first class day of the quarter 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 of class is actually held.*

Please note: no refunds are allowed for a reduction in hours on or after the first day of class, including the drop/add period.

2. **Refunds for complete withdrawal from the University once classes begin.** A student who formally withdraws from the University by processing an official withdrawal form through the Office of the Registrar will receive a refund of fees (except for those identified above as nonrefundable)

- 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 ..... no refund

Please note: this refund schedule applies only to complete withdrawal from the college; it does not apply to reduction in course load. The first class day of the quarter 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 of class is actually held.

SPECIAL REFUND CIRCUMSTANCES

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.

Military students are entitled to a full refund of matriculation fees paid for a quarter of enrollment in the following classes: (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 Registrar's Office for details.

ACADEMIC INFORMATION

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INSTRUCTIONAL TECHNOLOGY

INFORMATION TECHNOLOGY PROJECT (ITP)

Beginning Fall 1997, all students at Clayton College & State University will be issued a powerful multimedia notebook computer with full Internet/World Wide Web access. Students will be able to use the notebooks in class, on campus, at home, and at other remote locations to obtain information and to stay in touch with their professors and fellow students. CCSU's goal is to improve dramatically the quality of the education offered to students and to make such education more convenient and accessible. The notebook computer aspect of the Information Technology Project is Called UPITA™ (Universal Personal Information Technology Access).

The computers will be used by all faculty members in all courses; in some courses CD-ROMs and the World Wide Web may replace traditional paper textbooks. Many classrooms have already been renovated to provide on-line connections, and more will be converted during the academic year. All students will receive training to use the standard software load, and specialized instruction will be available in software unique to specific programs. Students with questions will be able to contact the "help desk" on a walk-up or phone-in basis.

The cost of UPITA™ is partially covered by a $200 per quarter Information Technology Fee, which will be implemented Winter 1998. (See the Financial Information section of this catalog.) The balance of the cost will be underwritten by state and private funds as authorized by the Board of Regents. It is anticipated that most student financial aid will apply toward the Information Technology Fee; for more information contact the Financial Aid Office.

The ITP project also includes the LINX™ Card. The card serves as the official student identification card for such purposes as library use. Students can also open accounts that allow LINX™ to function as their connection to an array of convenient campus services including the bookstore, food courts, copy center, and vending machines.

Detailed information on ITP and UPITA™ will be provided to students during Fall Quarter 1997 and later.

TELECOURSES AND DISTANCE LEARNING

Some courses at Clayton College & State University 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 University to offer learning experiences that are more convenient for many students. CCSU has been designated a "Going the Distance" institution by the Public Broadcasting System (PBS).

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 take examinations, to meet with the instructor(s), or for other purposes.

REGISTERING AND WITHDRAWING

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. Policy and program changes that occur during the academic year are announced in the Quarterly Schedule of Classes. Using the Schedule of Classes, a student develops his or her individual schedule. The quarterly Schedule of Classes may be obtained from the Office of the Registrar approximately five weeks before the beginning of the quarter. The schedule is also listed on the World Wide Web (http://www.clayton.edu/).

ORIENTATION: FRESHMAN, TRANSFERS, AND TRANSIENTS

The Orientation program is an important set of activities designed to acquaint new students with the resources available at Clayton College & State University. The program is tailored for the unique needs of all students, and there are separate programs for freshmen, transfer students, transients, and families of new students. ALL NEW STUDENTS ARE ENCOURAGED TO PARTICIPATE.

During the program, students will have an opportunity to meet faculty and students, become familiar with 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 faculty advisors and register for courses.

DROP/ADD AND CHANGING SCHEDULES

Each quarter the Schedule of Classes specifies a date as the last day to register for classes or to change schedules through the drop/add process. After this date the student's class schedule becomes official and can be changed only by official withdrawal (see below). *See the Financial Information section for refund policies.*

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 the Registrar and in most department offices. See the Financial Information section for refund policies.

A student may obtain an *Official Withdrawal Form* from the Office of the Registrar in person or by calling 960-5110. *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 Schedule of Classes as "the last day to withdraw without academic accountability." A student who turns in a completed *Official Withdrawal Form* to the Office of the Registrar 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 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 below 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. 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.

LEARNING SUPPORT REQUIREMENTS

For a variety of reasons, some applicants to Clayton College & State University may need additional academic preparation before they enroll in regular college degree or certificate programs. 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 entry placement assessments indicate deficiencies in basic academic skills. (See the Admissions Information section of this catalog.) Other students may elect (*volunteer*) 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 are available to review placement information with students and to discuss any requirements or recommendations for Learning Support courses.

Learning Support Advisement. Each student required to take any Learning Support course is advised by a Learning Support advisor until the student completes all required Learning Support courses.

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. (See the Learning Support courses in the Course Descriptions section of this catalog.) Learning Support courses are **not** applicable to any degree programs offered by the University. They are prerequisites that Learning Support students must satisfy before they are accepted into degree or certificate programs.

Students in Learning Support courses are subject to the following regulations:

1. Students who are required to take Learning Support courses must do so during their first quarter of enrollment and continue taking them for each subsequent quarter of enrollment until all requirements have been completed.
2. Students who are required to take Learning Support courses should take Communications 098 in the first quarter of enrollment and must take it no later than the second quarter of enrollment.

Note: Students who can register for all their required Learning Support courses in their first quarter of enrollment must take Communications 098 in their first quarter.

3. Students who successfully complete all Learning Support requirements can schedule graduation-applicable courses during the next quarter of enrollment, and some students may be allowed to schedule some graduation-applicable courses during their first quarter of enrollment.
4. Students who are required to take Learning Support courses are expected to complete all required Learning Support content areas (English, mathematics, reading) before they earn 30 quarter hours of graduation-applicable credit. Students who have not done so by that point must enroll only in Learning Support courses until all content area requirements are complete.
5. Students required to take Learning Support courses may not drop or withdraw from Learning Support courses and remain in graduation-applicable courses.

Exit Examinations in the Learning Support Program. When students have completed and passed all other requirements for their required Learning Support courses, they must then pass the exit examinations for the required content areas.

1. Students who are required to take Learning Support mathematics may take the exit examination in mathematics only after meeting other course requirements in Mathematics 099.
2. Students who are required to take Learning Support English may take the exit examination in English only after meeting other course requirements.
3. Students who are required to take Learning Support reading may take the exit examination in reading only after meeting other course requirements in Reading 095.

A student who does not pass an exit examination in a content area must repeat the course regardless of the grade earned in other course requirements.

Attempts in Learning Support Content Areas. Students who are required to take Learning Support courses have a limited number of attempts to pass and complete courses in content areas. Students who do not complete within the number of attempts allowed will be suspended from the University. An attempt is defined as enrollment in a course and receiving any grade other than *V* or *W*. (See the Grading System heading.)

1. A student has *three* attempts each to pass and exit English 099, to pass and exit Reading 095, and to pass and exit Communications 098.
2. A student has *four* attempts to pass and exit the mathematics content area: Mathematics 095, Mathematics 097,

and Mathematics 099. (This means four attempts for the entire sequence – *not* four attempts per course.)

Attempts are cumulative across colleges and universities in the University System of Georgia.

In some instances, students who are enrolled in degree or certificate programs may, with the permission of their advisors, 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.

Students required to take Learning Support courses are subject to the probation and suspension policies detailed under the Academic Standing heading below.

CHOOSING A PROGRAM OF STUDY (MAJOR)

Each student is required to declare a program of study (major) with the Office of the Registrar on or before completing 60 quarter credit hours of work. Although faculty advisement is provided at Clayton College & State University, *each student is responsible for knowing and for fulfilling the curriculum requirements of a program of study and the graduation requirements of the University 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 University. In addition, students who have not selected a program of study will be assisted in the Counseling, Advising, and Retention Center (CARE). The Center provides general academic advice and counseling, and may make referrals to Career Services and various academic units for specific information on career and academic planning. Faculty advisors maintain regular office hours to encourage additional student conferences whenever questions arise or further information is needed during the academic quarter.

UNDECIDED STUDENTS

Students who are undecided about their programs of study should follow the general guidelines for Areas I, II, and III of the Core Curriculum until they have selected a program of study. Special assistance is available to undecided students in the Counseling, Advisement and Retention Center (CARE). The Center offers academic planning information, referrals to appropriate departments on campus, assistance with time management and study skills, and intervention strategies for students experiencing academic difficulty. Students are assisted in the process of selecting a major and are encouraged to complete this process before acquiring 45 quarter credit hours.

CHANGING PROGRAMS OF STUDY

A student must submit a Change of Major form to the Office of the Registrar 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, even though the student may not complete the quarter's work.

The following grading system is used at Clayton College & State University:

	Grade	Numerical Equivalent
A	excellent	4.00
B	good	3.00
C	satisfactory	2.00
D	passing	1.00
F	failure	0.00
WF	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 (except for *U*).

S — Indicates satisfactory completion of a course graded on a "satisfactory/unsatisfactory" basis. Use of *S/U* grading is limited to certain laboratory, clinical, activity, and field-based courses. Hours earned with a grade of *S* may count toward graduation, but they do not affect grade point average.

U— Indicates unsatisfactory performance in a course graded on a "satisfactory/unsatisfactory" basis. The *U* grade is calculated in grade point average just like a grade of *F*.

I — Indicates that a student was doing satisfactory work, but due to non-academic reasons beyond control, the student was unable to meet the full requirements of the course. The assignment of an *I* may be made only with the written approval of the dean of the school. *If an I is not satisfactorily removed during the next quarter of attendance or within one calendar year (whichever comes first), the symbol I will be automatically changed to the grade F.*

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 audited this course. Students may not change from audit to credit status or vice versa.

K — Indicates that the 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.

NR—This symbol indicates a grade was not reported to the Office of the Registrar.

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 College & State University. 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
	17		45

45 ÷ 17 = Grade Point Average of 2.65

Clayton College & State University calculates three types of overall grade point average: Regents, Institutional Standing, and Program.

1. **Regents' Grade Point Average**
   The Regents Grade Point Average (formerly called cumulative GPA) is the average of the grades in all courses (numbered 100 or higher) attempted *at Clayton College & State University.* Regents' GPA is recorded on each student's transcript and is used to determine whether a student is eligible for academic honors.
2. **Institutional Grade Point Average**
   The Institutional Grade Point Average (formerly called Academic Standing GPA) is the average of the grades in the *most recent attempts* of all courses (numbered 100 or higher) attempted at Clayton College & State University. Institutional GPA is used to determine the following:
   a. academic standing status (good standing, warning, probation, and suspension);
   b. eligibility for graduation;
   c. 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 College & State University *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:
   a. Program GPA may be used to determine eligibility for graduation if a student does not qualify for graduation under Institutional 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 University Registrar in writing at the time of application for graduation.*
   b. Program GPA may be used to determine minimum eligibility for consideration for admission to a program with selective admission if a student does not ualify for admission under Institutional 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 Regents or Institutional GPA.

REPEATING COURSES

A student may repeat any course regardless of the previous grade; the most recent attempt counts in the Institutional 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 Office of the Registrar 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 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.*

ACADEMIC RENEWAL

In most cases the Clayton College & State University Institutional GPA or the Program GPA will serve the needs of a student whose academic performance was weak in previous years. However, another option is available to students through the Academic Renewal Policy of the University System of Georgia. This policy allows degree-seeking students who have experienced academic difficulty to make a fresh start after an absence of *five calendar years* from any and all colleges or universities to have *one* final opportunity to earn an associate or bachelor's degree. Former Developmental Studies/Learn-

ing Support students may apply for Academic Renewal only if they successfully completed all developmental/learning support requirements *before* the commencement of the five-year period of absence.

1. All previously attempted coursework continues to be recorded on the student's official transcript. A cumulative grade point average including all courses taken and an Academic Renewal Cumulative Grade Point Average must be shown on each Academic Renewal student's permanent record.
   a. An Academic Renewal Cumulative Grade Point Average (CGPA) begins when the student resumes taking coursework following the five-year period of absence once approval for Academic Renewal has been granted. The institution will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal CGPA.
   b. The Academic Renewal CGPA will be used for determining academic standing and eligibility for graduation.
   c. Academic credit for previously completed coursework–including transfer coursework–will be retained only for courses in which an *A, B, C,* or *S* grade has been earned. Retained grades are *not* calculated in the Academic Renewal CGPA.
   d. To earn a degree, a student must meet the institution's residency requirement.
2. A student can be granted Academic Renewal status only once.
3. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.
4. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence from any college or university, the student may do so within three academic quarters (or two academic semesters) of re-enrollment or within one calendar year, whichever comes first. The Academic Renewal CGPA begins with the first term following re-enrollment.
5. Reentry into any specific degree program is not automatic.
6. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
7. The granting of Academic Renewal may supersede the admissions requirements of certain programs (e.g., teacher education, nursing), which require a specific minimum grade point average based upon all coursework. This decision will reside at the institutional level.
8. Any currently enrolled student who was not enrolled at a college or university for a period of five calendar years may apply for an Academic Renewal CGPA. The Academic Renewal CGPA for currently enrolled students begins with the first time following re-enrollment after the five-year period of absence from any college or university.
9. United States and Georgia history and constitution requirements met prior to the granting of Academic Renewal will remain on the student's permanent record even though the courses may not count in the Academic Renewal CGPA.
   a. Hours earned prior to Academic Renewal will count toward Regents' Test, College Preparatory Curriculum, and/or other Board of Regents' Policy requirements that state a specified number of hours earned.
   b. Academic Honors are calculated on the cumulative GPA, *not* the Academic Renewal CGPA.

Procedure: Students who wish to seek Academic Renewal must submit a completed Academic Renewal Application form to the Office of the Registrar at least six weeks prior to the quarter in which the student intends to begin taking classes under the Academic Renewal Policy. Contact the Office of the Registrar for additional information.

COURSE CREDIT

CREDIT HOURS

Credit for study at Clayton College & State University 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 normally considered the equivalent of one class hour, since extensive out-of-class preparation is usually not required.

**CCSU and the University System will convert to the semester system effective Fall 1998.*

FULL-TIME AND PART-TIME STATUS

Clayton College & State University 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 University 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 University 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 may 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 and on file with the Office of the Registrar. In general, a student must have been at Clayton College & State University for at least two quarters and have achieved an overall *B* average before an overload will be approved.

CREDIT BY EXAMINATION OR EXPERIENCE

Clayton College & State University recognizes that learning can take place in a variety of settings other than the traditional classroom. Within guidelines established by the University, 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 University.

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

- Advanced Placement Program of the University Board (AP). Clayton College & State University 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 the Registrar. (The University does not accept scores forwarded by high schools). Additional information and a list of examinations are available from the Office of the Registrar.
- College Level Examination Program (CLEP). Clayton College & State University awards credit for several CLEP subject examinations. (The University 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 (LIB-141).
- Credit by examination for lower division nursing course work is awarded to nurses who have passed the applicable state licensing examination and have valid Georgia R.N. license. Additional information is available from the School of Health Sciences (BHS-57).
- Certified Professional Secretaries Examination (CPS). Clayton College & State University 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 (TEC-211).
- Students are issued block credit for Emergency Medical Services courses by virtue of National Registry Paramedic Certification and/or National Registry EMT Intermediate Certification. Additional information is available from the School of Technology (TEC-211).

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

- As a Servicemembers Opportunity (SOC) institution, CCSU accepts Armed Forces training (including DANTES and USAFI). The University consults the American Council on Education (ACE) *Guide* and considers its credit recommendations. Clayton College & State University, however, reserves the right to determine the appropriateness of military training for credit at the University. Students seeking credit for Armed Forces experience and training must supply documentation (including but not limited to the DD-214) to the Office of the Registrar 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 (BHS-57).

Information about possible credit by examination or experience is available in the appropriate academic department or in the Learning Center (LIB-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 University, 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 or for which the student has completed a higher course in a sequence.
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 College & State University. 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 addi-

tion, the experience must be validated as equivalent to college credit by a recognized outside entity or by a college-required validation examination. Clayton College & State University does not award credit based on generalized life experience.

6. Credit by examination or experience is recorded on transcripts at Clayton College & State University by the symbol *K*. Grades of *K* do not alter the student's quarterly, Regents, or Institutional 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 campuses. 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 institutional 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

Students may choose to take courses on an audit basis. Courses taken on this basis are assigned a grade symbol of *V*, and no credit toward graduation is awarded. To audit courses, students indicate their intention at the time of registration. Requests to change to audit status will not be accepted after the drop/add period. All regular fees apply to audited courses.

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 College & State University 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 in the Office of the Registrar) 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 Office of 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-I visas are not eligible for transient status.

UNIVERSITY CENTER IN GEORGIA CROSS REGISTRATION

The University Center is a consortium of colleges and universities in metropolitan Atlanta. Clayton State students may take courses from member institutions on a "cross- registration" basis. Cross-registration courses are considered transient credit, but it is often more advantageous to the student to take a course by cross registration rather than normal transient status because fees are paid to Clayton State rather than to the institution offering the course. For more information and regulations, contact the Registrar's Office in the Student Center Building.

ACADEMIC HONORS

HONORS PROGRAM

A limited number of qualified students are admitted to the Clayton College & State University 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.

DEANS' LIST

A student with a quarterly average of 3.60 or higher who is in good academic standing will be placed on the Deans' List for that quarter. Students who take only physical education courses are not eligible for the Deans' List. Students who are taking any course numbered lower than 100 are ineligible for the Deans' List.

GRADUATION WITH HONORS

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

a. Attain the Regents Grade Point Average specified for the given level of honors on *all* work attempted at Clayton College & State University; and
b. Attain the grade point average specified for the given level of honors on the Regents 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 College & State University plus transfer hours.

Quarter Hours Attempted at CCSU Plus Transfer Hours	Minimum Acceptable Institutional GPA for Good Standing
0-30	1.50
31-60	1.70
61-75	1.90
76 and above	2.00

(Transfer credit accepted prior to Summer 1996 is not used in the calculation of academic standing.)

ACADEMIC WARNING

Students in good standing will be given an Academic Warning if at the end of any quarter their institutional or term 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 institutional 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. Probation students may be required to see special advisors.
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.) See the Learning Support Requirements heading above.

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

ACADEMIC AND LEARNING SUPPORT SUSPENSION AND DISMISSAL

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 institutional GPA falls below the minimum acceptable level for Good Standing as indicated in the chart above, *and* (2.) the student's term GPA is below 2.00.

First suspension: The first academic suspension bars enrollment for one quarter. A student who returns to the University following the normal period of exclusion for the first suspension will be on academic probation and may be required to consult with a special counselor/advisor prior to registration and may have his or her enrollment restricted until he or she achieves an institutional GPA of 2.00 or higher.

Second suspension: The second academic suspension bars enrollment for two quarters. A student who returns to the University following the normal period of exclusion for the second suspension will be on probation and must be cleared by a special counselor/advisor prior to registration and may have his or her enrollment restricted until he or she achieves an institutional GPA of 2.00 or higher.

Dismissal: *Any student receiving a third academic suspension will be dismissed from the University and barred from further enrollment.*

Appeal of first or second suspension: A student who has been suspended for the first or second time may petition for waiver of the exclusion period with enrollment on a restricted basis. Such appeals are granted only in exceptional cases in which there is clear evidence that the rea-

sons for the suspension have been eliminated and are not likely to be repeated. Students who wish to petition for waiver of the exclusion period must file the appropriate appeal form with the Assistant Vice President for Academic Affairs.

Petition for readmission following dismissal: Following a period of no less than one year, a dismissed student may petition for readmission to the University. A student seeking readmission must complete a regular Clayton College & State University Application for Admission form and a special appeal form. The appropriate forms must be submitted to the Office of the Registrar by the deadline for application for admissions for the quarter for which the student is seeking readmission.

Petitioners should be fully aware that readmission is not automatic. The petition will be evaluated by the Admission Appeal Committee and will not be granted unless there is clear and compelling evidence of the likelihood of academic success upon readmission. If readmission is granted, enrollment may be on a restricted basis. A readmitted student will be immediately dismissed again if his or her quarterly and academic standing GPA fall below 2.00.

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 the Registrar and file it with that office. Students who wish to return to the University after a two-quarter Learning Support suspension must reapply to the University and submit an Appeal Form to be considered for readmission by the Admission Appeals Committee; readmission is *not* automatic.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Clayton College & State University is a member of the Servicemembers Opportunity Colleges (SOC) Program. This means that CCSU has shown a special interest in providing higher education options for members of the armed forces. CCSU is listed in the 1997-99 SOC Guide, which announces to military education professionals and their thousands of potential students that the University understands their special needs and is receptive to working with them. Contact the CARE Center in the Student Center Building for additional information.

GRADUATION REQUIREMENTS

GENERAL INFORMATION

DEGREE REQUIREMENTS

OTHER REQUIREMENTS

CORE CURRICULUM

REGENTS' TEST POLICY

GENERAL INFORMATION

ACADEMIC PROGRAMS

General requirements for graduation are included in this section of the catalog. The curriculum and specific requirements for each program are listed in the subsequent sections for the four schools of the University: Arts and Sciences, Business, Health Sciences, and Technology. Each student is responsible for both the general requirements in this section and the specific requirements for his or her chosen program of study.

Clayton State offers several types of academic programs:

1. **Baccalaureate degrees**: Students can earn a baccalaureate degree in one of fifteen different majors at Clayton College & State University. Depending on the major of the graduate, the degree will be a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (B.B.A.), Bachelor of Science in Nursing (B.S.N.), Bachelor of Music (B.M.), or a Bachelor of Applied Science (B.A.S.) Baccalaureates typically take four years of full-time study.

2. **Associate degrees**: The Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are designed as the first two years of work for all baccalaureate degrees (except the B.A.S. or R.N. - B.S.N track) at Clayton College & State University or any other college or university. The Associate Degree is available in more than thirty fields from Art to Sociology. In addition, students who plan to go on for a professional degree such as medicine, dentistry, or law can select one of the A.A. or A.S. majors as an appropriate pre-professional program. This wide range of programs of study, mostly in the School of Arts and Sciences, gives students the opportunity to spend their freshman and sophomore years at Clayton State even when the University does not have a major in their chosen baccalaureate field. Transfer to another college or university in Georgia is facilitated by the University System's Core Curriculum, which is explained later in this section of the catalog. Associate degrees can normally be completed in two years of full-time enrollment.

3. **Career associate degrees**: The Associate of Applied Science (A.A.S) and Associate of Science in Dental Hygiene (A.S.D.H.) degrees are designed to prepare students with the technical and professional skills necessary to immediately enter the world of work in their chosen fields. Career associate degrees contain a significant component of general education, but most of the course work is in the occupational field. Clayton College & State University offers career associate degrees in numerous fields from Avionics to Railroad Operations. Career associate degrees usually, require two years of full-time attendance. In addition to being prepared for skilled employment positions, graduates with A.A.S. or A.S.D.H. degrees are eligible pursue the Bachelor of Applied Science (B.A.S.) degree.

4. **Certificates in career fields**: Academic certificates are awarded for completion of programs of study similar to career associate degrees but with fewer courses. Clayton State offers more than a dozen certificate programs; most of the courses taken in certificate programs can later be applied to Associate of Applied Science (A.A.S.) degrees, but there are certain restrictions to which students should pay close attention.

POLICY ON CATALOG AND REQUIREMENTS

Each student at Clayton College & State University is responsible for learning and observing all current, published regulations and procedures required by the University 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 University 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 College & State University 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 University will make reasonable effort to keep students advised of any such changes, and information on changes made by the University will be published in the Quarterly Schedule of Classes and will be available in the Office of the Registrar. Each student must be aware that it is his or her own responsibility to remain informed about current graduation requirements for his or her particular degree program.

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 College & State University has been continuous since initial enrollment, i.e., no interruption of two or more consecutive years.

APPLICATION FOR A DEGREE OR CERTIFICATE

Students must file an application for a bachelor's degree, an associate degree, or a certificate with the University Registrar *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 University, one formal commencement exercise for degrees is held each year at the end of Spring Quarter. Diplomas are available for pick up in the Registrar's Office six to eight weeks after the end of the quarter. Diplomas not picked up will be mailed.

DEGREE REQUIREMENTS

BACCALAUREATE DEGREES AND ASSOCIATE DEGREES (A.A. AND A.S.)

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.)
Bachelor of Applied Science (B.A.S.)
Associate of Arts (A.A.)
Associate of Science (A.S.)

For graduation with the Baccalaureate Degree or the Associate Degree (A.A. and A.S.), students must complete the following requirements:

1. Complete 60 credit hours of coursework in Areas I, II, and III of the Core Curriculum. B.A.S. students should consult the program description for additional information.

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 institution must demonstrate a knowledge of the history and Constitution of the United States and of Georgia. Successful completion of POLI 101 and HIST 262 meets these requirements. (HIST 311 will also meet this requirement.) Completion of these requirements or a portion of the requirements at another University System institution will be accepted at Clayton College & State University. Transfer students with previous credit for American History and/or American Government from non-University System institutions must complete competency examinations on Georgia history and/or Georgia Constitution, as appropriate. For information on these examinations, students should contact the School of Arts and Sciences or the Learning Center.

3. Satisfy Core Curriculum requirements for Area IV in one specific program of study: with 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.
   NOTE: This requirement does not apply to the B.A.S. (See the information in the program description.)

4. Satisfy the program requirements in one specific major. (See the requirements under the appropriate school of the University.)

5. Complete all requirements with a minimum 2.00 institutional grade point average. (The B.A. in Middle Level Education program requires a minimum 2.50 grade point average).

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 University'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 College & State University. At least15 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 College & State University. 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 University 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. (The Integrative Studies BA/BS program has special provisions for cross-registration.)

   c. Certain residency requirements are modified for the Servicemembers Opportunity College (SOC) Program.

8. Successfully complete the Regents' Testing Program. The University System of Georgia requires that each student receiving a degree from a state–supported college or university 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 College & State University each quarter through the Learning Center. The University provides a program of remedial instruction for students who do not successfully complete one or both parts of the Regents' Testing Program. (See the Regents' Test Policy heading below.)

CAREER ASSOCIATE DEGREES (A.A.S, A.S.D.H., AND A.S.N.)

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

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

1. Complete credit hours from Areas I, II, III, and IV of the Core Curriculum as specified in the appropriate program (minimum of 25).
2. Satisfy program requirements as specified.
3. Complete all requirements with a minimum 2.00 institutional grade point average.
4. Complete specified course and program assessments in general education and in the major field.
5. Satisfy the History and Constitution requirements as specified above for baccalaureate degrees or by one of the following methods:
   a. Passing CITZ 101 at Clayton College & State University.
   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 the Regents' Testing Program as specified above for baccalaureate degrees.
7. Complete a minimum of 30 of the last 35 credit hours of the degree requirements at Clayton College & State University.

OTHER REQUIREMENTS

CERTIFICATES

For certain programs of study, certificates are awarded for completing a program of specified coursework with an Institutional Grade Point Average of 2.00 or better. At least one-half of the credit hours applied to the certificate degree must be earned in residence at Clayton College & State University. Individual programs may have additional restrictions. (minimum of 20 QCH for program of fewer than 40 QCH.)

SECOND DEGREE

Any student wishing to receive a second or subsequent degree from Clayton College & State University must complete in residence at Clayton College & State University 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. Specific "dual degree" programs listed in this catalog may have different residency requirements.

LICENSURE PROGRAMS

Certain programs are designed to satisfy the present educational requirements that enable students to take licensure examinations. (Current programs at Clayton College & State University 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 University will be able to offer these additional courses or, if taken, that such courses will entitle students to take licensure examinations.

PHYSICAL EDUCATION

Students may enroll in appropriate physical education (PHED) courses in order to improve their overall health and wellness. Students planning to transfer to institutions that require PHED may complete hours at Clayton State.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

In order for the University 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 results of such assessments may be used to require or recommend that a student take refresher or remedial course work or other activity. In addition, the aggregate information obtained through such assessment instruments may be used to improve the quality of the educational experience for all Clayton College & State University students.

GENERAL EDUCATION OUTCOMES

The general education portion of the Core Curriculum is especially important at Clayton College & State University 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 University curriculum, including in the major.

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.

CORE CURRICULUM - AREAS I, II, III, AND IV

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.)

AREA I - HUMANITIES

			Quarter Credit Hours
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.	
	*FREN 112, GERM 112, or SPAN 112 may be substituted for ENGL 111.		
B.	ENGL 112	Composition II	5
		Prerequisite: ENGL 111 or foreign language at the 112-level by substitution.	
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 211or 212	Intermediate Spanish	
	SPCH 220	Fundamentals of Speech	
		Prerequisite: For all Area I "capstone" courses, ENGL 112 and PHIL 110.	
		Total quarter credit hours in Area I	20

AREA II - NATURAL SCIENCES AND MATHEMATICS

A.	Choose *one* of the following:		5
	(A Category A mathematics course does not have to be taken prior to courses in categories B & C except for PHYS 131.)		
	MATH 115	College Algebra	
	MATH 130	Precalculus	
	MATH 151	Calculus & Analytical Geometry I	
	Prerequisites: For MATH 115, two years of high school algebra and a suitable score on the math placement test; or MATH 099.		
	Note: 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.)		
B.	The first course of a laboratory science sequence*		Quarter Credit Hours
	BIOL 131	Introduction to Biology I	5
		or	
	CHEM 131	Introduction to Chemistry I	
		or	
	PHYS 131	Introduction to Physics I	
		Prerequisite: 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.		
C.	The second course of a laboratory science sequence*		
	BIOL 132	Introduction to Biology II	5
		Prerequisite: BIOL 131.	
		or	
	CHEM 132	Introduction to Chemistry II	
		Prerequisite: CHEM 131.	
		or	
	PHYS 132	Introduction to Physics II	
		Prerequisite: 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.		
D.	SCI 221	Energy Use and the Environment	5
		Prerequisites: ENGL 111, PHIL 110, MATH 115 or 130 or 151, and any 10 quarter credit hour laboratory science sequence from B & C above.	
		Total quarter credit hours in Area II	20

AREA III - SOCIAL SCIENCES

Prerequisite for all courses: Exemption from or exit from Learning Support reading.

A.	POLI 101	American National Government in an International Context	5
B.	*One* of the following courses:		5
	PSYC 205	Introduction to Psychology	
	SOCI 205	Introduction to Sociology	
C.	HIST 262	Themes in American History	5
	It is recommended that POLI 101 be taken prior to HIST 262.		
D.	*One* of the following "capstone" courses:		5
	HIST 282	Themes in World History	
	SOSC 220	Issues in Contemporary Society	
		Prerequisites for both "capstone" courses: HIST 262 and PSYC 205 or SOCI 205.	
		Total quarter credit hours in Area III	20

AREA IV - PROGRAM OF STUDY

Area IV courses prepare students to major in their chosen fields on the baccalaureate level at Clayton College & State University 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 later in this catalog according to the school at Clayton College & State University 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'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 College & State University, an advisor or other official at a receiving institution within the University System honors the credits transferred from Clayton College & State University and applies them according to the requirements of the receiving institution. Students who have any questions about transferring should contact the Clayton College & State University Office of the Registrar (960-5110).

REGENTS' TEST POLICY

PURPOSE:

The Regents' Testing Program is designed to certify the competency level in reading and writing of all students in institutions of the University System of Georgia. The Regents' Test is administered at a specific time once each quarter. Students must register for the Regents' Test during the scheduled Registration session. Consult the Schedule of Classes for additional information on sections and dates.

REQUIREMENTS FOR WHO MUST TAKE THE REGENTS' TEST:

All associate degree and baccalaureate degree graduates of Clayton College & State University, 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 College & State University. 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 in the Learning Center 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 University.

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 University.

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 in determining 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 University.

SPECIAL PROVISION FOR STUDENTS TRANSFERRING INTO CLAYTON COLLEGE & STATE UNIVERSITY:

Having passed the Regents' Testing Program shall not be a condition of transfer into Clayton College & State University. 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 University 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 Learning Center to determine eligibility.

Disabled students whose disability prohibits participation in the standard administration of the Test should contact the CARE Center 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 College & State University 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 College & State University 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 Learning Center in the Library 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 LIST

The bachelor's degree, associate degree, and certificate programs available at Clayton College & State University are arranged below by page number according to the School of the University that offers the program. Cross-references to related pre-professional programs are also listed in some cases, e.g., Law and Dentistry. (Programs listed as A.A. or A.S. constitute foundation courses for the first two years of a four-year baccalaureate degree at Clayton College & State University or another institution and may or may not contain any courses in the field itself. See the Graduation Requirements section of this catalog for a fuller explanation of each degree type.)

SCHOOL OF ARTS AND SCIENCES

SCHOOL OF BUSINESS

SCHOOL OF HEALTH SCIENCES

SCHOOL OF TECHNOLOGY

SCHOOL OF ARTS AND SCIENCES

SCHOOL OF ARTS AND SCIENCES

INTEGRATIVE STUDIES PROGRAM

DEPARTMENT OF LEARNING SUPPORT

DEPARTMENT OF HUMANITIES

DEPARTMENT OF MATHEMATICS

DEPARTMENT OF MUSIC

DEPARTMENT OF NATURAL SCIENCES

DEPARTMENT OF SOCIAL SCIENCES

DEPARTMENT OF TEACHER EDUCATION

SCHOOL OF ARTS AND SCIENCES

Robert D. Becker, Dean
Arts and Sciences Building, A&S-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; (5) to provide course work in support of programs of study offered by other schools of the University; and (6) to prepare students to be outstanding teachers in middle level schools.

All general education instruction in the School of Arts and Sciences addresses one or more general education 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 Teacher Education. General Studies associate degrees are available to students seeking programs that cut across department lines.

INTEGRATIVE STUDIES PROGRAM
B.A., B.S., A.A., A.S.

Program Description: The Integrative Studies major provides the opportunity for a student to work with an advisor to design a customized program of study that meets the student's career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. A bachelor's degree in Integrative Studies can also be designed to prepare students for graduate school in certain disciplines and professions. The associate degree can be earned upon the completion of Areas I-IV. (If the majority of upper division and/or Area IV courses earned in the degree program is from the humanities and social sciences, the degree will be an A.A. or B.A.; otherwise, the degree is an A.S. or B.S.)

Student Advisement: Students choosing this program (at both the associate degree and the baccalaureate degree levels) must consult with an Integrative Studies advisor; self-advising is **not** allowed. Individual programs of study for the bachelor's degree must be approved by the Council for Integrative Studies. Baccalaureate students must consult the *Integrative Studies Program Handbook* for additional information.

Interested students should contact the School of Arts & Sciences (A&S 210) to obtain a program handbook and to be assigned an advisor.

Special Distance Learning Opportunity: Clayton College & State University has been designated as an official "Going the Distance" institution. "Going the Distance" is a partnership between Clayton State, the Public Broadcasting System (PBS), and Georgia Public Broadcasting (GPB). By working carefully with their advisors to select available courses at appropriate times, students can earn an A.A. in Integrative Studies entirely through distance learning experiences including telecourses, interactive video courses (GSAMS), and on-line courses. (Note: Although the University assures students that enough courses will be available for a student to complete the A.A. via distance learning in two years, the availability of any given course is **not** guaranteed. At this time, Clayton State does not offer specialized laboratory science courses and advanced mathematics courses by distance learning.)

AREA I - III

Follow the Core Curriculum for Areas I-III as listed in the Graduation Requirements section of this catalog. Students interested in science and math-related fields should take special care to work closely with their advisors to make sure that the appropriate courses are selected in Area II.

AREA IV

Note: This Area conforms to the new University System of Georgia Area F guidelines for General/Interdisciplinary Studies.

Quarter Credit Hours

A. Humanities 5-15
Any 200-level courses with the following prefixes*: ART, DRMA, ENGL, FREN, GERM, HUMN, MUSI, PHIL, SPAN.

