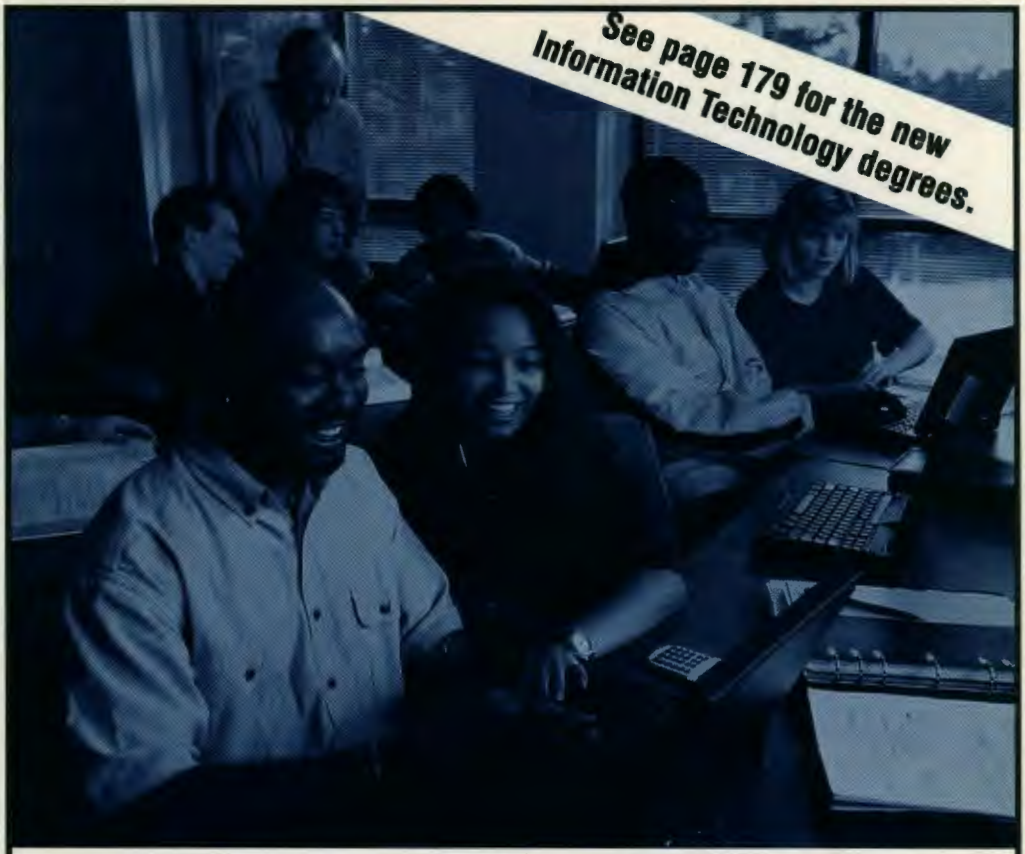


Where every student receives a notebook computer.

CLAYTON COLLEGE & STATE UNIVERSITY

1998-99 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 the Registrar (www.clayton.edu/registrar). 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 and certificate 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.

A Unit of the University System of Georgia

1998-99 CATALOG
Volume 29, 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, Cilla Leed, Assistant Vice President for Fiscal Affairs, (770) 961-3527. Section 504 Coordinator, R. Wayne Stewart, Disability Services Coordinator, (770) 961-3515.

1998-99 ACADEMIC CALENDAR

Fall Semester 1998 (August – December)

July 17	Deadline to apply for admission
July 31	Admission credential deadline
August 20-21	Last days to register before classes begin (Consult the Fall Semester Schedule of Classes for dates for early registration.)
August 22	Weekend classes begin
August 24	Weekday classes begin
September 5-7	Labor Day holiday, no classes
October 15-16	Half semester final examinations
October 16	Midterm
November 25-29	Thanksgiving holiday, no classes
December 6	Weekend classes end
December 11	Weekday classes end
December 12-18	Final examinations

Spring Semester 1999 (January – May)

December 1, 1998	Deadline to apply for admission
December 15, 1998	Admission credential deadline
January 7-8	Last days to register before classes begin (Consult the Spring Semester Schedule of Classes for dates for early registration.)
January 9	Weekend classes begin
January 11	Weekday classes begin
January 16-18	Martin Luther King, Jr. Holiday, no classes
March 4-5	Half semester final examinations
March 5	Midterm
March 8-14	Spring Break, no classes Note: Weekend classes will meet March 6-7.
April 25	Weekend classes end
May 1-2	Weekend class final examinations
May 3	Weekday classes end (except Tu-Th half semester which end May 4)
May 4-7,10	Final examinations for weekday classes
May 8	Graduation Ceremony

Summer Semester Sessions 1999 (May – August)

May 17	Registration for ALL summer sessions (Consult the Summer Semester Schedule of Classes for dates for early registration.)
May 18	Classes begin for the full summer and first half session
June 24	First half session classes end
June 25-28	First half session final examinations
June 29	Second half session begins
July 30	Full session classes end
July 31-August 3	Full session final examinations
August 4	Second half session classes end
August 5-6	Second half session final examinations

Fall Semester 1999 (August – December)

August 23	Weekday classes begin
December 17	Final examinations end

Spring Semester 2000 (January – May)

January 10	Weekday classes begin
May 8	Final examinations end

IMPORTANT NOTE: All dates are subject to change. Any modifications or additions will be posted at www.clayton.edu/registrar and published in the Schedule of Classes for each semester.

TABLE OF CONTENTS

Chapter 1
GENERAL INFORMATION

DESCRIPTION OF THE UNIVERSITY

MISSION OF THE UNIVERSITY

ACCREDITATION AND APPROVALS

CLAYTON COLLEGE & STATE UNIVERSITY ALUMNI ASSOCIATION

SPIVEY HALL

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 1997 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;
- 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 Atlanta Regional Consortium of Higher Education college and university members, as well as the resources of the Atlanta-area business community; and
- The Bachelor of Information Technology, with majors in: Database Administration; Software Development; Information Design and Production; Network Planning, Design and Management; General Information Technology; and Wireless Technology.

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 region's 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 ongoing 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 University System characteristics as highlighted below.

• *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 University 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 the use of instructional technology and applied research to benefit the campus and community.***

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 (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) 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 1998 Clayton College & State University Alumni Board of Directors are as follows:

President, Lanelle U. LaRue '85
Vice President, Patrick J. Maloney, Sr. '73
Secretary, Thomas A. George, Jr. '91, '90
Treasurer, William C. Jones '90
Past President, Terry L. Penn '87, '84

Deborah L. Chastain '93
Vicki Corley '89
Rebecca B. Dean '87, '94

Priscilla R. Foster '94
Jacqueline J. Geter '95, '92
Douglas G. Gray '95
Peggy L. Hand '87
Betty J. Haripar '97
Mary Ann Headrick '94
Audrey M. Horetz, '88
N. Anthony Kimbrell '93
Diane S. Neville '90
Charles P. Rainwater, Jr. '93
Regina L. Smith-Thomas '88, '97
David H. Sparer, '97

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 the following:

- 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.

Chapter 2
ADMISSIONS INFORMATION

ADMISSION CATEGORIES AND STANDARDS

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

A copy of the admissions application and immunization forms are found in the back of this catalog or may be obtained from the Office of Admissions in the Student Center Building (770-961-3500 or www.clayton.edu). 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.

ADMISSION CATEGORIES

- Recent High School Graduates (graduation class in the past five years)
- Non-traditional Applicants (graduation class more than five years ago)
- 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)

IMPORTANT NOTE: Admission to the University does not guarantee admission to certain programs that have limited enrollment capacity and/or additional standards. This includes such programs as nursing, dental hygiene, music, and teacher education. Please consult the appropriate chapters of this catalog for full information.

Recent High School Graduates

Any student who graduated* from high school within the last five years and who has earned fewer than 30 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. See the CPC Deficiencies and Alternatives heading below for more information.

ADMISSION DOCUMENTS

ALL applicants in this category must submit the appropriate documents by the deadline specified for each academic term. The deadline is approximately five to six weeks before classes begin. Check the CCSU webpage

www.clayton.edu or contact the Office of Admissions for specific dates. The documents required for admission are as follows:

a. CCSU application for admission.
b. CCSU immunization form.
c. Official transcripts from every high school the student attended. (Note: if a high school transcript is submitted prior to graduation, a final official copy showing the graduation date must be submitted.)
d. Official copy of SAT or ACT test scores.

Certain applicants must submit additional documentation as follows:

a. If the applicant has attended any college or university, official transcripts must be submitted.
b. If the applicant graduated from a home school or a school not recognized by Board of Regents guidelines, the student must submit SAT II scores.
c. If a high school graduate applicant has not completed the College Preparatory Curriculum (CPC) and wants to attempt to meet it by examination, the applicant must submit SAT II scores.
d. If the applicant wishes to receive Advanced Placement (AP) credit, an official copy of AP scores must be submitted.
e. If the applicant holds a General Equivalency Diploma (GED), official documentation of the GED must be provided *and* the student must submit SAT II scores.

Important note about official documents: High school and/or college transcripts must be official copies provided by the high school and/or college; student copies are not acceptable. Test scores (SAT I & II, ACT, AP) must be submitted to CCSU directly from the testing service or on the official high school transcript; scores provided by the student are not acceptable. In cases requiring the SAT II, the Admissions Office will provide information about which tests are needed and what scores are acceptable.

ADMISSION CRITERIA

CCSU admission eligibility for recent high school graduates is based on two factors: Freshman Index (FI) and the Georgia College Preparatory Curriculum (CPC).

The **Freshman Index** (FI) is a combination of high school academic grade point average (HSGPA)* and SAT or ACT scores computed as follows: FI = SATV + SATM + (HSGPA x 500). (FI is subject to minimum SAT/ACT scores.)

*The HSGPA is calculated on CPC units only.

For example, the Freshman Index for a student with SAT scores of 510V - 520M and an academic grade point average of 3.00 would be 2,530 (510 + 520 + [3.00 x 500]=2,530).

The **College Preparatory Curriculum** (CPC) is composed of specified high school courses that prepare students for college-level study. Currently, the CPC requires four years (units) of English, three years of science; three years of mathematics, three years of social sciences, and two years of foreign language in college preparatory classes. The number of units required will be increased in future years as explained in notes below. Questions about the CPC should be

directed to high school counselors or the CCSU Office of Admissions (770-961-3500).