B. Social Sciences 5-15
Any 200-level courses with the following prefixes*: ECON, HIST, POLI, PSYC, SOCI.

C. Natural Sciences and Mathematics 0-10
Any 100- or 200- level MATH courses numbered 122 or higher other than a course that the student applied to Area II and/or any 100- or 200-level BIOL, CHEM, PHYS courses* (except courses at a lower level in the same science that the student applied to the Area II lab science sequence).

*Other prefixes in related fields will be evaluated for possible application for transfer students.

D. Courses related to career and academic goals 0-20

Courses from the Area IV of any major.** Study abroad is encouraged. Courses in this category must be chosen in consultation with the faculty advisor. All prerequisites apply.

**Except 111-level foreign language in the language used to meet CPC requirements and except courses at a lower level in the same science that the student applied to the Area II lab science sequence.

Total Hours For Area IV **30**

JUNIOR - SENIOR YEARS

A. Integrative Studies Seminars 10

INTE 350 Integrative Studies Seminar I — The Culture of the World of Work (5-0-5). This course is to be taken in the junior year. It is the program's assessment site for communication and critical thinking skills.

INTE 450 Integrative Studies Seminar II — Capstone (5-0-5). This course is normally taken during the student's final term of enrollment. A culminating project is required.

B. Integrative Studies Practicum/Internship 5-15

INTE 448 Integrative Studies Practicum/Internship (0-15-5) This course is normally taken in a term between the two Integrative Seminars. *Five hours are required; additional hours may be taken if approved as part of the individual course of study.*

C. Courses appropriate to the student's career and academic goals 65-75

Courses may be drawn from any field, but must be in the student's approved program of study. "Cross registration" at other colleges and universities of the University Center in Georgia and study abroad are encouraged. NOTE: *The BA/BS degree requires a minimum of 60 hours of upper-division credit; Depending on how many hours of Practicum/Internship are included in category B, 35-45 of the hours in category C must be upper-division. Therefore, a maximum of 30 lower-division hours may be applied to the junior-senior years; in most cases the number will be much lower.*

Total Hours Junior & Senior Years **90**

Note on Grades: A grade of C or better is required in all INTE courses. No more than 10 hours of D grades can be counted in category c of the junior-senior years.

Note on Residency Requirement: The normal University residency requirement of 45 hours applies with the following exceptions: (a) all INTE courses must be taken in residence at CCSU; (b) there is no restriction regarding school of the major; and (c) 15 hours of University Center Cross Registration may be counted as in residence if the courses are approved in advance as part of the student's Integrative Studies program of study.

DEPARTMENT OF LEARNING SUPPORT

Judy C. Brown, Department Head
F. Richard Reynolds, Counselor
Library Building, LIB-122A

Faculty Advisors: Capell, Garrison, Key, King, Ludley, Miller, Neal, St. Romain, Walkup, Wood.

The Department of Learning Support of the School of Arts and Sciences offers developmental and learning assistance courses and strategies for academic success. This department is designed to provide opportunities for beginning freshmen and others who need additional academic preparation in writing, reading, oral communication, mathematics, personal development, and study skills.

The program provides courses for remediating academic deficiencies: English 099, Mathematics 095, Mathematics 097, Mathematics 099, and Reading 095. The study skills and personal development courses include Communications 098 and Study and Research Skills (SARS) 097 and 099. The department also offers the Regent's Test remediation courses of English 080, English 088, Reading 080, Reading 088, and other programs for academic improvement.

Please refer to the Academic Information section of this catalog for specific information regarding the policies and requirements for Learning Support students.

DEPARTMENT OF HUMANITIES

William A. Pasch, Department Head
Arts and Sciences Building, A&S-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 University Transfer Programs for Art, English, French, Journalism, Philosophy, Spanish, and Speech/Drama. 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 Graduation 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. 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 Area IV Requirements under the Bachelor of Arts (B.A.), Major in Middle Level Education.*

ENGLISH (A.A.)

Faculty Advisors: Corse, Goldberg, Pasch, Sellers

Students in this degree program should refer to the Graduation 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:			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 211-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 Graduation Requirements section of this catalog for requirements in Areas I, II, and III of the Core Curriculum.

			Quarter Credit Hours
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.

JOURNALISM (A.A.)

Faculty Advisor: Barnett

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

			Quarter Credit Hours
AREA IV – OTHER PROGRAM REQUIREMENTS			
A. A foreign language			15
B. Choose from the following:			0-5
JOUR	100	Journalism Laboratory	
JOUR	101	Mass Communications Practicum	
C. Choose *one* 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 Graduation 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. PHIL 211 Survey of Philosophical Thought 5

B. A foreign language 10-20
(Students are required to show competence through the 211-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 Advisors: Cyrus, Legge

Students in this degree program should refer to the Graduation 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. 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 I
*FREN	112	Beginning French II
*FREN	211	Intermediate French
*FREN	212	Intermediate French
HIST	212	Survey of the Modern World
		Total 30

**Strongly Recommended.*

SPEECH/DRAMA (A.A.)

Faculty Advisor: Corse

Students in this degree program should refer to the Graduation 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 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

TEACHER EDUCATION

Students wishing to prepare for a teaching career should follow the Area IV curriculum for Teacher Education, which is listed under the Department of Teacher Education heading.

DEPARTMENT OF MATHEMATICS

Catherine C. Aust, Department Head
Arts and Sciences Building, A&S-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 University Transfer Programs for Computer Science and Mathematics. Upper division courses are offered to support the baccalaureate program in Teacher Education and as general electives.

COMPUTER SCIENCE (A.S.)

Faculty Advisors: Aust, Scott

Students in this degree program should refer to the Graduation 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 *one* 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 *one* of the following:		
ACCT	201	Principles of Accounting I
MATH	231	Introductory Statistics
		Total 30

[1]This option should be chosen only by students intending to pursue a major in Information Systems.

MATHEMATICS (A.A.)

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

Students in this degree program should refer to the Graduation 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 I
CHEM	152	Principles of Chemistry II
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

TEACHER EDUCATION

Students wishing to prepare for a teaching career should follow the Area IV curriculum for Teacher Education, which is listed under the Department of Teacher Education heading.

DEPARTMENT OF MUSIC

John Schuster-Craig, Department Head
Arts and Sciences Building, A&S-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 or Performance. The Performance major includes emphases in Instrumental Performance, Vocal Performance, Early Music and Keyboard Performance. All music majors have access to free tickets to performances and master classes in the University's highly regarded Spivey Hall. Ma-

jors will also have opportunities to perform in the Hall themselves.

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 College & State University music faculty includes specialists in the following areas:

Keyboard:
Piano: Dr. Michiko Otaki, Christi Muse-Zuniga*, Dr. John W. Schuster-Craig
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: Kelly Bryant*
Recorder: Dr. Lyle Nordstrom
Oboe/Baroque Oboe: James Sullivan*
Clarinet: Ted Gurch*
Saxophone: Robert Karns*
Bassoon: Dan Worley*

Percussion:
Peggy Benkesser*

Strings:
Violin: Jeanne Johnson-Watkins*
Viola: Doris Holloway
Violoncello: Andrew Cox*
Viola da gamba: Martha Bishop*
Guitar: Dr. William Hearn*
Lute: Dr. Lyle Nordstrom

Theory/History/Music Appreciation:
Daniel Pyle*
Dr. John W. Schuster-Craig

Staff Acompanist:
Christi Muse-Zuniga

**part-time faculty member*

COMPOSITION
BACHELOR OF MUSIC (B.M.)

Faculty Advisor: Weaver

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

			Quarter Credit Hours
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.*

PERFORMANCE
BACHELOR OF MUSIC (B.M.)

Faculty Advisors: Boyd-Waddell, Nordstrom, Otaki, 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).

			Quarter Credit Hours
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 *two* 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
	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
		Total	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 Graduation 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	30

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 College & State University 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: ENGL 112, for all Area I "capstone" courses.			
		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

**MATH 130 or 151 may be used also.*

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	15

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
			54
		Total	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.*

[1]These career courses in music do not fulfill the requirements of the Core Curriculum of the University of Georgia for Area IV of bachelor's degree.

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

Note: 1. All students whose program of study is music must demon-strate 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
(Post-baccalaureate 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.*

[1]These career courses in music do not fulfill the requirements of the Core Curriculum of the University of Georgia for Area IV of a bachelor's degree.

DEPARTMENT OF NATURAL SCIENCES

John G. Campbell, Department Head
Arts and Sciences Building, A&S-210A

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. University transfer programs and pre-professional curricula are offered in the following fields: Agriculture, Biology, Chemistry, Dentistry, Engineering, Forestry, Geology, Health Information Management, Medical Technology, Medicine, Occupational Therapy, Pharmacy, Physical Therapy, Physics, and Veterinary Medicine. Upper-division courses are offered that support the baccalaureate program in Teacher Education and may apply to other programs as general electives.

AGRICULTURE (A.S.)

Faculty Advisor: Perry
Students in this degree program should refer to the Graduation 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 *one* of the following:			5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
B. Choose *one* 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 Advisors: H. Brown, Halyard, Hampikian, Perry
Students in this degree program should refer to the Graduation 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 *one* of the following:			5
MATH	115	College Algebra	
MATH	130	Precalculus	
MATH	151	Calculus and Analytic Geometry I	
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 I and II	
D. Choose from the following:			0-5
COMP	201	Introduction to Computing	
COMP	210	Principles of Computer Programming I	
E. A foreign language			0-10
		Total	30

CHEMISTRY (A.S.)

Faculty Advisors: W. Fisher, Hornbuckle
Students in this degree program should refer to the Graduation 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.*MATH	151	Calculus and Analytic Geometry I	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 II	
MATH	251	Calculus and Analytic Geometry III	
PHYS	253	General Physics	
C. BIOL	172	Principles of Biology	0-5
D. COMP	210	Principles of Computer Programming	0-5
		Total	30

DENTISTRY (Pre-Dentistry)

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

ENGINEERING (Pre-Engineering)

Faculty Advisors: Campbell, 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.

FORESTRY (A.S.)

Faculty Advisors: W. Fisher, Perry

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

			Quarter Credit Hours
AREA II – NATURAL SCIENCES AND MATHEMATICS			
A. Choose one of the following:			5
	MATH 115	College Algebra	
	MATH 130	Precalculus	
	MATH 151	Calculus and Analytic Geometry I	
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 I and II	
		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 I	
		Total	30

GEOLOGY (A.S.)

Faculty Advisor: 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 Advisor: Halyard

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 College & State University 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 Graduation 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. 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 *three* 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 (Pre-Medical Technology)

Faculty Advisor: Hornbuckle

Clayton College & State University can offer the student initial college work toward the baccalaureate degree in medical technology offered by Armstrong State, Georgia State University, Columbus College, the Medical College of Georgia, or other institutions.

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

MEDICINE (Pre-Medicine)

Faculty Advisors: Fisher, Hornbuckle

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

OCCUPATIONAL THERAPY (Pre-Occupational Therapy)

Faculty Advisor: Carpenter

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 College & State University 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, Hornbuckle, Braun

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.

			Quarter Credit Hours
AREA II – NATURAL SCIENCES AND MATHEMATICS			
A. Choose *one* of the following:			5
	MATH 115	College Algebra	
	MATH 130	Precalculus	
	MATH 151	Calculus and Analytic Geometry I	
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. 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

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

PHYSICAL THERAPY (Pre-Physical Therapy)

Faculty Advisors: H. Brown, Carpenter, Campbell, Pratte, Pridmore

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 College & State University 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 & State University 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 Advisors: Campbell, Pridmore

Students in this degree program should refer to the Graduation 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. *MATH 151		Calculus and Analytic Geometry I	5
B. CHEM 151 and 152		Principles of Chemistry I and II	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 II, III, and IV	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.

TEACHER EDUCATION

Students wishing to prepare for a teaching career should follow the Area IV curriculum for Teacher Education, which is listed under the Department of Teacher Education heading.

VETERINARY MEDICINE (Pre-Veterinary Medicine)

Faculty Advisor: Hampikian

Students wishing to prepare for veterinary school at the University of Georgia or other institutions should consult with an advisor to determine the best program of study.

DEPARTMENT OF SOCIAL SCIENCES

John H. Kohler, Department Head
Arts and Sciences Building, A&S-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 University Transfer Programs in Criminal Justice, History, Law, Physical Education/Health, Political Science, Psychology, Sociology, and Urban Life. Upper-division courses support the baccalaureate program in Teacher Education and may serve other programs as general electives.

CRIMINAL JUSTICE (A.A.)

Faculty Advisor: Demmitt

Students in this degree program should refer to the Graduation 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. 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	
SOCI	205	Introduction to Sociology	
B. Humanities electives (including foreign language)			0-10
		Total	30

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.

			Quarter Credit Hours
AREA IV – OTHER PROGRAM REQUIREMENTS			
A. Choose from the following:			10-15
HIST	212	Survey of the Modern World	
HIST	252	Survey of the Modern United States	
HIST	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 (Pre-Law)

Faculty Advisors: 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 a law advisor in the School of Arts and Sciences to determine the best program of study to suit their needs.

PHYSICAL EDUCATION/HEALTH

Students wishing to prepare for a physical education teaching career should follow the Area IV requirements for Teacher Education. Physical Education courses and programs are administered by the School of Health Sciences, and students interested in careers other than teaching should consult an advisor in that school.

POLITICAL SCIENCE (A.A.)

Faculty Advisors: Arnold, Trachtenberg

Students in this degree program should refer to the Graduation 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:			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	
SOCI	204	Introduction to the Family	
SOCI	205	Introduction to Sociology	
		Total	30

PSYCHOLOGY (A.A.)

Faculty Advisors: Manning, McCarty, Stillion, Tenore

Students in this degree program should refer to the Graduation 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.*PSYC	205	Introduction to Psychology	5
B. Making certain that no more than 10 hours is in history, choose *five* 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

**SOSI 205 is taken in Area III.*

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

****Prerequisite: BIOL 151.*

SOCIOLOGY (A.A.)

Faculty Advisor: Demmitt

Students in this degree program should refer to the Graduation 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.*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	204	Human Growth and Development	
SOCI	204	Introduction to the Family	
		Total	30

**PSYC 205 is taken in Area III.*

TEACHER EDUCATION (A.A.)

Students wishing to prepare for a teaching career should follow the Area IV curriculum for Teacher Education, which is listed under the Department of Teacher Education heading.

URBAN LIFE (A.A.)

Faculty Advisor: Demmitt

Students in this degree program should refer to the Graduation 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:			5-10
ECON	201	Principles of Economics I	
ECON	202	Principles of Economics II	
B. Choose from the following:			10-25
SOCI	205	Introduction to Sociology	
POLI	205	Introduction to Political Science	
PSYC	201	Introduction to Psychology	
PSYC	205	Human Growth and Development	
SOCI	204	Introduction to the Family	
C. Humanities elective (including foreign language)			0-10
		Total	30

DEPARTMENT OF TEACHER EDUCATION

Bachelor of Arts: Major in Middle Level Education
Associate of Arts

Virginia Nelms, Coordinator of Middle Level Education
Coordinator of Field Experiences
Technology Building, TEC-109

The baccalaureate program is designed to lead to licensure/certification in Middle Childhood. 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 B.A. teacher education program has been developed through a collaborative partnership of classroom teachers, education experts, and Clayton College & State University faculty. The Clayton College & State University teacher education program is maintained in partnership with six school systems in the University'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.

NOTE: Students who plan to finish their teacher education programs at other institutions can complete the first two years at Clayton College & State University and earn an A.A. degree. Such students should follow the Area IV listed below for the B.A.

PROFESSIONAL EDUCATION OUTCOMES

B.A. 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 learn-

ers, 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 University. 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

Students must meet the following criteria before submitting their applications for admission to the program in teacher education. (More information about the application portfolio is available at the group orientation sessions.)

a. Admission to Clayton College & State University. (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 College & State University.

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 College & State University *and* transfer courses that are used to satisfy graduation requirements in the B.A.. in Middle Level Education degree.

Eligibility to Begin Taking Courses in the Teacher Education Program.

a. Completion of **all** courses in Areas I, II, III, and IV of the Core Curriculum with grades of *A, B, C,* or *K.*

b. Maintenance of the 2.50 or better GPA standard as explained above.

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.

c. Teacher education writing assessment with a minimum writing profile. (Currently 555-555-4)

d. Passing both the reading and writing portions of the Regents' Testing Program. (See the Graduation Requirements section of this catalog.)

e. Career exploration, competence in oral communication, and significant documented experience working with children. (This requirement is met by Core Curriculum course requirements at Clayton College & State University, equivalent transfer course experiences, or other documented experiences.)

f. 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 the Department of Teacher Education. Competence also may be documented by completion of an approved credit or non-credit course.

g. Attendance at group orientation session and/or personal interview.

h. The Georgia Professional Standards Commission has adopted the following policy: "Students will be required to pass all sections (reading, writing, mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate beginning July 1, 1997." The assessment is the Pre-Professional Skills Test (PPST) developed and administered by the Educational Testing Service (ETS). Examinees will be allowed to choose either the paper and pencil version or the computer-based version. Contact the Teacher Education office for further information.

i. 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." The affidavit form is provided upon formal notification of admission to the B.A. program.

j. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)

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 College & State University of Teacher Education. (Application forms and portfolio guidelines are available from the Teacher Education office.)

2. Application deadlines for specific quarters of program admission are listed in this catalog (see below) and posted in the Teacher Education office. (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 College & State University. The following courses must be taken at Clayton College & State University: 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 College & State University courses. However, the University 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 College & State University 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, provisional admission status may be given.

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 PROGRESSION

In order to be placed in the senior year internship which begins in August and follows the school calendar, students must have in place the following:

1. An academic standing GPA of 2.50 or higher.
2. Each course in the program sequence must be completed with a grade of "C" or better.

Prior to enrolling in EDUC 473-474-475, students must have in place the following:

1. An academic standing GPA of 2.50 or higher.
2. Each course in the program sequence must be completed with a grade of "C" or better.
3. Course overloads will not be permitted during enrollment in EDUC 473-474-475.

PROGRAM PROBATION AND SUSPENSION

General University 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 University 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 Coordinator of Middle-level Education will investigate the case in an expeditious manner. The coordinator 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 University policy.*

GRADUATION REQUIREMENTS

All general Clayton College & State University 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 College & State University including the following courses: LAR 301, MATH 301, SCI 301, SOSC 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 state-mandated test for middle childhood certification. Check with the Department of Teacher Education for details, dates, and costs.
5. Participation in examinations, surveys, and any other required activities administered for purposes of program evalu-ation and program exit.

ACCREDITATION

Clayton College & State University 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 Department 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 Graduation 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
		Total	30

Note 1: Students planning to enroll in Clayton College & State University'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 (One hour required each quarter after admission to B.A. program except internship quarter. Institutional credit only; does not count in total hours.)	5
B. EDUC	301	Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner	5
C. EDUC	350	Instructional Strategies for Individual and Interdisciplinary Teaching	5
		Total	15

AREA VI - MINOR/MAJOR CONCENTRATIONS

A. Required courses of all students:

LAR	301	Communication In and Beyond the Disciplines	5
MATH	301	Number Concepts and Relationships	5
SCI	301	Explorations in Science	5
SOSC	301	Cultural Concepts	5
		Total	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	
		Total	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	
			15
		Total	55

AREA VII - INTERNSHIP

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

IMPORTANT DATES FOR TEACHER EDUCATION 1997-98 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 Department of Teacher Education. The 1996-97 dates are as follows:

Thursday, October 23, 1997 (Fall Quarter)
Thursday, February 5, 1998 (Winter Quarter)
Thursday, April 30, 1998 (Spring Quarter)
Tuesday, June 23, 1998 (Summer Quarter)
Thursday, July 30, 1998 (Summer Quarter)

FALL 1997 APPLICATION DATES

Students applying to the B.A. in Teacher Education (major in Middle Level Education) degree program may submit their applications for Fall 1998 admission between September 20, 1997, and June 26, 1998. Applications are available in the Department 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 26, 1998, 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 Semester 1998 are required to complete the Teacher Education Writing Assessment. Contact the Teacher Education office to register for the writing assessment, tentatively scheduled on the following dates:

November 3-7, 1997 (Fall Quarter)
February 16-20, 1998 (Winter Quarter)
May 11-15, 1998 (Spring Quarter)
June 22-26, 1998 (Summer Quarter)
July 27-31, 1998 (Summer Quarter - Transfer students only)

SCHOOL OF BUSINESS

SCHOOL OF BUSINESS

DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

DEPARTMENT OF MANAGEMENT AND MARKETING

SCHOOL OF BUSINESS

John E. Feathers, Acting Dean
Business and Health Sciences Building, BHS-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.) and the Associate of Arts (A.A).

Accounting	(B.B.A.)
Computer Information Systems	(B.B.A.)
General Business	(B.B.A.)
Management	(B.B.A.)
Marketing	(B.B.A.)
Business Administration (pre-B.B.A)	(A.A.)

RELATED PROGRAMS IN OTHER SCHOOLS

Students interested in management careers in the health care field should consider the B.S. in Health Care Management. See the School of Health Sciences section of the catalog.

Some business-related programs leading to applied associate and baccalaureate degrees and to certificates are offered by the School of Technology. Please refer to that section of the catalog for A.A.S., B.A.S., and certificate programs.

ACADEMIC AND GENERAL REQUIREMENTS

Students in the School of Business must meet all University 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 Graduation Requirements section of this catalog for general residency 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, LIB-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 College & State University 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 College & State University. If the courses are taken at a lower level than offered by Clayton College & State University, students may, in some cases, be allowed to validate the credit by passing a proficiency examination administered by the department in the 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, COIS 221, 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 in Area IV and obtain an overall 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.)

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.

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. (Subject to Clayton State transient regulations.)

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 majors who are taking the course as a requirement or 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 institutional 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. University 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 College & State University 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 Student Services section.

AREA IV REQUIREMENTS

All students who plan to receive a B.B.A. from Clayton College & State University must complete the Core Curricu-

lum requirements. This program consists of Areas I, II, and III of the Core Curriculum (see the Graduation 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.)

			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. COIS	221	Business Information Systems	5
		Total	30

DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS

John E. Feathers, Acting Department Head
Business and Health Sciences Building, BHS-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 Graduation 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 Graduation 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. COIS	221	Business Information Systems	5
		Total	30

***Junior and Senior Courses:**

***Required Business Core:**

BSAD	301	Business 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	304	Operations Management and Analysis	5
MGMT	320	Business Communications	5
MKTG	301	Principles of Marketing	5
		Total	40

***Required Accounting Core:**

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

***Major-Related Courses:**

ACCT	310	Managerial Cost Accounting	5
ACCT	420	Advanced Accounting	5
ACCT	430	Accounting Information Systems	5
ACCT	450	Income Taxation I	5
ACCT	480	Auditing	5
		Total	25

***Major Electives:**

Select any *one* course from the following:			5
ACCT	440	Governmental and Not-for-Profit Accounting	
ACCT	451	Income Taxation II	
BSAD	490	Directed Research and Readings	
BSAD	498	Internship and/or Cooperative Education	

	Quarter Credit Hours
Non-Business Electives: Any 15 quarter credit hours of non-business courses offered by the University *outside* the School of Business, *except the following*:	15
• Physical Education (PHED) courses,	
• courses offered for institutional credit only (e.g., COMM 191, 192),	
• career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog, or	
• service courses offered for the A.A.S. and B.A.S. Programs (e.g., BSAD 202, 311, 312 and 313).	
Junior and Senior Total	95

NOTES: B.B.A. in Accounting

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

[1]In 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.

[2]BSAD 450 is a capstone course that must be taken at Clayton College & State University 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 Graduation 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 Graduation Requirements section for requirements in Areas I, II, and III of the Core Curriculum.

Area IV 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. COIS	221	Business Information Systems	5
		Total	30

***Junior and Senior Courses:**

***Required Business Core:**

BSAD	301	Business 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	304	Operations Management and Analysis	5
MGMT	320	Business Communications	5
MKTG	301	Principles of Marketing	5
		Total	40

***Major Requirements:**

COIS	311	Business Programming Concepts	5
COIS	312	Algorithmic Programming Concepts	5
COIS	313	Data Structures and Algorithmic Processes	5
COIS	321	Management Information Systems	5
		Total	20

***Major-Related Courses:**

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
		Total	25

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

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

- service courses offered for the A.A.S. and B.A.S. programs (e.g., BSAD 202, 311, 312, and 313).

Junior and Senior Total 100

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

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

[1]In 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.

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

DEPARTMENT OF MANAGEMENT AND MARKETING

John E. Feathers, Acting Department Head
Business and Health Sciences Building, Room BHS-11

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

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 Graduation 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 Graduation 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. COIS	221	Business Information Systems	5
		Total	30

***Junior and Senior Courses:**

			Quarter Credit Hours
***Required Business Core:**			
BSAD	301	Business 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	304	Operations Management and Analysis	5
MGMT	320	Business Communications	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: 15
Any 15 quarter credit hours of non-business courses offered by the University *outside* the School of Business, *except the following:*
- Physical Education (PHED) courses,
- courses offered for institutional credit only (e.g., COMM 191, 192),
- career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog, or
- service courses offered for the A.A.S. and B.A.S. programs (e.g., BSAD 202, 311, 312, and 313).

Junior and Senior Total 95

NOTES: B.B.A. in General Business

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

[1]In 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.

[2]BSAD 450 is a capstone course that must be taken at Clayton College & State University 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 Graduation 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 Graduation 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. COIS	221	Business Information Systems	5
		Total	30

***Junior and Senior Courses:**

***Required Business Core:**			
BSAD	301	Business 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	304	Operations Management and Analysis	5
MGMT	320	Business Communications	5
MKTG	301	Principles of Marketing	5
		Total	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
		Total	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: 15
Any 15 quarter credit hours of non-business courses offered by the University *outside* the School of Business, *except the following:*
- Physical Education (PHED) courses,
- courses offered for institutional credit only (e.g., COMM 191, 192),
- career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog, or
- service courses offered for the A.A.S. and B.A.S. Programs (e.g., BSAD 202, 311, 312, and 313).

Junior and Senior Total 95

NOTES: B.B.A. in Management

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

[1]In 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.

[2]BSAD 450 is a capstone course that must be taken at Clayton College & State University 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 Graduation 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 Graduation 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. COIS	221	Business Information Systems	5
		Total	30

***Junior and Senior Courses:**

***Required Business Core:**

BSAD	301	Business 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	304	Operations Management and Analysis	5
MGMT	320	Business Communications	5
MKTG	301	Principles of Marketing	5
		Total	40

			Quarter Credit Hours
***Major Requirements:**			
MKTG	302	Customer Behavior	5
MKTG	404	Marketing Research & Analysis	5
MKTG	406	Promotion Strategy	5
MKTG	407	Sales and Sales Management	5
[3]MKTG	450	Marketing Management	5
		Total	25

***Major-Related Courses:**

MKTG	312	Services Marketing	5
MKTG	403	Public Relations	5
And any *one* Junior/Senior Business course offered by the School of Business, including BSAD 498 (Internship and/or Cooperative Education), if desired.			5
		Total	15

Non-Business Electives: 15

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

- Physical Education (PHED) courses,
- courses offered for institutional credit only (e.g., COMM 191, 192),
- career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog, or
- service courses offered for the A.A.S. and B.A.S. Programs (e.g., BSAD 201, 311, 312, and 313).

Junior and Senior Total 95

NOTES: B.B.A. in Marketing

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

[1]In 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.

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

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

BUSINESS ADMINISTRATION
(Associate of Arts Degree)

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

AREA IV

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. COIS	221	Business Information Systems	5
		Total	30

SCHOOL OF HEALTH SCIENCES

SCHOOL OF HEALTH SCIENCES

HEALTH CARE MANAGEMENT

ALLIED HEALTH ADMINISTRATION

DEPARTMENT OF NURSING

DEPARTMENT OF DENTAL HYGIENE

DENTAL HYGIENE PRACTICE AND ADMINISTRATION

HEALTH AND WELLNESS

SCHOOL OF HEALTH SCIENCES

Linda F. Samson, Dean
Business and Health Sciences Building, BHS-57

GENERAL INFORMATION

The School of Health Sciences offers programs leading to the following degrees

- Bachelor of Science in Nursing degree with basic licensure and RN/BSN tracks
- Bachelor of Science with a major in Health Care Management
- Bachelor of Applied Science with majors in Allied Health Administration and Dental Hygiene Practice and Administration
- Associate of Science in Dental Hygiene

In addition, the School of Health Science is administratively responsible for the University's Wellness programs and physical education offerings.

Related health occupations programs including Medical Office Administration and Paramedic Technology are offered by the School of Technology. Please see that section of the catalog.

Note: The associate degree in nursing program has been discontinued.

HEALTH CARE MANAGEMENT
Bachelor of Science (B.S.)

Joseph O'Brien, Amelia Broussard, Advisors
Business and Health Sciences Building, BHS-37

GENERAL INFORMATION

The Schools of Business and Health Sciences cooperatively offer a program leading to the Bachelor of Science degree (B.S.) with a major 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.

ADMISSION TO THE B.S. IN HEALTH CARE MANAGEMENT PROGRAM

Students intending to enroll in the Health Care Management program must meet all University admission and academic requirements. The following additional requirements also apply and must be met prior to enrollment in any business or health sciences courses numbered 300 or above:

1. **Complete Program Application Form.** Students must declare a Health Care Management major (or a dual B.S.N.-B.S. in H.C.M. major) and complete a program application form. This application includes health-related information required for entry into field experiences. The application for program admission must be completed prior to enrollment in HSCI 201.

2. **Complete Lower-Division Requirements.**
   a. Students may be admitted to the Health Care Management program and allowed to take selected 300-level courses* upon completion of at least 70 quarter credit hours applicable to Areas I, II, II, and IV including ENGL 111, MATH 115, MATH 231, COIS 221, ACCT 202, and ECON 202 (* The selected courses are COMM 310, MGMT 301, BSAD 370, and HSCI 352).

   b. Health Care Management students must complete all Area I, II, III, and IV requirements (with no grade lower than C in Area IV) prior to enrollment in any 300-level Health Sciences or Business courses other than those listed above.

OTHER PROGRAM REQUIREMENTS

1. Students must complete assessments in writing and other areas as required and must fulfil any remediation requirements that may be specified according to assessment results.

2. Grades of D will not count toward graduation for Area IV or for any upper-division requirements.

3. In order to receive the B.S. degree, a student must complete a minimum of 45 hours in residency at CCSU. Of these at least 35 hours must be upper-division including the 15-hour Practicum/Research sequence (HSCI 490/490L; 497 or 498; and 499).

4. All courses in the Health Care Management core must be completed prior to enrollment in the Practicum/Research sequence (HSCI 490/490L; 497 or 498; and 499).

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.	Able to obtain information, explain procedures or policies, and perceive nonverbal communications.
Visual: Visual ability sufficient for observation in the practice setting.	Able to observe hazards to environmental safety.
Hearing: Auditory ability sufficient to monitor the safety of the health care environment.	Able to hear monitor alarms or emergency signals.
Behavioral: Emotional health sufficient to totally utilize his or her intellectual abilities. Able to function effectively during stressful situations.	Able to adapt to changing environments, displaying flexibility, appropriately interacting with others, and learning to function in the case of uncertainty that is common in health care settings.

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:

A suspended student may apply for readmission to the Health Care Management Program 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 the BS-HCM Program. The program coordinator 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.

HEALTH CARE MANAGEMENT OUTCOMES

Students in the Health Care Management program are expected to achieve the following learning outcomes as part of the program of study. These outcomes are based on the overall mission of Clayton College & State University and the skills needed to be able to function in the ever changing health care environment. The outcomes are assessed during major-filed and general education courses and the progress toward outcome attainment must be reflected in the portfolio submitted by degree candidates prior to graduation.

1. Graduates will demonstrate advanced attainment of CCSU General Education"skill" Outcomes of Critical Thinking and Communication including writing, oral communication and computer literacy.

2. Graduates will demonstrate a workplace readiness through the ability to understand resource management (fiscal, human and physical), the importance of teamwork, planning and leadership skills.

3. Graduates will possess the interpersonal communication skills required for successful performance in the health care environment (i.e. negotiation, team building & teamwork, counseling, coaching, bargaining, dealing with providers and consumers).

4. Graduates will demonstrate a working knowledge of computer technology through the establishment and implementation of appropriate control systems in health care operations, presentation technology and other appropriate areas of computer of literacy.

5. Graduates will demonstrate the ability to provide effective leadership in a changing health care environment.

6. Graduates will be able to apply knowledge and abilities from various disciplines to analyze an opportunity and propose an appropriate course of action (Interdisciplinary Analysis outcome).

7. When employed, graduates will influence the behaviors of other employee in an effective, efficient and ethical manner that elicits full performance potential, respects human dignity, accommodates individual differences, and promotes team building and collaboration.

BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT CURRICULUM

Students in the B.S. degree program in Health Care Management should refer to the Graduation 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	202	Principles of Economics II	5
COIS	221	Business Informaiton Systems	5
MATH	231	Statistics	5
HSCI	201/201L	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	301/301L	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	310/310L	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	411/411L	Administration of Managed Care	5
HSCI	451	Public Health Administration	5
HSCI	460	International Health Systems	5
HSCI	455	Health in the Corporate Setting	5
MGMT	411	Organizational Development/ Leadership	5
NURS	453	Gerontology	5
BSAD	470	Employment Law	5

Other business or health science courses with advisor approval.

C. **Practicum/Research Courses (15 hours)**

HSCI	490/490L	Applied Research Project	5
HSCI	497	Internship or	
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

ALLIED HEALTH ADMINISTRATION
Bachelor of Applied Science (B.A.S.)

Linda F. Samson, Principal Advisor
Business and Health Sciences Building, BHS-37

The Bachelor of Applied Science degree (B.A.S.) in Allied Health Administration offers career advancement opportuni-ties to individuals who have earned the Associate of Applied Science (A.A.S.), the Associate of Applied Technology (A.A.T.), or other career associate degrees in allied health fields. Students who have earned allied health associate degrees at Clayton College & State University or at other accredited institutions can bridge smoothly in to the B.A.S. program with little or no loss of credit. To complete the B.A.S. at Clayton State, students will take additional general education classes and advanced courses appropriate to their fields and career interests. The B.A.S. can be earned in six quarters of full-time study or students can attend part time. Courses are offered at convenient locations and times.

The Allied Health Administration major will prepare graduates to move into supervisory and management positions in hospitals, clinics, laboratories, and other health care facilities. Courses in various aspects of business will help students blend their specific expertise with new managerial skills. The curriculum includes vital topics such as legal issues, ethics, and finance.

ADMISSION TO THE ALLIED HEALTH ADMINISTRATION PROGRAM

Students who wish to pursue a B.A.S. in Allied Health Administration must:

a. hold an appropriate career associate degree from an institution regionally accredited to grant associate degrees.

b. be admitted to Clayton College & State University

c. complete the Allied Health Administration program application form, which asks for health information necessary prior to field experiences

Career associate degrees, sometimes called applied degrees, are those designed to prepare the graduate for immediate employment in the field of the degree. The B.A.S. is not appropriate for students who hold associate degrees (A.A. or A.S.) that are designed to constitute the first two years of a B.A., B.S., B.S.N. or similar degree. A student who wishes to pursue the B.A.S. but who has not yet completed a career associate degree must finish the degree at CCSU or another institution before applying for entry to a B.A.S. major. (Students who hold a career certificate plus a closely related associate degree may be eligible for admission upon approval of the Dean of Health Sciences.)

Note: B.A.S. student are not subject to the requirements of the College Preparatory Curriculum but are subject to the Regents' Test. See the Graduation Requirements section of this catalog.

Students entering a B.A.S. major will take benchmark assessments to determine their readiness for upper division work in writing and other areas. Depending on the results of these assessments, students may be recommended or required to undertake work to improve their performance. Assessments are normally administered during HSCI 311 or by other arrangement.

ALLIED HEALTH ADMINISTRATION CURRICULUM

AREAS I, II, III **60 hours**
Lower division

See the Graduation Requirements section of this catalog and the heading "Notes on Area I, II, and III" in the School of Technology section of this catalog.

CAREER BLOCK **60 hours**
Lower division

Program-specific courses taken as part of the career associatedegree at Clayton College & State University or another institution. See the heading "Notes on the Career Block" in the School of Technology section of this catalog.

"BRIDGE" REQUIREMENTS **15 hours**

HSCI	311/311L	Introduction to Allied Health Administration
BSAD	311	Survey of Economics*
BSAD	312	Survey of Applied Accounting**

** Students with credit for ECON 201-202 may exempt this course and take an additional elective.*
*** Students with credit for ACCT 201-202 may exempt this course and take an additional elective.*

ALLIED HEALTH ADMINISTRATION CORE REQUIREMENTS **25 hours**

COMM	310	Interactive Communication
HSCI	301/301L	Introduction to Health Systems Management.
HSCI	350	The AIDS Epidemic
HSCI	352	Legal Issues in Health Care Management
MGMT	301	Principles of Management

RELATED ELECTIVES **10 hours**

Paying careful attention to prerequisites listed in the course description section of this catalog, students should elect courses appropriate to their career objectives.

BSAD	313	Introduction to Measurement and Analysis
BSAD	370	Business Law
BSAD	470	Employment Law
FINA	301	Corporate Finance
FINA/MGMT	407	Personal Financial Management
HSCI	310	Introduction to Primary Care/Long Term Care
HSCI	340	Contemporary Women's Health
HSCI	341	Cultural Diversity in Health and Illness
HSCI	342	Health Education
HSCI	355	Ethnical Issues in Health Care
HSCI	411	Administration of Managed Care
HSCI	451	Public Health Administration
HSCI	460	International Health Systems
HSCI	455	Health in Corporate Settings
HSCI	456	Health Care Finance
HSCI	497	Internship (maximum of 5 hours)
MGMT	302	TQM
MGMT	401	Human Resources Management
MGMT	411	Leadership
MGMT	412	Employee Compensation
MGMT	420	Organizational Communication
MGMT	431	Small Business Management
MKTG	301	Principles of Marketing
MKTG	302	Customer Behavior
MKTG	312	Services Marketing
MKTG	403	Public Relations
NURS	453	Gerontology

CAPSTONE **5 hours**

HSCI	490	Applied Research Project

FREE ELECTIVE **5 hours**

Any upper division course except HSCI

TOTAL HOURS **180**

NOTE: Students may take equivalent courses through cross-registration with the University Center of Georgia or transient status but ONLY with ADVANCE approval of the substitution by the Dean of Health Sciences or designee and subject to University policy on cross-registration, transient courses, and residency.

OTHER PROGRAM REQUIREMENTS

a. Grades lower than C in upper division courses will not count toward graduation except for the free elective.

b. Graduates must complete a minimum of 45 credit hours of upper-division credit in residence at Clayton College & State University.

DEPARTMENT OF NURSING

Linda F. Samson, Acting Department Head
Business and Health Sciences Building, BHS-57

GENERAL INFORMATION AND MISSION STATEMENT

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

program is approved by the Georgia Board of Nursing and accredited by the National League for Nursing. (For information about the accreditation of this program, contact the National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014.)

The mission of the department is as follows:

Consistent with the mission statement of Clayton College & State University, the Department of Baccalaureate Degree Nursing is committed to providing comprehensive nursing education and public service to qualified residents of our community and region, the Southern Crescent of Metro Atlanta. We incorporate these five elements in our mission: the utilization of effective communication systems with the application of information technology; the promotion of heath and human development of our global community in transition, the provision of high quality educational services for the development of competent, caring, and committed professional nurses; the design and development of a facility which incorporates modern health care and educational technology; and the provision of community-based, experiential learning.

It our mission to use those resources which will promote lifelong learning and enhance the acquisition of skill in information technology. Mastery of critical thinking skills, nursing therapeutics, theory-based practice, research and communication is successfully accomplished by integrating theory, clinical practice, and technologically advanced communications.

Our curriculum facilitates the transitional development of students to professional nursing roles, capable of practicing effectively in a multifaceted and multi cultural health care environment. Recognizing and valuing the social, economic, ethnic and cultural diversity of individuals is central to our efforts at promoting heath and human development and maintaining standards of professional nursing practice.

It is our commitment to provide educational excellence through a caring and supportive environment. We value and build upon the lived and professional experiences of our faculty and students. Learning experiences are designed as a collaborative process between the facilitator and learner. The learning environment supports the unique characteristic and learning styles of students and strives to enhance creativity and academic achievement.

With consideration to the many and varied advances in health care and educational technology, our program will play a leading role in transforming the learning facilities or our institution to ensure the provision of modern instructional and laboratory-based technology. Students will have the opportunity to acquire the knowledge and skills essential to modern and futuristic clinical practice, through or commitment to the design and development or innovative learning facilities.

We will continually identified the needs of our community for nontraditional instructional programs. Our articulation process and awarding of advanced placement credit recognizes and supports the previous educational experience of students. The provision of flexible program schedules and distance learning enhance community participation in our program. Through outcome-focused curricular activities, we assess learning progress and promote the use of academic assistance programs.

B.S.N. -- PROGRAM OUTCOMES

1. Accept human caring as a key philosophical basis for the practice of nursing.
2. Synthesize critical thinking strategies with a theoretical knowledge base in nursing, the liberal arts, and physical and behavioral sciences to make decisions which promote health and facilitate caring for self, client, and society.
3. Use systemic process to provide competent professional care to individuals, families, and communities in transition.
4. Use communication skills to promote therapeutic nurse-client relationships and effective collegial interactions.
5. Use theoretical frameworks to formulate plans and provide for professional practice in diverse settings.
6. Use strategies of health promotion, illness prevention, illness care, and health restoration to maximize healthy outcomes of individuals, families and communities in a multi cultural society.
7. Modify nursing practice and standards in the role of a change agent by influencing individuals and groups within and outside the profession.
8. Demonstrate leadership and management skills which promote accountability, legal/ethical conduct, and maintenance of the highest standards of client care.
9. Apply teaching/learning theories and skills to facilitate the educational process in self, colleagues, and clients.
10. Apply the research process to clarify and expand the scope of nursing practice.
11. Serve as a client advocate to support the promotion of health and prevention of illness.
12. Collaborate with heath care providers form other disciplines to promote healthy outcomes for clients and society.
13. Critically analyze the effect of economic, political, and sociocultural variables in the changing health care environment, and discuss how these changes influence professional nursing practice.
14. Demonstrate commitment to ongoing professional development as a life-long learner.

B.S.N. -- BASIC LICENSURE TRACK

Graduates of the Basic Licensure Track are eligible to sit for examination for initial licensure as registered nurses.

ADMISSION PROCESS AND REQUIREMENTS

The basic licensure B.S.N. track is available to high school graduates, current CCSU students, and transfer students, who meet admission requirements. Program space is limited and the admission process is highly competitive. On average, the program receives five application for every space available in the class.

During the 1997-98 year the following deadlines will be apply to applications and supporting materials: For admission to nursing in SUMMER QUARTER, 1998, applications will be accepted until October 15, 1997. This is weekend part-time class only. For admission to nursing in FALL SEMESTER, 1998, applications will be accepted from October 15, 1997 until February 15, 1998. All supporting materials, including transcripts and required letters, must be received no later than two weeks after the application deadline. Incomplete applications, including those due to failure to submit supporting documents, will not be considered. Students accepted to the Fall class may progress on a full or part-time basis (no weekend option), but must declare status at the time of acceptance. Once that declaration is made it is irrevocable.

Applications for nursing admission may be obtained in BHS-57 or by calling (770) 961-3484. This application is in addition to application for admission to Clayton College & State University. The application process includes:

a. Application and acceptance to Clayton College & State University
b. Completion of the separate application to the basic licensure track B.S.N. Program, including submission of the required essays
c. Completion of a minimum of 60 quarter credit hours of the required 90 hours of lower division work with a minimum GPA of 2.5. This must include two courses in English composition, a two quarter laboratory science sequence in chemistry, biology, or physics, a course in college algebra or higher level mathematics, and at least one course in the social sciences. Note: all lower division course work must be completed prior to enrollment in any upper division nursing course with a minimum GPA of 2.5. Candidates who are not able to complete these requirements should wait to apply to the program.
d. Submission of transcripts for all work completed at a college or university other than CCSU
e. Submission of letter of good standing, if required
f. Passing the Regents' test, if required
g. Participation in an admissions interview.

Note: Students who have attended another nursing education program at any time are required to indicate such attendance on their application. Failure to disclose this information may lead to dismissal ever after matriculation. If the applicant has attended another nursing program, regardless of dates of attendance, a letter of reference from the program head is required to complete the application process. Students who have been dismissed form another nursing education program are ineligible for admission to the CCSU program. Students who have been suspended for another program due to academic or clinical performance will be considered on a case by case basis.

Applicants will be rate on the following criteria:

a. Overall academic performance
b. Specific performance in natural sciences and mathematics
c. Mastery of written communication as evidenced by responses to essay questions
d. Ability to articulate personal values, reason for selecting nursing as a career, and goals for the nursing education experience.

ACCELERATED ADMISSION PROCESS

Students holding baccalaureate or higher degrees may apply and be admitted to the basic licensure track B.S.N. on and accelerated basis. Applicants desiring consideration under the accelerated process must provide evidence of conferral of the baccalaureate degree with application to the nursing program. All application materials and supporting documents required under the regular admission process are required for students seeking accelerated admission. Admissions to nursing are competitive. Although the baccalaureate or higher degree exempts students from certain requirements, it should not be construed as providing a guarantee of acceptance into the program.

Evidence of attainment of a baccalaureate or higher degree allows candidates to exempt Area I, II, and III of the core curriculum as described on page of the Catalog. In addition, students are exempt form the Regents' testing. Although Area III of the core curriculum is deemed to be satisfied, students under this option are still required to meet the legislative requirement established by the University System of Georgia.

The following courses or their equivalent must be completed in order to be accepted into the program:

BIOL 151/151L	Human Anatomy and Physiology I
BIOL 152/152L	Human Anatomy and Physiology II
BIOL 250	Microbiology
HSCI 201/201L	Introduction to Health Care Environment

Statistical competency and knowledge of human growth and development must also be demonstrated.

CURRICULUM – B.S.N. BASIC LICENSURE TRACK

Areas I, II, and III

See the requirements in the Graduation Requirements section of this catalog. CHEM 131-132 should be taken in Area II; PSYC 205 and SOSC 220 should be taken in Area III.

Area IV

BIOL	151/151L	Human Anatomy and Physiology I	5
BIOL	152/152L	Human Anatomy and Physiology II	5
BIOL	250	Microbiology	5
HSCI	201/201L	Introduction to the Health Care Environment	5
PSYC	204	Human Growth and Development	5
MATH	231	Introductory Statistics	5
		Total	30

JUNIOR YEAR MAJOR REQUIREMENTS

NURS	310	Interactive Communications	5
NURS	320/320A	Health Assessment	5
NURS	322	Introduction to Primary Care/ Health Promotion Across Life Span	3
NURS	323	Practicum	2
NURS	324	The Individual and Family in Transition Across Life Span I	5
NURS	325	Practicum	5
NURS	326	The Individual and Family in Transition Across Life Span II	5
NURS	327	Practicum	5
HSCI	320	Pathophysiology	5
		Total	40

SENIOR YEAR MAJOR REQUIREMENTS

NURS	330	Nursing Research	5
NURS	410	Community Health Nursing	5
NURS	412	Practicum	5
NURS	420	Nursing Management	5
NURS	422	Practicum	5
NURS	430	Complex Clinical Situations	5
NURS	432	Practicum	5
NURS	435	Transition to Professional Practice	2
		Total	37

UPPER-DIVISION ELECTIVES

NURS or HSCI	10
Any course except NURS	5
Total	15
Total Hours	182

TYPICAL FULL-TIME PROGRAM PROGRESSION

Junior Year

Fall Quarter	*Winter Quarter*	*Spring Quarter*
NURS 310	NURS 324	HSCI 320
NURS 320	NURS 325	NURS 326
NURS 320A	NURS/HSCI elective	NURS 327
NURS 322		
NURS 323		

Senior Year

Fall Quarter	*Winter Quarter*	*Spring Quarter*
NURS 330	NURS 410	NURS 420
NURS 430	NURS 412	NURS 422
NURS 432	Non-NURS elective	NURS 435
		NURS/HSCI elective

B.S.N. -- R.N. COMPLETION TRACK

The R.N.-B.S.N track is an upper division track for registered nurses who are graduates of associate degree or diploma nursing programs. Clayton State participates in the Georgia Statewide Articulation Model.

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 track is possible on a full-time or part-time basis. Flexible scheduling includes day, evening and weekend class offerings for the working R.N.

The track 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.

ADMISSION PROCESS AND REQUIREMENTS

Applications to the R.N.-B.S.N. track are accepted on a continual basis, and students who meet all requirements are generally eligible to enroll in the next academic term. Application forms may be obtained in BHS-57 or by calling 770-961-3484 and requesting that an application be mailed.

Admission Requirements are as follows:

a. Admission to Clayton College & State University.

b. Graduation from a state board-approved associate degree or diploma program. (Transcripts must be provided to the Registrar's Office..)

c. Current licensure as a registered nurse in Georgia. (Evidence must be provided to the department.)

d. Validation of nursing knowledge by *one* of the following criteria:
   -- Active engagement in professional nursing practice within the past four years
   -- Graduation from a state board-approved basic licensure R.N. program in the U. S. within the past four years
   -- CCSU validation examination and procedure

Note: students who have attended another nursing education program at any time are required to indicate such attendance on their applications. Failure to disclose this information may lead to dismissal even after matriculation. If the applicant has attended another nursing program, a letter of reference from the program head is required with the application. Students who have been dismissed from another nursing education program may be ineligible for admission.

Policies on Transfer and Credit by Examination and Experience

a. Upon successful completion of NURS 311 and 312, R.N.s will receive 37 quarter hours of block credit for the following courses: HSCI 201/201L, NURS 322, NURS 323, NURS 324, NURS 325, NURS 326, NURS 327, and NURS 400.

b. Except for the block credit described above, credit for nursing course work at other institutions will be awarded only upon the recommendation of the nursing faculty and final approval by the Dean of Health Sciences. The institution must be regionally accredited at the associate degree level or higher, and applicants must submit course syllabi (including course outline) and catalog description from the previous institution.

c. Credit for HSCI 201and 201L, Introduction to the Health Care Environment, may be awarded to individuals with health care related experience based on a portfolio validation process. Contact the departmental office.

d. Diploma R.N.s and international R.N. graduates may receive credit for BIOL 151, 152, and 250 upon validation by the ACT-PEP examination.

e. The University and the Department of Nursing make every reasonable effort to apply previous college credit to program requirements. Students should consult the departmental office for specific information. Final decisions regarding specific course substitutions rest with the dean, the registrar, and other appropriate academic administrators.

f. Credit for some general education courses may be available via the CLEP program or other credit by examination. Contact the Learning Center in the Library Building for information.

CURRICULUM FOR THE R.N.-B.S.N. TRACK

Area I

See the requirements in the Graduation Requirements section of this catalog.

Area II

MATH	115	College Algebra	5
CHEM	131*	Introduction to Chemistry I	5
CHEM	132*	Introduction to Chemistry II	5
MATH	231	Introductory Statistics	5

*Another lab science sequence may be substituted.

Area III

POLI	101	American Government in an International Context	5
HIST	262	Themes in American History	5
PSYC	205	Introduction to Psychology	5
SOSC	220	Issues in Contemporary Society	5

Area IV

BIOL	151/151L	Human Anatomy and Physiology I	5
BIOL	152/152L	Human Anatomy and Physiology II	5
BIOL	250	Microbiology	5
HSCI	201/201L	Introduction to the Health Care Environment	5
PSYC	204	Human Growth and Development	5
		Elective	5
		Total	30

MAJOR REQUIREMENTS

NURS	310	Interactive Communications	5
NURS	311	Nursing Theory	2
NURS	312	Professional Nursing Seminar	2
NURS	320	Health Assessment	5
NURS	320B	Health Assessment Lab for RNs	
NURS	322*	Introduction to Primary Care/ Health Promotion Across Life Span	3
NURS	323*	Practicum	2
NURS	324*	The Individual and Family in Transition Across Life Span I	5
NURS	325*	Practicum	5
NURS	326*	The Individual and Family in Transition Across Life Span II	5
NURS	327*	Practicum	5
HSCI	320	Pathophysiology	5
NURS	330	Nursing Research	5
NURS	400*	Clinical	7
NURS	410	Community Health Nursing	5
NURS	411	Clinical	2
			77

* These courses are included in the block credit awarded to R.N.s after successful completion of NURS 311-312.

UPPER-DIVISION ELECTIVES

NURS or HSCI	10
Any course except NURS	5
	15
TOTAL HOURS	**182**

REQUIREMENTS AND INFORMATION FOR BOTH B.S.N. TRACKS

PROGRAM REQUIREMENTS

a. No grade lower than C will be counted toward graduation in Area IV or for upper division courses except for the non NURS/HSCI elective.

b. Students must take a minimum of 45 quarter hours at Clayton College & State University with no fewer than 35 hours

being taken in upper division nursing courses. Block credit and credit by examination do not satisfy this requirement.

c. Registration for clinical/practicum courses requires that students
   - -- maintain CPR certification
   - -- carry malpractice insurance and health insurance (evidence of current coverage is required)
   - -- physical examination and immunizations as required by the department
   - -- maintain current Georgia R.N. licensure if in the B.S.N.-R.N. track

NURSING PROGRAM OUTCOMES

1. Accept human caring as a key philosophical basis for the practice of nursing.
2. Synthesize critical thinking strategies with a the oretical knowledge base in nursing, the liberal arts, and physical and behavioral sciences to make decisions which promote health and facilitate caring for self, clients, and society.
3. Use a systematic process to provide competent professional care to individuals, families, and communities in transition.
4. Use communication skills to promote therapeutic nurse-client relationships and effective collegial interactions.
5. Use theoretical frameworks to formulate plans and provide for professional practice in diverse setting.
6. Use strategies of health promotion, illness prevention, illness care, and health restoration to maximize health outcomes of individuals, families and communities in a multi cultural society.
7. Modify nursing practice and standards in the role of a change agent by influencing individuals and groups within and outside the profession.
8. Demonstrate leadership and management skills which promote accountability, legal/ethical conduct, and maintenance of the highest standards of client care.
9. Apply teaching/learning theories and skills to facilitate the educational process in self, colleagues, and clients.
10. Apply the research process to clarify and expand the scope of nursing practice.
11. Serve as a client advocate to support the promotion of health and prevention of illness.
12. Collaborate with health care providers from other disciplines to promote healthy outcomes for clients and society.
13. Critically analyze the effect of economic, political, and sociocultural variables in the changing health care environment, and discuss how these changes influence professional nursing practice.
14. Demonstrate commitment to ongoing professional development as a life-long learner.

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.

Standard	Examples of Activities
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 unertainty 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

Students must achieve a grade of *C* or better in all upper-division course work including required nursing and electives (except non NURS). 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 College & State University. Courses older than seven years must be retaken or validated by an instrument approved by the department.

Program Probation, Suspension, and Dismissal

General University 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.)

DUAL BACHELOR'S DEGREE IN NURSING AND HEALTH CARE MANAGEMENT

Students who wish to enhance their employability by being qualified as both nurses and health care managers may wish to pursue the dual degree option according to the following requirements:

1. Declare candidacy for the dual degree *prior* to being awarded the primary degree.
2. Complete all requirements for the B.S.N.
3. Complete the following courses from the Area IV for Health Care Management:
   - a. ACT 201-201
   - b. COIS 221
   - c. ECON 202 (BSAD 311 may be substituted)
4. Complete the following courses: MGMT 302, MGMT 401,

HSCI 456, MKTG 301, NURS/HSCI 352, BSAD 370, HSCI 497 (or 498 or 499)

5. Meet the dual degree additional hours and residency requirements:
   a. regular CCSUresidency requirement for the primary degree
   b. 35 hours not applied to the primary degree
   c. at least 20 of the hours in b. must be taken in residence at CCSU

6. All requirements must be completed within two years of the awarding of the primary degree.

Note: students who do not meet the above requirements may follow the normal second degree rules as explained in the Academic Information section of this catalog.

DEPARTMENT OF DENTAL HYGIENE

Lois Tebbe, Department Head
Business and Health Sciences Building, BHS-61

GENERAL INFORMATION

The Department of Dental Hygiene offers two degree programs:

- Associate of Science in Dental Hygiene (A.S.D.H.)

- Bachelor of Applied Science (B.A.S.) with a major in Dental Practice and Administration

The Associate of Science Degree in Dental Hygiene (A.S.D.H.) program is accredited by the American Dental Association Commission on Dental Accreditation. Upon completion of the A.S.D.H., the graduate is eligible to take state and national licensing examinations to become a licensed and registered dental hygienist.

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).

Baccalaureate Degree: The Bachelor of Applied Science (B.A.S.) with a major in Dental Hygiene Practice and Administration is designed for the practicing dental hygienist who already holds an associate degree in dental hygiene. Offered in conjunction with the School of Business, this major prepares dental hygienists for advanced practice and for supervisory, administrative, or managerial positions in dental facilities. This program also develops the skills necessary for graduates to market dental services and products to dental professionals and the general public. In addition, graduates may qualify to teach dental hygiene and dental assisting courses.

The program examines the broader perspective of the health care environment, and by providing opportunities for more advanced practice, it prepares graduates for the increasingly important role that dental hygienists play in the dental professions today. The combination of administrative, marketing, and clinical courses distinguishes this degree from the more traditional Bachelor of Science (B.S.) in Dental Hygiene.

ASSOCIATE OF SCIENCE DEGREE IN DENTAL HYGIENE

ADMISSIONS POLICIES

The Associate Degree 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 University 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 College and State University and be in good standing. Transfer credit from an accredited college or university, or previous Clayton College & State University 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 College & State University 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 College & State University.
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 university-level studies and enroll in the Learning Support Program of the University 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 institutional grade point average of 2.00 or better in Dental Hygiene courses as well as maintain an overall institutional 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 College & State University 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 institutional GPA and an overall 2.00 institutional 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 College & State University graduates have performed outstandingly on licensing examinations, successful completion of the program does not insure passing state, regional, and national board examinations.

A.S.D.H. CURRICULUM

The associate degree Dental Hygiene Program at Clayton College & State University consists of seven quarters of full-time study (two academic years and the intervening summer quarter). Students are accepted into the program beginning with the Fall Quarter.

Students intending to pursue an associate 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
SPCH	121	Communications	5
[1]CHEM	132	Introduction to Chemistry II	5
[2]MATH	106	Fundamentals of Mathematics	5
BIOL 151/151L & 152/152L		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 101/101L Embryology, Oral Histology, and Dental Morphology	4	DHYG 107 Periodontics	3
DHYG 103 Orientation to Dental Hygiene	1	DHYG 201 Pharmacology and Anesthesiology	6
	5		
Winter Quarter		**Fall Quarter**	
DHYG 102	3	HSCI 110	5

Head and Neck Anatomy	
DHYG 104/104C	4
Pre-Clinical Dental Hygiene	
	7

Spring Quarter

DHYG 105/105C	5
Clinical Dental Hygiene I	
DHYG 205	2
Dental Health Education	
DHYG 109/109L	3
Dental Radiology	
	10

Nutrition	
DHYG 202/202C	7
Clinical Dental Hygiene II	
DHYG 106	3
General Pathology, Oral Pathology, and Oral Medicine	
	15

Winter Quarter

DHYG 108/108L	3
Dental Materials	
DHYG 203/203C	7
Clinical Dental Hygiene III	
DHYG 211	3
Community Dental Health I	
	13

Spring Quarter

DHYG 204/204C	7
Clinical Dental Hygiene IV	
DHYG 212	1
Community Dental Health II	
DHYG 213	1
Directed Field Experience	
	9
Dental Hygiene Coursework Total	65
Total Hours Required	112

[1]CHEM 131 is a prerequisite to CHEM 132.

[2]MATH 106 will not apply to a baccalaureate program; MATH 115 or higher may be substituted.

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

Note: If a student intends to apply for admission to the baccalaureate program in dental hygiene at the Medical College of Georgia, he or she should consult the Director of the Department of Dental Hygiene at the Medical College before completing coursework for the Associate of Science in Dental Hygiene at Clayton College & State University.

DENTAL HYGIENE PRACTICE AND ADMINISTRATION
Bachelor Of Applied Science (B.A.S.)

GENERAL INFORMATION

The Bachelor of Applied Science (B.A.S.) in Dental Hygiene Practice and Administration provides career advancement opportunities for registered dental hygienists. Like all B.A.S. programs, the dental hygiene major builds upon the technical education acquired through an associate degree in the field.

ADMISSION TO THE DENTAL HYGIENE PRACTICE AND ADMINISTRATION PROGRAM

Students who wish to pursue a B.A.S. in Dental Hygiene Practice and Administration must:

a. hold an associate degree in dental hygiene from a state board approved program at an institution regionally accredited to grant associate degrees

b. be admitted to Clayton College & State University

c. be currently licensed as a registered dental hygienist in Georgia (evidence required)

d. complete the Dental Hygiene Practice and Administration B.A.S. program application form, which asks for health information necessary prior to field experiences

Note: students who have attended another baccalaureate program in dental hygiene at any time are required to indicate such attendance on their applications. Failure to disclose this information may lead to dismissal even after matriculation. If the applicant has attended another dental hygiene baccalaureate program, a letter of reference from the program head is required with the application. Students who have been dismissed from another dental hygiene baccalaureate program are ineligible for admission.

Career associate degrees, sometimes called applied degrees, are those designed to prepare the graduate for immediate employment in the field of the degree. The B.A.S. is not appropriate for students who hold associate degrees (A.A. or A.S.) that are designed to constitute the first two years of a B.A., B.S., or similar degree. A student who wishes to pursue the B.A.S. but who has not yet completed a career associate degree must finish the degree at CCSU or another institution before applying for entry to a B.A.S. major. (Dental Hygiene diploma or certificate graduates are eligible if they also hold an appropriate career associate degree.)

Note: B.A.S. student are not subject to the requirements of the College Preparatory Curriculum but are subject to the Regents' Test. See the Graduation Requirements section of this catalog.

ADVISEMENT INFORMATION (B.A.S.)

Each student admitted to this program is assigned a faculty advisor within the Department of Dental Hygiene. This advisor helps plan an individualized program of studies that meets the student's personal and professional needs and that fulfills University and departmental requirements. Each student is encouraged to meet with the department head early in his or her program and within two quarters of planned graduation.

PLACEMENT TESTING

All B.A.S. students must take writing, math, critical thinking, or other placement examinations (benchmark assessments) upon entry into this program. Refresher or remedial work may be required or recommended even if the student has earned credit for college composition, college algebra, or other courses. Normally, the entry examinations will be administered while the student is enrolled in HSCI 311, Introduction to Allied Health Administration. The Department of Dental Hygiene has information on placement testing procedures.

CURRICCULUM -- B.A.S. MAJOR IN DENTAL HYGIENE PRACTICE AND ADMINISTRATION

AREAS I, II, III **60 hours**
Lower division

See the Graduation Requirements section of this catalog and the heading "Notes on Area I, II, and III" in the School of Technology section of this catalog.

Please note the following major-specific recommendations:

-- In Area II, substitute MATH 231 for SCI 221 and choose a CHEM or BIOL lab science sequence.
-- In Area III, select SOSC 220 as capstone course. (SOCI 205 may substitute.)

CAREER BLOCK **60 hours**
Lower division

Program-specific courses taken as part of the career associate degree at Clayton College & State University or another institution. See the heading "Notes on the Career Block" in the School of Technology section of this catalog. Awarding of the Dental Hygiene career block is contingent upon holding current licensure as a registered dental hygienist in Georgia.

"BRIDGE" REQUIREMENTS **10 hours**

HSCI 311	Introduction to Allied Health Administration
BSAD 311	Survey of Economics*

* Students with credit for ECON 201-202 may exempt this course and take an additional upper division elective.

DENTAL HYGIENE PRACTICE AND ADMINISTRATION CORE REQUIREMENTS **30 hours**

COMM 310	Interactive Communication
HSCI 301	Introduction to Health Systems Management.
HSCI 352	Legal Issues in Health Care Management
MGMT 301	Principles of Management
DHYG 410	Management/Marketing in the Dental Environment
DHYG 420	Advanced Periodontics

RELATED ELECTIVES **10 hours**

Paying careful attention to prerequisites listed in the course description section of this catalog, students should select courses appropriate to their career objectives.

BSAD 312	Survey of Applied Accounting
BSAD 313	Introduction to Measurement and Analysis
BSAD 370	Business Law
BSAD 470	Employment Law
DHYG 430	Educational Strategies and Internship
FINA 301	Corporate Finance
FINA/MGMT 407	Personal Financial Management
HSCI 310	Introduction to Primary Care/Long Term Care
HSCI 340	Contemporary Women's Health
HSCI 341	Cultural Diversity in Health and Illness
HSCI 342	Health Education
HSCI 350	The AIDS Epidemic
HSCI 355	Ethical Issues in Health Care
HSCI 411	Administration of Managed Care
HSCI 451	Public Health Administration
HSCI 455	Health in Corporate Settings
HSCI 456	Health Care Finance
HSCI 460	International Health Systems
HSCI 497	Internship (maximum of 5 hours)
MGMT 302	TQM
MGMT 401	Human Resources Management
MGMT 411	Leadership
MGMT 412	Employee Compensation
MGMT 420	Organizational Communication
MGMT 431	Small Business Management
MKTG 301	Principles of Marketing
MKTG 302	Customer Behavior
MKTG 312	Services Marketing
MKTG 403	Public Relations
NURS 453	Gerontology

CAPSTONE COURSE **5 hours**

DHYG 440	Independent Study

FREE ELECTIVE **5 hours**

Any upper division course except DHYG.

TOTAL HOURS **180**

NOTE: Students may take equivalent courses through cross-registration with the University Center of Georgia or transient status but ONLY with ADVANCE approval of the substitution by the Dean of Health Sciences or designee and subject to College policy on cross-registration, transient courses, and residency.

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
Critical Thinking: Critical thinking ability sufficient for clinical judgment.	Indentify 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 cardiopulmonary 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.

OTHER PROGRAM REQUIREMENTS

a. Grades lower than C in upper division courses will not count toward graduation except for the free elective.

b. Graduates must complete a minimum of 45 credit hours of upper-division credit in residence at Clayton College & State University.

c. Credit for upper division dental hygiene course work at other institutions will be awarded only upon the recommendation of the dental hygiene faculty and final approval by the department head. The institution must be regionally accredited in dental hygiene at the bachelor's degree level or higher, and applicants must submit course syllabi (including course outline) and catalog description from the previous institution.

d. Registration for clinical/practicum courses requires that students
   - -- maintain CPR certification
   - -- carry malpractice insurance and health insurance (evidence of current coverage is required)
   - -- physical examination and immunizations as required by the department
   - -- maintain current Georgia licensure as a registered dental hygienist

ACADEMIC PROGRESS AND RETENTION (B.A.S.)

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

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

Program Probation, Suspension, and Dismissal: General University policy on academic and disciplinary probation and suspension applies to the Bachelor of Applied Science in Dental Hygiene Practice and Administration program. Because of the sensitive nature of working with patients and others in health care settings, additional standards apply to program probation, suspension, and dismissal.

1. Program Probation and Suspension:
   a. Probation will result if a student earns a grade lower than C in any upper division course used to meet B.A.S. program requirements. If a student earns a grade lower than *C* in another course in the program, the student will be suspended.
   b. Probation will result if a student fails to demonstrate clinical competency, safety, ethical behavior, accountability in dental hygiene practice, and compliance with performance standards. probation occurs upon recommendation of a faculty member as approved by the 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.

2. Program Dismissal:
   a. Upon recommendation by the faculty, a student will be immediately dismissed from the B.A.S. program for any act that would ordinarily subject the student to dental hygiene license limitation, suspension, or revocation. Such dismissal must be approved by the department head and dean and communicated to the student in writing.
   b. A student may be immediately dismissed from the B.A.S. 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.

3. Appeal and Readmission:
   a. 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 University policy.

   b. 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.
   c. 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.
   d. A student may be readmitted following program suspension or dismissal only once. (This includes suspension or dismissal from another institution).

HEALTH AND WELLNESS

Director of SmartBodies Wellness Center
Athletic and Fitness Center, A&F-10

Clayton State is committed to supporting the health and well being of students, faculty, staff, and the community. The SmartBodies Wellness Center provides health and physical education opportunities for academic credit and continuing education enrollment.

Students interested in careers as physical education teachers should consult the Department of Teacher Education.

SCHOOL OF TECHNOLOGY

SCHOOL OF TECHNOLOGY

Wallace Shakun, Dean
Benita H. Moore, Head, Dept. of Technical Studies
Technology Building, TEC-211
Jack Moore, Head, Dept. of Aviation Maintenance Technology, Aviation Facility, Jonesboro

GENERAL INFORMATION

The primary function of the School of Technology is to provide quality technical programs in a variety of fields leading to initial employment and career advancement. The School offers programs at the certificate, associate, and baccalaureate level as follows:

Bachelor of Applied Science (B.A.S.) with two majors*
- Technology Management
- Administrative Management

* Two other B.A.S. programs (Allied Health Administration and Dental Hygiene) are administered by the School of Health Sciences; please see that section of the catalog for details.

Associate of Applied Science (A.A.S.) with several programs of study
- Aviation Maintenance Technology (Airway Science)
- Data Processing
- Drafting (Architectural and Mechanical)
- Electronics (Avionics, Computer Service, Electromechanical, Telecommunications)
- Industrial and Services Supervision (Management and Supervision Development)
- Office Administration (Medical Transcription emphasis available)
- Medical Office Administration
- Marketing and Merchandising (Fashion emphasis available)
- Paralegal Studies
- ParamedicTechnology
- Railroad Technology

Certificates
- Accounting Technology
- Aviation Maintenance (Powerplant and Airframe)
- Computer Network (two levels)
- Data Processing
- Electronics
- Emergency Medical Technology (two levels)
- Industrial Services Supervision
- Marketing and Merchandising
- Medical Assisting
- Medical Transcription
- Office Assisting/Office Technology
- Paralegal Studies
- Public Safety Communications (911)

In addition, the School of Technology is the advising office for transfer programs in Engineering Technology, Office Administration, and Business Education.

Students may enroll in School of Technology programs on a full-time or part-time basis. Courses are scheduled for day, evening, and, sometimes, Saturdays. Most courses in career programs are sequential, so students are strongly encouraged to enroll in courses in their programs as soon as they are eligible to do so.

BACHELOR OF APPLIED SCIENCE

The Bachelor of Applied Science degree (B.A.S.) offers career advancement opportunities to people who have earned the Associate of Applied Science (A.A.S.), the Associate of Applied Technology (A.A.T.), or other career associate degrees. Students who have earned career associate degrees at Clayton College & State University or at other accredited institutions can bridge smoothly into the B.A.S. program with little or no loss of credit. To complete the B.A.S. at Clayton State, students will take additional general education classes and advanced courses appropriate to their fields and career interests. The B.A.S. can be earned in six quarters of full-time study or students can attend part time. Courses are offered at convenient locations and times.