Some exceptions and substitutions for CPC requirements may be made for applicants who graduated from high school with the official vocational seal and who enter certain career associate degree and certificate programs at CCSU. (A student who enters under this provision may not change to a baccalaureate-track program unless the student has completed all of the general education courses in the A.A.S. for his or her major with a GPA of 2.00.) Contact the Office of Admissions for details. (770-961-3500).

Provisions for alternate ways to meet the CPC and for making up deficiencies after admission to CCSU are explained later in this section. Graduates of home schools or unrecognized high schools and GED holders should pay careful attention to these provisions.

REGULAR ADMISSION STATUS

Most recent high school graduates will be admitted to CCSU in regular status. A certain number of students will be admitted on limited status as explained under the appropriate heading below.

To qualify for regular admission from Summer 1998 through Spring 1999, a student must meet the following standards:*

- **Freshman Index of 2000 or higher**
  - Subject to minimum SAT scores of 430v/400m or ACT scores of 18E/16m regardless of HSGPA.
- **College Preparatory Curriculum**
  - At least 13 of the 15 CPC units.
  - No deficiencies in mathematics or English.

All students who meet the regular admission standards and who comply with all deadlines and document submission requirements are guaranteed admission to CCSU. Admission to a selective admission program such as nursing is not guaranteed.

*For 1999-2000, 14 of 15 CPC units will be required. Starting with 2000-2001, no deficiencies will be allowed in any field and an additional academic unit will be required. (A fourth year of mathematics is strongly recommended.) For 2001-2002, the fourth year of mathematics and one additional academic unit will be required.

LIMITED ADMISSION STATUS

Some students who do not meet regular admissions standards may be granted limited admission. Students granted limited admission who have a FI below 2000 must take Learning Support placement examinations (COMPASS tests) and *must* enroll in any Learning Support courses specified by placement results. The number of limited admissions is restricted, and meeting the minimum standard does not guarantee admission.

For 1998-99, Limited Admission is based on the following minimums: *

- **Freshman Index of 1700 or higher**
  - Subject to minimum SAT scores of 350v/330m or ACT scores of 14E/14m regardless of HSGPA.
- **College Preparatory Curriculum**
  - At least 12 of the 15 CPC units.
  - No deficiencies in mathematics or English.

* For 1999-2000 the FI for limited admission will be 1750 with 380v/360m minimum SAT (or ACT equivalent 15/15), and 13 CPC units will be required.

CPC ALTERNATIVES

Students who did not meet CPC requirements by coursework at a recognized high school may meet the requirements by earning the required score on the appropriate SAT II examination(s). This applies to home school students, graduates of unrecognized high schools, GED holders, and graduates of recognized Georgia or out-of-state high schools who did not take the appropriate courses in high school. Contact the Office of Admissions for details (770-961-3500).

CPC DEFICIENCIES

Students who meet the University admissions requirements (Regular or Limited) but do not meet all College Preparatory Curriculum requirements will be required to take one course in each area of deficiency. The approved courses are as follows:

Science (laboratory): BIOL 1111/1111L, SCI 1111/1111L, CHEM 1151/1151L, or PHYS 1111/1111L.
Social Sciences: SOCI 1101, PSYC 1101, POLS 2201, HIST 1110.
Foreign Language: any course numbered 1001.

Courses taken to meet CPC requirements cannot be used to satisfy any other curriculum requirements but may count as prerequisites.

Students are strongly encouraged to enroll in CPC deficiency make-up courses during their first term of enrollment. Any students who have not made up their College Preparatory Curriculum deficiencies by the time they have earned 24 semester 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 30 hours of college degree credits may not enroll in any college degree courses until all CPC deficiencies are satisfied.

SPECIAL EXEMPTION FOR OUTSTANDING TEST SCORES

Students otherwise not eligible for admission may be considered for admission if they have SAT I or ACT scores in the upper five percent of national college-bound seniors and show other evidence of college readiness. Contact the Office of Admissions for details.

Non-Traditional Students

The non-traditional category is designed for applicants who have been out of high school for several years and who have no (or very little) college credit. Applicants in this category do not have to meet the same standards as recent high school graduates and do not have to submit SAT or ACT test scores. (Non-traditional applicants may submit SAT/ACT scores if they wish.) To qualify for non-traditional admission, all four of the following criteria must apply.

1. Applicants must have graduated from an accredited or approved high school or have satisfactorily completed the General Educational Development (GED).
2. Applicants must have been out of high school for at least five years. (For GED holders, their high school class must have graduated at least five years ago.)
3. Applicants who have attended college must have earned fewer than 30 semester hours of transferable credit.
4. Applicants who have attended college must either
   a) have not attended within the past five years,
   b) have been admitted to their last college as a non-traditional student and be in good standing at that institution.

Students admitted in the non-traditional category must take the COMPASS placement test prior to enrolling in any classes. If the COMPASS indicates the need for Learning Support courses, the non-traditional student will be *required* to enroll in such courses and must exit Learning Support in accordance with general Learning Support policy (see the Academic Information chapter).

Transfer Students

APPLICATION PROCEDURE

All transfer students must submit the following by the deadline established for each term:

a. CCSU application form.
b. CCSU immunization form
c. Official transcripts from *all* colleges or universities attended regardless of whether the student has any transferable hours. (Student copies are not considered official.)
d. Any student who has attended another college or university is considered a transfer student. However, transfer students who have earned fewer than 30 semester hours of transferable credit* must also qualify by the recent high school graduate or non-traditional standards explained above and submit all documents as above.

ADMISSION STANDARDS – REGULAR ADMISSION

1. Students transferring in to CCSU must have a GPA** of at least 2.00.
2. A student transferring 30 or more semester hours* from within the University System of Georgia must have met any CPC deficiency or Learning Support requirements of the sending institution before transferring to CCSU.

Any student who meets the regular status transfer admission standard and complies with all deadlines and document requirements is guaranteed admission to CCSU. Admission to selective admission programs such as nursing is not guaranteed.

* Transferable credit excludes institutional credit courses, CPC deficiency make-up courses, and vocational courses unless accepted to apply to a CCSU program.
** The GPA is based on all transferable hours *plus* attempted but unearned hours in courses that would have transferred to CCSU if credit had been awarded.

ADMISSION STANDARDS - LIMITED

A restricted number of transfer students who do not meet the regular standards for admission may be admitted if they show "promise for success" as determined by the CCSU Admission Appeals Committee. Applicants may be required to submit essays or documentation in support of their applications. Upon admission, the student may be given certain restrictions.

POLICIES ON TRANSFER STUDENTS

1. Transfer students who are on academic probation at their previous colleges will be placed on academic probation at Clayton College & State University. 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 chapter.
2. 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 chapter.
3. 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 (1000-2000) courses. A minimum grade of *C* is required for transfer credit in upper division (3000-4000) courses.
4. A student who has earned a career associate degree (A.A.S., A.A.T., A.S.N., A.S.D.H., etc.) may be admitted to a "2+2" baccalaureate program (B.S.N., B.A.S.) in accordance with the policies in the Technology and Health Sciences chapters.
5. 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.
6. 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.
7. 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 who have not exited an area at the sending institution 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.

Former Clayton College & State University Students

Former students who have not attended Clayton College & State University within the past two terms and former students who have attended another college or university during their absence from Clayton College & State University must apply for readmission through the Office of the Registrar. (770-960-5110 or www.clayton.edu/registrar). Official 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 at the time of their last attendance and those who have served the appropriate time out following suspension will be readmitted on probation.

Students who were academically dismissed may petition for readmission following a minimum of one year. (See the Academic Information chapter for details on probation and suspension.)

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 semester.
- **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 Term.)
- **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 semester 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.
3. If a senior, have at least a 3.00 grade point average in academic subjects. If a junior, have at least a 3.50 grade point average in academic subjects.
4. Have a minimum combined SAT I score of 1100 with a verbal score of at least 530 and a mathematics score of at least 480 or have an ACT composite score of 25, with subscores of at least 24 on English and 21 on composite mathematics.
5. Be enrolled in 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 or ACT scores, and immunization form) by the deadline for the academic term.

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 term at a time, 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 transient 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. Submit acceptable TOEFL scores (Test of English as a Foreign Language) as follows: 550 or higher on the traditional test or 210 or higher on the new computer-based test.
2. Successful completion of Level 109 at ESL 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: International 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 on an F-1 visa.

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 Admission Categories

Special Students

An applicant already holding a bachelor's or higher degree who does not wish to obtain an additional degree may seek admission as a Special Student. Such applicants must submit official transcripts indicating the awarding of the bachelor's or higher degree. Applicants desiring a certificate or 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 be high school graduates or hold the GED. Auditors must complete an Application for Admission and submit official high school or college 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 chapter of this catalog.)

Students 62 Years of Age or Older

Citizens of Georgia who are 62 years of age or older may attend Clayton College & State University on a space-available basis without payment of fees (except for supplies and special course fees).

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.

OTHER ADMISSION INFORMATION

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 by the Admissions Office 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.

PRESIDENTIAL EXCEPTIONS

In truly exceptional cases, students who do not otherwise qualify for admission may be admitted by the president of the University if the president has reason to believe that the applicant has special talents that make it likely that he or she will be successful. Requests for presidential exceptions must be sent to the Director of Admissions who will forward the request to the president.

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 term 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.

Chapter 3
FINANCIAL INFORMATION

GENERAL INFORMATION ON FEES

REQUIRED FEES

REFUND POLICY

GENERAL INFORMATION ON FEES

Clayton College & State University conducts classes and charges fees on a semester basis. **All matriculation charges or other charges are subject to change before the beginning of any semester without prior notice. The information contained in this chapter should be used only to approximate the cost of attending Clayton College & State University. Refer to the Semester Schedule of Classes (on paper or on-line) for the most current information concerning fees and refund policy.**

Semester fees are payable on or before registration payment deadlines as published for each semester. A student's registration process is not complete until payment is made in full.

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 financial institution 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. 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 Bursar's Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts.

IMPORTANT NOTE: *For fee payment and refund purposes, the first class day of the semester is defined as the first day of the semester as listed in the Schedule of Classes regardless of when the first meeting of any given section of class is actually held.*

REQUIRED FEES

Semester Matriculation Fees

Residents of Georgia	$865.00 for a student taking 12 semester credit hours or more, or $72.00 per semester hour for fewer than 12 credit hours.
Non-Residents of Georgia*	$3,475.00 for a student taking 12 semester credit hours or more, or $290.00 per semester hour for fewer than 12 credit hours.