The B.A.S. majors will prepare graduates to move into supervisory positions in their businesses, plants, and shops. Courses in management, marketing, and accounting will help students blend their specific expertise with new managerial skills. The curriculum includes vital topics such as quality control, marketing, personnel relations, and professionalism.

ADMISSION TO B. A. S. PROGRAMS AND ASSESSMENTS

Students who wish to pursue a Bachelor of Applied Science with a major in Technology Management or Administrative Management must be admitted to Clayton College & State University, declare a major, and hold an appropriate career associate degree (A.A.S., A.A.T., etc.) from an institution regionally accredited to grant associate degrees.

Career associate degrees, sometimes called applied degrees, are those designed to prepare the graduate for immediate employment in the field of the degree. The B.A.S. is not appropriate for students who hold associate degrees (A.A. or A. S.) that are designed to constitute the first two years of a B.A., B.M., B.S. or B.B.A. degree. A student who wishes to pursue the B.A.S. but who has not yet completed a career associate degree must finish the associate degree at CCSU or another institution before applying for entry to a B.A.S. major.

Note: B.A.S. students are not subject to the requirements of the College Preparatory Curriculum but are subject to the Regents' Test. See the Graduation Requirements section of this catalog.

Students entering a B.A.S. major will take benchmark assessments to determine their readiness for upper division work in writing and other areas. Depending on the results of these assessments, students may be recommended or required to undertake work to improve their performance. Normally the assessments will be administered in TECH 311 or OADT 311. Other assessment arrangements will be made for students who exempt those courses.

MAJOR IN TECHNOLOGY MANAGEMENT

The Bachelor of Applied Science in Technology Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of plant and shop settings. Like all B.A.S. programs, the Technology Management major builds upon the technical education acquired through an associate degree in a career field. For the Technology Management major, the associate degree should be in a technical or production field, such as electronics, drafting, aviation maintenance, or railroad operations.

TECHNOLOGY MANAGEMENT CURRICULUM

AREAS I, II, III — **60 hours**, Lower division

See the Graduation Requirements section of this catalog and the heading "Notes on Area I, II, and III" below. (In Area II, Physics 131-132 or equivalent is strongly preferred, but not required.)

CAREER BLOCK — **60 hours**, Lower division

Program-specific courses taken as part of the career associate degree at Clayton College & State University or another institution. See the heading "Notes on the Career Block" below.

"BRIDGE" REQUIREMENTS — **20 hours**, Upper division

TECH 311	Introduction to Technology Management
BSAD 311	Survey of Economics*
BSAD 312	Survey of Applied Accounting**
BSAD 313	Introduction to Measurement and Analysis

*Students with credit for ECON 201-202 may exempt this course and take an additional upper division elective.

**Students with credit for ACCT 201-202 or OADT 250-251 may exempt this course and take an additional upper division elective.

TECHNOLOGY MANAGEMENT CORE REQUIREMENTS — **15 hours**, Upper division

MGMT 301	Principles of Management
BSAD 370	Business Law*
MGMT 302	Total Quality Management

* Students with credit for a lower-division equivalent may exempt this course and take an additional upper division elective.

RELATED ELECTIVES — **20 hours**, Upper division

Paying careful attention to prerequisites listed in the course description section of this catalog, students should elect courses appropriate to their career objectives.

ACCT 310	Managerial Cost Accounting
BSAD 470	Employment Law
BSAD 498	Internship/Cooperative Education (maximum of 5 hours)
COIS 311	Business Programming Concepts
COIS 312	Algorithmic Programming
COIS 321	Management Information Systems
COIS 425	Data Communications/Network
FINA 301	Corporate Finance
FINA/MGMT 407	Personal Financial Management
MGMT 303	Total Quality Management: Case Studies and Applications
MGMT 304	Operations Management and Analysis (highly recommended)
MGMT 320	Organizational Communications
MGMT 401	Human Resource Management
MGMT 402	Organization Behavior
MGMT 403	International Management
MGMT 410	Labor/Industrial Relations
MGMT 411	Leadership
MGMT 412	Employee Compensation
MGMT 431	Small Business Management
MKTG 301	Principles of Marketing
MKTG 302	Customer Behavior
MKTG 312	Services Marketing
MKTG 403	Public Relations
MKTG 420	International Marketing

Note: With the written approval of the Dean of Business or designee, students with appropriate backgrounds and prerequisites may take other School of Business courses (e.g., Intermediate Accounting) as related electives.

FREE ELECTIVE — **5 hours**, Upper division

Any upper division course outside the School of Technology.

TOTAL HOURS — **180**

NOTE: Students may take equivalent courses through cross-registration with the University Center of Georgia or through transient status but ONLY with ADVANCE approval of the substitution by the Dean of Technology or designee and subject to College policy on cross-registration, transient courses, and residency.

MAJOR IN ADMINISTRATIVE MANAGEMENT

The Bachelor of Applied Science in Administrative Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of office settings and other business environments. Like all B.A.S. programs, the Administrative Management major builds upon the technical education acquired through an associate degree in a career field. For the Administrative Management major, the associate degree should be in an office or business-related field, such as office administration/secretarial studies, merchandising, paralegal studies, or business data processing.

ADMINISTRATIVE MANAGEMENT CURRICULUM

AREAS I, II, III — **60 hours**, Lower division

See the Graduation Requirements section of this catalog and the heading "Notes on Area I, II, and III" below.

CAREER BLOCK — **60 hours**, Lower division

Program-specific courses taken as part of the career associate degree at Clayton College & State University or another institution. See the heading "Notes on the Career Block" below.

"BRIDGE" REQUIREMENTS — **15 hours**, Upper division

OADT 311	Introduction to Administrative Management
BSAD 311	Survey of Economics*
BSAD 312	Survey of Applied Accounting**

*Students with credit for ECON 201-202 exempt this course and take an additional upper division elective.

**Students with credit for ACCT 201-202 or OADT 250-251 exempt this course and take an additional upper division elective.

ADMINISTRATIVE MANAGEMENT CORE REQUIREMENTS — **20 hours**, Upper division

MGMT 301	Principles of Management
BSAD 370	Business Law*
MGMT 320	Organizational Communications
MGMT 401	Human Resource Management

* Students with credit for a lower-division equivalent exempt this course and take an additional upper division elective.

RELATED ELECTIVES — **20 hours**, Upper division

Paying careful attention to prerequisites listed in the course description section of this catalog, students should select courses appropriate to their career objectives.

ACCT 310	Managerial Cost Accounting
BSAD 313	Introduction to Measurement and Analysis
BSAD 470	Employment Law
BSAD 498	Internship/Cooperative Education (maximum of 5 hours)
COIS 311	Business Programming Concepts
COIS 312	Algorithmic Programming
COIS 321	Management Info Systems
COIS 425	Data Communications/Network
FINA 301	Corporate Finance
FINA/MGMT 407	Personal Financial Management
HSCI 301	Introduction to Health Systems Management
HSCI 455	Health in Corporate Settings
HSCI 456	Health Care Finance
MGMT 302	Total Quality Management
MGMT 304	Operations Management and Analysis
MGMT 402	Organization Behavior
MGMT 403	International Management
MGMT 410	Labor/Industrial Relations
MGMT 411	Leadership
MGMT 412	Employee Compensation
MGMT 431	Small Business Management
MKTG 301	Principles of Marketing
MKTG 302	Customer Behavior
MKTG 312	Services Marketing
MKTG 403	Public Relations
MKTG 420	International Marketing
OADT 313	The Role of the Executive Assistant

Note: With the written approval of the Dean of Business or designee, students with appropriate backgrounds and prerequisites may take other School of Business courses (e.g., Intermediate Accounting) as related electives.

FREE ELECTIVE — **5 hours**, Upper division

Any upper division course.

TOTAL HOURS — **180**

NOTE: Students may take equivalent courses through cross-registration with the University Center of Georgia or through transient status but ONLY with ADVANCE approval of the substitution by the Dean of Technology or designee and subject to College policy on cross-registration, transient courses, and residency.

NOTES ON AREAS I, II, & III OF THE CORE CURRICULUM

Career associate degrees usually include 25 - 30 quarter credit hours of general education work that is equivalent to Area I, II, and III courses in the Core Curriculum of the University System of Georgia. (Some career programs, especially those at University System two-year colleges, contain more than 30 such hours.) CCSU will accept Area I, II, and III-equivalent hours from transferring students and apply them to the B.A.S. according to University System guidelines even if the courses do not match those in the CCSU core for native students. A typical B.A.S. student transferring to Clayton State will take 30 hours of general education at the associate-degree granting institution and an additional 30 at CCSU. Additionally, transfer of Areas I, II, and III is subject to the following conditions:

a. After hours from the career associate degree and other previous college-level work are applied to Areas I, II, and III, B.A.S. students will be expected to complete all remaining elements of Areas I, II, and III in order to total 60 quarter credit hours with at least 18 hours in each area. The 60 hours must include two English composition courses, College Algebra or higher, and a 10-hour laboratory science sequence. Once a student has been admitted to CCSU, hours taken to complete the Core must be in accordance with the Clayton College & State University Core Curriculum as outlined in the Graduation Requirements section of this catalog.

b. Courses that are not core-curriculum equivalent (e.g., Citizenship, Business English, math lower than College Algebra, etc.) will NOT count toward Areas I, II, or III.

c. In some cases, courses transferred will be eligible for inclusion either in the block of career courses for the associate degree or in Areas I, II, III of the Core Curriculum. When a student is admitted to the B.A.S. program, the courses will be applied as is most appropriate to his or her program of study. Students should be aware that a course cannot be counted in two places. (e.g., Introductory Psychology might be eligible in either Area III or the career block, but it can be counted only one place.) See additional comments below under Career Block.

d. Students who do not fulfill the legislative requirement for study of Georgia and U. S. history and constitution by courses in Area III must meet the requirement by examination or other course work.

e. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.

NOTES ON THE CAREER BLOCK

Typically, career associate degrees include approximately 60 quarter credit hours of career-related courses, and CCSU will award up to 60 hours of transfer credit for the career block subject to the following considerations:

a. Students whose career associate degrees include FEWER than 60 hours of program-specific courses will need to make up the difference with additional program-related lower division courses at CCSU. (A maximum of 60 hours will be applied to the career block regardless of the number of hours actually taken.)

b. English courses lower than Business English and mathematics courses lower than Applied Technical Math (or equivalent) will NOT count in the 60 hour career core.

c. Sometimes the block of career courses includes courses that are also eligible to count in Areas I, II, or III. Students should be aware that such courses cannot be counted in two places, so if a course originally taken for the career block is applied to Area I, II, or III, then the student may be required to take additional career block work to equal 60. (See item c. in Notes on Areas I, II, & III above.)

d. For transfer students, portions of the career block may be entered on the transcript as a block rather than on a course-by-course basis.

e. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.

ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

ASSOCIATE OF APPLIED SCIENCE

The following admissions, placement, and graduation considerations apply to all A.A.S. programs offered by the School of Technology. See the specific programs and the Admissions, Academic Information, and Graduation Requirements sections of this catalog for additional information.

1. A.A.S. students must exempt or exit all Learning Support requirements.

2. A.A.S. students must pass the Regents' Test.

3. A.A.S. students are advised that some courses allowed in their curricula (e.g., Citizenship) will not count toward the B.A.S. or other baccalaureate degrees. Students who plan to seek baccalaureate degrees should plan carefully in conjunction with their advisors.

CERTIFICATES

The following admissions, placement, and graduation considerations apply to all certificate programs offered by the School of Technology. See the specific programs and the Admissions, Academic Information, and Graduation Requirements sections of this catalog for additional information.

1. Certificate students who were admitted to Clayton College & State University on a "certificate only" basis may enroll ONLY in courses in curricula of their certificates. Students originally admitted on a "certificate only" basis may apply for regular admission after completing at least 30 quarter credit hours with an academic standing GPA of at least 2.00. (Certificate students who are not restricted to "certificate only" upon admission may take any course for which they have met the prerequisites.)

2. All certificate students must exit from or exempt READ 095 and MATH 095.

a. Students who are required to take READ 095 must do so in their first quarter of attendance at CCSU and may not withdraw from READ 095 and remain in any course numbered 100 or higher. Students who have not successfully completed READ 095 by the end of their second quarter of attendance may not enroll in any course numbered 100 or higher until READ 095 is complete.

b. Students who are required to take MATH 095 must do so in their first or second quarter of attendance at CCSU and may not withdraw from MATH 095 and remain in any course numbered 100 or higher. Students who have not successfully completed MATH 095 by the end of their third quarter of attendance may not enroll in any course numbered 100 or higher until MATH 095 is complete.

3. Certificate students are advised that some certificate program courses (e.g., PARA 101) require exit from or exemption from Learning Support courses higher than 095.

4. All courses in certificate programs* apply to related A.A.S. degrees, and many certificate students plan to go on to earn associate degrees. Students who have such plans are advised to complete all Learning Support requirements and other associate degree requirements as soon as possible based on their admission status and academic preparation.

* Except Computer Networking and Public Safety 9-1-1. An associate degree program in computer networking is under development.

PROGRAMS IN AVIATION MAINTENANCE TECHNOLOGY

The associate degree and certificate programs in this field are administered by the department of Aviation Maintenance Technology, which is located at the satellite campus on Tara Boulevard in Jonesboro. For additional information, contact:

Jack Moore, Department Head
Clayton College & State University
Aviation Maintenance Technology Facility
9013 Tara Boulevard
Jonesboro, GA 30236
770-961-3569

Clayton College & State University 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. In addition, the department offers certificates in powerplant and airframe which allow students to be prepared for employment more quickly.

Associate degree graduates of the AVMT program are eligible to enter the B.A.S. program in Technology Management at Clayton State. In addition, graduates of either AVMT associate degree program may 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 College & State University to transfer a considerable amount of credit. Students accepted at MTSU may be approved–through the Academic Common Market Program of the Southern Regional Education Board–to pay Tennessee resident tuition fees rather than out-of-state tuition fees.

AVIATION MAINTENANCE TECHNOLOGY
(Associate of Applied Science Degree)
EMPHASIS: FAA Part 147

This program, which is designed to prepare students for a career in aerospace vehicle maintenance, presents a carefully selected blend of theory and practical applications. After successfully completing the required courses for either the airframe or the powerplant rating, a student must score a minimum of 80% on an exit assessment administered by the Department of Aviation Maintenance Technology. A graduate of the program may make application to take the Federal Aviation Administration's written, oral and practical test battery for certification as an aircraft mechanic. Successful completion of all the required tests results in the issuance of an FAA Mechanic Certificate with the airframe and/or powerplant rating, as appropriate.

A candidate for acceptance into the program should have a

strong math/science background, specifically in algebra; academic ability as measured by the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT), if required; and mechanical aptitude. The Aviation Maintenance Program has a limited enrollment, and students will be selected on the basis of SAT and ACT scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

The Aviation Maintenance Program consists of seven quarters and begins after completion of all general education Core Curriculum requirements in Areas I 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 College & State University'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	
[1] PHYS	107/107L	Concepts of Physics	
			15

AREA III–SOCIAL SCIENCES			
*[1]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			
[1] AVMT	101	Maintenance Regulations	3
[1] AVMT	102	Aircraft Basic Science	4
[1] AVMT	103	Aircraft Applied Science	10
[1] AVMT	104	Basic Electricity and Electronics	10
*[1] AVMT	105	Air Transportation Maintenance	5
[1] AVMT	201	Sheet Metal	10
[1] AVMT	202	Airframe Structures	10
[1] AVMT	203	Utility Systems	10
[1] AVMT	204	Fluid Power/Landing Gear Systems	10
[1] AVMT	205	Electrical and Navigation Systems	10
[1] AVMT	211	Turbine Engines	10
[1] AVMT	212	Reciprocating Engines	10
[1] AVMT	213	Powerplant Accessories	10
[1] AVMT	214	Powerplant Electrical Systems	10
[1] AVMT	215	Engine Fuel and Fuel Metering Systems	10
			132
		Total	159-167

NOTES: AVIATION MAINTENANCE TECHNOLOGY

[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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 Graduation 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.

			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 *one* 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 *one* 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 *one* 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	100

NOTES: AIRWAY SCIENCE

[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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.)

AIRFRAME
AVIATION MAINTENANCE TECHNOLOGY
(Certificate)
(Leads to A.A.S. in AVMT)

			Quarter Credit Hours
AREA I – HUMANITIES			
A. ENGL	111	Composition I	5
			5
AREA II – NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
			5
AREA III – SOCIAL SCIENCES			
Choose A or B			
A. CITZ	101	Citizenship	2
B. POLI	101	American National Government in an International Context	5
HIST	262	Themes in American History	5
			2-10

NOTE: Students who plan to seek a baccalaureate degree should choose B.

OTHER PROGRAM REQUIREMENTS			
A. AVMT	101	Aircraft Maintenance Regulations	3
AVMT	102	Aircraft Basic Science	4
AVMT	103	Aircraft Applied Science	10
AVMT	104	Basic Electricity & Electronics	10
B. AIRFRAME SPECIALITY (50 HOURS)			
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 & Navigation Systems	10
		Total Credit Hours	89-97

NOTE: Students who complete the powerplant certificate first do NOT have to repeat the common core.

POWERPLANT
AVIATION MAINTENANCE TECHNOLOGY
(Certificate)
(Leads to A.A.S. in AVMT)

			Quarter Credit Hours
AREA I – HUMANITIES			
A. ENGL	111	Composition I	5
			5

AREA II - NATURAL SCIENCES AND MATHEMATICS

A. MATH	115	College Algebra	5
			5

AREA III - SOCIAL SCIENCES

Choose A or B

A. CITZ	101	Citizenship	2
B. POLI	101	American National Government in an International Context	5
HIST	262	Themes in American History	5
			2-10

NOTE: Students who plan to seek a baccalaureate degree should choose B.

OTHER PROGRAM REQUIREMENTS

A. AVMT	101	Aircraft Maintenance Regulations	3
AVMT	102	Aircraft Basic Science	4
AVMT	103	Aircraft Applied Science	10
AVMT	104	Basic Electricity & Electronics	10
B. POWERPLANT SPECIALITY (50 HOURS)			
AVMT	211	Turbine Engines	10
AVMT	212	Reciprocating Engines	10
AVMT	213	Powerplant Accessory Systems	10
AVMT	214	Powerplant Electrical Systems	10
AVMT	215	Engien Fuel Systems & Fuel Metering	10
		Total Credit Hours	89-97

NOTE: Students who complete the airframe certificate first do NOT have to repeat the common core.

PROGRAMS IN DRAFTING AND DESIGN

Faculty 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
			10
AREA II - NATURAL SCIENCES AND MATHEMATICS			
A. MATH	115	College Algebra	5
B MATH	130	Precalculus	5
C. PHYS	131	Introduction to Physics 1	5
			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	5
ATDD	202	Computer-Aided Drafting II	5
ATDD	203	Computer-Aided Drafting III	5
			30
B. Level 2			
[1] ATAD	201	Architectural Drafting I	5
[1] ATAD	202	Architectural Drafting II	5
[1] ATAD	203	Surveying	5
[1] ATAD	204	Construction Estimating	3
[1] ATAD	215	Architectural Rendering	5
[1] ATAD	222	Occupational Internship and/or Cooperative Educational Experience or	
[1] ATAD	233	Selected Topics and Problems	5
			28
C. Related elective selected with consent of program advisor.			5
		Total	98

NOTE: ARCHITECTURAL DESIGN TECHNOLOGY
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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.

			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. MATH	130	Precalculus	5
C. PHYS	131	Introduction to Physics I or	5
[1] PHYS	107/107L	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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PROGRAMS IN ELECTRONICS

Faculty Advisors: Becsi, 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.

			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 *one* of the following:			
PHYS	131	Introduction to Physics I	5
[1] PHYS	107/107L	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 *one* 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
			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.			
[1] ATTC	220	FCC Rules and Regulations	5
[1] ATCO	221	Introduction To Computers	5
[1] ATCO	208	Advanced Microprocessor Interfacing	5
[1] ATEM	239	Robotics	5
[1] ATEM	251	Rotating Machines and Controls	5
			5
		Total	92-95

NOTE: AVIONICS TECHNOLOGY
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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 *one* of the following:			
PHYS	131	Introduction to Physics I	5
[1] PHYS	107/107L	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 *one* 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
			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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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 *one* of the following:			
PHYS	131	Introduction to Physics I	5
[1] PHYS	107/107L	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 *one* 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
			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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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.

			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. PHYS	131	Introduction to Physics I	5
		or	
[1] PHYS	107/107L	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 *one* 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
			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] 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
			25
C. Related elective, with consent of advisor.			5
		Total	92-95

NOTE: ELECTRONICS TECHNOLOGY
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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 College & State University'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.

			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 *one* of the following:			
PHYS	131	Introduction to Physics I	5
[1] PHYS	107/107L	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 *one* 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
			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 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
[1] ATTC	233	Selected Topics and Problems	5
			30
		Total	92-95

NOTE: TELECOMMUNICATIONS TECHNOLOGY
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

COMPUTER NETWORK ADMINISTRATION
(Certificate)
(Leads to Computer Network Technology 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. *(An associate degree in this area is under development.)*

			Quarter Credit Hours
A. Required Courses			
[1] OADT	100	Business English	5
[1] ATEL	120	Applied Technical Mathematics or	5
MATH	106	Fundamentals of Mathematics	
[1] ATCN	102	Introduction to Microcomputers	5
[1] ATCN	103	Microcomputer Applications	5
ATCN	105	Introduction to Networking	5
[1] ATCN	107	Network Technologies	5
			30
B. Choose one of the following pairs:			10
(Note: both courses must have the same letter suffix.)			
[1] ATCN	109a	Network Administration-Netware 4.x	
[1] ATCN	110a	Advanced Administration-Netware 4.x	
[1] ATCN	109b	Network Administration-Netware 3.x	
[1] ATCN	110b	Advanced Administration-Netware 3.x	
[1] ATCN	109c	Network Administration-Windows NT	
[1] ATCN	110c	Advanced Administration-Windows NT	
		Total	40

NOTE: COMPUTER NETWORK ADMINISTRATION
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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 or	5
MATH	106	Fundamentals of Mathematics	
[1] ATCN	101	Introduction to Microcomputer Repair	5
[1] ATCN	102	Introduction to Microcomputers	5
[1] ATCN	103	Microcomputer Applications	5
[1] ATCN	105	Introduction to Networking	5
[1] ATCN	107	Network Technologies	5
[1] ATCN	109	Network Administration*	5
[1] ATCN	110	Advanced Network Administration*	5
[1] ATCN	112	Transmission Media: Installation and Maintenance	5
[1] ATCN	114	Network Servicing	5
		Total	55

** Appropriate pair from a, b, c, etc.*

NOTE: COMPUTER NETWORK TECHNOLOGY
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

ELECTRONICS TECHNOLOGY
(Certificate)
(Leads to A.A.S. in electronics fields)

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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PROGRAM IN RAILROAD OPERATIONS

Faculty Advisors: Shakun, Bladine

RAILROAD OPERATIONS
(Associate of Applied Science)

The Railroad Operations Program is designed to provide the academic foundation and technical skills and knowledge necessary to acquire technical positions in the railroad industry. The curriculum has been designed in association with the National Railroad Multimedia Training Consortium, which is supported by Norfolk Southern, Burlington Northern, CSX Transportation, CP Rail System, CNNorth American, and Union Pacific.

			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
(Higher numbered Math may be substituted.)			
B. Lab Science Sequence (Choose *one* sequence)			10
BIOL	131	Introduction to Biology I	
BIOL	132	Introduction to Biology II	
or			
CHEM	131	Introduction to Chemistry I	
CHEM	132	Introduction to Chemistry II	
or			
PHYS	131	Introduction to Physics I	
PHYS	132	Introduction to Physics II	
C. Choose *one* of the following			5
SCI	221	Energy Use and the Environment	
MATH	(higher than MATH 115)		
			20
AREA III - SOCIAL SCIENCES			
ECON	201	Principles of Economics I	5
CITZ	101	Citizenship	2
(For students who plan to work toward a baccalaureate degree, POLI 101 - Political Science (5) and HIST 262 - American History (5) are recommended in lieu of CITZ 101.)			
			7
RAILROAD CORE			
ATRR	101	History of Railroad Transportation	5
ATRR	110	Intro. to Railroad Tech. Careers	5
ATRR	201	Intro. to Railroad Operations	5
ATRR	210	Intro. to Railroad Safety, Quality, & Environment	5
			20
OTHER REQUIRED COURSES			
A. ATMS	101	Interpersonal Employee Relations	5
B. OADT	205	Business Communications	5
C. Choose *one*			5
ATMS	251	Principles of Management & Supervision	
or			
BSAD	202	Introduction to Business	
D. Choose *one*			5
BSAD	201	Introduction to Business Informaiton Systems	
or			
OADT	211	Concepts of Information Systems	
or			
OADT	214	Business Computer Software	
E. OADT	111	Keyboarding/Wordprocessing I	3
F. PHED	202	Fitness and Wellness (or any 2-hour PHED course or two 1-hour PHED activity courses)	2
			25

PROGRAM EMPHASIS ELECTIVES
Students are encouraged to choose 5 electives from a specific emphasis. However, if appropriate to career needs, students may choose electives from more than one emphasis.

BUSINESS EMPHASIS			
ACCT	201	Principles of Accounting I	5
ACCT	202	Principles of Accounting II	5
[1] ATMS	104	Personnel Administration for Supervision	5
[1] ATMS	107	Training and Performance Evaluation	5
[1] ATMS	251	Principles of Management and Supervision	5
[1] ATMS	260	Quality Management and Improvement	5
ECON	202	Principles of Economics II	5
ELECTRONICS EMPHASIS			
[1] ATEL	112	Introduction to Electricity and Electronics	5
[1] ATEL	104	Active Devices and Application	5

[1] ATEL	106	Linear Devices and Applications	5
[1] ATEL	107	Introduction to Digital Circuits	5
[1] ATEM	231	Industrial Electronics	5
[1] ATEM	237	Hydraulics/Pneumatics	5
[1] ATEM	251	Rotating Machines and Controls	5
[1] ATCO	221	Introduction to Computers	5
[1] ATTC	210	Receivers and Transmitters	5

DRAFTING EMPHASIS

[1] ATDD	101	Engineering Drawing I	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
[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
			23-25
			102-107

NOTE: RAILROAD OPERATIONS
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PROGRAMS IN OFFICE-RELATED CAREERS

Faculty Advisors: Bass, Beliveau, Henson

These 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.

Credit for or exemption from some courses, including OADT 100, 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 the Programs in Medical Careers heading in this section of the catalog.

OFFICE ADMINISTRATION
(Associate of Applied Science Degree)

The Office Administration associate degree program prepares students for positions in one of two tracks: **Administrative Assistant** or **Medical Transcriptionist**. These positions require an in-depth knowledge of business policies and structure and a high degree of technical skill. With emphasis on managerial, communication, and computer skills, this program may enhance advancement opportunities for students already employed in related fields.

- The **Administrative Assistant** track provides graduates with the opportunity to prepare for positions as administrative assistants and/or executive secretaries or similar positions in a variety of industries. All courses in the Office Assistant, Office Technology, and Accounting Technology certificate programs will apply to the A.A.S. degree.
- The **Medical Transcriptionist** track provides the opportunity to expand their professional responsibilities by becoming department heads, supervisors, managers, or owners of medical transcription services. All courses in the Medical Transcription certificate program will apply to the A.A.S. degree.

These two program tracks–Administrative Assistant and Medical Transcriptionist–share similar core classes and some program area classes; however, they also have distinct program area requirements and elective classes.

			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
or			
* MATH	115	College Algebra	
(NOTE: Students planning to pursue the baccalaureate degree should choose MATH 115 or higher)			
** BIOL	131	Introduction to Biology I	5
			5-10

**Both Administrative Assistant and Medical Transcriptionist Tracks*
** Medical Transcriptionist Track only

AREA III - SOCIAL SCIENCES
Choose option A or option B. Students planning to pursue a baccalaureate degree should choose option B.

A. [1] CITZ	101	Citizenship	2
PSYC	205	Introduction to Psychology	5
B. POLI	101	American National Government in an International Context	5
HIST	262	Themes in American History	5
			7-10

OTHER PROGRAM REQUIREMENTS–BOTH TRACKS
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

ADMINISTRATIVE ASSISTANT TRACK
A. REQUIRED COURSES

[1] OADT	202	Business Machines Calculation	5
[1] OADT	203	Office Management	5
OADT	205	Business Communication	5
[1] OADT	207	Office Procedures I	5
[1] OADT	208	Office Procedures II - General	
or			
[1] OADT	208 L	Office Procedures II - Legal	
or			
[1] OADT	208 M	Office Procedures II - Medical	5
[1] OADT	211	Business Computer Software I	5
[1] OADT	212	Word Processing/Transcription	5
[1] OADT	214	Business Computer Software II	5
ACCT	201	Principles of Accounting I	
or			
[1] OADT	250	Accounting I with Computer Applications	5
			45

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	
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
			8-10
		Total	91-96

MEDICAL TRANSCRIPTIONIST TRACK
A. REQUIRED COURSES

[1] ATMA	100	Intro to Health Professions	5
[1] ATMA	140	Medical/Surgical Problems	5
[1] ATMT	101	Medical Terminology and English	5
[1] ATMT	230	Medical Transcription I	5
[1] ATMT	231	Medical Transcription II	5
[1] ATMT	232	Medical Transcription III	5
[1] ATMT	105	Medicolegal Concepts & Ethics	3
[1] ATMT	222	Occupational Internship and/or Cooperative Educational Experience	10
[1] HSCI	102	Body Structure and Function	5
[1] ATMT	120	Professional Development	2
			50

B. ELECTIVE COURSES (Select one)

[1] ATMA	115	Medical Administrative Procedures	3
[1] OADT	203	Office Management	5
OADT	205	Business Communication	5
[1] OADT	207	Office Procedures I	5
BIOL	132	Introduction to Biology II	5
			96-101

NOTES: OFFICE RELATED CAREERS
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

DATA PROCESSING
(Associate of Applied Science Degree)

Faculty 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.

			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 *one* of the following:			5
MATH	122	Decision Mathematics II	
MATH	231	Introductory Statistics	
			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 *one* 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
			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
[1] ATDP	210	Data Structures	5
			45

B. Select 25 hours from the following:

ACCT	202	Principles of Accounting II	5
[1] ATDP	212	Advanced 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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PARALEGAL STUDIES
(Associate of Applied Science Degree)

Faculty Advisor: Binder

The Associate of Applied Science degree in Paralegal Studies at Clayton College & State University provides additional opportunities for students by building on the University's certificate program in the field. The certificate program forms the central occupational core of the A.A.S. and prepares individuals with the skills and attitudes necessary to succeed in entry-level positions in the field of legal assisting.

			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			
MATH	115	College Algebra or higher *(MATH 106 may be substituted but will not count toward a baccalaureate degree.)*	5
AREA III - SOCIAL SCIENCES			
POLI	101	American National Government in an International Context	5
HIST	262	Themes in American History	5
			10
PARALEGAL CORE			
[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	3
[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
			36

NOTE: A student who has earned a paralegal certificate* from a program not regionally accredited at the associate degree level may earn credit for the paralegal core as a block by making a satisfactory score on the University's validation examination AND subsequently passing PARA 101* (Introduction to Paralegalism, Law, and Legal Ethics) and passing PARA 220 (Issues in Paralegal Principles and Practices).

* Credit for PARA 101 will be included in the block credit for students who completed the CCSU Continuing Education legal assistant program from 1989-1994.

OTHER PROGRAM REQUIREMENTS

PARA	220	Current Issues in Paralegal Principles and Practices	5

KEYBOARDING FUNDAMENTALS
NOTE: Category A courses may be exempted by keyboarding/wordprocessing exemption examination; credit must be earned for OADT 113.

A. [1] OADT	111	Keyboarding/Word Processing I	3
[1] OADT	112	Keyboarding/Word Processing II	3
B. [1] OADT	113	Word Processing/Windows	5
			10-16

INTERNSHIP/COOPERATIVE EDUCATION

[1] PARA	222	Occupational Internship and or Cooperative Educational Experience	5

ELECTIVE COURSES (Choose *four*)

[1] OADT	100	Business English	5
[1] OADT	151	Speedwriting	5
[1] OADT	203	Office Management	5
OADT	205	Business Communication	5
[1] OADT	213	Desktop Publishing	5
[1] OADT	214	Business Computer Software	5
ACCT	201	Principles of Accounting I	5
ACCT	202	Principles of Accounting II	5
[1] ATMS	104	Personnel Administration for Supervision	5
[1] ATMS	251	Principles of Management and Supervision	5
BSAD	201	Introduction to Computer Systems	5
HSCI	201	The Health Care Environment	5
[1] OADT	250	Accounting I with Computer Application	5
[1] OADT	260	Computerized Income Tax Preparation	5
ENGL	112	Composition II	5
PSYC	205	Introduction to Psychology	5
SOCI	204	Introduction to the Family	5
SOCI	205	Introduction to Sociology	5
SOSC	220	Issues in Contemporary Society	5
SPCH	220	Fundamentals of Speech	5
		Total	91-96

NOTE: PARALEGAL STUDIES
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

ACCOUNTING TECHNOLOGY
(Certificate)
(Leads to A.A.S. in Office Administration)

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.

			Quarter Credit Hours
A. REQUIRED COURSES			
[1] OADT	100	Business English	5
[1] OADT	111	Keyboarding/Word Processing I 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 or	
[1] OADT	250	Accounting I with Computer Applications	5
[1] ACCT	202	Principles of Accounting II 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 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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

DATA PROCESSING
(Certificate)
(Leads to A.A.S. in Data Processing)

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

			Quarter Credit Hours
A. COMMUNICATIONS			
[1] OADT	100	Business English	5
			5
B. MATHEMATICS			
[1] ATEL	120	Applied Technical Mathematics	5
			5
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
			35
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
			10
		Total	55

NOTE: DATA PROCESSING
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

OFFICE ASSISTING
(Certificate)
(Leads to A.A.S. in Office Administration)

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 1: 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
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	
		or	
[1] OADT	208Lc	Office Procedures II - Medical	
		or	
[1] OADT	211d	Business Computer Software I	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 II	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
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	Business Computer Software I	5
[1] OADT	214	Business Computer Software II	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	Business Computer Software I	5
[1] OADT	214	Business Computer Software II	5
[1] OADT	250	Accounting I with Computer Applications	5
[1] OADT	251	Accounting II with Computer Applications	5
			20
B. ELECTIVE COURSES (Select *three* 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 (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

OFFICE TECHNOLOGY
(Certificate)
(Leads to A.A.S. in Office Administration)

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.

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
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	
		or	
[1] OADT	208M	Office Procedures II - Medical	5
[1] OADT	211	Business Computer Software I	5
			41
B. ELECTIVE COURSES (Select *two* of the following):			
[1] OADT	151 b	Speedwriting	5
[1] OADT	203 b	Office Management	
		or	
[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 II	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
			10
		Total	51

NOTE: OFFICE TECHNOLOGY
[1] Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PARALEGAL STUDIES
(Certificate)
(Leads to A.A.S. in Paralegal Studies)

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 Learning Support reading and English requirements.*** See the Admissions Information section of this catalog.

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	3
[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
[1] OADT	100	Business English	5
or			
ENGL	111	English Composition I	
[1] OADT	111	Keyboarding/Word Processing I	3
[1] OADT	112	Keyboarding/Word Processing II	3
[1] OADT	113	Word Processing/Windows	5
		Total	52

NOTES: PARALEGAL STUDIES
[1] Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PROGRAMS IN APPLIED MARKETING AND SUPERVISION

MARKETING AND MERCHANDISING
(Associate of Applied Science Degree)

Faculty Advisor: Curlette

The Marketing and Merchandising curriculum is an applied program designed to enable students to acquire the knowledge and to develop the skills necessary for immediate employment or advancement as a salesperson, buyer, or store/department manager trainee in the business community. Two options are offered in general emphasis and a fashion merchandising emphasis.

			Quarter Credit Hours
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	
			15
AREA II-NATURAL SCIENCES AND MATHEMATICS			
MATH	115	College Algebra	5
(MATH 106 may be substituted.)			
			5
AREA III-SOCIAL SCIENCES			
A. POLI	101	American National Government in an International Context	5
B. HIST	262	Themes in American History	5
C. Choose *one* of the following:			5
PSYC	205	Introduction to Psychology	
SOCI	205	Introduction to Sociology	
			15

OTHER PROGRAM REQUIREMENTS

A. REQUIRED CORE

[1]ATMK	281	Marketing Practices and Principles	5
BSAD	201	Introduction to Computer Systems	5
ECON	201 or 202	Principles of Economics I, II	5
[1]ATMK	120	Creative Selling	5
[1]ATMK	201	Entrepreneurship	5
[1]ATMK	222	Internship	5
[1]ATMK	271	Visual Merchandising	5
			35

B. Choose *one* of the following options:

Option I – General

BSAD	202	Introduction to Business	5
[1]ATMK	140	Principles of Advertising	5
OADT	205	Business Communications	5

Option II – Fashion

[1]FSMD	101	Fashion Fundamentals	5
[1]FSMD	225	Textiles and Non-textiles	5
[1]FSMD	226	Fashion Promotion and Coordination	5
			15

ELECTIVES (Choose two of the following)

ACCT	201	Principles of Accounting I	5
[1]ATMK	140	Principles of Advertising	5
BSAD	202	Introduction to Business	5
ECON	202	Principles of Economics I, II	5
[1]FSMD	101	Fashion Fundamentals	5
[1]FSMD	225	Textiles and Non-textiles	5
[1]FSMD	226	Fashion Promotion and Coordination	5
OADT	205	Business Communications	5
[1]OADT	250	Accounting I with Computer Applications	5
PSYC	205	Introduction to Psychology	5
SOCI	105	Introduction to Sociology	5
			15
		Total	95

NOTES: MARKETING AND MERCHANDISING
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

INDUSTRIAL AND SERVICES SUPERVISION
(Management and Supervision Development)
(Associate of Applied Science Degree)

Faculty Advisor: Curlette

The Industrial Supervision program provides training in management and supervision for students in the service, distribution, or manufacturing industries. Courses in general education and related business areas provide the background for an emphasis on basic management skills and practical applications necessary for successful performance and career advancement.

			Quarter Credit Hours
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
(MATH 106 may be substituted.)			5
AREA III – SOCIAL SCIENCES			
A. POLI	101	American National Government in an International Context	5
B. Choose *one* of the following:			
PSYC	205	Introduction to Psychology	5
SOCI	205	Introduction to Sociology	5
C. HIST	262	Themes in American History	5
			15
OTHER PROGRAM REQUIREMENTS			
BSAD	202	Introduction to Business	5
[1]ATMS	251	Introduction to Industrial Supervision	5
BSAD	201	Introduction to Computer Systems	5
[1]OADT	100	Business English	5
[1]OADT	205	Business Communications	5
[1]ATMS	103	Leadership and Decision Making	5
[1]ATMS	104	Personnel Administration for Supervisors	5
OPTIONS			
Choose *one* or *two* of the following:			
ECON	201	Principles of Economics I	5
ECON	202	Principles of Economics II	5
Choose *one* or *two* from one of the following pairs			
ACCT	201	Principles of Accounting I	5
ACCT	202	Principles of Accounting II	5
OADT	250	Accounting I with Computer Applications	5
OADT	251	Accounting II with Computer Applications	5
Choose *one* to *three* of the following:			
ATMS	222	Management and Supervision Occupation-Based Instruction	5
MATH	122	Decision Mathematics	5
ATMK	201	Entrepreneurship	5
ATMK	281	Marketing Practices and Principles	5
			25
		Total hours	95

NOTES: INDUSTRIAL SUPERVISION
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MARKETING AND MERCHANDISING
(Certificate)
(Leads to A.A.S. in Marketing and Merchandising)

			Quarter Credit Hours
A. PROGRAM REQUIREMENTS			
[1]ATMK	281	Marketing Practices and Principles	5
[1]ATMS	251	Intro to Industrial and Services Supervision	5
[1]OADT	100	Business English	5
BSAD	201	Introduction to Computer Systems	5
[1]BSAD	202	Intro to Business	5
[1]ATMK	120	Creative Selling	5
[1]ATMK	140	Principles of Advertising	5
[1]ACCT	201	Principles of Accounting I	5
or			
[1]OADT	250	Accounting I with Computer Application	5
			40

NOTES: MARKETING AND MERCHANDISING
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

INDUSTRIAL AND SERVICES SUPERVISION
(Certificate)
(Leads to A.A.S. in Industrial Supervision)

			Quarter Credit Hours
PROGRAM REQUIREMENTS			
BSAD	202	Introduction to Business	5
[1]ATMS	251	Introduction to Industrial Supervision	5
BSAD	201	Introduction to Computer Systems	5
[1]OADT	100	Business English	5
[1]OADT	205	Business Communications	5
[1]ATMS	103	Leadership and Decision Making	5
[1]ATMS	104	Personnel Administration for Supervisors	5
ECON	201 or	Principles of Economics I	5
ECON	202	Principles of Economics II	5
			40
OPTIONS			
A. Choose *one ot the following:*			
ACCT	201	Principles of Accounting I	5
or			
[1]OADT	250	Accounting I with Computer Applications	5
			5
B. Choose *one of the following:*			
[1]ATMS	222	Management and Supervision Occupation-Based Instruction	5
[1]ATMK	201	Entrepreneurship	5
[1]ATMK	281	Marketing Practices and Principles	5
MATH	122	Decision Mathematics	5
			5
			50

NOTES: INDUSTRIAL SUPERVISION
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PROGRAMS IN MEDICAL CAREERS

Faculty Advisors: Adams, Bell, McCullough

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 described below.

Credit for or exemption from some courses, including OADT 111, 112, and 113, may be available through proficiency examination.

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
(MATH 115, 130, or 151 may be substituted.)			
BIOL	131	Introduction to Biology	5
			10
AREA III – SOCIAL SCIENCES			
[1,2]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
[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
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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

[2] Students planning a baccalaureate degree may substitute HIST 262 and POLI 101.

PARAMEDIC TECHNOLOGY
(Associate of Applied Science Degree)

Faculty Advisor: McCullough

The Associate of Applied Science degree in Paramedic Technology provides additional opportunities for students by building on the University's existing certificate programs in basic and advanced emergency medical technology. The 71 quarter credit hours in the two certificate of credit programs (EMT and Advanced EMT) will constitute the central core of the degree program. The A.A.S. curriculum will add a foundation in general education and an analysis of current issues in paramedic practice.

			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			
A. Choose *one of the following:*			
[1] MATH	106	Fundamentals of Mathematics	5
or			
MATH	115	College Algebra	5
			5
B. Choose *one of the following:*			
* BIOL	131	Introduction to Biology	5
* CHEM	131	Introduction to Chemistry I	5
PHYS	131	Introduction to Physics	5
			5
			10

**BIOL 171 or CHEM 151 may be substituted.*

NOTE: Students planning to pursue a baccalaureate degree should also take the 132/152/172 course in the same sequence.

AREA III – SOCIAL SCIENCES

Choose group A or group B. Students planning to pursue a baccalaureate degree should choose group B.

A. [1]CITZ	101	Citizenship	2
and			
PSYC	205	Introduction to Psychology	5
or			
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

BRIDGE COURSE

[1] EMS	220	Current Issues in Paramedic Principles and Practice	5

AREA IV – OTHER PROGRAM REQUIREMENTS

[1] EMS	100A	Emergency Medical Tech I-A	3
[1] EMS	100B	Emergency Medical Tech I-B	4
[1] EMS	101A	Emergency Medical Tech II-A	4
[1] EMS	101B	Emergency Medical Tech II-B	3
[1] EMS	102A	Emergency Medical Tech III-A	4
[1] EMS	102B	Emergency Medical Tech III-B	3
[1] EMS	104A	Emergency Medical Tech IV-A	5
[1] EMS	104B	Emergency Medical Tech IV-B	4
[1] EMS	211	Introduction to Paramedic Profession	5
[1] EMS	213	Fluids, Electrolytes & Shock	2
[1] EMS	215	General Paramacology	2
[1] EMS	217	Respiratory Function & Management	4
[1] EMS	219	Trauma	5
[1] EMS	221	Cardiology	9
[1] EMS	223	Medical Emergencies I	3
[1] EMS	225	Medical Emergencies II	3
[1] EMS	227	OB/GYN	1
[1] EMS	229	Pediatrics	2
[1] EMS	231	Behavioral Emergencies	1
[1] EMS	235	Clinical Application of Advanced Emergency Care	12
			79
		Total	111-114

NOTE: PARAMEDIC TECHNOLOGY
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MEDICAL ASSISTING
(Certificate)
(Leads to A.A.S. in Medical Office Administration)

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.

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
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

MEDICAL TRANSCRIPTION
(Certificate)
(Leads to A.A.S. in Office Administration)

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.

			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 Trnascription 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] ATMT	120	Professional Development	2
		Total	66

NOTE: MEDICAL TRANSCRIPTION
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

EMERGENCY MEDICAL TECHNOLOGY
(Certificate)
(Leads to Advanced E.M.T.)

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] EMS	100A	Emergency Medical Tech I-A	3
[1] EMS	100B	Emergency Medical Tech I-B	4
[1] EMS	101A	Emergency Medical Tech II-A	4
[1] EMS	101B	Emergency Medical Tech II-B	3
[1] EMS	102A	Emergency Medical Tech III-A	4
[1] EMS	102B	Emergency Medical Tech III-B	3
[1] EMS	104A	Emergency Medical Tech IV-A	5
[1] EMS	104B	Emergency Medical Tech IV-B	4
		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 104B.*

[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

ADVANCED EMERGENCY MEDICAL TECHNOLOGY
(Certificate)
(Leads to A.A.S. in Paramedic)

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.

			Quarter Credit Hours
[1] EMS	211	Introduction to Paramedic Profession	5
[1] EMS	213	Fluids, Electrolytes & Shock	2
[1] EMS	215	General Paramacology	2
[1] EMS	217	Respiratory Function & Management	4
[1] EMS	219	Trauma	5
[1] EMS	221	Cardiology	9
[1] EMS	223	Medical Emergencies I	3
[1] EMS	225	Medical Emergencies II	3
[1] EMS	227	OB/GYN	1
[1] EMS	229	Pediatrics	2
[1] EMS	231	Behavioral Emergencies	1
[1] EMS	235	Clinical Application of Advanced Emergency	12
		Total	49

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 235.*

[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

PUBLIC SAFETY COMMUNICATIONS (9-1-1)
(Certificate)

The 9-1-1 Communications Certificate Program assists students in gaining the knowledge and skills necessary to qualify for public safety or communications positions in emergency dispatch. Keyboarding proficiency at 30 wpm or OADT 111 required.

			Quarter Credit Hours
[1] PSAF	105	Introduction to Emergency Communications	3
[1] PSAF	107	Police and Fire Communications	5
[1] PSAF	109	Medical/EMS Communications	5
[1] PSAF	110	Radio Operation and Technology	3
[1] PSAF	113	Crisis Intervention	2
[1] PSAF	115	Telecommunicator Liability and Responsibility	2
[1] PSAF	117	Professional Development and Stress Management	3
[1] OADT	100	Business English	5
		Total	28

NOTE: EMERGENCY MEDICAL TECHNOLOGY–ADVANCED
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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 degree programs in nursing and in dental hygiene. The 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 appropriate to Dentistry, Health Information Management, Medical Technology, Medicine (physician), Occupational Therapy, Pharmacy, Physical Therapy, and Veterinary Medicine. See the Arts and Sciences section of this catalog.

UNIVERSITY TRANSFER PROGRAMS

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 Graduation Requirements section of this catalog.

			Quarter Credit Hours
AREA II - NATURAL SCIENCES AND MATHEMATICS			
A. Choose *one* of the following:			5
MATH	130	Precalculus	
NOTE: Be sure to check requisites.			
MATH	151	Calculus and Analytic Geometry	
B. Choose *one* 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 *one* or *two* 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 *three* or *four* 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 Linerar Algebra	
MATH	231	Introductory Statistics	
BIOL	171	Principles of Biology I	
BIOL	172	Principles of Biology II	
		Total	30

NOTE: ENGINEERING TECHNOLOGY
[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.

BUSINESS EDUCATION
Associate of Arts Degree

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

			Quarter Credit Hours
AREA IV–OTHER PROGRAM REQUIREMENTS			
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:			5
ECON	202	Principles of Economics II	
OADT	205	Business Communication	
		Total	30

NOTE: BUSINESS EDUCATION
**Take SOCI 205 in Area III.*

SECRETARIAL STUDIES/ OFFICE ADMINISTRATION
(Associate of Arts Degree)

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

			Quarter Credit Hours
AREA IV–OTHER PROGRAM REQUIREMENTS			
A. ACCT	201, 202	Principles of Accounting I, II	10
B. ECON	201	Principles of Economics I	5
C.[1] 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	31

NOTE: SECRETARIAL STUDIES/OFFFICE ADMINISTRATION
[1]Career courses generally do not fulfill requirements for baccalaureate degrees (except B.A.S. Career block) 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*
ATRR	*Railroad Operations*
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. Computer software may be used in this course.

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. Computer software may be used in this course.
Prerequisites: ACCT 201 and (BSAD 201 or COIS 221).

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.
Prerequisite: B.B.A. admission or BSAD 312.

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.
Prerequisite: B.B.A. admission.

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.
Prerequisite: ACCT 351.

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.
Prerequisite: ACCT 352.

ACCT 430 – Accounting Information Systems (5-0-5)
Study of the methodology of analyzing organizational needs for accounting information, structuring of systems (manual and computer) for supplying the needed information, and selection of equipment required to process the requisite data.
Prerequisite: ACCT 351.

ACCT 440 – Not-For-Profit Accounting (5-0-5)
This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental nonprofit organizations such as hospitals and universities. Accounting Information Systems concepts and auditing of these organizations are also included.
Prerequisite: ACCT 351.

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.
Prerequisite: ACCT 351.

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

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.
Prerequisite: ACCT 420 or ACCT 430.

ARCHITECTURAL DESIGN TECHNOLOGY

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

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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 objects 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)

[1]AVMT 101 – Aircraft Maintenance Regulations (2-3-3)
An introduction to mechanics' privileges and limitations, including certification eligibility, procedure and liability as outlined in the Federal Aviation Regulation (FAR) Part 65. Includes a survey of the various maintenance publications; and the process for establishing and maintaining a maintenance records system which meets FAR 91, FAR 43, and FAR Part I requirements.

[1]AVMT 102 – Aircraft Basic Science (3-3-4)
The theory and application of physics to aerospace vehicles and their subsystems. Topics include origin and transmission of sound, relationship between temperature and heat; relationships of pressure, temperature and air mass volume; laws of confined gases; Bernoulli's Principle; relationship of air density to temperature and humidity and the effect on aircraft performance. The theory of weight and balance, the weighing process, and the mathematical calculation of net changes.

[1]AVMT 103 – Aircraft Applied Science (8-7-10)
A study of aircraft servicing methods and ground operations with emphasis on safety. Cleaning, corrosion detection and control; fluid line fabrication and installation; aircraft hardware and materials; and industrial processes applied to aerospace construction materials including non-destructive testing and precision dimensional inspection. The interpretation of aircraft drawings, blueprints, charts, graphs, and wiring.

[1]AVMT 104 – Basic Electricity and Electronics (8-7-10)
A study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Topics include alternators, generators, starters, motors, and charging systems. An introduction to Semiconductor Fundamentals, Digital and Microprocessors is included.

[1]AVMT 105 – Air Transportation Maintenance (5-0-5) (NOT FAA APPROVED)
Contrasts the knowledge and technical competence requirements of mechanics in general aviation with corporate and business aviation and air carrier operations. Extensive discussion of regulatory control of maintenance activities in these three areas.

[1]AVMT 201 – Sheet Metal (8-7-10)
A study of metal structures of welded tube and riveted sheet monocoque or semi-monocoque. Topics include identification, selection and installation of rivets and other mechanical fasteners in stressed skin construction. The principles of oxy-acetylene welding and inspection; and the repair of honeycomb, laminated and composition materials and thermo-setting plastics.

[1]AVMT 202 – Airframe Structures (8-7-10)
A survey of the wood structures used in early aircraft and current home-built aircraft. Other topics include fabric covering and various covering finishes, assembly of major components of an aircraft, rigging flight systems and controls, and airworthiness inspection procedures for mechanics.

[1]AVMT 203 – Utility Systems (8-7-10)
A study of the heating, cooling, ventilation and pressurization of the aircraft interior and the protection of exterior surfaces from ice accumulation. Includes fire detection and extinguishing systems, fuel storage, transfer, distribution and dump systems, and aircraft flight instrument systems.

[1]AVMT 204 – Fluid Power & Landing Gear Systems (8-7-10)
A study of the principles of generation, distribution and management of hydraulic and pneumatic power throughout the aircraft structure. Includes topics on wheels, tires, brakes, fixed and retractable landing gear systems, and position indicating and warning systems.

[1]AVMT 205 – Electrical and Navigation Systems (8-7-10)
A study of circuit protection devices, switches and ratings, proof of current requirements, determinations of wire requirements, inverter systems, alternators and AC current and frequency output, aircraft voltage systems, AC generators, transformer-rectifier principles. Other topics include radio transmitter and receiver principles, instrument landing systems, emergency locator transmitters (ELT's) and installation practices and procedures.

[1]AVMT 211 – Turbine Engines (8-7-10)
A study of the fundamentals and evolution of the jet engine and jet propulsion. Includes topics on materials used in compressor construction, application of the laws of physics of motion, inlet ducts, combustion chambers, turbine wheels, diffusers, exhaust ducts, reversers and maintenance procedures for organic cleaning compounds, hot section inspections, set engine trimming and instrumentation.

[1]AVMT 212 – Reciprocating Engines (8-7-10)
Piston engine theory and maintenance including the development of air and water cooled aircraft engines. Other topics include power production, horsepower calculation, timing and valve overlap, displacement and volumetric efficiency. Procedures for total engine overhaul from disassembly to reassembly with new and/or serviceable parts to achieve acceptable overhaul tolerance. Included is the removal and installation of the powerplant, rigging controls, test operation and troubleshooting.

[1]AVMT 213 – Powerplant Accessory Systems (8-7-10)
Includes lubrication systems and lubricants, propeller systems and operational principles, induction systems, cooling systems, exhaust collection and removal systems.

[1]AVMT 214 – Powerplant Electrical Systems (8-7-10)
Includes electronic, loop, thermocouple and thermal switch fire detection circuits; fire warning and extinguishing systems; and engine instrumentation. Other topics include magneto and capacitance discharge ignition systems, engine electrical systems, DC generators and powerplant electrical accessories.

[1]AVMT 215 – Engine Fuel Systems and Fuel Metering (8-7-10)
A study of fuels as chemical mixtures; fuel-air ratios; flame characteristics; ignition requirements; and properties such as volatility, anti-knock value and vapor pressure tendencies. Other topics include the primary units of a basic fuel system, the relationship of fuel metering to mass airflow, carburetion, fuel controls, and factors affecting fuel metering. Fundamentals of powerplant inspection include hundred-hour inspections.

[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.

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.)

[1]AVMT 221 – General Maintenance Applications (5-0-5)
A survey course for the experienced mechanic who is eligible by PART 65, Para 65.77 and desires to develop skills in physics, weight and balance, materials and processes of aerospace construction, cleaning and corrosion treatment, ground handling and servicing, fire protection and fluid line fabrication. All the subject areas of the FAA General Curriculum except math and basic electricity are reviewed.

[1]AVMT 222 – Powerplant Theory Applications (5-0-5)
Powerplant theory and maintenance applications for both reciprocating and turbine engines up to overhaul are discussed and includes removal, troubleshooting and installation of complete power plant assemblies. Course concludes with powerplant conformity and airworthiness inspections.

[1]AVMT 223 – Airframe Structures Applications (5-0-5)
Topics include wood, welded tube, both monocoque and semi-monocoque sheet metal formed structures. Composite material construction of structures is introduced and fabric and synthetic covers, finishing products and plastics are included. Course concludes with Inspection privileges for the Airframe Mechanic.

[1]AVMT 224 – Propulsion Systems and Applications (5-0-5)
A comprehensive survey of the principle of operation and function of the lubrication, induction, cooling and exhaust systems; fuel, fuel metering and engine instrument systems; fire protection, ignition and propeller systems.

[1]AVMT 225 – Airframe Systems and Component Applications (5-0-5)
Aircraft landing gear systems, hydraulic and pneumatic power systems and cabin atmosphere controls are explained; the course continues with aircraft fuel systems, instruments, position and warning systems. The course concludes with ice and rain control and fire protection systems.

[1]AVMT 227 – A & P Electrical & Electronics Applications (5-0-5)
Topics include basic electricity, both AC and DC theory and circuit analysis; airframe electrical systems to include generation, control, wiring and distribution of electrical power. Semi-conductor fundamentals and digital applications are introduced.

[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.

AVIONICS TECHNOLOGY

[1]ATAV 210 – Aircraft Systems (5-0-5)
An introductory course in avionics focusing on modern aircraft systems such as structures, power plants, fuel systems, hydraulics/pneumatics, and electrical systems. Avionic systems include flight director and autopilot operation. Applicable government regulations and safety procedures will be addressed.

[1]ATAV 220 – Navigation Systems (4-3-5)
A study of the operation and maintenance of various navigation systems including ADF, VOR, Localizer, Glide Slope, Area NAV, Loran C, and VLF. Testing calibration and troubleshooting will be emphasized.
Prerequisite: ATAV 210.

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

[1]ATAV 230 – Air-to-Ground and Related Systems (4-3-5)
A study of the operation and maintenance of DME, transponders, and altitude encoding systems. Testing calibration and troubleshooting using manual and automated test equipment will be emphasized.
Prerequisite: ATAV 210.

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

[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.

BIOLOGY

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 (4-0-4)
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: CHEM 131.
Corequisite: BIOL 151L.

BIOL 151L – Anatomy & Physiology I-Lab (0-3-1)
Prerequisite: CHEM 131.
Corequisite: BIOL 151.

BIOL 152 – Human Anatomy and Physiology (4-0-5)
A continuation of BIOL 151 which typically includes study of control systems of the body, maintenance systems, and continuity.
Prerequisite: BIOL 151 and BIOL 151L.
Corequisite: BIOL 152L

BIOL 152L – Anatomy & Physiology II-Lab (0-3-1)
Prerequisite(s): BIOL 151 and BIOL 151L.
Corequisite: 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 development. 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.
Prerequisite: BIOL 172 or BIOL 250 or SCI 311 or consent of instructor.

BUSINESS ADMINISTRATION

BSAD 202 – Introduction to Business (5-0-5)
Overall introduction to business enterprise: its nature, economics, environment, organization, finance, and management. The course also provides an introduction to ethical issues in contemporary business enterprises.

BSAD 301 – Business Statistics (5-0-5)
Applications of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference, and regression. Computer software may be used in this course.
Prerequisites: B.B.A. admission and MATH 122.

BSAD 311 – Survey of Economics (5-0-5)
A survey of the basic principles of macro and micro economics with applications to the business world. This course will cover foundation terminology and concepts important for many advanced business courses. *This course will not count toward a B.B.A* . Not open to students with credit for ECON 201-202.
Prerequisite: B.A.S. major or junior standing non-B.B.A. major.

BSAD 312 – Survey of Applied Accounting (5-0-5)
A survey of the basic principles of accounting with applications for the skilled worker or technician who is moving into a managerial role. *This course will not count toward a B.B.A.* Not open to students with credit for ACCT 201-202.
Prerequisite: B.A.S. major or junior standing non B.B.A. major.

BSAD 313 – Survey of Measurement & Analysis (5-0-5)
An investigation of management decision making and the roll of data in this process. The course uses a hands-on computer software aided approach to teaching students the value of data in managerial decisions. *This course will not count toward a B.B.A. (Not open to students with credit for BSAD 301)*
Prerequisites: MGMT 301 and BSAD 311

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: B.B.A. admission or BSAD 311or HSCI 301.

BSAD 450 – Business Policy (5-0-5)
A capstone course to integrate the knowledge and skills gained in a student's program of study. It is an opportunity for a student to formulate an overall business policy and strategy.
To be taken during last two quarters before graduation.
Prerequisite: Approval of Dean of Business or designee.

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.

BSAD 490 – Directed Research and Readings (1 to 5 hours)
Special advanced work not offered in the regular courses. A research paper is required.
Prerequisite: Approval of Dean of Business or designee.

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 Dean of Business or designee and Director of Cooperative Education and Internships.
Prerequisite: Approval of Dean of Business or designee.

CAREER PLANNING

[1]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.

[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.

CHEMISTRY

CHEM 131 – Introduction to Chemistry I (4-2-5)
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.
High school chemistry recommended.
Prerequisite or corequisite: MATH 115.

CHEM 152 – Principles of Chemistry II (4-3-5)
A continuation of CHEM 151 which typically focuses on thermodynamics, equilibrium, and kinetics.
Prerequisite: CHEM 151.

CHEM 201 – Introduction to Chemical Analysis (3-6-5)
A third-quarter chemistry course for science majors involving the study of equilibria and elementary analytical chemistry. Laboratory involves the qualitative analysis of mixtures by traditional schemes and reaction mechanisms.
Prerequisite: CHEM 152 or consent of instructor.

CHEM 251 – Organic Chemistry I (4-3-5)
A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation, and reactions utilizing modern theories of electronic structure and reaction mechanisms.
Prerequisite: CHEM 152 or consent of instructor.

CHEM 252 – Organic Chemistry II (4-3-5)
A continuation of CHEM 251 which focuses on functional groups and their reactions.
Prerequisite: CHEM 251 or consent of instructor.

CITIZENSHIP

[1]CITZ 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.D.H. and specified A.A.S. programs.)

[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.

COMMUNICATION

[1]COMM 098 – Developmental Seminar (2-0-2)
See Learning Support Courses heading.

[2]COMM 191 – Writing Skills Laboratory I (0-2-1)
A laboratory designed to enhance writing skills needed in the disciplines and other contexts. Restricted to students referred by the Department of Humanities.

[2]COMM 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. Enrollment is restricted to students referred by major programs.

COMM 310 – Interactive Communication (5-0-5)
See NURS 310/COMM 310.

[1]Credit received in Learning Support courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions.

[2]Students 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 221 – Business Information Systems (5-0-5)
This course covers the effective use of computers and information technologies in today's businesses. It assumes the student is conversant with basic computer concepts and builds on that base. Topics include new information processing concepts, informaiton technology trends, business use of the Internet, and major information technology issues of the day. Business problem solving using productivity tools is stressed. *Not open to students who have credit for BSAD 201 prior to summer 1996.*

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. (B.A.S. majors with strong computer backgrounds may take this course with approval of the Dean of Business or designee.)
Prerequisite: COIS 221 or BSAD 201 prior to Summer 1996.

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. Programming projects in "C" are a significant part of this course.
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 321 – Management Information Systems (5-0-5)
This course examines the planning, control and development 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. Students who have taken MGMT 321 cannot take COIS 321. *B.A.S. majors with strong computer backgrounds may be eligible for this course with approval of the Dean of Business or designee.*
Prerequisites: MGMT 301 and (COIS 221 or BSAD 201 prior to Summer 1998).

COIS 425 – Data Communications and Networks (5-0-5)
This concepts course covers a wide range of topics related to business data communication over networks. Topics include information transmission, wide area and local area networks, communications hardware and software, network management, and security. Emphasis is placed on the use and administration of local area networks. Internet assignments are also included.
Prerequisite: COIS 321 (or MGMT 321 prior to summer 1996).

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: COIS 321 (MGMT 321 prior to summer 1996) 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 sys-

tem 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 441.

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.
Prerequisite: COIS 441.

COMPUTER NETWORK ADMINISTRATION/ TECHNOLOGY

[1]ATCN 101 – Introduction to Electronics (4-3-5)
This course provides a basic overview of systems 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.

[1]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.

[1]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.

[1]ATCN 105 - Introduction to Networking
This course provides an overview for those who want to become literate about computer networking. Topics will include network basics; connectivity solutions; discussion of the standards, protocols, and topologies on which leading network systems are based; the installation and management of a network, including coverage of some current applications and capabilities.

[1]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.

[1]ATCN 109A – Network Administration – Netware 4.X (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 4.X environment such as managing Netware Directory Services, setting up user accounts, creating login scripts and user menus, and implementing file storage systems.
Prerequisites: ATCN 102 or 103.

[1]ATCN 109B – Network Administration – Netware 3.X (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 3.X environment such as setting up user accounts, creating login scripts and user menus, and implementing file storage systems.
Prerequisites: ATCN 102 or 103.

[1]ATCN 109C – Network Administration – Windows NT (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 the specified software (Windows NT) environment such as managing Netware Directory Services, setting up user accounts, creating login scripts and user menus, and implementing file storage systems.
Prerequisites: ATCN 102 or 103.

[1]ATCN 110A – Advanced Administration -Netware 4.X(4-3-5)
A continuation of ATCN 109A (Netware 4.X).

[1]ATCN 110B – Advanced Administration -Netware 4.X(4-3-5)
A continuation of ATCN 109B (Netware 3.X).

[1]ATCN 110C – Advanced Administra-Windows NTtion (4-3-5)
A continuation of ATCN 109C (Windows NT).

[1]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.
Prerequisites: ATCN 107 and ATCN 101.

[1]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 109, ATCN 112 and ATCN 119 or ATCN 129.

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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 .

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

[1]ATCO 208 – Advanced Microprocessor Interfacing (4-3-5)
A study of the fundamental theory of operation of the hardware components in a computer system. Included is a study of the processor and its associated memory and input/output interfacing components. Emphasis will be on the functional aspects and interrelationship of these devices.
Prerequisite: ATEL 108.

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

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

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DATA PROCESSING

[1]ATDP 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.

[1]ATDP 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.

[1]ATDP 204 – COBOL Programming I (4-3-5)
This course is an introduction to COBOL (Common Business Oriented Language). It permits a programmer to instruct computers in English. The rules and language are taught, and various business problems are solved on the computer.
Prerequisite: BSAD 201.

[1]ATDP 206 – Systems Analysis and Design (4-3-5)
The student will study the fundamentals of systems design and development. Practical applications are stressed. A system is developed through its evolution of (1) analysis of present information flow, (2) system specifications and equipment requirements, and (3) implementation of the system.
Prerequisites: BSAD 201 and ATDP 204.

[1]ATDP 207 – COBOL Programming II (4-3-5)
A continuation of ATDP 204, COBOL Programming I. This course introduces more advanced COBOL features. These advanced features are taught through the technique of applying them to solve typical business problems.
Prerequisites: BSAD 201 and ATDP 204.

[1]ATDP 208 – Systems Software (5-0-5)
Offers a practical view of systems software. The student is exposed to computer operating systems concepts, job control language, telecommunication distributed processing, and database management systems. Interaction of various software with the hardware to provide systems functions and support in the program development environment is covered. Concepts are examined from systems commonly used in industry.
Prerequisites: BSAD 201 and ATDP 204.

[1]ATDP 210 – Data Structures (4-3-5)
Introduces students to data structures. Emphasis is on understanding and manipulation of standard data structures and application of these structures in file organization, access methods, and data base design. COBOL is used as the primary programming language and BASIC as a supplement for illustration and laboratory work.
Prerequisites: ATDP 102, ATDP 207, ATDP 220, or any high-level programming language.

[1]ATDP 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.

[1]ATDP 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.

[1]ATDP 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)
Students secure paid employment in supervised and approved work situa-

tions to further their occupational skills, technical competence, and attitudes in an area related to their specially. A minimum of 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of 10 quarter hours. Usually taken during advanced stages of program.
Prerequisites: Employment, Technology major, and permission of program advisor.

[1]ATDP 230 – Object-Oriented Programming (4-3-5)
This course presents the student with practical applications using object-oriented program design. Students will learn how to design, implement, and use classes and other object-oriented structures. They will study the elementary features of Objected Oriented Programming to the Intermediate level programming features. Emphasis will be placed on laboratory applications and assignments accomplished in an object-oriented environment.
Prerequisites: ATDP 220.

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

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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, and function of the human dentition and supporting structures. Emphasis is given throughout to those areas of particular interest to the dental hygienist.
Corequisite: DHYG 101L.

DHYG 101L - Dental Morphology - Lab
A study of dental morphology through the examination of tooth structure. Students will draw and carve selected teeth.
Corequisite: DHYG 101.

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.

[1]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.
Prerequisite: Admission to program.

[1]DHYG 104 – Pre-Dental Hygiene (2-0-2)
A comprehensive study of oral prophylaxis procedures, including removal of hard and soft deposits, patient education, treatment planning, and infection control.
Prerequisite: DHYG 103.
Corequisite: DHYG 104C.

[1]DHYG 104C - Pre-Clinical Dental Hygiene (0-6-2)
Utilizing the knowledge obtained in the DHYG 104 course will orient students to instruments, procedures, and materials used in the practice of dental hygiene. Students are expected to serve as partners in learning these skills.
Corequisite: DHYG 104.

[1]DHYG 105 – Dental Hygiene I (2-0-2)
A continuation of DHYG 104. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, the care and maintenance of dental instruments, equipment, supplies, and dental records. Methods and materials used in individual patient education will be presented.
Prerequisite: DHYG 104.
Corequisite: DHYG 105C.

[1]DHYG 105C – Clinical Dental Hygiene I (0-8-3)
Clinical practice to emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral examinations as an introduction to treatment planning.
Prerequisite: DHYG 104C.
Corequisite: DHYG 105.

[1]DHYG 106 – General Pathology, Oral Pathology, and Oral Medicine (3-0-3)
The principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth by the hygienist is emphasized.
Prerequisites: BIOL 152 and DHYG 102.

[1]DHYG 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.

[1]DHYG 108 - Dental Materials
The student is introduced to the physical, chemical, biological, and mechanical characteristics of dental materials used in patient treatment and in the dental laboratory. The primary goal of the course is to enhance the student's ability to make clinical judgements regarding the application of dental materials based on how these materials react in the oral environment.
Prerequisite: DHYG 105.
Corequisite: DHYG 108L.

[1]DHYG 108L – Dental Materials - Lab (0-3-1)
The student manipulates selected materials to enhance the student's application of the principles of dental materials science. Emphasis is placed on why particular materials and techniques are used and on how dental materials can be safely handled.
Corequisite: DHYG 108.

[1]DHYG 109 - Dental Radiology
A comprehensive study of the principles of ionizing radiation, radiographic theory and radiation hygiene.
Prerequisite: DHYG 102 or DHYG 106.
Corequisite: DHYG 109L.

[1]DHYG 109L – Dental Radiology-Lab (0-3-1)
The application of radiographic theory. Techniques of exposing, processing, and mounting radiographics using mannequins and then clinical patients practicing radiation hygiene.
Corequisite: DHYG 109.