* Determination of residency for the purpose of assessing fees is established at the time of admission. See the Admissions Information chapter for official policy on state of residence.

Other Per Semester Fees Required of ALL Students

a. **Student Activities Fee.** A $27.00 per semester fee will be charged for student activities.
b. **Athletic Fee.** A $90.00 per semester fee will be charged to support intercollegiate athletics.
c. **Parking Fee.** A $15.00 per semester fee will be charged for operation of parking services.
d. **Universal Card Access Fee.** A $15.00 per semester fee will be charged for services associated with the universal card.
e. **Universal Personal Information Technology Access Fee.** A $300.00 per semester fee will be charged for access to information technology and resources, including institution-provided notebook computer with help desk and Internet access on an academic term basis.

Other Fees – Required for Certain Courses Only

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 semester that a student enrolls in PHED 1010. For subsequent semesters of enrollment in PHED 1020, 1030, and 1040, a $15.00 fee will be charged for supplies, etc. (non-refundable once classes begin).
c. **Health Sciences Lab.** A $23.00 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)

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 who 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 semester will be charged a late registration fee of $25.00 (non-refundable).

Books, Software, and Other Course-Related Costs

Textbooks, software, and other materials or expenses required for courses at Clayton College & State University are the responsibility of the individual student. Textbooks and other course materials are sold at the Campus Store and may also be available from off-campus sources. The cost of course materials varies with the course of study the student pursues; however, the typical full-time student may expect to spend between $150 and $300 each semester for course materials.

Financial Aid and Scholarships

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

Even though a student may be receiving financial aid (including loans) or scholarship funds administered by Clayton State, it is the student's personal responsibility to make sure that such funds are applied to his or her account. If funds are not properly credited, the student's class registration is subject to cancellation for non-payment.

It is imperative that students receiving financial aid or scholarships carefully follow all official policies and procedures, including payment procedures, published in the Semester Schedule of Classes.

Nursing and 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 chapters on Admissions and Academic Information.

Students 62 Or Older

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

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 semester by the Office of Continuing Education. Fees and refund policies for these courses are listed in brochures published by that office.

REFUND POLICY

In accordance with policies of the Board of Regents of the University System of Georgia, refunds are granted only in limited cases as explained below.

See the Academic Information chapter and the Semester Schedule of Classes for information, policies, and procedures on registration, late registration, drop/add (schedule change), and withdrawal.

IMPORTANT NOTE: *For fee payment and refund purposes, the first class day of the semester is defined as the first day of the semester as listed in the Schedule of Classes regardless of when the first meeting of any given section of class is actually held.*

1. **Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester.** 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 prior to the first class day of the semester. (There is no refund for reduction of hours if the student remains enrolled in 12 or more hours since matriculation fees cap at 12 hours.)

2. **Refunds for reduction in hours are NOT granted once classes begin.**

3. **Refunds for complete withdrawal from college 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 non-refundable)

• 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

The specific days for each percentage category are published in the Semester Schedule of Classes.

Important Note: Students who withdraw from classes due to accident or illness are subject to the above refund percentages and deadlines regardless of how serious the medical situation may be. The student or his or her agent with written authorization must contact the Office of the Registrar in a timely manner.

DEATH AND MILITARY REFUNDS

A refund of all 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 semester. (Contact the Registrar's Office for details.)

Military students are entitled to a full refund of matriculation fees paid for a semester 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.)

Chapter 4
ACADEMIC INFORMATION

SEMESTER SYSTEM

INSTRUCTIONAL TECHNOLOGY

CHOOSING A MAJOR

REGISTERING FOR COURSES

WITHDRAWAL FROM CLASSES

GRADING SYSTEM

LEARNING SUPPORT REQUIREMENTS

GOOD STANDING, PROBATION, AND SUSPENSION

ACADEMIC HONORS

OTHER ACADEMIC POLICIES

SEMESTER SYSTEM

Beginning with Fall semester 1998, Clayton College & State University and the rest of the University System of Georgia will begin operating on the semester calendar system. The University is committed to making this transition as smooth as possible for students. For students who began their programs of study under the quarter system, appropriate course equivalencies and substitutions will be utilized to insure that the student is not penalized by the conversion process.

Fall semester classes begin on August 24, 1998. The last days to register before classes begin are August 20-21. Please note that this is about a month earlier than was typical for the quarter system. Spring semester classes will end in early May. (For purposes of University policy, the full summer term is considered a semester.)

Students are encouraged to consult with an academic advisor to discuss the transition. Detailed information is available in published form from academic schools and the Registrar. In addition, semester conversion information is available on-line at www.clayton.edu/registrar.

INSTRUCTIONAL TECHNOLOGY
Information Technology Project (ITP)

All students at Clayton College & State University are issued powerful multimedia notebook computers with full Internet/World Wide Web access. Students 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 are used by faculty members in nearly all courses. In some courses CD-ROMs and the World Wide Web may replace (or partially replace) traditional paper textbooks. Many classrooms have already been renovated to provide on-line connections, and more will be converted during coming months. All students receive training to use the standard software load, and specialized instruction is available in software unique to specific programs. Students with questions can contact the help desk, known as The Hub, on a walk-up, e-mail, or phone-in basis.

The cost of UPITA® is partially covered by a $300 per semester Information Technology Fee. (See the Financial Information section of this catalog.) The balance of the cost is underwritten by state and private funds as authorized by the Board of Regents. Most student financial aid will apply toward the Information Technology Fee; for more information students should 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 campus store, food service, copy center, and vending machines. LINX can also be activated as a banking card and long distance telephone card by special arrangement with cooperating corporations. For information, contact the LINX Office in the Student Center Building.

Distance Learning – On-line Courses, Telecourses, etc.

Many courses at Clayton College & State University have sections in which some or all of the instruction is delivered by on-line computer connection broadcast television, cable television, closed circuit compressed video, 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 (GTD) institution by the Public Broadcasting System (PBS).

Courses offered via telecourse or other distance learning methods are identified in the Schedule of Classes each semester. Additional fees may accompany telecourses. Students enrolled in some distance learning courses may be required to come to the main campus for discussions, to prepare assignments, to take examinations, to meet with instructors, or for other purposes. On-line courses do not require campus visits but may require proctored testing on campus or at another approved site. Students may be required to arrange their own proctored testing environment subject to University approval. Proctoring fees, if any, are the responsibility of the student.

Students should not register for on-line computer-based courses unless they are already thoroughly competent at sending and receiving e-mail, navigating the Internet, and using Windows-based programs. No class time will be spent on basic computer instruction.

INFORMATION TECHNOLOGY CAREER LADDER (ITCL) and the Bachelor of Information Technology (B.I.T.)

Beginning Fall Semester 1998 Clayton College & State University will launch a program leading to the Bachelor of Information Technology (B.I.T.) degree. The program is laddered so that students may earn a certificate and an associate degree in information technology on the way toward the B.I.T. This new program is designed to meet the region's critical need for highly trained information technology professionals. (The Board of Regents approved the ITCL program just as this catalog went to press, so curriculum details are not included. A catalog supplement is available in on-line and paper format. See www.clayton.edu or call 770-961-3636.)

CHOOSING A MAJOR (Program of Study)

Students should declare their major program of study as soon as possible since the choice of major may affect recommended or required course choices in the Core Curriculum as well as in the major field itself. Major declarations must

be filed with the Registrar by paper or on-line form. Majors are listed in the chapters for each school of the University.

Although academic advisement is available 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, the semester Schedule of Classes, and in any supplements to this catalog.*

Academic Advisement

Academic advisors, usually faculty members in the program, 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 term.

Once a student has received initial advisement, it is usually not necessary to see an advisor each term. However, some programs may require advisement each term, and the University may require advisement at certain points as the student progresses toward graduation.

Undecided Students

Students who are undecided about their programs of study should follow the general guidelines for Areas A-E of the Core Curriculum until they have selected a program of study. Please note that choices in Areas A, B, & D and recommendations in Areas C and E may be influenced by choice of major. 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.

Changing Majors (Programs of Study)

A student must submit a Change of Major form (available on-line or in paper form) to the Office of the Registrar as soon as possible after deciding to make a change. Making the change quickly will help the student to be advised properly and will also prevent delays in the registration process.

REGISTERING FOR CLASSES

Schedule of Classes

A Schedule of Classes is published in paper form and on the University homepage each semester. Instructions on how to register are included in the

Schedule. The University plans to make on-line course registration available during the 1998-99 academic year.

The schedule lists 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 semester Schedule of Classes. Using the Schedule of Classes, a student develops his or her individual schedule. The semester Schedule of Classes may be obtained on campus or on the homepage approximately five weeks before the beginning of each semester.

The University publishes advance schedules to assist students in their planning for future terms. Every effort is made to implement the current and future schedules as published, but circumstances involving staffing, funding, enrollment, program changes, etc. may result in some changes.

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 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 semester 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 chapter for refund policies.*

Course Overload

Students may schedule up to 18 hours per semester without special permission. Those who wish to accelerate their study by taking more than 18 hours in a semester must have a written overload request approved by the dean of the school of their major 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 semesters and have achieved an overall *B* average before an overload will be approved.

Cross-Registration in the Atlanta Regional Consortium for Higher Education

The Atlanta Regional Consortium for Higher Education (ARCHE) is a group 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 transfer credit. It is usually more

advantageous to the student to take a course by cross-registration rather than transient status because cross-registration fees are paid to Clayton State rather than to the institution offering the course. (The Integrative Studies program has special provisions for cross-registration; see the Arts & Sciences chapter of this catalog. For more information and regulations about how to cross register, contact the Registrar's Office in the Student Center Building, 770-961-3504).

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.

WITHDRAWAL FROM COURSES

After the end of the late registration and drop/add period (see above), a student may withdraw from a course (or all courses) only by processing an Official Withdrawal Form. Forms can be obtained in person or on-line from the Office of the Registrar (Student Center Building, 770-960-5110, www.clayton.edu/registrar). See the Financial Information chapter for refund policies.