[1]DHYG 201 – Pharmacology and Anesthesiology (3-0-3)
The study of drugs with special consideration given to those used in the dental office. The study is to acquaint the student with the origin of these drugs, their physical and chemical properties, modes of administration, and effects upon the body systems.
Prerequisite: DHYG 105.

[1]DHYG 202 - Clinical Dental Hygiene II (2-0-2)
A continuation of DHYG 105. Principles are introduced in advanced procedures including root planing, gingival curettage, care of dental implants, application of pit and fissure scalants, debonding, and use of ultrasonic/sonic scalers, abrasive polishing devices, oral irrigation devices, and phase microscope. Advanced home care techniques are discussed. Management of dental office emergencies is reviewed.
Prerequisite: DHYG 105.
Corequisite: DHYG 202C.

[1]DHYG 202C – Clinical Dental Hygiene II (0-15-5)
Emphasis is placed on improving skills in dental prophylaxis instrument sharpening, radiographic technique and dental hygiene treatment planning coordinated with appropriate chairside dental health instruction. Advanced procedures discussed in DHYG 202 are practiced and clinical experiences enhanced through participation in externships.
Prerequisites: DHYG 105C.
Corequisite: DHYG 202.

[1]DHYG 203 - Clinical Dental Hygiene III (2-0-2)
Principles are introduced in advanced procedures including intra-oral photography techniques and treatment of dentinal hypersensitivity. Management of patients with special needs are discussed including pregnancy, medically compromising conditions, disabilities, cleft lip and/or palate, deviant swallowing, oral cancer and oral surgery. An overview of the dental specialities is also included.
Prerequisite: DHYG 202, 202C.
Corequisite: DHYG 203C.

[1]DHYG 203C - Clinical Dental Hygiene III (0-15-5)
Clinical skills and advanced procedures included in DHYG 203 are refined. Advanced procedures discussed in DHYG 203 are practiced and clinical experience enhanced through participation in externships.
Prerequisite: DHYG 202C.
Corequisite: DHYG 203.

[1]DHYG 204 - Dental Hygiene IV (2-0-2)
Legal, ethical, and management aspects of the dental care system are introduced. Laws governing dental and dental hygiene practice are discussed. Career options, preparation of resumes, interviewing skills, and team concept of dentistry are also included. The Periodontal Screening and Recording (PSR) system is also introduced. A mock comprehensive SRTA exam helps to increase students' readiness for the regional licensure exam.
Prerequisite: DHYG 203, 203C.
Corequisite: DHYG 204C.

[1]DHYG 204C - Clinical Dental Hygiene IV (0-15-5)
The Periodontal Screening and Recording (PSR) system is practiced. Clinical experiences center on improving proficiency and increasing speed in all areas of applied dental hygiene, dental radiography, and treatment planning for total dental hygiene care. Clinical experiences are enhanced through praticipation in externships. A mock clinical SRTA exam helps to increase students' readiness for the regional licensure exam.
Prerequisite: DHYG 203C.
Corequisite: DHYG 204.

[1]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.

[1]DHYG 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.

[1]DHYG 212 – Community Dental Health II (1-0-1)
A further study of the theory and practice of community dentistry and public health. Each student will design lesson plans and appropriate visual aids to be used in dental health education for school children and adult groups.
Prerequisite: DHYG 211.

[1]DHYG 213 – Community Field Experience (0-3-1)
A directed field experience using current methods related to community dental health problems.
Prerequisite: DHYG 211.

[1]DHYG 410 – Management/Marketing in the Dental Environment (5-0-5)
Marketing principles related to promoting dental services and products to dental professionals and the general public will be presented for discussion. Marketing strategies will be developed and evaluated.
Prerequisites: DHYG licensure and admission to the B.A.S. program.

[1]DHYG 420 – Advanced Periodontics (X-Y-5)
Advanced treatment modalities for the periodontally involved patient will be presented for discussion and evaluation. The directed field experience will include participation in the evaluation, management, and treatment of the periodontally involved patient.
Prerequisites: DHYG licensure and admission to the B.A.S. program.

[1]DHYG 430 – Educational Strategies and Internship (x-y-5)
The principles of clinical and didactic will be introduced. Development of objectives, course content, presentation methods and evaluation of content related to dental hygiene students will be expected for course completion. The internship includes didactic and clinical/laboratory instruction for associate degree dental hygiene students.
Prerequisites: DHYG licensure and admission to the B.A.S. program.

[1]DHYG 440 – Independent Study (x-y-5)
This capstone course will allow the student to select an area of interest to further enhance their knowledge, experience and options. Career goals will be enhanced through an individually selected project. This course must be taken at Clayton College & State University during the last quarter of enrollment in the program.
Prerequisite: Permission of department head.

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

DEVELOPMENTAL STUDIES COURSES

Please refer to section on LEARNING SUPPORT COURSES.

DRAFTING AND DESIGN TECHNOLOGY

[1]ATDD 101 – Engineering Drawing 1 (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.

[1]ATDD 102 – Technical Illustrations (2-8-5)
This course deals primarily with translation of orthographic drawings into three dimensional, pictorial representations. Topics include axonometric drawings, perspectives, illustration techniques in shading, rendering, airbrush applications, and freehand sketching.
Prerequisite: ATDD 101 or permission of instructor.

[1]ATDD 110 – Descriptive Geometry (2-8-5)
Course includes graphic analysis of problems involving point, line, and plane relationships. Instruction is also provided in successive auxiliary view, revolution, piercing points, surface development and intersections.
Prerequisite: ATDD 101 or permission of instructor.

[1]ATDD 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.

[1]ATDD 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.

[1]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.

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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 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.
Prerequisite: B.B.A. admission or BSAD 311.

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 following program admission 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 or corequisite: 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.
Corequisite: EDUC 300.

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: Admission to the Teacher Education program and permission of the program coordinator.

EDUC 471 – Middle Level Internship I: School and Community , Study (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.
Corequisite: EDUC 300.

EDUC 472 – Middle Level Internship II: School Organization 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 4-8). 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.
Corequisite: EDUC 300.

EDUC 473-474-475 – Middle Level Internship III: Grades 4-8 (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 4, 5, 6, 7, and/or 8, and in math or elementary 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

[1]ATEM 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

[1]ATEM 231 – Industrial Electronics (4-3-5)
A study of power electronic devices and their circuit application in the industrial environment. Major emphasis is placed on the control of manufacturing equipment through electronic devices and circuitry.
Prerequisite: ATEL 104.

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

[1]ATEM 237 – Hydraulics/Pneumatics (4-3-5)
A study of the basic concepts of liquids and gases under pressure, their reactions to temperatures and changes in flow, force strain, movement and control devices.
Prerequisite: ATEL 106.

[1]ATEM 239 – Robotics (4-3-5)
An introduction to robotics technology, including fundamentals of robotics, AC and fluidic power, DC power and positioning, microprocessor control and robot programming, data acquisition sensors, data handling and conversion, voice synthesis, interfacing, and the robot in industry.

[1]ATEM 251 – Rotating Machines and Controls (4-3-5)
An introduction to the various types of DC and AC motors and generators commonly used in business and industry. Basic motor and electronic control concepts are studied and clarified through laboratory activities. An analysis of three-phase power and appropriate applications are explored.
Prerequisite: ATEL 106 or ATEM 231.

[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.

ELECTRONICS TECHNOLOGY

[1]ATEL 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.

[1]ATEL 103 – AC Circuit Analysis (4-3-5)
A study of the fundamentals of AC circuits introducing capacitors, inductors and magnetic circuits in combination with resistance. The student will use vector analysis as the basis for understanding RC, RL, and RCL circuits.
Prerequisite: ATEL 101.

[1]ATEL 104 – Active Devices and Applications (4-3-5)
A study of electronic devices such as diodes, transistors, FETS, thyristors, and related devices. Applications, circuits configurations, and failure analysis techniques are explored.
Prerequisite: ATEL 103.

[1]ATEL 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.

[1]ATEL 107 – Introduction to Digital Circuits (4-3-5)
This is a basic course in digital-logic circuits. The course emphasizes logic gates in combination to general, more complex circuits that are found in digital computers. Also included is an introduction to microprocessing with emphasis on large-scale integration.
Prerequisite or corequisite: ATEL 103.

[1]ATEL 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.

ATEL 112 – Introduction to Electricity and Electronics (4-3-5)
An introductory course in electronics promoting interest through application of DC and AC circuits. The student is exposed to state-of-the-art lab equipment and various techniques such as soldering and circuit construction. The student will assemble resistive, inductive, and capacitive circuits and analyze parameters using Ohm's law, Kirchoff's law, Thevenin's and Norton's theorems.

[1]ATEL 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.

[1]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.

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

[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.

EMERGENCY MEDICAL TECHNOLOGY

NOTE: The Emergency Medical Technology/Paramedic curriculum was reconfigured for 1996-97. Some courses listed in the 1995-96 catalog but not listed here will be offered during the transition period.

EMS 100A – Emergency Medical Technology IA (3-0-3)
Introduction to Emergency Medical Services and Emergency Medical Technicians' skills; Emergency Medical Services and the Law; Introduction to Emergency Vehicle Operations, and Equipment; Introduction to Hazardous Materials and Radio Communications; and introduction to blood and airborne pathogens and universal precautions.

EMS 100B – Emergency Medical Technology IB (3-2-4)
Introduction to the EMS field is continued while also incorporating the following: introductory anatomy and physiology; and patient assessment.
Prerequisite: EMS 100A.

EMS 101A – Emergency Medical Technology IIA (3-2-4)

Written documentation; basic life support; use of an Automatic Exterman Defibrillator; and use of airway adjuncts and oxygen therapy.
Prerequisite: EMS 100B.

EMS 101B – Emergency Medical Technology IIB (2-2-3)
Wounds, bleeding, and shock; instruction in MAST as an invasive procedure; introduction to general pharmacology and the use of Epinephrine SQ/IM 1:1,000 in anaphylaxis are included.
Prerequisite: EMS 101A.

EMS 102A – Emergency Medical Technology IIIA (3-2-4)
Covers the invasive procedure of IV therapy and treatment and management of injuries to soft tissue, the abdomen, the musculoskeletal system, the head, neck, chest, and spine.
Prerequisite: EMS 101B.

EMS 102B – Emergency Medical Technology IIIB (3-2-4)
Provides an in-depth coverage of environmental and behavioral emergencies as well as disaster/triage and patient lifting, moving, and handling.
Prerequisite: EMS 101B.

EMS 104A – Emergency Medical Technology IVA (4-2-5)
Precedures in assessment and management of medical emergencies; pediatric and obstetric emergencies are covered.
Prerequisites: EMS 102A and EMS 102B.

EMS 104B –Emergency Medical Technology IVB (2-4-4)
Comprehensive evaluation of practical skills and didactic comprehensions are completed. Sessions involving patient management and mechanical aspects of extrication are included. Supervised experience with patients in clinical facilities is included.
Prerequisite: EMS 104A.

EMS 150 – Basic EMT Practicum (0-5-5)
Provides the student with an opportunity to refine basic emergency medical technician skills and knowledge while assigned to a supervised emergency medical services environment. Emphasis is placed on providing a practicum experience to prepare the student for admission into the Paramedic Technology level program.
Prerequisite: EMS 104B.

EMS 208 – Case Studies in EMS
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 211– Introduction to the Paramedic Profession (5-0-5)
Introduces the student to the paramedic profession and provides an overview of human systems with emphasis on appropriate medical terminology, systems function, and initial patient management. Discussion of the paramedic profession centers on functions that extend beyond those of the basic EMT.

EMS 213– Fluids, Electrolytes, & Shock (2-0-2)
Emphasizes the pathophysiology of shock 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.
Prerequisite: EMS 211.

EMS 215 – General Pharmacology (2-0-2)
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 and standards. This course provides instruction on topics in Division II, Section 5 of the national curriculum.
Prerequisite: EMS 213.

EMS 217 – Respiratory Function and Management (4-1-4)
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 system, respiratory assessment, airway and ventilation management, and respiratory disease.
Prerequisite: EMS 211.

EMS 219 – Trauma (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 prehospital 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 internal organs musculoskeletal injuries, and their management, and the classification and care of burs.
Prerequisite: EMS 213.

EMS 220 – Current Issues in Paramedic Principles and Practices (5-0-5)
This seminar course provides interactive discussions regarding current issues affecting the provision of emergency medical services in a changing health care environment. Issues include advances in technology, expansion of service and practice settings, health care reform, and changing industry standards. Practical approaches to research encourage autonomy and self-directed future study.
Prerequisite: Current Georgia or National Registry Paramedic certification or eligibility.

EMS 221 – Cardiology (8-2-9)
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.
Prerequisite: EMS 211.

EMS 223 – Medical Emergencies I (3-0-3)
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.
Prerequisites: EMS 213 and EMS 217.

EMS 225 – Medical Emergencies II (3-0-3)
Emphasizes the etiology and pathophysiology and in-field management of immune system compromise and infectious disease and toxicologic, environmental, and gerontological emergencies. Topics include: assessment and management of the patient with infectious disease and the utilization of universal precautions; toxicology, alcoholism, and substance abuse disease process; management of environmental emergencies; and geriatrics and gerontology.
Prerequisite: EMS 223.

EMS 227 – OB/GYN (1-1-1)
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.
Prerequisite: EMS 213.

EMS 229 – Pediatrics (2-0-2)
Provides the student with the necessary knowledge and skills to care for the ill or injured pediatric patient. Topics include: growth and development, specific diseases of the pediatric patient, approach and assessment of the pediatric patient, and management of the pediatric patient.
Prerequisites: EMS 213 and EMS 217.

EMS 231 – Behavioral Emergencies (1-0-1)
Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention assessment and management of the adult and adolescent with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management.
Prerequisite: EMS 211.

EMS 235 – Clinical Application of Advanced Emergency Care (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.
Prerequisite: EMS 211.

ENGLISH

[1]ENGL 080 – Regents' Essay Remediation, 45-74 hours (1-0-1).
See Learning Support Courses.

[1]ENGL 088 – Regents' Essay Remediation, 75 or more hours (3-0-3).
See Learning Support Courses.

[1]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 1 (5-0-5)
A survey of world literature from ancient times to the 1600'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 1600'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.

[1]Credit received in Learning Support courses is not applicable toward degree programs at Clayton State College nor transferable to other institutions.

EXPERIENTIAL LEARNING

EXLA 295-298 – Alternating Cooperative Education
The student participates in full-time work experience related to his or her field of study one quarter and enrolls as a full-time student during alternating quarters. Minimum of two quarters of work experience. The student maintains full-time status during the quarters of employment.
Prerequisites: Minimum 2.00 GPA; minimum 45 quarter hours earned toward a baccalaureate degree or 30 quarter hours toward an associate degree; approval form the Office of Career Services.

EXLP 295-298 – Parallel Cooperative Education
A guided, multi-quarter work plan directly related to the student's field of study. Student must work a minimum of fifteen hours per week while continuing course work. The student maintains full-time student status by being enrolled in a minimum of ten quarter hours while working in a parallel co-op position.
Prerequisites: Minimum 2.00 GPA; minimum 45 quarter hours earned toward a baccalaureate degree or 30 quarter hours toward an associate degree; approval form the Office of Career Services.

EXLI 295-298 – Internship
A one quarter, non-credit work or volunteer experience related to the student's field of study. The number of work hours is determined by the student's individual academic needs and the agency's needs. This

course number is not used if the student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status. Prerequisites: Minimum 2.00 GPA; minimum 45 quarter hours earned toward a baccalaureate degree or 30 quarter hours toward an associate degree; approval form the Office of Career Services.

FASHION MERCHANDISING

FSMD 101 – Fashion Fundamentals (5-0-5)
Presents the basic fashion industry environment. Topics include: fashion industry terminology; history of fashion, costume, and silhouettes; environmental influence on fashion styles, mechandising, and consumer demand; fashion cycles, fashion forecasting; secondary markets, wholesale fashion markets, and organization of fashion stores.

FSMD 103 – Textiles and Non-textiles (5-0-5)
Emphasizes the development and use of textile and nontextile products and their markets. Course includes the following topics: textile market place; legislation; generic and trademark names; importance of textile information to retail personnel; textile history; natural and manmade fibers; yarn design, are information; home textiles and accessories; fashion accessories.

FSMD 104 – Fashion Promotion and Coordination (5-0-5)
Presents the many aspects and responsibilities of fashion and promotion and coordination. Topics include: fashion trend research; planned advertising and publicity; special promotions; fashion shows and events; public relations in fashion; gathering market information; fashion industry guidelines for successful employment and advancement in the fashion industry.

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: B.B.A. admission or (BSAD 311 and BSAD 313).

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.

FINA 407 – Personal Financial Management (5-0-5)
This course is designed to give a student the knowledge and framework for developing a personal financial plan suitable for different stages of life. It will also give business students a basic understanding of the complexities that must be addressed by management on behalf of employees within the work environment. The course addresses topics such as insurance, investments, loans, and retirement. It is open to all majors.
Prerequisite: 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

[1]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.*

HSCI 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.

HSCI 201 – Introduction to the Health Care Environment (3-0-3)
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.
Corequisite: HSCI 201L.

HSCI 201L – Intro/Health Care Environment–Lab (0-4-2)
This course provides field-based laboratory experiences to introduce students to the complex health care environment.
Corequisite: HSCI 201.

HSCI 301 – Introduction to Health Systems Management (3-0-3)
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 201L or equivalent and MGMT 301.
Corequisite: HSCI 301L

HSCI 301L – Introduction to Health Systems Management–Lab (0-4-2)
This course provides field-based laboratory experiences to introduce students to the complex health care environment.
Corequisite: HSCI 301.

HSCI 310 – Introduction to Primary Care/Long-term Care (3-0-3)
This course is designed to help the health care management student appreciate the differences in the scope of services provided in ambulatory/primary care sites as compared to the types of health care services often available in long-term care entities.
Prerequisite: HSCI 301.
Corequisite: HSCI 310L

HSCI 310L – Introduction to Primary/Longterm Care–Lab (0-4-2)
This field experience is designed to allow the student to begin the process of professional role clarification through application of health care management concepts in a specialized setting. Students will work with a mentor to validate practice modifications required in different health care delivery sites.
Corequisite: HSCI 310.

HSCI 311 – Introduction to Allied Health Administration (3-0-3)
This course will introduce the student to the complex health care environment. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, and the regulatory and professional bodies supporting practices. *Note: Students with HSCI 201 credit are ineligible to take this course. This course will not count toward a B.S. in Health Care Management.*
Corequisite: HSCI 311L.

HSCI 311L – Introduction to Allied Health Administration–Lab (0-4-2)
This course provides field-based laboratory experiences to introduce students to the complex health care environment.
Corequisite: HSCI 311.

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, 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.

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.

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.

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.

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: HSCI 201 or HSCI 311.

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 380 – Advanced Clinical Pharmacology (5-0-5)
This course provides nursing students with an in-depth and comprehensive knowledge and understanding of pharmacotherapy, as it relates to clinical application for clients experiencing acute and chronic health conditions. The course will highlight major drug classifications with emphasis on the general therapeutic rationale for drug therapy, mechanisms of action, pharmacokinetic concepts, and pharmacodynamic principles. Students will identify important considerations in the health maintenance and management of clients (across the lifespan) as recipients of pharmacotherapy.
Prerequisites: NURS 320, NURS 322, NURS 323, NURS 324, NURS 325, AND/OR NURS 326, NURS 327, HSCI 320 *R.N./B.S.N. Students may enroll by permission of the instructor.

HSCI 401 – Financial Management of Primary/Long-term Care Organizations (3-0-3)
This course allows the health care management major to apply financial management principles to the issues in specialized health care settings.
Prerequisite: HSCI 456 .
Corequisite: HSCI 401L.

HSCI 401L – Financial Management of Primary/Long-term Care Organiza tions – Lab (0-4-2)
A field-based application of financial management principles to the specialized health care setting.
Corequisite: HSCI 401.

HSCI 411 – Administration of Managed Care (3-0-3)
Advanced study of methods of designing, changing managing and evaluating managed care organizations.
Prerequisites: HSCI 310 and Senior Standing.
Corequisite: HSCI 411L.

HSCI 411L – Administration of Managed Care (0-4-2)
Field-based instruction will provide an opportunity for students to experience the effects of a changing health care environment on managed care programs.
Corequisite HSCI 411.

HSCI 451 – Public Health Administration (5-0-5)
This course provides the student with an introduction to public health administration, an understanding of how public health programs are initiated and administered at the federal, state, (and local) levels. (It is recommended, but not required, that MGMT 301, HSCI 301, and HSCI be taken before HSCI 451.)
Prerequisite: Junior 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.

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: MGMT 301 or NURS 420.

HSCI 460 – International Health Systems (5-0-5)
This course investigates the basic principles and fundamentals of interna-

tional health care systems including, but not limited to, Canada, Great Britain, Germany and Japan. Emphasis will be placed on historical, social, political and structural factors, differences in financing and delivery mechanisms, expenditures, providers, types of services, comparisons with United States, impact of technology, research and quality assessment. Additionally, issues of cost, utilization and access will be examined in light of current market conditions, future trends and health care policy in each country.
Prerequisites: Junior standing, MGMT 301 or HSCI 301.

HSCI 490 – Applied Research Project (2-0-2)
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.
Corequisite: HSCI 490.

HSCI 490L – Applied Research Project–Lab (0-6-3)
Corequisite: HSCI 490.

HSCI 497 – Health Care Management Internship (0-15-5)
Individually designed learning program involving field experiences in a health care setting. Program of study and student supervision must be approved by the Dean/Program Director. May substitute for HSCI 498 and/or 499.

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 or HSCI 497.

[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.

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.)
It is recommended that POLI 101 be taken prior to HIST 262.

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.
Prerequisites: HIST 262 and POLI 101.

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.

INTEGRATIVE STUDIES

INTE 350 – Integrative Studies Seminar I - The Culture of the World of Work (5-0-5)
This course will use the theme of "the culture of thw workforce" to introduce students to the individualized, integrative philosophy of the Integrative Studies program and to the experiential or service learning component which links campus to community. This Seminar will also be the catchment point for administering benchmark assessments to students entering the I.S. program. Students who have not had their Integrative Studies programs of study approved prior to enrollment in INTE 350 must have the program approved before continuing in the major. It is recommemded that the student have completed or be very near completion of Area IV before enrolling in INTE 350.
Prerequisites: Sophomore standing, declared major in Integrative Studies, ENGL 112, PHIL 110, and SOSC 220.

INTE 448 – Integrative Studies Practicum/Internship (0-15-5)
This course is the principal "experiential learning" component of the Integrative Studies program. The Seminar will normally be taken during the first term of the senior year, and the placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating businesses/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. Students will be encouraged to seek experiential opportunities outside the USA. (May be repeated for credit up to a total of 15 hours.)
Prerequisite: INTE 350.

INTE 450 – Integrative Studies Seminar II -- Capstone
This course will be a "capstone" experience normally taken in the last term of the senior year and will focus on the design and execution of an integrative team project. Students will work on case problems appropriate to their career plans and prepare written and oral reports on their proposed solutions. This seminar will provide the opportunity for individual student and program assessment.
Prerequisite: INTE 448.

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 University 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.*
Prerequisites: 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

[1]COMM 098 – Developmental Seminar (2-0-2)
A course using small group discussion and individual oral presentation to develop communication, learning, and career planning skills.

[1]ENGL 080 – Regents' Essay Remediation (1-0-1)
A course to assist students who have accumulated between 45 and 74 quarter credit hours and are required to remediate the Essay portion of the Regents Test. Work will be individualized to meet a student's specific needs in writing.

[1]ENGL 088 – Regents' Essay Remediation (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.

[1]ENGL 099 – Writing Skills Improvement (5-0-5)
A course in written communication. Students will study English grammar and usage, and paragraph and essay organization and development.

[1]MATH 095 – Arithmetic and Beginning Algebra (5-0-5)
A course designed to review arithmetic and introduce some topics of beginning algebra. Topics covered are decimals; fractions; percents; operations with signed numbers; arithmetic word problems; addition and subtraction of polynomials; solving simple linear equations; and perimeter and area of triangles, rectangles, and circles.

[1]MATH 097 – Elementary Algebra (5-0-5)
A course designed to review polynomials and introduce additional topics from elementary algebra. Topics covered are operations with polynomials; solving linear equations and inequalities; graphing linear equations; slope of a line; linear systems; factoring trinomials; word problems involving linear equations, ratio, proportion, and percent.
Prerequisite: MATH 095 or an acceptable score on the placement test.

[1]MATH 099 – Intermediate Algebra (5-0-5)
A review of intermediate algebra, including properties of the real number system, linear equations and inequalities, linear systems, polynomials, rational expressions, exponents, roots and radicals, quadratic equations, word problems, graphing of linear and non-linear equations, and an introduction to functions. *A graphing calculator is required, with the TI-83 strongly recommended.*
Instructors will utilize the TI-83.
Prerequisite: MATH 097 or an acceptable score on the placement test.

[1]READ 080 – Regents' Reading Remediation (1-0-1)
A course to assist students who have accumulated between 45 and 74 quarter credit hours and are required to remediate the Reading portion of the Regents' Test. Many assignments will be individualized to meet a student's specific needs in reading skills.

[1]READ 088 – Regents' Reading Remediation (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.

[1]READ 095 – Reading Skills Improvement (5-0-5)
A course in academic reading skills. Students work on vocabulary, comprehension, and reading efficiency.

[1]SARS 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.

[1]SARS 099 – Study and Research Skills (3-0-3)
A course in test-taking, note-taking, and using the library and other learning resources.

[1]Credit received in Learning Support courses is not applicable toward degree programs at Clayton College & State University 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: B.B.A. admission or BSAD 311or HSCI 201.

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 and (BSAD 301 or BSAD 313 or MATH 231).

MGMT 304 – Operations Management and Analysis (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: MGMT 301 and (BSAD 301 or BSAD 313).
(Not open to students with credit for MGMT 404.)

MGMT 320 – 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: B.B.A. admission or BSAD 311.
(Not open to students with credit for MGMT 420.)

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.
Prerequisite: MGMT 301.

MGMT 402 – Organizational Behavior (5-0-5)
Study of the behavioral aspects related to the management of individuals and groups within an organization.
Prerequisite: MGMT 301.

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.
Prerequisite: MGMT 301.

MGMT 407/FINA 407 – Personal Financial Management (5-0-5)
This course is designed to give a student the knowledge and framework for developing a personal financial plan suitable for different stages of life. It will also give business students a basic understanding of the complexities that must be addressed by management on behalf of employees within the work environment. The course addresses topics such as insurance, investments, loans and retirement. It is open to all majors.
Prerequisite: Junior standing.

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.
Prerequisite: MGMT 301.

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.
Prerequisite: MGMT 402.

MGMT 412 – Employee Compensation (5-0-5)
A study of compensation philosophy, design, and administration. Topics include salaries, wages, benefits, incentives, bonuses, merit pay, legislation, discrimination, performance evaluation, and the role of unions in compensation management.
Prerequisites: MGMT 301, MKTG 301 and (FINA 302 OR BSAD 313).

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.
Prerequisites: MGMT 301, MKTG 301 and (BSAD 301 or BSAD 313).

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.
Prerequisite: B.B.A. admission or BSAD 311.

MANAGEMENT AND SUPERVISION (Industrial and Services Supervision)

[1]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.

[1]ATMS 103 – Leadership and Teamwork (5-0-5)
Familiarizes the student with the principles and methods of sound leadership and teamwork. 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.

[1]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.

[1]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.

[1]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.

[1]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.

[1]ATMS 251 – Introduction to Industrial and Services Supervision (5-0-5)
A basic introductory course covering management fundamentals 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.

[1]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.

[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.

MARKETING

MKTG 301 – Principles of Marketing (5-0-5)
Marketing concepts and activities relating to the flow of goods and services to consumers.
Prerequisite: B.B.A. admission or BSAD 311or HSCI 201.

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.

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: MKTG 301.

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.

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 MKTG 301.

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: MKTG 301.

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: MKTG 302.

MKTG 420– International Marketing (5-0-5)
The study of marketing and international business from a broad conceptual viewpoint, incorporating the marketing concept into the framework of the world market place. The student is assumed to have a fundamental understanding of marketing principles. Emphasis is placed on export management and implementation of international marketing plans.
Prerequisite: MKTG 301.

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 College & State University during the last quarter of enrollment in the program.*
Prerequisite: MKTG 404.

MARKETING AND MERCHANDISING

[1]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.

[1]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.

[1]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 201 – Entrepreneurship (5-0-5)
Introduction to the major concepts involved in planning and operating a small business: covers choosing, starting, organizing, and planning a small business, raising capital, keeping records. Law, insurance, marketing and personnel are also covered.

[1]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.

[1]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.

[1]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.

[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.

MATHEMATICS

[1]MATH 095 – Arithmetic and Beginning Algebra (5-0-5).
See Learning Support Courses.

[1]MATH 097 – Elementary Algebra (5-0-5).
See Learning Support Courses.

[1]MATH 099 – Intermediate Algebra (5-0-5).
See Learning Support Courses.

[2]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 placement beyond MATH 097.

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-83 or TI-82 strongly recommended. Instructors will utilize the TI-83 or TI-82.*
Prerequisite: Exemption from or exit from Learning Support mathematics.

MATH 115E – College Algebra with applications to Environmental Applications (5-0-5)
Special sections of College Algebra which motivate the College Algebra topics using real data concerning the environmental issue of global warming.

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-83 or TI-82 strongly recommended. Instructors will utilize the TI-83 or 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-83 or TI-82 strongly recommended. Instructors will utilize the TI-83 or 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-83 or TI-82 strongly recommended. Instructors will utilize the TI-83 or 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-83 or TI-82 strongly recommended. Instructors will utilize the TI-83 or 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 with matrix operations 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-83 or TI-82 strongly recommended. Instructors will utilize the TI-83 or 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-83 or TI-82 strongly recommended. Instructors will utilize the TI 83 or 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 Department Head.

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-83 or TI-82 strongly recommended. Instructors will utilize the TI 83 or 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 Department Head.

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 Department Head.

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.*
Prerequisite: MATH 321 or consent of the Mathematics Department Head.

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 Department Head.
Corequisite: MATH 411 or 412.

[1]Credit received in Learning Support courses is not applicable toward degree programs at Clayton College & State University 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

[1]ATMD 201 – Mechanical Design I (2-8-5)
Advanced orthographic projection design layout; detailing finishes; shop assemblies; pipe and pipe layout simulating industrial drafting conditions.
Prerequisite: ATDD 110 or permission of instructor.

[1]ATMD 203 – Materials and Processes of Industry (5-0-5)
Introduction to manufacturing procedures in industry. Topics include material properties, material classification, machining operations, heat treating, testing, casting and other molding processes.

[1]ATMD 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.

[1]ATMD 210 – Mechanical Design II (3-6-5)
Design of systems utilizing engineering tables and preparation of working drawings for their construction. Topics include tolerancing, computation of fits, power transmission appliances, coefficients of expansion, stress strain diagrams, and cam design.
Prerequisite: ATMD 201 or permission of instructor.

[1]ATMD 215 – Presentation Drawings (1-9-5)
A study of various methods and techniques used for producing illustrations. Such topics as diametric, trimetrics, exploded views and highlighting are examined.
Prerequisites: ATDD 102 and ATMD 210.

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

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

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MEDICAL ASSISTING/MEDICAL OFFICE ADMINISTRATION

[1]ATMA 100 – Introduction to Health Professions (5-0-5)
An introduction to health professions that includes personal health and hygiene, interpersonal relationships, communication skills, medical terminology, abbreviations, medical law, and ethics.

[1]ATMA 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.

[1]ATMA 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.

[1]ATMA 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.

[1]ATMA 140 – Medical /Surgical Problems (5-0-5)
A study of medical/surgical, pediatric, and obstetrical conditions seen in the physician's office, including symptoms, diagnostic tests, and treatments.
Prerequisites: ATMA 100 and BIOL/HSCI 102.

[1]ATMA 222 – Occupational Internship and/or Cooperative Educational Experience (1-30-10)
After successful completion of the required courses, the student is provided experience in one or two medical offices for a total of 300 hours during the quarter.
Prerequisite: All ATMA courses.

[1]ATMA 233 – Selected Topics and Problems (1-12-5)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 5 quarter hours.
Prerequisites: 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

[1]ATMT 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.

[1]ATMT 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.

ATMT 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.

[1]ATMT 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.

[1]ATMT 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.

[1]ATMT 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.

[1]ATMT 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.

[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.

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 introduction of modes and minor scales.
Prerequisite: MUSI 111 or consent of the instructor.

MUSI 113 – Music Theory (4-0-3)
Further part-writing exercises; study of phrase structure and cadences; the technique of harmonization; non-harmonic tones; seventh chords, melodic dictation through two parts and sight-singing of more complex melodies including modulation.
Prerequisite: MUSI 112.

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.

[1]MUSI 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.

[1]MUSI 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.

[1]MUSI 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.

[1]MUSI 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 College & State University in Area IV of the University 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 16OG — 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 he listed as a part of the course title. Auditions may be required for admittance to these ensembles.

MUSI 191A — Choir
MUSI 191F — Band
MUSI 19IG — Piano Ensemble
MUSI 191H — String Ensemble
MUSI 19IJ — 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.
Prerequisites: MUSI 121 and permission of the instructor.

[1]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.

[1]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.

[1]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.

[1]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 College & State University in Area IV of the University 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.

[1]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. 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. May be repeated for credit.

MUSI 360A — Voice
MUSI 360B — Mixed
MUSI 360C — Brass
MUSI 360E — Woodwinds
MUSI 36OG — Keyboard
MUSI 360M — Percussion
Prerequisite: MUSI 160 or equivalent.

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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: MUSI 102 and MUSI 113.

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.
Prerequisites: MUSI 102 and MUSI 113.

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 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 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.

[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.*

NURSING

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.

NURS 311 – Nursing Theory (2-0-2)
Analysis of selected major or 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: B.S.N. admission.
Corequisite: NURS 320A or 320B.

NURS 320A – Health Assessment Lab (0-3-1)
Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment and physical exam of individuals at various developmental levels and from varied cultural backgrounds. Students will have continuing opportunities to demonstrate competency through supervised clinical practice.
Corequisite: NURS 320.

NURS 320B – Health Assessment Lab for RN's (0-3-1)
Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment and physical exam of individuals at various developmental levels and from varied cultural backgrounds. Lab time is structured to facilitate skill development in individuals with nursing experience.
Prerequisite: R.N. licensure.
Corequisite: NURS 320.

NURS 322 – Introduction to Primary Care/Health Promotion Across Life Span (3-0-3)
This course is designed to enable the student to care for clients in a primary health care setting. Health promotion and illness prevention are emphasized by application of transitions theory as clients perceive change across the life span. Nursing theories are introduced as the basis for practice, with a focus on application of the nursing process and nursing therapeutics to promote healthy outcomes.
Prerequisites: HSCI 201 and B.S.N. admission..

NURS 323 – Practicum (0-6-2)
This course is designed to enable the student to develop techniques that will assist in providing care for clients in a primary health care setting. It is the clinical component of NURS 322 and provides practice and development of the basic nursing techniques in the context of health promotion and primary prevention.
Corequisite: NURS 322.

NURS 324 – The Individual and Family in Transition Across Life Span I (5-0-5)
This course is designed to provide a theoretical and practical basis for application of nursing therapeutics, in the comprehensive care to the client and family from birth through childbearing years. Course content features an in-depth analysis of the developmental, situational, and health-illness transitions as well as the role of the nurse in health promotion, prevention, and intervention.
Prerequisites: NURS 310, NURS 320, NURS 322 and NURS 323.
Corequisite: NURS 325.