No Automatic Withdrawal: Students must not assume that they will be automatically withdrawn if they quit attending a course. Any student who is registered for a class and quits attending or who never attended will be assigned a grade of *F* unless an official withdrawal form is processed. It is the student's own responsibility to initiate the withdrawal process, complete the withdrawal form, and make sure that the form is turned in to the CARE Center or the Registrar according to instructions on the form. Students should pay careful attention to the information below regarding the time of withdrawal.

Returning the University-Owned Computer and Other Equipment: A student who withdraws from all classes for a term is no longer considered an enrolled student. The individual must immediately return the University-owned computer and any other University equipment that may have been issued to the student. The withdrawal process is not complete until all equipment has been properly returned.

Withdrawal before Midterm: A student who completes the withdrawal process prior to the published midterm date for the term of enrollment will be assigned a grade of *W* (withdrew) regardless of the reason for withdrawal or how the student is performing in the class. A grade of *W* does not figure in GPA, but it

may have implications for continued financial aid eligibility. (Consult the Financial Aid Office.)

Withdrawal after Midterm: As noted above, prior to midterm a student may withdraw for any reason whatsoever and receive a grade of *W*. However, withdrawal after midterm is subject to academic penalty as follows: **A student who completes the withdrawal process after the published midterm date for the term of enrollment, will be automatically assigned a grade of *WF* (withdrew failing) unless a hardship exception is granted.** (See below for hardship request procedure.) A *WF* counts in GPA just like a grade of *F*.

Hardship Withdrawal Policies: A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process **and** submit a Hardship Withdrawal Request Form to the dean of the school of the student's major. The Hardship Request form may be obtained from the CARE Center (770-961-3515) or the Registrar (770-961-3504, www.clayton.edu/registrar).

To be eligible for hardship withdrawal, a student must have met the following conditions:

1. experienced an emergency or other hardship that makes continuation in the course or courses ill-advised,
2. been passing the course at the time that the emergency or other hardship arose, and
3. acted responsibly by notifying his or her instructors or other University officials about the hardship situation as soon as possible after it arose. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.

Please note: According to Board of Regents Policy, no refunds of fees are granted after midterm, so hardship withdrawal does not involve refund.

For purposes of this policy, "passing" is defined to include not only recorded grades but also to include making satisfactory progress toward course assignments (papers, reports, projects, etc.) that have not yet actually been graded at the time the hardship arose. The dean's office will contact the appropriate faculty member(s) to determine the student's status.

"Hardship" refers to an unexpected event or circumstance beyond the student's control that directly interfers with the student's ability to continue to make satisfactory progress in class(es). This generally includes, but is not necessarily limited to, serious illness or accident of the student or close relative that requires the student's extended attention, unavoidable job change or change of job assignment that conflicts with class, or significant disruption of family life that prevents regular class progress. The following sorts of cases do not constitute "hardship": getting behind in class due to taking on more than one can handle; doing poorly in class due to inadequate background, difficult material, or poor time management; taking extensive time away from class for a personal situation that could have been expeditiously handled with a minimum of class interference. The dean may request documentation of the hardship.

A student should contact the dean of the school of his or her major or the Office of the Vice President for Academic Affairs (770-961-3538) for questions about hardship withdrawal.

Withdrawal From Learning Support Courses

All of the regulations listed above for withdrawing from any course also apply to Learning Support courses. In addition, regulations provide that a student *required* to take Learning Support courses may not withdraw from a Learning Support course and remain in any course numbered 1000 or higher.

GRADING SYSTEM

Every course listed on a student's official semester schedule will be listed on the student's permanent record with some grade designation or symbol, even though the student may not complete the semester's work.

The following grades are calculated into grade point average (GPA):

Grade Symbol		Numerical Equivalent
A	excellent	4.00
B	good	3.00
C	satisfactory	2.00
D	passing	1.00
F	failure	0.00
U	unsatisfactory	0.00
WF	withdrew, failing	0.00

The following grade symbols show on the transcript but are not included in the determination of the grade point average.

S — **Satisfactory**. 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.

I — **Incomplete**. Indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. The *I* is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise withdrawal is appropriate. It is the responsibility of the student to initiate the request for an *I* by contacting the relevant instructor, department head or dean in a timely manner before the end of the term or session. The assignment of an *I requires* the written approval of the dean of the school. To remove an *I* and convert to a grade, the student must contact the instructor (or department head or dean if the instructor is unavailable) in a timely manner and arrange to complete the course requirements. (An individual who has an I pending but is not otherwise enrolled may not retain possession of the University-owned computer, and the individual has access to campus facilities and services only to the extent necessary to complete course requirements.) *A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first), will automatically be changed to the grade F.*

W — **Withdrew**. Indicates that a student withdrew before mid-term or after mid-term with hardship approval. (See the heading above for details on withdrawal policy.)

V — **Audit**. Indicates that a student audited this course. Students may not change from audit to credit status or vice versa.

K — **Credit by Examination/Experience**. 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 — **In progress**. This applies only to Learning Support courses. The student is required to repeat the course.

NR — **Not reported**. 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 semester credit hours attempted in courses numbered 1000 or higher at Clayton College & State University. Following is an example:

Course		Semester Credit Hours	Grade (numerical equivalent)		Quality Points
ENGL	1102	3	B	(3)	09
MATH	1231	3	C	(2)	06
PSYC	1101	3	A	(4)	12
SCI	1111/L	4	C	(2)	08
HIST	2110	3	D	(1)	03
		16			38

38 ÷ 16 = Grade Point Average of 2.38

Clayton College & State University calculates two types of overall grade point average: Regents' and Institutional Standing.

1. **Regents' Grade Point Average**
   The Regents' Grade Point Average (sometimes called cumulative GPA) is the average of the grades in all courses (numbered 1000 or higher) attempted *at Clayton College & State University*. Regents' GPA is used to determine whether a student is eligible for academic honors.
2. **Institutional Grade Point Average**
   The Institutional Grade Point Average is the average of the grades in the *most recent attempts* of all courses (numbered 1000 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. (Selective programs may also consider transfer grades in the admission evaluation process.)

NOTE: Grades in Learning Support courses are not calculated in any GPA. Grades in transfer courses are not calculated in Regents' or Institutional GPA.

NOTE: Although Learning Support grades and grades in courses transferred into CCSU are not calculated in official GPA, such grades may be considered when the student is being evaluated for program admission, academic awards or scholarships, or other purposes.

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. 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 chapter of this catalog and/or program materials.

* Semester courses that are directly equivalent to quarter courses will be considered repeats. Similar courses that are substituted but not directly equivalent are not considered repeats.

Grade and Academic Appeals

Students wishing to file an appeal of a grade or other academic action must first attempt to work out the matter with the appropriate instructor. If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or the office of the dean in the school involved. The appeal should be initiated as soon as possible. The appellant must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Appeals initiated more than one semester following the time that the issue arose will not be nomally be considered. (This "statute of limitations" will not be extended unless there is clear and convincing evidence that it would not have been reasonable to expect the student to have raised the appeal in a more timely manner.) Full details about the appeal process are contained in the *Student Handbook,* which can be obtained from the Office of the Vice President for Student and Enrollment Services or via the university homepage. Students with questions about the academic appeal process should contact the Office of the Vice President for Academic Affairs. (770-961-3538).

Academic Renewal

In most cases the Clayton College & State University institutional 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/Learning 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. University System Policy is as follows:

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 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 semester in which the student intends to begin taking classes under the Academic Renewal Policy. Contact the Office of the Registrar for additional information.

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 and SAT or ACT scores indicate deficiencies in basic academic skills *and* the deficiencies are confirmed by entry placement testing administered by CCSU (COMPASS test). (See the Admissions Information chapter 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. (Note: Volunteer students are not bound by the regulations below that apply to students who are *required* to take Learning Support courses.) 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. All students required to take any Learning Support course must be advised each term by advisors in the Department of Learning Support (lower level of the Library Building). The advisement requirement is in effect until the student exits all 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 fully 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 semester of enrollment and continue taking them for each subsequent semester of enrollment until all requirements have been completed.
2. Students who are required to take Learning Support courses must take CSOR 0098 (College Skills Orientation) in the first semester of enrollment. Students whose only Learning Support requirement is in mathematics may petition the Learning Support Department Head for exemption from CSOR 0098.
3. Students who successfully complete (exit) all Learning Support requirements can schedule graduation-applicable courses during the next semester of enrollment. Some students may be allowed to schedule some graduation-applicable courses during their first semester of enrollment.
4. Students who are required to take READ 0099 must exit the reading area before they enroll in any courses in the Core Curriculum.

5. Students who are required to take Learning Support courses must complete all required Learning Support content areas (English, mathematics, reading) before they earn 20 semester hours of graduation-applicable credit. Students who have not done so by that point may enroll only in Learning Support courses until all content area requirements are complete.
6. Students required to take Learning Support courses may not drop or withdraw from Learning Support courses and remain in any course numbered 1000 or higher.

Exit Examinations in the Learning Support Program. After students have passed all other requirements for their required Learning Support courses, they must then pass the exit examinations (COMPASS) 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 all other course requirements in MATH 0099.
2. Students who are required to take Learning Support English may take the exit examination in English only after meeting other course requirements in ENGL 0099.
3. Students who are required to take Learning Support reading may take the exit examination in reading only after meeting other course requirements in READ 0095.

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.

Mathematics: Students have three attempts to pass the MATH 0097 – MATH 0099 sequence subject to the following conditions:
-- Students who begin in MATH 0097 and fail the course twice will be suspended from the University and not allowed to attempt MATH 099.
-- Students who begin in MATH 099 and fail the course twice, will not be allowed a third attempt unless granted specific permission by the Head of the Department of Learning Support.

English, Reading, and College Skills: Students have three attempts in each of the following courses ENGL 0099, READ 0099, and CSOR 0099. Students who fail any course three times will be suspended from the University.

Attempts are cumulative across colleges and universities in the University System of Georgia. The limit on number of attempts also applies to students who volunteer for Learning Support courses. An attempt is defined as enrollment in a course and receiving any grade other than *V* or *W*.

Learning Support Suspension: Suspended students are dismissed from the University for a minimum of three years. (In extraordinary cases in which there is compelling evidence of the likelihood of success if one more attempt is granted

before the three year period begins, students may appeal the suspension. Appeals must be filed with the Head of the Department of Learning Support; appeals will be evaluated by the Admission Appeals Committee.) Following the three-year period of suspension, a student may re-apply to the University and file an appeal with the Admission Appeals Committee; readmission is not automatic.