NURS 325 – Practicum for Nursing 324 (0-15-5)
This course is designed to enable students to develop their professional nursing roles in care of clients and families from infancy through the childbearing years.
Prerequisites: NURS 310, NURS 320, NURS 322 and NURS 323.
Corequisite: NURS 324.

NURS 326 – The Individual and Family in Transition Across Life Span II (5-0-5)
This course focuses on the developmental, situational, and health-illness transititions experienced by families and individuals during the stages of young, middle, and older adulthood. Selected acute and chronic health alterations will be used as models of transitional crises.
Prerequisites: NURS 324 and NURS 325.
Corequisite: NURS 327.

NURS 327 – Practicum for Nursing 326 (0-15-5)
This course is designed to enable the student to develop the professional nursing role in the actual care of adult clients and their families. Students gain experience in the application of nursing therapeutics in a variety of traditional and non-traditional health care settings.
Prerequisites: NURS 324 , NURS 325.
Corequisite: NURS 327.

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 and NURS 326 and 327.

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 or NURS 412.

NURS 411 – Community Health Nursing: Clinical For RN's(0-6-2)
This course provides clinical practice in community settings designed to support concepts from NURS 410 and allows students to promote the health of individuals and groups in a variety of settings.
Corequisite: NURS 410.

NURS 412 – Community Health Nursing: Clinical (0-15-5)
This course provides clinical practice in community settings designed to support concepts from NURS 410 and allows students to promote the health of individuals and groups in a variety of settings. This is a clinical for basic licensure students.

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, and 320.
Corequisite: NURS 421 or 422.

NURS 421 – Nursing Management: Clinical For RNs (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 422 – Nursing Management: Clinical (0-15-5)
This course provides clinical practice in community settings designed to support concepts from NURS 411 and allows students to promote the health of individuals and groups in a variety of settings. This is a clinical for basic licensure students.
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.
Prerequisites: NURS 326 and 327.
Corequisite: NURS 431 or 432..

NURS 431 – Complex Clinical Situations: Clinical For RN's (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 432 – Complex Clinical Situations: Clinical (0-15-5)
This course provides clinical practice in community settings designed to support concepts from NURS 411 and allows students to promote the health of individuals and groups in a variety of settings. This is a clinical for basic licensure students.
Corequisite: NURS 430.

NURS 435– Transitions (2-0-2)
This course enhances the student's perception of the role of the professional practitioner in meeting society's health needs and facilitates role transition.

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.
Corequisite: NURS 441.

NURS 441 – Case Management Lab (0-6-2)
Corequisite: NURS 440.

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.

OFFICE ADMINISTRATION AND TECHNOLOGY

[1]OADT 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.

[1]OADT 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. (Not available after student has completed OADT 112.)

[1]OADT 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.

[1]OADT 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.

[1]OADT 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.

[1]OADT 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.

[1]OADT 203 – Office Management (5-0-5)
Emphasis on management and supervision of employees in the automated office. Topics include selection of employees, compensation and incentive plans, job descriptions and analyses, ergonomics, personnel supervision, and implementation of office systems.

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.

[1]OADT 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.

[1]OADT 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.

[1]OADT 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.

[1]OADT 211 – Business Computer Software I (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: OADT 111.

[1]OADT 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.

[1]OADT 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.

[1]OADT 214 — Business Computer Software II (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 Peradox.
Prerequisite: OADT 211.

[1]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.

[1]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.

[1]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.

[1]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.

OADT 311 – Introduction to Administrative Management (5-0-5)
An introduction to the responsibilities typically expected of a professional manager in an office setting. The course will address increasing technological sophistication, professionalism, ethics, decision making, and interpersonal skills along with other contemporary issues in the office administration field. *This course will not count toward a B.B.A.*

OADT 350 – The Role of the Executive Assistant (5-0-5)
This course addresses the special responsibilities of the executive assistant. In addition to stressing advanced technical skills, the course covers such important issues as confidentiality, sensitivity to corporate/institutional culture, protocol, schedule management, and public relations.
Prerequisite: OADT 311.

[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.

PARALEGAL STUDIES

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

[1]PARA 203 – Criminal Law (3-0-3)
A survey of criminal law designed to provide the student with an understanding of criminal statutes, constitutional issues, and criminal procedure.
Prerequisite: PARA 101.

[1]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.

[1]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.

[1]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.

[1]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.

[1]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.

PARA 220 – Current Issues in Paralegal Principles and Practice (5-0-5)
This course will involve the student in practical problem solving and presentation exercises in advanced paralegal topics.
Prerequisite: Paralegal certificate.

PARA 222 - Occupational Internship
Students secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in area related to their speciality. A minimum of 150 hours of work experience is required in an individualized training program. Usually taken during advanced stages of program.

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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, and 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

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 University 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 University provides tennis racquets and tennis balls. Students may use their personal tennis racquets.

PHED 137 – Self Defense (0-2-1)
Skill and understanding essential for defense against an aggressor with emphasis on avoiding attacks. Includes falls, throws, counters, locks, and escapes. Student must furnish uniform.

PHED 139 – Beginning Karate (0-2-1)
Basic development of the art of kicks and punches through demonstration and practice of proper techniques. Emphasis is placed on safety and control. Tae Kwon Do is the art of self-defense without weapons. Students must furnish uniform.

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. Class time will be devoted to selection of footwear, selection of pack and frame, selection and preparation of appropriate foods, first aid, sanitation, selection of sleeping gear, shelter, and use of map and compass. In addition, there will be an emphasis on minimum impact hiking and backpacking with significance of man's relation to his environment being stressed.

PHED 183 – Cycling (1-2-2)
Development of the proper riding skills and techniques. Instruction in safety rules, bicycle and gear selection, and proper maintenance. Weekend rides are required. Students must furnish bicycles.

PHED 195 – Personalized Physical Education (1 hr. credit)
Provides an opportunity for exceptional students to complete the physical education requirement in a course that can be adapted to meet special needs.

PHED 196 – Personalized Physical Education (1 hr. credit)
Provides an opportunity for exceptional students to complete the physical education requirement in a course that can be adapted to meet special needs.

PHED 202 – Fitness and Wellness (0-4-2)
Supervised Circuit Training Part I. Strengthening and endurance exercises on a personal schedule.

PHED 202A – Fitness and Wellness II (0-4-2)
Supervised Circuit Training Part II. Strengthening, toning, and conditioning exercises. Seminar attendance required. *Entry assessment and exit assessment required.*
Prerequisite: PHED 202.

PHED 202B – Fitness and Wellness II (0-4-2)
Supervised Circuit Training Part III. Toning, strengthening, and endurance. Seminar attendance required. *Entry and exit assessments required.*
Prerequisites: PHED 202 and PHED 202A.

PHED 202C – Fitness and Wellness II (0-4-2)
Supervised Circuit Training Part III. Toning, strengthening, and endurance. Seminar attendance required. *Entry and exit assessments required.*
Prerequisites: PHED 202, PHED 202A and PHED 202B.

PHED 202D – Fitness and Wellness II (0-4-2)
Supervised Circuit Training Part III. Toning, strengthening, and endurance. Seminar attendance required. *Entry and exit assessments required.*
Prerequisites: PHED 202, PHED 202A, PHED 202B and PHED 202C.

PHYSICS

[1]PHYS 107 – Concepts of Physics (4-0-4)
A one-quarter survey of physics concepts applicable to programs of study offered through the School of Technology.
Prerequisite: ATEL 120 or MATH 115.
Coequivalent: PHYS 107L.

PHYS 107L – Concepts of Physics Lab (0-2-1)
This course provides laboratory experiences to introduce students to concepts of physics.
Corequisite: PHYS 107.

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 MATH 130 or MATH 151.

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.
Prerequisite: PHYS 252.

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.

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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.
Prerequisite: POLI 101.

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.
Prerequisite: POLI 101.

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.
Prerequisites: Junior Standing and POLI 101.

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 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 or instructor.

PUBLIC SAFETY

PSAF 105 – Emergency Communications (3-0-3)
The student will be introduced to the Public Safety Communications profession including the history, current operations and future of emergency telephone number systems.

PSAF 107 – Police and Fire Communications (5-0-5)
The student will be introduced to the organization of police and fire agencies. Terminology, record keeping methods, command operations, writing concepts, incident classifications and incident responses will be explored in detail. Telephone answering techniques for a variety of calls will be emphasized.
Prerequisite: OADT 111.

PSAF 109 – Medical/EMS Communications (5-0-5)
This course is designed to explore the Communications Dispatcher's role in medical/EMS communications. The student will be introduced to the organization of medical services agencies. Medical vocabulary, medical responses, medical call informaiton gathering, pre-arrival instruction, common medical conditions, severity classifications, and basic medical protocols will be explored in detail. Emergency Medical Dispatch protocol and Cardiopulmonary resuscitation will be covered.

PSAF 110 – Radio Operations and Technology (3-0-3)
This class is designed to provide the student with an understanding of basic radio language, FCC rules and methods used to communicate using radio equipment.
Prerequisites: PSAF 105, PSAF 107 and PSAF 109.

PSAF 113 – Crisis Intervention (2-0-2)
This course is designed to provide the student with an understanding of crisis and the ability to handle crisis situations. The student will learn to respond appropriately to crisis situations through the applications of crisis intervention techniques.
Prerequisites: PSAF 105, PSAF 107 and PSAF 109.

PSAF 115 – Telecommunicator Liability and Responsibility (2-0-2)
This course is designed to provide the student with an understanding of basic legal principles which affect the public safety telecommunicator. The high level of responsibility and maturity necessary for a successful career in emergency communications will be stressed.
Prerequisites: PSAF 105, PSAF 107 and PSAF 109.

PSAF 117 – Professional Development and Stress Management (2-4-3)
This course is designed to provide the student with an understanding of physical, mental and emotional health issues as they relate to public safety communications. The student will be provided instruction in resume development, interviewing skills and methods for seeking employment within the profession.
Prerequisites: PSAF 105, PSAF 107 and PSAF 109.

RAILROAD OPERATIONS

ATRR 101 – History of Railroad Transport (5-0-5)
This course covers the history and traditions of railroading and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in North American railroading.

ATRR 110 – Introduction to Railroad Technical Careers (5-0-5)
This course includes information about technical careers in railroading, enabling students to choose suitable career paths. This course includes field trips that will demonstrate the relationships among technical work groups in day to day railroad operations. Upon successful completion of this course, students should be able to describe basic technical job functions, requirements and characteristics.

ATRR 201 – Introduction to Railroad Operations (5-0-5)
This course includes information about the industry, its major assets, structure, and typical operations. Upon successful completion of this course, students will be able to define the current North American railroading industry characteristics, basic operation components and processes, and industry structure and administrative processes.

ATRR 210 – Introduction to Railroad Safety, Quality and Environment (5-0-5)
This course covers the importance of safety, quality, personal health, and environmental awareness to the railroad industry and emphasizes the basic tools and techniques for improving these conditions on the job.

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 298 – Internship and/or Cooperative Education (credit varies)
Internship program for selected students who perform supervised scientific work in conjunction with perfessionals at area research institutions or other appropriate sites. Credit hours are determined by an agreement between faculty member and internship supervisor.

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

CITZ 101 - Citizenship
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 A.S.D.H. and specified A.A.S. programs)

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: POLI 101, 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 con-

cepts 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.* (Open to other students with consent of the Head of the Department of Social Sciences.)
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 - Studies Abroad (5-0-5) See Studies Abroad Heading
Studies abroad in Hispanic Language and/or Culture.

SPAN 296 - Studies Abroad (5-0-5) See Studies Abroad Heading
Studies abroad in Hispanic Literature and/or Culture.

SPAN 297 - Studies Abroad (5-0-5) See Studies Abroad Heading
Studies abroad in Hispanic Language and/or Culture.

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 121 – Communications (5-0-5)
An introductory course dealing with concepts of communications and offering experience in communication situations. Intrapersonal communications, interpersonal communications, mass media, and communication strategy will be explored.

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).

SPAN 295, 296, 297 – Studies Abroad in Hispanic Language and/or Culture (5-0-5 each).

TECHNOLOGY

TECH 311 – Introduction to Technology Management
An introduction to the responsibilities typically expected of a professional manager in a plant, shop, or field setting. The course will address professionalism, ethics, decision making and interpersonal skills along with contemporary issues in technology management such as Continuous Quality Improvement (CQI). *This course will not count toward a B.B.A.*
Prerequisite: Declared major in Technology Management B.A.S.

TELECOMMUNICATIONS TECHNOLOGY

[1]ATTC 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.

[1]ATTC 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.

[1]ATTC 215 – Telephone Systems (4-3-5)
A study of modern telephone switch gear and control devices. Topics covered include PBX systems, signaling, WATTS, and network management.
Prerequisite: ATEL 107.
Corequisite: ATEL 106.

[1]ATTC 220 – FCC Rules and Regulations (5-0-5)
A study of the requirements to obtain an FCC General Radiotelephone License. Special attention will be given to the electronic calculations, circuit recognition, and troubleshooting skills required to obtain a general radiotelephone license.
Prerequisite: ATEL 106.

[1]ATTC 222 – Occupational Internship and/or Cooperative Educational Experience (1-15-5)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their 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.

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

[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.

STUDENT SERVICES

GENERAL INFORMATION

Clayton College & State University offers a wide range of services to assist students with their studies, to facilitate their transition to the academic environment, and to enrich their college experience. Organizationally, these services are administered by several different offices, but they are gathered in this section for convenient reference.

The Vice President of Student and Enrollment Services and the administrators reporting to the Vice President are responsible for Admissions; Career Services; Records; the Counseling, Advising, and Retention (CARE) Center; Student Life; Financial Aid; and Multicultural Programs.

The Library, Media Services, and the Computer Laboratories are supervised by the Executive Director of Information Technology and Services.

The Director of the Learning Center reports to the Vice President for Academic Affairs.

ACADEMIC SUPPORT SERVICES
Library Building

LIBRARY

Clayton College & State University'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 Media Services, the Learning 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 66,000 volumes, all of which can be accessed by catalogs. In addition, the library subscribes to 734 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 140,000 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 College & State University Library. Interlibrary loan service is usually available at no cost or a very modest cost to the user.

The Clayton College & State University Library participates in GALILEO, the statewide library initiative. GALILEO provides access to numerous periodical and information databases and over 1,100 full-text periodicals. Additionally, the library subscribes to several CD-ROM databases including *National Trade Data Bank, MEDLINE, CINAHL, SIRS Researcher, SIRS Government Reporter and Georgia Law on Disc;* these CD databases allow users to identify and print citations, and in some cases, print entire articles from academic journals.

In 1993 the library implemented a new on-line catalog called OLLI. Over 60,000 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 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 on its web page.

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 University 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 Technology 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 (TLC) is a unit of Clayton College & State University which provides academic support services, including assessments and instructional assistance. Located on the lower level of the Library, the Center has a professional staff which includes specialists in communications, math, and assessment. Additional staff provide essential organizational and support services.

Students registered for academic classes at Clayton College & State University may use the Learning Center at no additional charge. Members of the community not enrolled in the University may use the facilities for a modest fee by enrolling in the Learning Support Experience through the Office of Continuing Education.

The Learning Center provides a supportive environment where motivated students can acquire skills which help them learn more efficiently and explore resources which supple-

ment regular classroom instruction. Students may come on their own or they may be referred to the Center by a faculty member to strengthen their skills and/or enhance their understanding of academic material. The Learning Center provides services for students who wish to:

- remediate deficiencies
- review material learned long ago
- cover material missed due to absence
- work through difficult concepts and problems
- prepare for class tests
- prepare for standardized exams
- explore new material
- acquire new skills
- integrate knowledge

A major purpose of the Center is to provide supplementary instruction, especially in the areas of math and communications. This includes furnishing students with educational software programs, hardcopy materials such as worksheets, audio and/or video instructional materials, and personal direction. Annotated topical inventories of the instructional resources helpful in specific courses may be picked up from the kiosk in the Learning Center. For some courses, faculty-generated handouts and worksheets are available to complement regular instruction. The Center currently has instructional materials in the following subject areas:

- accounting
- algebra
- anatomy & physiology
- basic mathematics
- biology
- calculus
- chemistry
- citizenship
- CLEP test preparation
- critical thinking
- economics
- ESL
- French
- German
- human growth & development
- listening
- physics
- political science
- psychology
- reading
- Regents' Test preparation
- Spanish
- speaking
- statistics
- study skills
- trigonometry
- U.S. History
- writing

Staff in the Learning Center conduct the COMM 191 and 192 writing skills labs, which make extensive use of the Center's resources. Interdisciplinary workshops are provided by the Center on an as-needed basis. The topics of these workshops vary from year to year but address skills useful in a variety of courses, such as using the graphing calculator or acquiring proficiency in APA and MLA referencing formats.

In addition to instructional support, assessment is major function of the Learning Center. Assessment Services regularly administers a variety of paper and pencil and computerized assessments, including the following:

- entry placement exams
- the Regents' Test
- the University Level Examination Program (CLEP) and other tests for credit by examination
- competency exams for the Georgia legislative requirements
- a variety of standardized tests for diagnostic/prescriptive purposes
- selected outcomes assessments, such as the ETS test for the Business major
- exit assessments for Learning Support courses in English, reading, and math
- Learning Plus diagnostic tests and practice Praxis exam
- independent study exams for college-level courses taken by citizens within the Clayton College & State University service area
- the practice Regents' Test in reading and writing
- makeup tests for faculty

CAREER SERVICES
Student Center Building

CAREER COUNSELING

Many students arrive on campus 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 to assist students in the career planning process.

Students can access career planning information through various computer programs and reference materials. Students are encouraged to use a variety of methods in locating career options that are just right for them.

Students who have been accepted but have not yet begun courses are also welcome in the Office of Career Services (Student Center, room 208).

JOB SEARCH SERVICES

Job placement assistance in the Office of Career Services helps students and alumni enter the professional employment market 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. Students can use computers in the office to search the web for jobs and employment information. 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, which brings more than one hundred area businesses and agencies to campus each spring.
- Employment services, including campus interviews and resume referrals by FAX and mail.

- 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 College & State University are intended to improve the competence of students and to encourage cooperation and understanding between the academic and employment communities.. 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 programs also provide the regional employment community with better trained employees. Opportunities for international work experiences are also available.

In order to qualify for the 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.

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, ADVISING & RETENTION CENTER (CARE)
Student Center Building

The Counseling, Advising and Retention Center (CARE) at Clayton College & State University assists all students with academic planning and counseling needs.

ACADEMIC GUIDANCE

A major purpose of the center is to provide support for the undecided freshman with fewer than 45 quarter credit hours by providing advice and guidance in the selection of appropriate academic programs based on individual skills and interests. In addition, the center offers workshops and seminars on topics related to academic success such as study skills, time management, stress reduction, and interpersonal relationships. The CARE Center works closely with Career Services and with the various academic units on campus to provide students with the information and support needed to be successful at Clayton College & State University.

PERSONAL COUNSELING AND REFERRALS

The CARE Center also provides personal counseling on a limited, short-term basis. Students in need of extended and/or clinical services will be assisted in locating an appropriate provider of such services.

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 College & State University 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 Advisement and Retention 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 CARE 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!

MULTICULTURAL AFFAIRS

The Director of Multicultural Programs assists minority students in their adjustment to student life. The Director works directly with students, faculty, and staff on various multicultural matters of interest including counseling, advisement, and direction. The Director 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 Director of Multicultural Programs works with the Regents' Minority Advising Program, the Black Cultural Awareness Association and the International Club. In addition, the office is involved in matters relating to policy and circumstances that affect minority students.

STUDENT LIFE
Student Center Building

CLUBS AND ORGANIZATIONS

Clayton State has several clubs related to majors and interest areas. New groups are formed based on student interest. For more information contact the Office of Student Life.

DRAMA ACTIVITIES

Auditions, open to all Clayton College & State University students, are held throughout the year for a variety of Clayton State Theater presentations. Academic credit can be received for participating in Clayton State Theater production in both acting and stagecraft positions.

STUDENT ENTERTAINMENT

Through the Student Life Activities Committee (SLAC), students work to satisfy the social and entertainment interests of the University community. Each year, SLAC presents a variety of programs which include dances, bands, comedy acts, and feature films. In addition, Homecoming and Spring Fling are two major seasonal events. Many of the scheduled programs emphasize family participation or children's activities. You are encouraged to become involved by joining SLAC. More information is available in the Office of Student Life.

LYCEUM

Each year a series of concerts, lectures and visual artists are presented for the intellectual enrichment and enjoyment of the student body and the community. Programs have included four Nobel laureates, numerous Pulitzer Prize recipients, and outstanding performance and visual artists. Spivey Hall, the University's acoustical gem of a recital hall admits Clayton College & State University students and a guest at no charge. These co-curricular program offerings are a part of the University's philosophy of educating the whole person.

MUSIC GROUPS

Organized musical groups on campus include the Jazz Band, Chamber Ensembles, and the Collegiate Chorale. Performances by these groups are both on-campus and off-campus. A student interested in membership auditions through the Music Department of the University. Academic credit can be received for participating in campus musical groups.

STUDENT GOVERNMENT ASSOCIATION (SGA)

It is the philosophy of Clayton College & State University that student government should provide an organizational framework within which a student may participate in and contribute to the operation and development of the University. 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.

NEW STUDENT ORIENTATION

The Office of Student Life is responsible for coordinating the orientation programs for new freshmen and transfer students. Please see the Academic Information section of this catalog for details about orientation.

OTHER STUDENT SERVICES
Student Center Building

OFFICE OF ADMISSIONS

The Office of Admissions is responsible for providing information about Clayton College & State University to prospective students and for processing applications for those who desire to attend.

Procedures and requirements for admission to the University are explained in the Admissions Information section of this catalog.

OFFICE OF THE REGISTRAR

This office maintains the official grade records and transcripts for all students who have enrolled in academic classes at Clayton College & State University. The Office of the Registrar coordinates the registration process each term.

Requests for official transcripts, verification of enrollment, etc. should be directed to this office. In addition, students who have previously attended but have not been enrolled for two or more terms must apply to the Office of the Registrar for readmission.

Students are responsible for notifying the Office of the Registrar of any name or address changes.

HEALTH SERVICES

Students at Clayton College & State University are responsible for making their own arrangements for personal health care with the following exceptions:

1. First aid for minor accidents is available in the Department of Public Safety in STC-206.
2. On-campus emergencies are handled by the Department of Public Safety (STC–206) or the Office of Student and Enrollment Services (STC–223).

HOUSING INFORMATION

Information on housing near the campus is available to the students through the Office of Student Life office (STC–223). However, the University 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 College & State University must be registered with and must display an affixed decal. A parking services fee is charged all students. (See the Financial Information section of this catalog.) A decal must be affixed to the left side of the rear window or bumper of the vehicle and must be easily visible. The campus police are responsible for enforcing parking and traffic regulations. Emergency telephones are located in the parking lots.

STUDENT MEDIA– *THE BENT TREE*

The nation's first Internet Student "Newspaper" covers news and features of interest to students from both campus and around the world. *The Bent Tree*, the University's student-run medium, is updated almost daily. 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, and designing the web page. Students interested in working on *The Bent Tree* should contact the Office of Advancement in the Administration Building.

INTERCOLLEGIATE ATHLETICS

Clayton College & State University Athletics was started in 1990 with one sport, men's basketball. Today, the program features eight sports and competes at the NCAA Division II level in the Peach Belt Athletic Conference. The program includes eight teams, four male and four female, which compete in five sports:

- men's and women's basketball
- men's and women's soccer
- men's and women's cross country
- women's tennis
- men's golf

Clayton State spent its first six years in the NAIA as part of the Georgia Athletic Conference. In that time, the Lakers and Lady Lakers earned four championships and made three appearances in national tournaments. Men's basketball took home the GAC regular season championship in 1994 with a 25-7 record. The following year, the women's basketball team won the GAC tournament. In 1996, the men's and women's cross country teams took home conference and regional championships, respectively. Now in the Peach Belt, the Lakers and Lady Lakers will face such acclaimed schools as Kennesaw State, Columbus State, Georgia College, Armstrong Atlantic and Augusta State. The conference consists of 12 schools in the southeast who have won seven national championships.

Clayton State athletics begin in September and conclude in May each year. Students are invited to see each home contest in every sport for free with their student ID and support the teams. For more about Clayton State Athletics, be sure to see the Athletic Web Pages, part of the Clayton State web site at http://www.clayton.edu.

STUDENT HANDBOOK

The *Student Handbook* details the rights and responsibilities of a student at Clayton College & State University. 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 Student Life. It is anticipated that students at Clayton College & State University 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 the Vice President of Student and Enrollment Services.

FINANCIAL AID, SCHOLARSHIPS AND THE HONORS PROGRAM

FINANCIAL AID

SCHOLARSHIPS

HONORS PROGRAM

FINANCIAL AID
Student Center Building

PURPOSE OF FINANCIAL AID PROGRAM

The purpose of financial aid at Clayton College & State University 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 College & State University. A student's family contribution will be determined by completing a Free Application for Federal Student Aid (FAFSA). FAFSA forms are available from most secondary school counselors and from the Office of Financial Aid at Clayton College & State University (STC-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.

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 College & State University. 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 who are enrolled full-time at eligible post-secondary institutions 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 College & State University. 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. The work-study program gives a student the opportunity to earn money for college or living expenses while working in an on-campus office with a flexible work schedule. Some off-campus positions may be available. 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 is also the opportunity to work between quarters. 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. A student must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility.

LOAN PROGRAMS

Federal Stafford Loan Program

Students who meet certain income criteria may borrow Stafford Loans from banks and other lending institutions that participate 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 College & State University. The amounts that an undergraduate student may borrow vary according to dependency status and year in college. If you indicate that you are interested in borrowing, the Financial Aid Office will determine your maximum eligibility. 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 Higher Education Assistance Corporation (GHEAC). 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 repay-

ment. 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 College & State University. All interest on a Stafford Loan is paid by the United States federal 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 be held for thirty days after classes begin for first-time, first-year borrowers. 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 be held for thirty days after classes begin for first-time, first-year borrowers. These students must see their financial aid counselors to arrange to have fees deferred until their student loan checks are released.

State Direct Health Career Loans

State Direct 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 College & State University 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 College & State University before an application for this loan can be certified by the Office of Financial Aid.

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 Higher Education Assistance Corporation 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 University.

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 during his or her junior year. The student must have at least 90 and no more than 135 credit hours. 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 College & State University.

Emergency Loans

In case of exceptional circumstances, a student may apply for an emergency loan to cover the cost of in-state tuition and fees. A student must be in good academic standing to apply for an emergency loan. A copy of the guidelines and an application form may be obtained from the Assistant Dean of Student and Enrollment Services in Room 223 of the Student Center.

VETERANS' SERVICES

The Veterans' Affairs Office was established at Clayton College & State University 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 College & State University should contact the Veterans' Affairs Counselor in the Office of Financial Aid to obtain information and apply for benefits.

PROCEDURES FOR APPLYING FOR FINANCIAL AID

A. Required Documents
1. Complete the Clayton College & State University 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. (See "Tips for Completing the FAFSA" below.) You must list Clayton College & State University as one of the colleges you plan to attend.
3. **Transfer Students:** If you have attended any school since June 1997, you must have the Financial Aid Office of each school you attended send the Financial Aid Transcript (FAT) to the Financial Aid Office at Clayton College & State University. 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 College & State University 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.

B. Awarding Procedures
1. The student submits all required documents to the Office of Financial Aid.
2. Once the file is **complete,** the Office of Financial Aid 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. a Clayton College & State University General Financial Aid Application
   b. FATs from schools attended since June 1997
   c. admission to CCSU as a regular student
   d. other documents requested by the Office of Financial Aid (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 College & State University must meet the following criteria:
1. Be a U.S. citizen, or eligible non-citizen.
2. Be enrolled in a degree program.
3. Must be making satisfactory 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 hours, and regaining good academic standing.
   b. A student will not be eligible for financial aid if, after enrolling 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.
   c. 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.
   d. A student will not be eligible for financial aid for courses that are not appropriate to the student's major.
   e. Financial aid recipients may change their major twice and still maintain financial aid eligibility. Students are still expected to comply with all policies regarding satisfactory academic progress.

f. A student enrolling in a certificate program will be eligible to receive aid for a maximum of 150% of the hours required to complete the certificate. 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 credit hour maximum but will not count as hours completed.

g. 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.

h. When a student who has been suspended from financial aid feels that he or she has specific 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 the reasons why he or she did not achieve minimum academic requirements and the reasons why he or she should not be suspended from fi nancial aid.

(2.) The Assistant Dean of Students will review the first appeal and shall determine whether or not the financial aid suspension is justified. The student will be advised in writing of the decision.

(3.) Second and subsequent appeals will be reviewed by the Financial Aid Appeals Committee. The student will be advised in writing of the 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 male 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. Disbursement:

1. Financial aid is awarded for the academic year but it is disbursed quarterly. Students who are eligible for grants and scholarships will have these funds credited to their account each quarter if a signed Award Letter and a Standards of Academic Progress Statement are on file.
2. Student loan recipients must complete a separate loan application and have it approved by a participating lending institution. Loan checks will be disbursed on the first day of each quarter. Students must be enrolled in at least six hours to receive their loan checks.

E. 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 College & State University may be found on the student's award letter.

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 College & State University 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 45 credit hours, they have a cumulative grade point average of 3.0 or better.

Clayton College & State University 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 HOPE Grants. There is not a grade point average required; however, the student must satisfy the Standards of Academic Progress policy at Clayton College & State University.

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, 1993 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 $500 award.

In order to establish eligibility for HOPE, students must complete the Free Application for Federal Student Aid. (See Procedures for Applying for Financial Aid above.)

REGENTS' SCHOLARSHIPS

These scholarships are provided by the Board of Regents through the institutions of the University System of Georgia. A student must be full-time, have financial need, and be in the upper 25% of his/her class. The amount of the scholarship is $750. Candidates must complete the Free Application for Federal Student Aid. Contact the Office of Financial Aid at (770) 961-3511 for additional information.

CLAYTON COLLEGE & STATE UNIVERSITY SCHOLARSHIPS

Clayton College & State University offers outstanding students a wide variety of academic scholarships. These scholarships are funded by the Clayton College & State University Foundation, the Spivey Foundation, and other private sources. Most scholarships are awarded based on a student's academic achievement, aptitude, and involvement in school and community activities. Some academic scholarships are available to students regardless of their major and others are for students majoring in particular fields. For more information on these scholarships, contact the Office of Student and Enrollment Services at (770) 961-3730.

PROCEDURES TO APPLY FOR CLAYTON COLLEGE & STATE UNIVERSITY SCHOLARSHIPS

A common application form for *most* University-administered scholarships is available from the Office of Student and Enrollment Services. Some scholarships, such as the Spivey Music Scholarships, require a separate application.

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 College & State University scholarships.

Scholarship applicants who meet the qualifications to apply for the Clayton College & State University 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 Student and Enrollment Services in the upper level of the Student Center, room 223 (770) 961-3730.

HONORS PROGRAM

DESCRIPTION

The Honors Program at Clayton College & State University 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 1996-97) 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. Honors Program students are also encouraged to apply for HOPE and other scholarships.

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) 961-3460 or the Office of Admissions (770) 961-3500.

CONTINUING EDUCATION AND COMMUNITY OUTREACH

CONTINUING EDUCATION

PROGRAMS

JOB TRAINING PARTNERSHIP ACT (JTPA)

SPEAKERS' BUREAU

WORKSHOPS AND SEMINARS

BUSINESS RESOURCE CENTER

SMALL BUSINESS DEVELOPMENT CENTER

GEORGIA TECH ECONOMIC DEVELOPMENT INSTITUTE

CONTINUING EDUCATION AND COMMUNITY OUTREACH

GENERAL INFORMATION

Clayton College & State University is dedicated to serving the educational and cultural needs of Atlanta's "southern crescent." As an institution of the University System of Georgia, the University 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 Continuing Education and Community Outreach to provide for adults high quality learning experiences which are affordable and accessible. Continuing Education and Community Outreach 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 College & State University has the greatest potential for fostering economic growth through educating the work force. The University 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.

Continuing Education and Community Outreach is housed in the three-story, 48,000 square foot Harry S. Downs Center for Continuing Education on the picturesque southwest bank of the University's 12-acre lake. This facility supports the Continuing Education Program with a number of features that benefit area businesses and industries. These include three state-of-the-art computer labs, seminar rooms, a large multipurpose 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 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 College & State University, through the resources of another institution, through the University System of Georgia, or through institutional cooperation. During the last four quarters, more than 18,000 persons participated in continuing education courses offered through Continuing Education and Community Outreach.

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, language and mathematics, as well as an extensive summer program are offered.

Programs are offered both on the Morrow campus and at off-campus instructional centers in Clayton, Henry, Fulton, Fayette, Spalding, and Rockdale counties. During the past year, the department has worked closely with school systems in Henry, Fayette, Clayton, Rockdale, Spalding, and 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 participation in a non-college-credit experience. One CEU is awarded for each 10 hours of in-class instruction.

SAMPLE LISTING OF CONTINUING EDUCATION COURSES

Access
Bookkeeping and Accounting
Calligraphy
Drawing
Early Childhood Education
Electronics
Excel
Income Tax Preparation
Karate and Self Defense
Landscape Design
Management Intensives
Math Review
Microsoft Word
Painting for Adults
Photography
Preparatory School of Music
Principles of Supervision and Communication
Railroad Conductor Training
Real Estate Sales
Spanish
Typing
WordPerfect

JOB TRAINING PARTNERSHIP ACT (JTPA)

The Clayton College & State University 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 College & State University Speakers' Bureau is a source of speakers for civic groups, schools, and other community organizations. Programs are available on topics ranging from canoeing to opera.

WORKSHOPS AND SEMINARS

CONFERENCES

Continuing Education and Community Outreach 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, Continuing Education and Community Outreach has conducted workshops in continuing professional education for nurses, teachers, managers, public officials, and social workers. More than 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 College & State University is also a member of the statewide Teleconference Network, coordinated by the University of Georgia's Center of Continuing Education. The University 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 University 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 College & State University also serves as the official representative of the resources of the entire University System for the south metropolitan Atlanta community. Continuing Education and Community Outreach 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 University's service area.

BUSINESS AND INDUSTRY TRAINING

Continuing Education and Community Outreach 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 University's School of Business, School of Technology, and Continuing Education and Community Outreach, 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.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) at Clayton College & State University offers a number of services to members of the business community. Operating within Continuing Education and Community Outreach, 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.