GOOD STANDING, PROBATION, AND SUSPENSION

Good Standing

The academic standing of a student is determined on the basis of the number of degree-credit semester hours attempted at Clayton College & State University plus transfer hours.

Semester Hours Attempted at CCSU Plus Transfer Hours	Minimum Acceptable Institutional GPA for Good Standing
0-20	1.50
21-45	1.70
46-50	1.90
51 and above	2.00

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

Academic Warning

Students in good standing will be given an Academic Warning if at the end of any semester 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 making course grades of *A* and *B*. Without immediate improvements, academic probation may result. (Note: it is possible to go directly to probation without academic warning.)

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 under the Good Standing heading above will be placed on academic probation. Probation students may be required to see special advisors.
2. **Learning Support Probation**
   Any student required to take a Learning Support course will be placed on Learning Support probation if he or she fails a Learning Support course the first time he or she takes it. (Note: Attempts at Learning Support courses are cumulative within the University System of Georgia.) See the Learning Support Requirements heading earlier in this chapter.

Probation is a very serious matter. The CARE Center can work with students on probation to help them find ways to bring up their grades. (See the Services for Students chapter.) If performance does not improve, the student will be suspended from the University.

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 semester if at the end of any semester while on academic probation both of 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 GPA for the term just completed is below 2.00.

   First suspension: The first academic suspension bars enrollment for one semester. 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 semesters. 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 reasons 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 Associate Vice President for Academic Affairs.

   Petition for readmission following dismissal: There is no automatic readmission following dismissal regardless of how long the student has been out of the University. However, after at least one full calendar year out of the University, a dismissed student may petition for readmission. A student seeking readmission following dismissal 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 semester 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 semester and institutional GPA fall below 2.00.

2. Learning Support Suspension

Students who fail to complete Learning Support courses within the number of attempts specified by the Learning Support policies explained earlier in the chapter, will be dismissed from the University for a minimum of three years. (In extraordinary cases in which there is compelling evidence of the likelihood of success if one more attempt is granted before the three year period begins, students may appeal the suspension. Appeals must be filed with the Head of the Department of Learning Support; appeals will be evaluated by the Admission Appeals Committee. The committee may restrict the enrollment of a student if readmitted.) Following the three-year period of suspension, a student may re-apply to the University and file an appeal with the Admission Appeals Committee; readmission is not automatic.

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 chapter of this catalog for additional information.

Deans' List

A student with a semester 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 1000 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 *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 latter part of Spring Semester of each year, an Honors Convocation is held to recognize those students from all disciplines who have achieved an overall record of academic excellence.

OTHER ACADEMIC POLICIES

Credit Hours

Credit for study at Clayton College & State University and at all institutions in the University System of Georgia is measured quantitatively in semester hours. A semester credit hour is calculated based on one hour (actually 50 minutes) in class per week plus about two hours (100 minutes) outside of class in study, review, project preparation, and related activities. Most courses are three credit hours, meaning that the class will normally meet 150 minutes per week and that the student should normally plan to spend an additional 300 minutes studying, reviewing, and preparing. 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.

This rule of thumb for time management will, of course, vary from student to student and course to course depending on student background and course content. Although many studies have shown that the amount of time that a student spends on task is a critical factor in determining the likelihood of success, students should remember that success in a course is ultimately measured by the degree of mastery of educational objectives, not just by the time spent.

Distance Learning courses, including telecourses and Web courses, are also measured by semester hours, but the in-class/out-of-class calculation is obviously not the same. Although the delivery method is non-traditional, the general calculation of spending about 150 minutes per week per semester credit hour is still a useful rule of thumb.

Full-Time and Part-Time Status

Clayton College & State University welcomes both full-time and part-time students. Students scheduling 12 or more hours of credit per semester are classified by the University as full-time students for fee payment purposes; those with fewer than 12 semester hours of credit are classified as part-time students.

This definition of "full time" is derived from the semester credit hour calculation as explained above. Since each three-hour course should take about 450 minutes per week of a student's time in class and out, a student who takes twelve semester hours (four three-hour courses) should be spending a total of 1,800 minutes (30 clock hours) per week on college work. This calculation will help students plan their time to balance school, work, and personal responsibilities.

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 30 credit hours per calendar year. Typically, this involves two 15-hour semesters with a summer off. Students who attend during Summer Semester can take fewer hours in fall and spring to stay on track, or they can take additional summer hours and speed up graduation. To meet their personal needs, many students choose to extend their programs and take fewer hours per semester. Outstanding students may accelerate their timetable by taking course overloads.

Junior and Senior Standing

Courses numbered in the 1000s and 2000s are considered *lower division* courses. Courses numbered in the 3000s and 4000s are considered *upper division*.

Some courses may have *junior standing* or *senior standing* as a prerequisite. Junior standing constitutes 60 degree credit hours completed; *senior standing* constitutes 90 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.

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 College 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 credit for the CPS examination program. Additional information is available from the School of Technology (TEC-211).
- Students are issued block credit for certain 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 College (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).
- Other programs may develop validation examinations and procedures in order to grant credit for competencies learned in non-academic courses.

Information about possible credit by examination or experience is available in the appropriate academic school 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 already completed a higher course in 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 addition, the experience must be validated as equivalent to college credit by a recognized outside entity or by an institution-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 semester, 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 all over the world.

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 normally open to all students in good academic standing; 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 (Administration Building A-28, 770-961-3538) or the Study Abroad coordinator in the Department of Social Sciences (Arts & Sciences Building).

Correspondence Credit

Credit obtained through traditional correspondence courses taught through other regionally accredited colleges or universities may be counted toward graduation. Correspondence credit is considered transfer credit, and normally a maximum of 12 semester hours of correspondence credit will be accepted in a program of study. Currently enrolled 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.

Transient Credit for CCSU Students

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 apply to and be accepted by the other institution as a transient student. Prior to enrolling at the other institution, the CCSU student must complete a Transient Request Form (available from the Office of the Registrar) and obtain approval. The transient request must be approved by the 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 semester 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.

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.

(For information about coming to CCSU as a transient student from another institution, see the Admission Information chapter.)

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. (770-961-3515)

Chapter 5
GRADUATION REQUIREMENTS

ACADEMIC DEGREES AND CERTIFICATES

General requirements for graduation are included in this chapter of the catalog. The curriculum and specific requirements for each program are listed in the subsequent chapters 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 chapter and the specific requirements for his or her chosen program of study.

Clayton State offers several types of academic degrees and certificates:

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. A new degree, the Bachelor of Information Technology (B.I.T) with five majors was approved by the Board of Regents at the time that this catalog went to press (May 1998). Details will be available in a catalog supplement that will be published in electronic (www.clayton.edu) and paper form and available by the end of June 1998.
2. **Associate of Arts and Associate of Science 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 for transfer to any other college or university. The transfer-focused 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 listed with each program. Associate degrees can normally be completed in two years of full-time enrollment.
3. **Associate of Applied Science (A.A.S.) and Associate of Science in Dental Hygiene (A.S.D.H.)**: These career-focused 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.

STUDENT LEARNING OUTCOMES AND ASSESSMENT

In pursuit of it core mission "to provide superior career-oriented studies that will prepare students to succeed in the world of work in the 21st Century," Clayton College & State University focuses all academic programs on student learning outcomes that are identified by the CCSU faculty. Briefly stated, an outcome is what the University wants the student "to know and be able to do" upon graduation. The outcomes for some programs are listed in this catalog, and others are listed in materials published by the appropriate school or department. (For the full text of the University's Mission Statement, see Chapter 1.)

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 engage in 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 Areas A-E at Clayton State, students will be able to exhibit effective performance in communication and critical thinking, 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, and these outcomes are stressed in major programs as well as in the Core Curriculum.

The Communication Outcome

Communication is much more than setting forth information: it involves an interchange of ideas or thoughts between a sender and a recipient. Whether the communication takes the form of a written paper or report, a letter, an oral presentation, or a problem-solving discussion in a small group, the ultimate goal is a clear, meaningful exchange of ideas between the sender(s) and recipient(s).

Regardless of its purpose or its form, communication is characterized by the following five components:

- Knowledge Base
- Awareness of Recipient
- Organization
- Mechanics/Delivery
- Style

Critical Thinking Outcome

Critical Thinking is a systematic process used to find the answers to questions as well as to solve problems or reach informed decisions. The purpose of critical thought can be to reach a judgment based on careful reflection (e.g., reacting to a work of art or a poem) or to fulfill a very specific goal (deciding whether or not to administer a particular drug to a patient). It is important for each of us to develop the ability to think critically as well as to evaluate the quality of the critical thinking of others. No matter what the purpose for critical thought, it is characterized by the following four components:

- Question/Issue
- Method
- Evidence
- Conclusion

DEGREE REQUIREMENTS

BACCALAUREATE and ASSOCIATE DEGREES

In order to graduate with a baccalaureate or associate degree from Clayton College & State University, a student must meet all of the following requirements:

1. **Core Curriculum.** All baccalaureate degree graduates and all associate degree graduates (except A.A.S. and A.S.D.H.) must complete Areas A-F of the Core Curriculum. A.A.S. and A.S.D.H. graduates must complete the portions of Areas A-F as listed for the specific program. Areas A-F of Core Curriculum for all majors are listed in the catalog chapters for each school.

   Guidelines for the Core Curriculum are established by the University System of Georgia in order to insure a solid general education foundation for graduates of all state-supported colleges and universities in Georgia. The Core Curriculum also facilitates transfer among institutions within the University System. Courses taken within the Core are guaranteed to transfer within the University System. Most of Areas A-E of the Core are "major free," meaning that they will apply regardless of major; however, certain majors do have specific mathematics and science requirements in Areas A and D. (Students with questions about transferring should contact the Office of the Registrar, 770-960-5110.)