UNIVERSITY HISTORY

June, 1965	Board of Regents authorizes three new junior colleges, one to serve south metropolitan Atlanta.
October, 1965	Board of Regents designates northern section of Clayton County as the general location of the college.
October, 1966	A $4,900,000 bond issue is passed by the citizens of Clayton County.
February, 1967	$3,300,000 is transmitted to the Board of Regents for buildings and equipment.
February, 1968	College is officially named Clayton Junior College.
October, 1968	Construction of facilities begins.
February, 1969	Dr. Harry S. Downs is named the University's first President.
August, 1969	First building is occupied by members of college staff.
September, 1969	Classes open with 942 students.
January, 1971	College is accredited by the Southern Association of Colleges and Schools.
September, 1974	College opens the Classroom Building.
September, 1979	College opens the Library Building.
January, 1981	Multi-purpose gymnasium and dance studio are added to the Physical Education Building.
September, 1981	College establishes the Division of Technology (changed to the School of Technology in 1986).
September, 1983	College receives a three-year $237,000 grant from the U.S. Department of Education to develop a comprehensive general education program.
May, 1985	Board of Regents authorizes conversion of Clayton from a two-year to a four-year institution.
May, 1985	College receives $1 million gift honoring the late Dr. Walter P. Spivey to be used to design and construct a music recital hall on the campus.
June, 1985	The Charles Schmidlapp Conklin Chair of Finance, the University's first faculty Chair, is established in honor of the late Charles S. Conklin, long-time Clayton County banker and member of the University Foundation's Board of Trustees.
February, 1986	Board of Regents authorizes new organizational structure for Clayton as a four-year institution, effective July 1, 1986.
May, 1986	Board of Regents authorizes name change to Clayton College & State University, effective July 1, 1986.
July 1, 1986	College officially becomes Clayton College & State University.
September, 1987	Upper-level classes in Business Administration are added to the curriculum.
September, 1987	College opens first off-campus facility with classes beginning in the Aircraft Mechanics Program in Jonesboro.
June, 1988	College opens the Technology Building as the ninth building on campus.
September, 1988	Upper-level classes leading to the Bachelor of Science in Nursing degree are added to the curriculum.
June, 1989	College awards its first Bachelor of Business Administration degrees.
June, 1990	College awards its first Bachelor of Science in Nursing degrees.
June, 1990	College awards its first Associate of Applied Science in Aviation Maintenance Technology degrees.
November, 1990	College enters into intercollegiate athletic competition with men's basketball.
December, 1990	College opens the Continuing Education Center.
January, 1991	College opens Spivey Hall.
September, 1991	Upper-level classes leading to the Bachelor of Music are added to the curriculum.
November, 1991	College expands intercollegiate athletic program with addition of women's basketball.
May, 1992	College holds inaugural concerts dedicating the Albert Schweitzer Memorial Organ in Spivey Hall.
May, 1992	College receives $150,000 grant from BellSouth Foundation to design and implement a baccalaureate degree program in teacher education.
June, 1993	College awards its first Bachelor of Music degrees.
August, 1993	College opens Clayton State Boulevard, a new entrance road from Highway 54 to the main entrance of the campus.
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.
1995-96	College adds five sports (women's tennis and soccer, cross country, and golf).

February, 1996	Board of Regents approves Bachelor of Applied Science degree with majors in Technology Management, Administrative Management, Allied Health Administration and Dental Hygiene Practice and Administaration.
August, 1996	College receives $100,000 grant from CSX Transportation to fund continuing education Rail Training Institute.
November, 1996	Board of Regents authorizes change to university status and name change to Clayton College & State University.
December, 1996	Board of Regents approves Information Technology Project in principle.
March, 1997	Board of Regents gives final approval to Information Technology Project.
March, 1997	Board of Regents approves Bachelor of Arts and Bachelor of Sciences Integrative Studies major.
April, 1997	Continuing Education Center rededicated and renamed after President Emeritus Harry S. Downs.
September, 1997	Distribution of notebook computers to all students begins.

UNIVERSITY SYSTEM OF GEORGIA

THE UNIVERSITY SYSTEM OF GEORGIA

MEMBERS OF THE BOARD OF REGENTS

		Current Term
THOMAS F. ALLGOOD, SR. Augusta	Tenth District	1993-2000
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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 13 state colleges and universities 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 six regional and research 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 34 colleges and universities of the University System of Georgia.

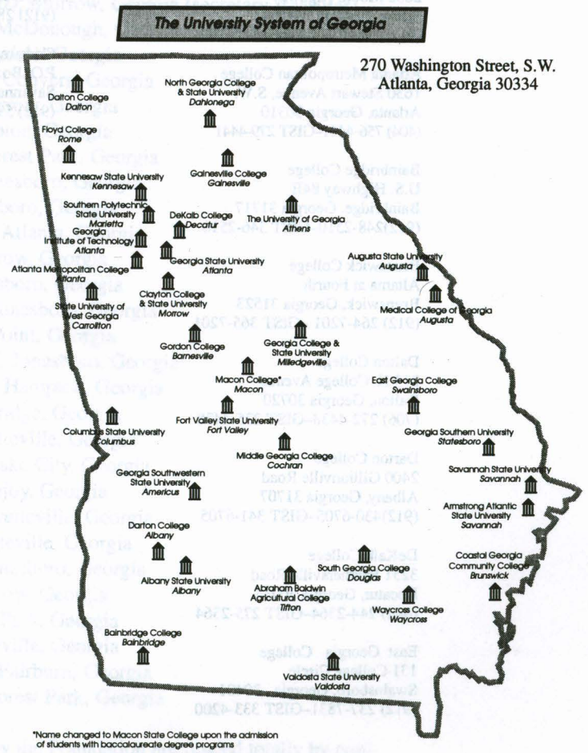
One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities 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 16-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.



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University Plaza
Atlanta, Georgia 30303
(404) 651-2560 –GIST 223-2560

Medical College of Georgia
1120 - 15th Street
Augusta, Georgia 30912
(706) 721-2301–GIST 331-2301

University of Georgia
Athens, Georgia 30602
(706) 542-1214–GIST 241-1214

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Savannah, Georgia 31419
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Atlanta, Georgia 30310
(404) 756-4441–GIST 279-4441

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Bainbridge, Georgia 31717
(912)248-2510–GIST 346-2510

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Brunswick, Georgia 31523
(912) 264-7201 –GIST 365-7201

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Dalton, Georgia 30720
(706) 272-4438–GIST 235-4438

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(912)430-6705–GIST 341-6705

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(404) 244-2364–GIST 275-2364

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Swainsboro, Georgia 30401
(912) 237-7831–GIST 333-4200

Floyd College
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Rome, Georgia 30162
(706) 295-6328 –GIST 231-6328

Gainesville College
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Gainesville, Georgia 30503
(706) 535-6210–GIST 246-6210

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(770) 358-5015–GIST 258-5015

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Macon, Georgia 31297
(912) 471-2712 –GIST 323-2712

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Cochran, Georgia 31014
(912) 934-3011–GIST 325-3011

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Douglas, Georgia 31533
(912) 383-4202–GIST 347-4202

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Waycross, Georgia 31501
(912) 285-6134–GIST 368-6134

Skidaway Institute of Oceanography
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The Clayton College & State University Foundation, Inc. was chartered in September of 1974. A non-profit corporation, the Foundation was established primarily to assist and support Clayton College & State University 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 College & State University; awards for outstanding students, faculty and staff already associated with the University; and the establishment of an endowment fund to insure support of programs of the Foundation in future years.

The Foundation welcomes interest in its programs and goals and is in a position to accept support for special programs that citizens may wish to identify.

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James T. Hale Sr.	Math, Computer Science
Clark J. Harrell	Music
Stanley M. Harris	Nursing
Darrene S. Harrison	Nursing
H. Donald Harrison	Political Science
William B. Hearn	Music
Susan C. Henry	English
Arthur L. Hinson	Marketing
Patricia O. Hobson	Mathematics
William M. Hooper	Psychology
James H. Houston	Electronics
Patricia P. Hunt	English
Jeanne L. Johnson-Watkins	Music
Ira M. Joseph	Mathematics
William M. Kallfelz	Physics
Robert B. Karns, Jr.	Music
Joey H. Keahey	Communication
Linda C. Kelley	Communication
Sarah M. Killian	Nursing
Edward W. Lawrence	Philosophy
Morgan R. Lee	Physics
Roger W. Lignugaris	Computer Information Systems
Susan M. Lipsett	Accounting
Harrison O. Long	Drama
Kaveh Maleknia	Accounting
Catherine Mammola	English
H. Ed Martin	Political Science
Joyce S. Mauldin	Communication
E. Gilmore Maxwell	Paralegal
Shirley Ann McArthur	Nursing
Miriam H. McCord	Communication
Michael A. McCullough	EMT
Marsha McLeod	Communication
Ann K. Miller	Paralegal
Drena A. Miller	Mathematics
William A. Miller	Paralegal Studies
James F. Missroon	Mathematics
Penelope Montgomery	Nursing
William H. Moon	Economics
Delores Elaine Moore	Medical Transcription
Casey A. Morris	Dental Hygiene
James R. Morris	Music
Barbara R. Moyer	Computer Networking
Angela V. Murphy	Nursing
Paul L. Myers	Mathematics
Kelly H. Nadeau	Nursing
Carole B. Nation	Mathematics
Jason G. Neese	Computer Networking
Robert C. Newman	Computer Information Systems
Charles A. Nichols	Management
William R. Nipper	Aviation Maintenance
John W. O'Neal	Music
Zebedee O. Okoye	Biology
Gayle Anne Owen	Office Administration
Dawn B. Owens	History
Steven G. Parchment	Philosophy
Dale A. Patterson	Biology
Jo Anna Phillips	Office Administration
Patricia W. Pitts	Mathematics
Peggy L. Ponder	Nursing
Daniel S. Pyle	Music
Vicki L. Pyles-Hutchinson	French
Lucinda B. Rawlings	Office Administration
Marcia L. Reid	Medical Transcription
Paula J. Resnak	Mathematics
Patricia A. Reynolds	Nursing
Vivian S. Rice	English
Inell B. Robinson	Nursing
David L. Roegner	History
Amelia E. Rogers	Mathematics
Robert T. Romeo	Paralegal
Thomas F. Rosenkranz	Chemistry
Thomas E. Rotnem	Political Science
Donald E. Rouse	Biology
Roberta M. Runge	Chemistry
John E. Russell	Management
Janice W. Rutherford	History
David W. Shaw	Mathematics
Jane Porter Shaw	Nursing
Sharon B. Shaw	Mathematics
Edward L. Sherwood Jr.	Management
Michael J. Shook	Mathematics
Catherine A. Smith	Communication
Nellie M. Smith	Mathematics
Stacy Gene Smith	Dental Hygiene
Shannon L. Spearman	Dental Hygiene
Jayne L. Spence	Management
Steven D. Springer	English
Marbury T. Stegall	Nursing
Lucia K. Steigelman	Philosophy
Mary H. Stephens	Mathematics
James B. Sullivan	Music

Vernita K. Swinton	Nursing
Caterina C. Tang	History
Joylene M. Taylor	Music
Robert F. Taylor	Computer Networking
Jeremy M. Underwood	Mathematics
Elsie J. Vaughn	Mathematics
Brent A. Vokes	Music
Angelia L. Wade	Mathematics
Linda M. Walker	Mathematics
Lisa J. Wallis	Psychology
Kathy S. Wardlaw	Communication
Karen Hill Waters	Mathematics
Joseph G. Weaver	Philosophy
John D. Wells	Sociology
Robert L. Whatley	Paralegal Studies
Leo Wheat	Dental Hygiene
Ephraim L. Wheeler	Office Administration
Anna M. Whitaker	Reading
Janice J. Wiles	Nursing
Alexander M. Williamson	Physics
William S. Willis	Mathematics
Daniel Worley	Music
Gregory C. Wright	Mathematics
Jane S. Yearwood	Medical Assisting
Mary W. Zaglewski	English
Christi M. Zuniga	Music

UNIVERSITY FACILITIES

USE OF UNIVERSITY FACILITIES

Facilities and equipment of Clayton College & State University are provided for the purpose of supporting educational programs and services approved for the University by the Board of Regents.

The Office of Continuing Education and Community Outreach is responsible for sanctioning the use of university facilities by groups external to the University The primary considerations in determining use of university facilities by outside groups are whether the proposed activity is in keeping with the mission of the University and whether the University has the resources to co-sponsor the activity as one of its own educational programs. Groups external to the University will be assessed a fee based on the particular facility and services delivered.

Activities of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purposes of the University are usually approved and co-sponsored by the University.

The Continuing Education Center, the Wellness Center, and Spivey Hall are special use training and performance facilities and have specific policies and procedures developed stating priorities of use.

Request to use facilities by chartered student organizations shall be approved in accordance with guidelines set in the Clayton College & State University handbook, Student Organization Rights and Responsibilities, Section 111, B.

The physical education facilities are primarily for the use of University 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.

Athletic events which involve the participation of students of Clayton College & State University, both intramural and intercollegiate competition with or without a public audience, are considered to be in the best interest of the University and general public of the State of Georgia are not administered under this police statement.

Procedural documents and facilities agreements have been developed to establish the terms of use of university facilities and equipment and must be executed when appropriate.

CAMPUS FACILITIES

ADN. The ADMINISTRATION BUILDING houses the offices of the President, the Vice President for Academic Affairs, and Vice President for Fiscal Affairs.

LEC. The LECTURE HALL is a round building containing six lecture rooms, accommodating from 50 to 150 students.

BHS. The BUSINESS AND HEALTH SCIENCES 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.

CEC. 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.

STC. 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.

A&F. The ATHLETIC AND FITNESS CENTER 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, the SmartBodies fitness center, a weight room, and a lobby and exhibit area. The gymnasium houses a regulation full-length basketball court - *home of the Lakers.*

MNT. The MAINTENANCE BUILDING contains the offices of the Director of Plant Operations and storage area for the University's inventory of operating supplies.

A&S. The ARTS AND SCIENCES BUILDING includes specialized areas for music and art, offices for faculty in the School of Arts and Sciences, and the University's 230-seat Lecture Hall.

LIB. 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.

SPV. SPIVEY HALL, dedicated in 1991, has earned a 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 and dressing rooms for performing musicians. A 79-rank organ, dedicated to Albert Schweitzer, was installed in early 1992.

TEC. 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.

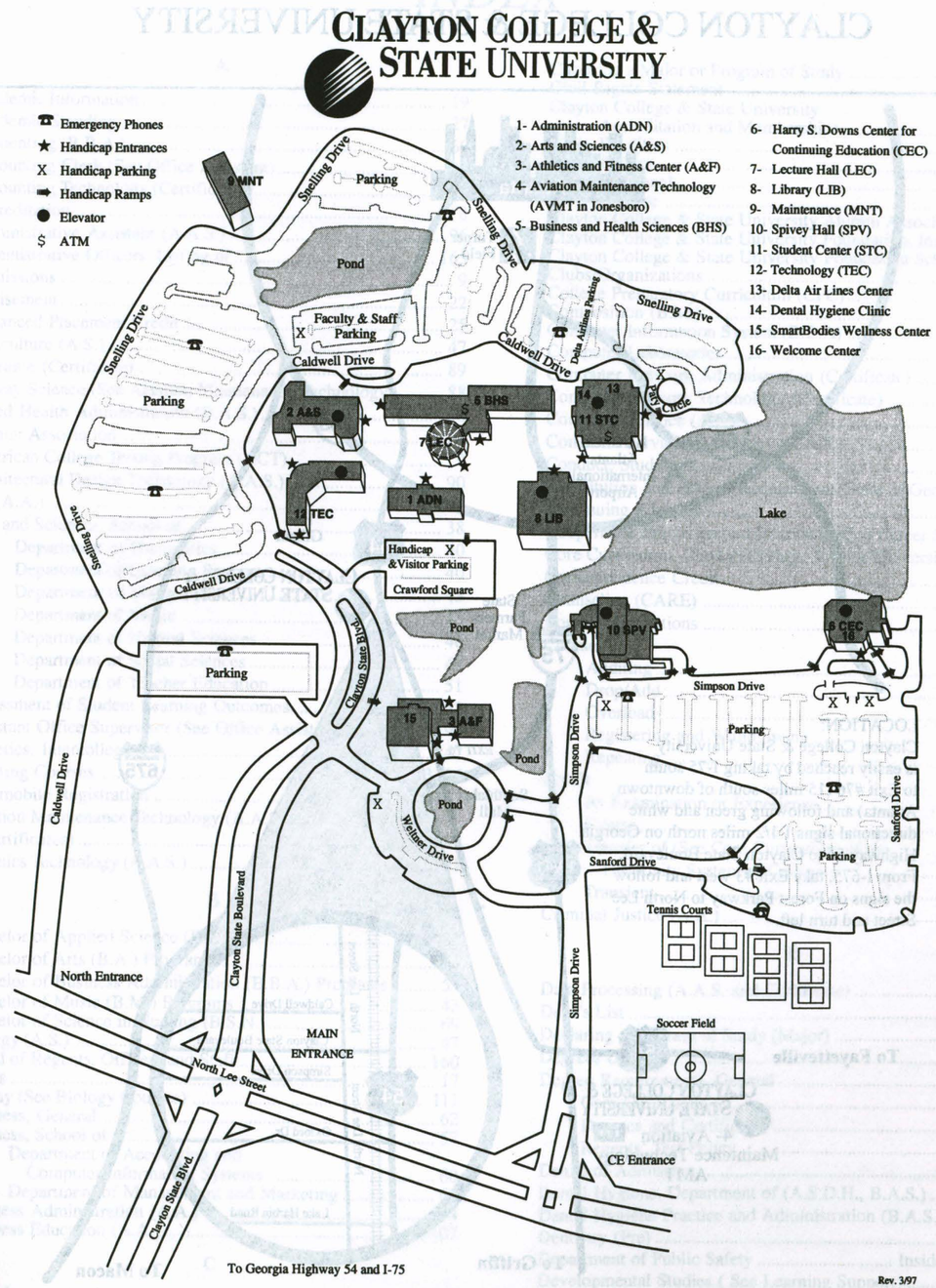
OFF CAMPUS FACILITIES

The *Aviation Maintenance Building* is located on Tara Boulevard in Jonesboro.

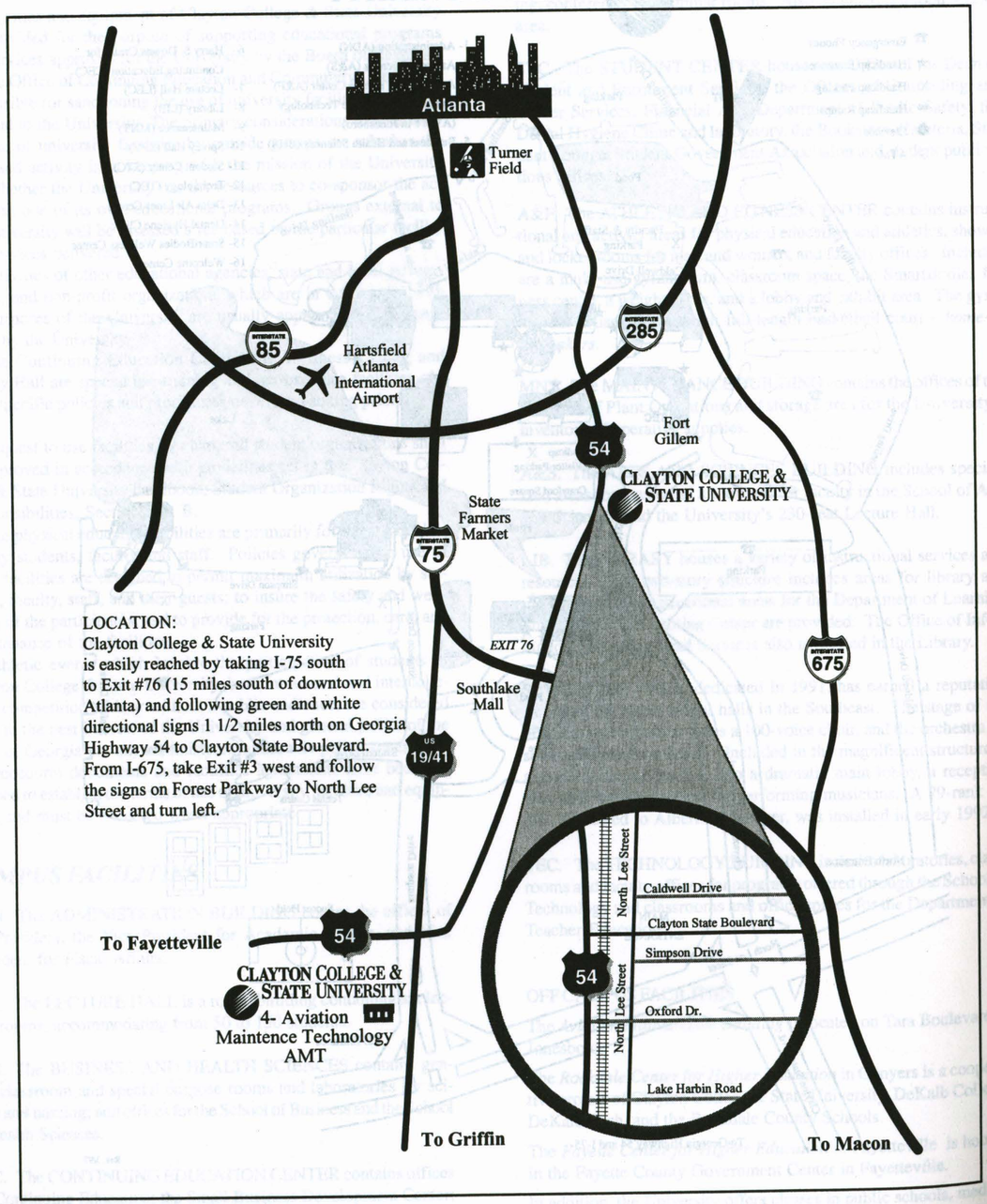
The *Rockdale Center for Higher Education* in Conyers is a cooperative project of Clayton College & State University, DeKalb College, DeKalb Tech, and the Rockdale County Schools.

The *Fayette Center for Higher Education* in Fayetteville is housed in the Fayette County Government Center in Fayetteville.

In addition, the University offers classes in public schools, medical centers, and at other facilities in cooperation with the various institutions.



CLAYTON COLLEGE & STATE UNIVERSITY



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APPLICATION FOR ADMISSION INSTRUCTIONS

Application Fee ... All students must submit a $20 non-refundable application fee with the Application for Admissions. Payment may be made by check or money order.

Deadlines for submission of this application and other required credentials (transcripts, immunization information, and SAT or ACT scores) are posted at our Internet site (address below), or telephone the Office of Admissions.

Immunization Information is required of all students and must be provided on the Certificate of Immunization. Do not submit school shot records, health history, or other immunization records.

Transcripts must be "official." That is, the transcript must bear the institution's seal, and must be presented in an **unopened envelope bearing the institution's letterhead return address.** It is the student's responsibility to obtain his / her own transcripts. Transcripts may be delivered to the Student Center, room 212, or mailed to:
The Office of Admissions Clayton College & State University P.O. Box 285 Morrow, GA 30260

Acceptance to Clayton College & State University cannot be determined until all required documents have been received.

Testing will be scheduled for new students after acceptance to the University has been determined. Transfer students may be required to take a placement exam. Your acceptance letter will advise if testing is required.

Orientation and Registration will take place after you have been accepted and when all required testing has been completed. New students and transfer students will be invited. At orientation you will meet your faculty advisor and register for classes. Tuition and fee payments are due at this time, or at the latest, on the posted fee payment deadline.

Class Schedules are available on the Internet. Our site address is listed below.

Internet Address ... http://www.clayton.edu/

Freshman ... has been out of high school or college for less than five years. Submit your official high school transcript. GED recipients will submit official high school transcripts and official scores issued from the GED test center where the test was taken. Freshmen are required to submit SAT or ACT scores. (The SAT is administered periodically at Clayton College & State University.) Freshmen applicants who are currently attending high school should submit a "preliminary" transcript. Upon high school graduation, submit an official final transcript.

Non-Traditional Student ... has been out of high school or college at least five years and has earned less than 20 hours of transferable credit. Submit official high school transcript, and official transcript(s) for each college or university attended. GED recipients whose graduation date would have been 1988 or later must submit official high school transcript and official GED scores.

Former Student ... You must re-apply for admission if you have not attended Clayton College & State University within the last two quarters, or if you have attended another college during your absence from CCSU. A Certificate of Immunization will not be required.

Transfer Student ... will transfer 20 or more credit hours from an accredited college or university. You are required to submit an official transcript from each college or university previously attended. Transfer students may be required to take a placement exam. Students currently attending college should submit a "preliminary" transcript. At end of term, submit an official final transcript.

Special Student ... has been awarded an Associate or higher degree, and is not seeking a degree or certificate from Clayton College & State University. Submit an official transcript indicating the degree earned.

Transient Student ... Your transcript(s) will not be required. Instead, submit an official Transient Letter (Letter of Good Standing) from the University of your present enrollment, the CCSU Application for Admission, and Certificate of Immunization.

Freshman Scholars, International Students, Auditors, and Students 62 Years of Age or Older ... Please consult with an Admissions Counselor or refer to the current catalog for specific information.

Financial Aid ... If you are considering applying for Financial Aid, do so at this time. Do not wait to be accepted to the University. Contact the Financial Aid office in the Student Center, room 217, or telephone **(770) 961-3511** for information.

ROTC ... To receive information about CCSU's Army ROTC program, please call (404) 651-2275.

If you have questions about the application process, please visit the Office of Admissions, Student Center, room 212, or telephone our office at **(770) 961-3501**. Thank for your interest in Clayton College & State University. We look forward to serving you!

CLAYTON COLLEGE & STATE UNIVERSITY

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

Last Name ____ First Name ____ Middle Initial ____ Social Security Number ____

Street Address ____ City ____ State ____ Zip ____

Date of Birth ____ Quarter / Year of Enrollment ____

Part B ... to be completed and signed by a health care provider. Dates must include month and year.

Required Immunization:
1. For students born before 1957, Rubella immunity, as in IV.
2. For all students, either a) MMR immunity, as in 1; OR
   b) measles, mumps and rubella immunity, as in II, III, and IV.

I. MMR (Measles, Mumps, Rubella) - Note: Date must be after 1970
   1. ☐ Dose 1 - immunized at 12 months of age or later, AND (MO/DAY/YR) ___/___/___
   2. ☐ 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.
   1. ☐ Had disease; confirmed by physician diagnosis in office record, OR (MO/YR) ___/___
   2. ☐ Born before 1957 and therefore considered immune, OR (MO/YR) ___/___
   3. ☐ Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) ___/___
   4. ☐ Immunized with live measles vaccine at 12 months of age or later, AND (MO/DAY/YR) ___/___/___
   5. ☐ Immunized with 2nd dose of live measles vaccine at least 30 days after 1st dose (MO/DAY/YR) ___/___/___

III. MUMPS - Note: Date must be after April 22, 1971
   1. ☐ Had disease; confirmed by physician diagnosis in office record, OR (MO/YR) ___/___
   2. ☐ Born before 1957 and therefore considered immune, OR (MO/YR) ___/___
   3. ☐ Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) ___/___
   4. ☐ Immunized with vaccine at 12 months of age or later (MO/DAY/YR) ___/___/___

IV. RUBELLA - Note: Date must be after June 9, 1969
   1. ☐ Has laboratory evidence of immune titer (specify date of titer) OR (MO/YR) ___/___
   2. ☐ Immunized with vaccine at 12 months of age or later (MO/DAY/YR) ___/___/___

☐ Exemption of grounds of permanent medical contraindication
☐ Exemption of grounds of temporary medical contraindication
   a) ☐ pregnancy ... expected date of confinement (MO/YR) ___/___
   b) ☐ 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 (student signature required only for 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 ____

NOTE: Students are recommended to keep a photocopy of this form for future use.

APPLICATION FOR ADMISSION

☞ A non-refundable $20 application fee must accompany this application.

☞ All students must submit a Certification of Immunization as part of the admission process. You may submit your Application for Admission prior to submitting your Certificate of Immunization.

☞ Failure to submit all required documents will result in a delay in determining your acceptance.

Some Clayton College & State University programs require a separate, additional application.

PLEASE PRINT **Social Security Number** ____

Last Name ____ First Name ____ Middle ____ other names you are known by ____

Street Address ____ Apt No. ____ City ____ State ____ Zip ____ County ____

Home Telephone (____) ____ Work Telephone (____) ____ Message Telephone (____) ____

Permanent Mailing Address and Phone Numbers (____) ____ (permanent phone number)

Street Address ____ Apt No. ____ City ____ State ____ Zip ____ County ____

☐ Male ☐ Female Date of Birth: ___/___/___ Place of Birth: City ____ State ____

Quarter you plan to enter: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year ____

Degree Objective: ☐ Bachelor ☐ Associate ☐ Certificate Major ____

Entering Status: ☐ Freshman ☐ Transfer ☐ Readmit (former student) ☐ 62 Years or Older ☐ Transient ☐ Auditor ☐ Freshman Scholar ☐ Non-Traditional ☐ Special Student ☐ Non Degree

Residency Status: How long have you resided in Georgia? Year(s) ____ Months(s) ____

Citizenship Status: ☐ U.S. citizen by birth ☐ U.S. citizen by naturalization ☐ * Alien, resident ☐ * Alien, non resident

Ethnic Status: ☐ Black ☐ American Indian ☐ Asian or Pacific Islander ☐ Multiracial ☐ Hispanic ☐ White

In case of emergency notify ____
Name ____ Relationship ____

Street Address ____ City ____ State ____ Zip ____ ( ) Telephone ____

Office Use Only: App Fee rec'd with App on ___/___/___ Check No. ____ / Money Order / Cash By____

	Complete Name of School	Location City and State	Attended From - To	Graduation Date
Last High School				
College				
College				
College				
College				
Last College				

Are you attending classes at the last institution listed above? ☐ No ☐ Yes When will you finish? _____

Have you attended Clayton College & State University before? ☐ No ☐ Yes When? _____

Were courses for: ☐ Credit ☐ Continuing Education Name while in attendance: _____

Will you be receiving Veteran's benefits? ☐ No ☐ Yes

Have you taken the SAT? ☐ No ☐ Yes When? _____ Where? _____

Have you taken the ACT? ☐ No ☐ Yes When? _____ Where? _____

Have you been convicted of a felony? ☐ No ☐ Yes Where? _____

Do you plan to take courses off campus? ☐ No ☐ Yes Where? _____

FOREIGN STUDENTS ONLY

What type of VISA do you currently hold? _____

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

Have you taken the test of English as a Foreign Language (TOEFL) or the Georgia State English Proficiency Examination (G-STEP)?

☐ No ☐ Yes When? _____

I certify that the preceding statements are complete and correct. I hereby give my permission to release my educational record to any institution within the University System of Georgia.

Signature _____ Date _____

Clayton College & State University 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 of service.

	Complete Name of School	Location City and State	Attended From - To	Graduation Date
High School				
College				
College				
College				
College				
Law College				

Are you attending classes at the last institution listed above? ☐ No ☐ Yes Anticipated graduation?

Have you attended Clayton College & State University before? ☐ No ☐ Yes When?

Mark a check for: ☐ Day ☐ Continuing Education Name while in attendance

Did you or will you receive Veteran's benefits? ☐ No ☐ Yes

Have you taken the SAT? ☐ No ☐ Yes When? Where?

Have you taken the ACT? ☐ No ☐ Yes When? Where?

Have you been suspended or expelled? ☐ No ☐ Yes When?

Do you plan to take courses at Clayton? ☐ No ☐ Yes When?

Foreign Students Only:

What type of VISA do you currently hold? _____

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

Have you taken the Test of English as a Foreign Language (TOEFL) or the Georgia State English Proficiency Exam (GSEPE)?

☐ No ☐ Yes When?

I certify that the preceding statements are complete and correct. I hereby give my permission to release my academic records to any institution within the University System of Georgia.

Signature _____ Date _____

Clayton State University does not adhere to the principle of discrimination and does not discriminate against any person on the basis of race, color, religion, national origin, sex, age, physical or mental handicap, disability, or veteran status in its admission policies, programs, or employment practices and assigns these responsibilities to a staff member.

NOTICE: LAW ENFORCEMENT

It is the purpose of the Department of Public Safety to assist the administration, faculty, students, and staff of Clayton College & State University 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 University 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 Student and Enrollment Services in addition to the appropriate law enforcement agency.

QUICK REFERENCE TELEPHONE DIRECTORY (Area 770)

UNIVERSITY INFORMATION LINE	**770/961-3400**
Fax	770/961-3700
Academic Affairs, Vice President for	770/961-3485
Accounting & Computer Systems, Dept. of	770/961-3410
Admissions	770/961-3500
Fax	770/961-3752
Administrative Systems	770/961-3490
Advancement, Vice President for	770/961-3746
Fax	770/961-3554
Affirmative Action Officer	770/961-3526
Alumni Relations	770/961-3580
Arts and Sciences, Dean of	770/961-3460
Athletics	770/961-3450
Aviation Maintenance, Dept. of	770/961-3569
Bent Tree	770/961-3741
Business Services	770/961-3525
Fax	770/961-3769
Business, School of	770/961-3410
Dean	770/961-3413
Accounting and Computer Systems, Dept. of	770/961-3410
Management & Marketing, Dept. of	770/961-3410
Campus Store	770/961-3480
CARE (Counseling, Advising & Retention)	770/961-3515
Career Services	770/961-3518
Central Stores	770/961-3545
Conference Planning/Meetings	770/961-3550
Continuing Education	770/961-3550
Fax	770/961-3428
Dental Hygiene Clinic	770/961-3441
Dental Hygiene, Dept. of	770/961-3590
Development	770/961-3580
Economic Development Institute (Ga Tech)	770/960-2151
Electronics & Drafting, Dept. of	770/961-3415
Fayette Center for Higher Education	770/460-2600
Fax	770/460-2606
Financial Aid	770/961-3511
Fiscal Affairs, Vice President for	770/961-3528
Fax	770/961-3769
Food Service	770/961-3560
CE Bldg.	770/961-3734
Health Care Management	770/961-3701
Health Sciences, School of	770/961-3430
Associate Degree Nursing, Dept. of	770/961-3430
Baccalaureate Degree Nursing, Dept . of	770/961-3484
Dental Hygiene, Dept. of	770/961-3590
Health Care Management	770/961-3701
Humanities, Dept. of	770/961-3499
Industrial & Business Training	770/961-3685
Information Technology & Services	770/960-2096
Institutional Research	770/961-3577
JTPA (Job Training Partnership Act)	770/961-3575
Leadership & Management Training	770/961-3416
Learning Center	770/961-3464
Assessment Center	770/961-3445
Communications	770/961-3464
Mathematics	770/961-3474
Learning Support, Dept. of	770/961-3470
Library	770/961-3520
Circulation/Reserves	770/961-3521
Interlibrary Loan	770/961-3495
Reference	770/961-3652
Lost & Found	770/961-3510
Mail Services	770/961-3692
Management & Marketing, Dept. of	770/961-3410
Mathematics, Dept. of	770/961-3468
Media Services	770/961-3522
Multicultural Affairs	770/961-3515
Music, Dept of	770/961-3609
Natural Sciences, Dept. of	770/961-3489
Night Coordinator Information	770/961-3751
Nursing, Dept. of ASN	770/961/3430
Nursing, Dept. of BSN	770/961/3484
Payroll Services	770/961-3527
Personnel Services	770/961-3526
Job Line	770/961-3766
Plant Operations/Maintenance/Receiving	770/961-3546
Police/Public Safety	770/961-3540
President	770/961-3531
Printing Services	770/961-3759
Procurement	770/961-3525
Fax	770/961-3769
Registrar	770/961-5110
Rockdale Center for Higher Education	770/785-6970
Fax	770/785-6867
Small Business Development Center	770/961-3440
Fax	770/961-3428
SmartBodies	770/961-3408
Social Science, Dept. of	770/961-3460
Special Events/Projects	770/961-3535
Spivey Recital Hall	770/961-3683
Sports Information	770/961-3536
Student & Enrollment Services, Dean and Vice President for	770/961-3730
Student Government	770/961-3740
Student Life	770/961-3510
Student Newspaper	770/961-3741
Student Records	770/960-5110
Teacher Education, School of	770/961-3578
Technical Studies, Dept. of	770/961-3415
Technology, School. of	770/961-3415
Fax	770/961-3565
Telecommunications	770/961-3446
University Advancement	770/961-3746
Fax	770/961-3554
University Publications	770/961-3535
University Relations	770/961-3535
Fax	770/960-2107
Veterans Affairs	770/961-3511
Welcome\Information Center	770/961-3405
Wellness Center (SmartBodies)	770/961-3408

CLAYTON COLLEGE &
STATE UNIVERSITY

Morrow, Georgia 30260

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