The specific courses in the Core Curriculum for each major are listed in the chapters for each school of Clayton State. The basic areas of the Core are as follows:

A **Essential Skills,**
– courses in mathematics and English composition
B. **Critical Thinking and Communication**
– courses in critical thinking, communications (including computer skills) and foreign language. (The University System refers to Area B as "Institutional Options.")
C. **Humanities** (including intermediate foreign language)
D. **Natural Sciences, Mathematics, and Technology**
E. **Social Sciences**
F. **Courses Related to the Major Program of Study**

2. **Major Requirements.** Each graduate must complete all curriculum and related requirements for one specific major as listed in the appropriate chapter of the catalog. In addition to courses, graduation requirements may include GPA minimums, experiential learning, assessments, examinations, remedial work, or other requirements as explained in the catalog or official program handbooks. (Bachelor's degree students who are referred to WLAB 2999 must satisfactorily complete the course in order to graduate even if they are allowed to complete all other requirements first.)

3. **Total Hours Requirement.** The student must have earned the total number of semester credit hours specified for his or her major. The minimum is 60 hours for the associate degree and 120 hours for the baccalaureate degree; some programs require more hours. (Exception: A student who completed part of his or her degree program under the quarter system at CCSU or another University System of Georgia institution will be allowed to graduate one or two hours short of the total if all other graduation requirements have been met and the shortage results from calculations made in the transition from quarters to semesters.)

4. **Grade Point Average.** The student must achieve an institutional GPA of at least 2.00 in the courses used to meet degree requirements. A student must be in good academic standing at the time of graduation.

5. **Constitution and History Requirement.** The student must complete the Georgia and U.S. Constitution and History requirement. (This is often called the "Legislative Requirement" since it required by law.) The requirement is normally met by taking POLS 1101 and HIST 2110 in Area E of the Core Curriculum at CCSU.

Alternative methods to meet the legislative requirement include:
a. Meeting the requirement at another institution of the University System of Georgia
b. Passing HIST 3110, Georgia History and Government, at CCSU.
c. Passing CITZ 1001, Citizenship, at CCSU.
d. Passing general American Government and U.S. history courses by transfer or credit by examination *and* passing CCSU's Georgia History and Government competency examination. Contact the Learning Center (770-961-3445) for details.

6. **Residency Requirement.** Residency refers to courses (including on-line courses) offered by Clayton College & State University. Transfer courses (including correspondence courses, on-line courses, transient courses, or cross-registration courses*) are not considered to be in residence. Credit by examination or experience is not considered to be in residency even if the examination was taken at CCSU. (In this context, "residence" has nothing to do with a student's residence for fee payment purposes.)
   a. **Associate degree.** A minimum of 21 semester credit hours in residency is required. At least 12 of the 21 hours must be in Area F for the A.A. or A.S. or in program requirements other than electives for the A.A.S. or A.S.D.H.
   b. **Baccalaureate degree:** A minimum of 30 semester credit hours in residence at Clayton College & State University. At least 21 of the 30 must be upper division hours counted toward program requirements other than free electives. Individual schools of the University may specify additional requirements. (See the appropriate school chapter of this catalog for any additional residency requirements that apply to specific degrees and/or majors.)

   * The Integrative Studies B.A./B.S. program has special provisions for counting some cross-registration courses as in residence.

   NOTE: Certain residency requirements may be modified for students officially in the Servicemembers Opportunity College (SOC) program.

7. **Regents' Test.** 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 the Regents' Test, a competency examination in reading and English composition. The Regents' Testing Program (RTP) of the University System of Georgia is administered at Clayton College & State University each semester through the Learning Center. Testing dates for each semester are announced in the Schedule of Classes. For additional details, see the Regents' Test Policy heading later in this chapter.

8. **Application for Graduation.** A student seeking to graduate with an associate degree or a bachelor's degree must file an Application for Graduation form with the University Registrar no later than the second week of the semester prior to the semester that the student plans to graduate. For example, a student who plans to graduate at the end of Spring Semester must file an application for graduation by the second week of Fall Semester. This advance notice is necessary to insure that all requirements will be satisfied and to allow time for processing. The appropriate documentation must be on file for any course substitutions required. *Graduation may be delayed for students who fail to file their Graduation Applications on time.*

   Although students may be graduated at the end of any semester 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 Semester. Diplomas are available for pick up in the Registrar's Office six to eight weeks after the end of the semester. Diplomas not picked up will be mailed to the current address on file.

CERTIFICATE GRADUATION

To earn an academic certificate from Clayton College & State University, a student must meet the following general requirements in addition to the curricular requirements listed later in this catalog with the program of study.

1. **Grade Point Average.** Certificate graduates must have an Institutional Grade Point Average of 2.00 or better in the courses counted toward certificate requirements. A student must be in good academic standing at the time of graduation.
2. **Residency.** 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. (See item 6 of the Degree Requirements section for the definition of residency.)
3. **Application for Graduation.** A student seeking to graduate with an academic certificate must file an Application for Graduation form with the University Registrar no later than the second week of the semester prior to the semester that the student plans to graduate. For example, a student who plans to graduate at the end of Spring Semester must file an application for graduation by the second week of Fall Semester.

Since full-time students can complete most certificates in two semesters, a full-time certificate student must apply for graduation immediately after beginning his or her certificate program. This advance notice is necessary to insure that all requirements will be satisfied and to allow time for processing. The appropriate documentation must be on file for any course substitutions required. *Graduation may be delayed for students who fail to file their Graduation Applications on time.*

Although students may be graduated at the end of any semester in which they fulfill the degree requirements of the University, one formal graduation ceremony for certificates is held each year at the end of Spring Semester. Certificates are not awarded at the University's formal commencement program for degrees. Certificates are available for pick up in the Registrar's Office six to eight weeks after the end of the semester. Certificates not picked up will be mailed to the current address on file.

OTHER REGULATIONS

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 24 additional credit hours for the associate degree or 30 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. Students must meet all requirements for the second degree, including prerequisites or prerequisite skills. The graduation application process for a second degree is the same as for any degree. (See item 8 under Degree Requirements.) 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

Clayton College & State University encourages students enroll in appropriate physical education (PHED) courses in order to improve their overall health and wellness. The University has no general physical education requirement. Students planning to transfer to institutions that require PHED may complete hours at Clayton State, but should check with the receiving institution in advance to determine if the course is appropriate.

POLICY ON CATALOG AND CURRICULUM 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 familiar with (1) this section of the academic catalog, (2) the offerings and requirements of his or her major or program of study as stated in the catalog and official program handbooks, and (3) the

contents of the Semester Schedule of Classes, 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. Changes are often necessary in order to keep up with changing knowledge in fields and to improve instruction. 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 Semester Schedule of Classes, posted on the University website, and made 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. When changes in curriculum or other regulations are made and/or University course offerings are modified so that a student cannot finish the exact requirements of the applicable catalog, CCSU will endeavor to make appropriate substitutions so that a student can finish his or her degree requirements in a reasonably timely fashion. This assurance, however, does not bind Clayton College & State University to continue to offer any specific course, track, or major.

Course work completed in Areas A-E of the Core Curriculum 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.

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 very limited number of specific times once each semester. Students must register in advance for the Regents' Test. Consult the Semester Schedule of Classes for information on dates, time, and registration procedures.

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 already 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 SEMESTER THE REGENTS' TEST MUST BE TAKEN:

Students are required to take the Regents' Test during the next semester of enrollment after they have completed 30 semester 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 30 credit hours. Students are encouraged not to take the Regents' Test prior to completion of English 1101, which includes instruction in reading and writing as well as practice for the test.

Test administration dates are published in the Semester Schedule of Classes (on paper and on the CCSU website) and are widely publicized on campus.

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 semester after they have earned 30 semester 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 50 or more semester credit hours are subject to the above requirement, and in addition, they must enroll in RGTE 0088 and RGTR 0088. 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:

Any student who fails one or both portions of the Regents' Test must enroll in the appropriate remediation courses during the student's next semester of attendance. Students enrolled in Regents' Test remediation course(s) must take the test appropriate to the course(s) in order to pass the course.

A student who is required to take Regents' Test remediation will not be allowed to register for any course numbered 1000 or higher unless he or she is also enrolled in the appropriate Regents' Test remediation course(s). A student may not withdraw from Regents' Test remediation and remain in any course numbered 1000 or higher.

Students in this category who fail to retake the required part or parts of the Regents' Test during the first semester 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.

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 30 or more college-level semester 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 semester of enrollment in programs leading to a degree, and in subsequent semesters 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).

CHAPTER 6
SCHOOL OF ARTS AND SCIENCES

INTRODUCTION

DEPARTMENTS

- Humanities
- Learning Support
- Mathematics
- Music
- Natural Sciences
- Social Sciences
- Office of Teacher Education

PROGRAMS OF STUDY

- Integrative Studies
- Teacher Education
- Music
- Transfer Programs

INTRODUCTION

Robert D. Becker, Dean (A&S-210)

The primary objectives of the School of Arts and Sciences are (1) to prepare students to be outstanding teachers in middle level schools, (2) 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, (3) to allow students to develop individualized programs of study through the Integrative Studies Program, (4) to provide course work in support of programs of study offered by other schools of the University, (5) to provide the first two years of study in a wide variety of majors offered at Clayton State and other colleges and universities, (6) to provide students with the sound background in general education they will need during their college experience and after graduation, and (7) to provide students with college preparatory instruction in certain basic skills areas .

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

The School of Arts and Sciences includes the following departments: Humanities, Learning Support, Mathematics, Music, Natural Sciences, Social Sciences, and the Office of Teacher Education.

DEPARTMENTS

DEPARTMENT OF HUMANITIES

William A. Pasch, Department Head (A&S-210)

Full-time Faculty: Barnett, Chrystal, Corse, Daughtry, Durden, Goldberg, Jackson, Legge, Martin, Pasch, Sellers, Spence, Swofford.

The Department of Humanities offers instruction in humanities, languages, literature, philosophy, and the fine and performing arts (except music). The department offers courses fulfilling requirements in Areas A, B, and C of the Core Curriculum as well as major-concentration courses leading to the Associate of Arts degree in the transfer programs for Art, English, French, German, Journalism, Philosophy, Spanish, Speech, and Theater. Upper division Humanities courses serve baccalaureate programs in Music, Teacher Education, and other fields.

Please refer to the Programs of Study section for curriculum outlines of the transfer programs administered by the Department of Humanities.

DEPARTMENT OF LEARNING SUPPORT

F. Richard Reynolds, Department Head (LIB-122)

Full-time Faculty: Bales, Capell, Garrison, Key, Ludley, Miller, Neal, Walkup.

The Department of Learning Support 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.

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

DEPARTMENT OF MATHEMATICS

Catherine C. Aust, Department Head (A&S-210)

Full-time Faculty: Borchelt, Bright, Hunt, Nash, Stephens, Robinson, Underwood.

The Department of Mathematics offers instruction in mathematics and computer science. The department offers courses fulfilling requirements in Areas A, B, and D of the Core Curriculum as well as major-concentration courses leading to the Associate of Science and Associate of Arts degrees in the transfer programs for Computer Science and Mathematics respectively. Upper division courses are offered to support the baccalaureate program in Teacher Education and may apply to other programs as general electives. Math-specific software is required in all math courses.

Please refer to the Programs of Study section for curriculum outlines of the transfer programs administered by the Department of Mathematics.

DEPARTMENT OF MUSIC

John W. Schuster-Craig, Department Head (A&S-110)

Full-time Faculty: Amos, Boyd-Waddell, Holloway, Nordstrom, Otaki, Weaver.

The Department of Music offers the Bachelor of Music and the Associate of Arts in Music. 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. Majors also have opportunities to perform in the hall.

Please refer to the Programs of Study section for the music curricula.

DEPARTMENT OF NATURAL SCIENCES

John G. Campbell, Department Head (A&S-210)

Full-time Faculty: Braun, Brown, Carpenter, Fisher, Halyard, Hampikian, Hornbuckle, Perry, Pratte, Pridmore.

The Department of Natural Sciences delivers instruction in biology, chemistry, physics, and science. The department offers courses fulfilling the

requirements of Area D of the Core Curriculum as well as major-concentration courses leading to the Associate of Science degree. Transfer programs and pre-professional curricula are offered in the following fields: Agriculture, Biology, Chemistry, Dentistry, Engineering, Forestry, Geology, Medicine (pre), Pharmacy (pre), Physics, and Veterinary Medicine (pre). Upper division courses are offered to support the baccalaureate program in Teacher Education and may apply to other programs as general electives.

Please refer to the Programs of Study section for curriculum outlines of the transfer programs administered by the Department of Natural Sciences.

DEPARTMENT OF SOCIAL SCIENCES

John H. Kohler, Department Head (A&S-110)

Full-time Faculty: Arnold, Demmitt, Fisher, Harrison, Hatfield, Manning, McCarty, Ricks, Stillion, Tenore, Trachtenberg, Welborn,

The Department of Social Sciences delivers 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 of Area E of the Core Curriculum as well as major-concentration courses leading to the Associate of Arts degree in the Transfer Programs in Criminal Justice, History, Law, Political Science, Psychology, and Sociology. Upper division courses support baccalaureate programs in Integrative Studies and Teacher Education and may serve other programs as general electives.

Please refer to the Programs of Study section for curriculum outlines of the transfer programs administered by the Department of Social Sciences.

OFFICE OF TEACHER EDUCATION

Virginia Nelms, Coordinator of Middle Level Education (TEC-109)
Dawn Owens, Coordinator of Field Experiences

The B.A. in Teacher Education is designed to lead to licensure/certification in Middle Childhood Education. Majors in this program will select concentrations from among the four areas of mathematics, science, language arts, and social studies to complement education components that are field-based. Faculty members from the departments of the School of Arts and Sciences teach the subject area courses. Practicing education professionals teach the field-based courses. Students may also take the first two years of study toward teacher certification in other teaching fields.

Please refer to the Programs of Study section for the teacher education curriculum.

PROGRAMS OF STUDY

The School of Arts & Sciences offers the following programs. See the following pages for details.

- **Integrative Studies:** B.A., B.S., A.A., and A.S.
- **Music, Performance and Composition:** B.A., B.S., and A.A.

- **Teacher Education, Middle Level:** B.A. and A.A.
- **Transfer Programs in numerous fields:** A.A. and A.S.

INTEGRATIVE STUDIES PROGRAM

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

John H. Kohler, Program Coordinator (A&S-110)

Program Description: The Integrative Studies program provides the opportunity for a student to work with an advisor to design a curriculum 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 A-F. (If the majority of upper division and/or Area F courses earned in the degree program is from the humanities and social sciences, the degree will be an A.A. or a B.A.; otherwise, the degree will be an A.S. or a B.S.)

The Integrative Studies program requires students to develop and focus their programs of study with special seminars and internships. Students are encouraged to take some of their courses from other universities through cross registration in the Atlanta Regional Consortium for Higher Education or other arrangements including distance learning. Study abroad is also encouraged.

Student Advisement: Students choosing this program 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 program coordinator, upon recommendation by the faculty advisory group. (Some Integrative Studies curriculum plans have been pre-approved in such areas as pre-law and human services. Advisors have additional information.) Baccalaureate students must consult the *Integrative Studies Program Handbook* for additional information.

Interested students should contact the School of Arts & Sciences (A&S-110) to obtain a program handbook and to be assigned an advisor.

GOING THE DISTANCE

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 completion of the A.A. or A.S. via distance learning in two years, the availability of any given course is *not* guaranteed. (At this time, CCSU does not offer specialized laboratory science or advanced mathematics courses by distance learning.

AMERICAN HUMANICS PROGRAM

Clayton College & State University is affiliated with American Humanics, Inc., an alliance of colleges, universities, and nonprofit institutions that prepare undergraduates for careers in non-profit agency management with youth and human service organizations. The "vision" of American Humanics is to be "the nation's preferred source of entry-level youth and human service nonprofit professionals." Integrative Studies students can earn American Humanics certification by completing certain courses as specified. American Humanics certification is available in several majors but is especially well-suited to Integrative Studies. (Students majoring in Management, Marketing, Accounting, General Business, Administrative Management, Allied Health Administration, Health Care Management, and other majors can add American Humanics certification to their majors.) For additional information or to discuss this option with an Integrative Studies advisor, contact Dr. Richard Reynolds at (770) 961-3470.

INTEGRATIVE STUDIES CURRICULUM—B.A. or B.S.

(A.A. or A.S. based on completion of Areas A-F)

ESSENTIAL SKILLS (Area A) — 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

*MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B)

(Includes foreign language and other options) — **4-5 hours**

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Integrative Studies major students not emphasizing science.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GRMN 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GRMN 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) — 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*

GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D) 10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in Integrative Studies will choose this version of Area D. (Integrative Studies majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain health science majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (2-0-2)#
COMP 1010 Computing with Spreadsheets (0-2-1)#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 1110 Themes in World History (3-0-3)

COURSES RELATED TO THE MAJOR (AREA F) 18 hours

Note: This Area F conforms to University System of Georgia guidelines for General/Interdisciplinary Studies. It must be followed by students who are seeking an A.A. or A.S. in Integrative Studies. However, students seeking a B.A. or B.S. in Integrative Studies at CCSU may apply an Area F from other majors if approved as part of the individual degree plan.

F1. Humanities (Choose one to three courses: 3 to 9 hours)
Any 2000-level courses with the following prefixes*: ART, ENGL, FREN, GRMN, HUMN, MUSC, PHIL, SPAN, THEA.

F2. Social Sciences (Choose one to three courses: 3 to 9 hours)
Any 2000-level courses with the following prefixes*: ECON, HIST, POLS, PSYC, SOCI.

F3. Natural Sciences and Mathematics (Choose up to two courses: 0-6 hours)
Any 1000- or 2000-level MATH courses numbered 1113 or higher not already applied to Areas A or D and/or any 1000- or 2000-level BIOL, CHEM, PHYS, or other science courses not already applied to Area D.*

F4. Courses related to career and academic goals (Choose up to four courses: 12 hours)
Courses from the Area F of any major.* Study abroad is encouraged. Courses in this category must be chosen in consultation with the faculty advisor. All prerequisites apply.

* Except 1000-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 D lab science sequence. Courses from closely related prefixes may be applied for transfer or transient courses if approved by the advisor.

Total for Freshman-Sophomore Years 60 hours

JUNIOR - SENIOR YEARS

1. Integrative Studies Seminars (take both) 6 hours

INTE 3500, Integrative Studies Seminar I — The Culture of the World of Work (3-0-3). This course is to be taken in the junior year. It is the program's assessment site for communication and critical thinking skills. Students who do not pass the writing assessment must enroll in WLAB 2999 and remain enrolled each term until they receive a grade of *C* or better.

INTE 4500, Integrative Studies Seminar II — Capstone (3-0-3). This course is normally taken during the student's final term of enrollment. A culminating project is required.

2. Integrative Studies Practicum/Internship 3-9 hours

INTE 3901, Integrative Studies Practicum/Internship (0-9-3). This course is normally taken in a term between the two Integrative Seminars. *Up to 15 clock hours per week in the worksetting may be required. Three credit hours are required; additional credit hours may be taken and applied to category 3 below if approved as part of the individual course of study.*

3. Courses appropriate to the student's career and academic goals 45-51 hours

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, distance learning, and study abroad are encouraged. NOTE: *The B.A./B.S. degree requires a minimum of 42 hours of upper division credit; therefore, up to 18 lower division hours may be applied to this category.*

Total for Junior-Senior Years 60 hours

Total for B.A./B.S. 120 hours

Note on Grades: A grade of *C* or better is required in all INTE courses. No more than 6 hours of *D* grades can be counted in category 3 of the junior-senior years.

Note on Residency Requirement: The normal University residency requirement of 30 hours applies with the following exceptions: (1) all INTE courses must be taken in residence at CCSU; (2) there is no restriction regarding school of the major; and (3) up to 9 hours of Cross Registration in the Atlanta Regional Consortium for Higher Education, study abroad, or distance learning may be counted as in-residence if the courses are approved *in advance* as part of the student's Integrative Studies program of study.

TEACHER EDUCATION PROGRAM

Bachelor of Arts in Middle Level Education (B.A.)

Introduction. 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 county 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.

Associate of Arts in Teacher Education. 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 F listed below for the B.A.

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.

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. For the listing of outcomes, see the current *Handbook for Students in the Middle Level Education Program.*

ADMISSION TO THE TEACHER EDUCATION PROGRAM

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 and liability insurance, at their own expense. Students must execute a waiver of liability form.

Because courses are offered in sequence and are not available every semester, 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

Students must meet the following criteria before submitting their applications for admission to the program in teacher education. (More information about the application is available at general information sessions. Contact the Office of Teacher Education about the dates of these information sessions.)

1. Admission to Clayton College & State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2. Completion of at least 45 semester hours of college credit.
3. Grades of *A, B, C,* or *K* in all applicable Area A-F courses.
4. An Institutional GPA of 2.50 is used to determine minimum eligibility for admission into the B.A. in Middle Level Education program. (See Institutional Grade Point Average in the Academic Information chapter of this catalog.)
5. A Program Grade Point Average of 2.50 based upon coursework applied to Areas A-F.

Eligibility to Begin Taking Courses in the Teacher Education Program.

1. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2. Completion of *all* courses in Areas A-F of the Core Curriculum with grades of *A, B, C,* or *K.*
3. 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 of acceptance 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.
4. Teacher education writing assessment with at least a minimum writing profile (currently 555-555-4). Contact the Office of Teacher Education for information about the writing assessment.
5. Passing both the reading and writing portions of the Regents' Testing Program. (See the Graduation Requirements chapter of this catalog.)
6. 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, career exploration activities, or other documented experiences.)
7. Minimum competence in microcomputer applications including keyboarding, word processing, and spreadsheets. Students proficient in the use of microcomputers may complete the self-evaluation form available in the Office of Teacher Education. Competence also may be documented by completion of an approved credit or non-credit course.
8. Attendance at a general information session and/or personal interview. (Contact the Office of Teacher Education for specific dates of information sessions.)

9. Completion of the PRAXIS I test. 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 PRAXIS I: Academic Skills Assessment, developed and administered by the Educational Testing Service (ETS). Examinees will be allowed to choose either the Pre-Professional Skills Test (PPST) version or the Computer-Based Academic Skills Assessment (CBT) version. Contact the Office of Teacher Education for further information.
10. 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.

APPLICATION PROCEDURES

1. Students who meet the criteria explained for submission of teacher education application as above should submit a teacher education application form and supporting documentation to the Clayton College & State University Office of Teacher Education. (Application forms are available from the Office of Teacher Education.)
2. Application deadlines for specific semesters of the Teacher Education program are posted in the Office of Teacher Education. (Each deadline period is called an admission cycle.)
   a. All complete and eligible applications received by the published deadlines will be considered for the available positions in the program for the appropriate semester. (Complete applications must include *all* required 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.
   c. Fall 1999 deadlines are as follows: Students may submit their applications for Fall 1999 admission between August 24, 1998, and June 18, 1999. Any applications received after the deadline of June 18, 1999, will be placed on a waiting list in the event a slot in the program becomes available.
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 21 semester 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: LART 3010, MATH 3010, SCI 3110, SOSC 3110, EDUC 3000, 3010, 3350, 4000, 4711, 4712, 4713, 4714, 4715, 4716. 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 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 granted.

Students will be reassessed in Language Arts (LART 3010) during the first semester 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 (WLAB 2999) during the next semester 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 LART 3010 or other courses. Continuous enrollment in WLAB 2999 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 4711 (fall semester 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 Institutional GPA of 2.50 or higher.
2. Completion of each course in the program sequence with a grade of *C* or higher (or *K*).
3. Successful completion of the program writing profile.
4. Endorsement of the Junior Year Internship by the Arts & Sciences faculty and the clinical faculty.
5. Course overloads will not be permitted during enrollment in the full-time senior internship.

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 Institutional GPA.
2. Minimum of 55 hours in residence at Clayton College & State University, including the following courses: LART 3010, MATH 3010, SCI 3110, SOSC 3110, EDUC 3000, 3010, 3350, 4000, 4711, 4712, 4713, 4714, 4715, 4716.
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 Office of Teacher Education for details, dates, and costs.
5. Participation in examinations, surveys, and any other required activities administered for purposes of program evaluation and program exit.

TEACHER CERTIFICATION

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

General Education Core for Bachelor of Middle Level Education (B.A.)

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH 1101 Introduction to Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B) (Includes foreign language and other options) 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Teacher Education major students not emphasizing science.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GRMN 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GRMN 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D) 10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2

hours in Area B2. Most students majoring in Teacher Education majors will choose this version of Area D. (Teacher Education majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain health science majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)#
COMP 1010 Computing with Spreadsheets (0-2-1)#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)

POLS 1101 American Government (3-0-3)
HIST 2110 A Thematic Survey of U.S. History to the Present (3-0-3)

E2. Behavioral Science (Choose ONE)

SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)

Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 1110 Themes in World History (3-0-3)

REQUIRED 2000-LEVEL TEACHER EDUCATION CORE (AREA F)

A. Take BOTH **6 hours**

EDUC 2201 Introduction to Education (3-0-3)
PSYC 2103 Introduction to Human Development (3-0-3)

B. Courses appropriate to the teaching field **12 hours**

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 1231 recommended if not taken in Areas A or D)
   Language Arts (Literature recommended)
   Social Sciences (American history recommended)
   Natural Sciences (SCI 1901 or a lab science. If a lab science is chosen it will be 4 hours rather than 3, and the extra hour will be excess credit. If a life science (biology) is chosen in Area D, a physical science should be taken here.)
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 F.

Total for Freshman-Sophomore Years 60 hours

PROFESSIONAL STUDIES 6 hours

EDUC 3000 Teacher Education Seminar I (1-0-1)
Required both semesters of the junior year. EDUC 3000 is institutional credit only and does not count in total hours.
EDUC 4000 Teacher Education Seminar II (1-0-1)
Required the first semester of the senior year. EDUC 4000 is institutional credit only and does not count in total hours.
EDUC 3010 Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (3-0-3)
EDUC 3350 Instructional Strategies for Individual and Interdisciplinary Teaching (3-0-3)

TEACHING FIELDS 36 hours

Choose one major teaching field, one minor teaching field and two basic (non major-minor) teaching fields as follows:

– First basic teaching field (6 hours). Take the category A course and a second course from category B or C (usually B).
– Second basic teaching field (6 hours). Take the category A course and a related elective chosen in consultation with the advisor.
– Minor teaching field (9 hours). Take the category A course regardless of minor chosen. If a language arts or mathematics minor is chosen take both category B courses. If a social studies or science minor is chosen take one course in category B and one course from category C.

--Major teaching field. (15 hours). Take all category A and B courses plus two courses from category C.

1. Language Arts/Reading — 6-15 hours

A. All teacher education students take the following courses:

LART 3010 Communication In and Beyond the Disciplines (3-0-3)

B. Students with a major or minor teaching field in language arts must take the follow courses.

LART 3120 Language Arts: Skills and Concepts (3-0-3)
ENGL 4114 Adolescent Literature (3-0-3)

C. Students with a major teaching field in Language must take TWO of the following:

ENGL 4011 Literary Theory (3-0-3)
ENGL 4012 The American Literary Experience (3-0-3)
ENGL 4113 Themes in World Literature (3-0-3)

2. Mathematics — 6-15 hours

A. All teacher education students must take the following courses:

MATH 3010 Number Concepts and Relationships (3-0-3)

B. Students with a major or minor teaching field in mathematics must the following course:

MATH 3020 Concepts of Algebra (3-0-3)
MATH 4010 Mathematical Problem Solving: Advanced Concepts (3-0-3)

C. Students with a major teaching field in mathematics must take the following courses:

MATH 3030 Concepts of Geometry (3-0-3)
MATH 4020 Concepts of Discrete Mathematics (3-0-3)

3. Science — 6-15 hours

A. All teacher education students must take the following course.

SCI 3110/3110L Integrated Science-Physical Science (2-0-2)/(0-2-1)

B. Students with a minor teaching field in science must take one of the following courses. Students with a major teaching field in science must take both courses.

SCI 3120 Integrated Science-Earth Science (3-1-3)
SCI 3130/3013L Integrated Science -Life Science (2-0-2)/(0-2-1)

C. Students with a minor teaching field in science must take one of the following courses. Students with a major teaching field in science must take two.

BIOL 3650L Comparative Vertebrate Anatomy Lab (0-6-3)
BIOL 4201 Genetics (3-0-3)
BIOL 4202/4202L Genetic Biotechnology (2-0-2)/(0-2-1)
PHYS 4110 Conceptual Astronomy (3-0-3)
CHEM 4110 Environmental Chemistry (3-0-3)

4. Social Studies — 6-15 hours

A. All teacher education students must take the following course.

HIST 3110 Georgia History and Government (3-0-3)

B. Students with a major or minor teaching field in social studies must take the following course:

SOSC 3110 Themes in World Geography (3-0-3)

C. Students with a minor teaching field in social studies must choose one of the following courses. Students with a major teaching field in social studies must take all three courses.

POLS 4111 Comparative Political and Economic Systems (3-0-3)
HIST 4250 History of World Religions (3-0-3)
SOSC 4501 Research Methods in the Social Sciences (3-0-3)

INTERNSHIP — 18 hours

Note: EDUC 4711-4715 must be taken in sequence during the same school calendar year. 4711 is Fall Semester; 4712-4715 are Spring Semester.

EDUC 4711 Middle Level Internship I: School and Community Study (1-6-3)
EDUC 4712 Middle Level Internship IIA: School Organization and Special Education (0-9-3)
EDUC 4713 Middle Level Internship IIB: Grades 4-8 (0-9-3)
EDUC 4714 Middle Level Internship IIC: Grades 4-8 (1-6-3)
EDUC 4715 Middle Level Internship IID: Grades 4-8 (0-6-3)
EDUC 4716 Middle Level Internship IIE: Grades 4-8 (0-6-3)

Total for Program 120 hours

Bachelor of Music (B.M.)
Majors in Performance and Composition

SPECIAL REQUIREMENTS FOR MUSIC MAJORS

Prior to registration, students who wish to major in music *must* audition for members of the music faculty. Entering students should also take a theory placement test. A candidacy examination must be passed before students may enroll in certain 4000-level music courses. Music students must take the official departmental writing assessment in the music history sequence. Students who fail to make a satisfactory score will be required to enroll in WLAB 2999 and remain enrolled each term until they have earned a grade of *C*.

To graduate with a B.M. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance (including junior and senior recitals) and must attend performances and forums.

The *Music Department Handbook* should be consulted for details of these requirements.

Associate of Arts Degree. The Associate of Arts degree may be awarded upon completion of Areas A-F and fulfillment of other graduation requirements.

FACULTY

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

Keyboard:
Piano: Dr. Michiko Otaki, Christi Muse-Zuniga*
Organ: Richard Morris*
Harpsichord: Dr. Daniel Pyle*

Voice:
Dr. Cheryl Boyd-Waddell, 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: Russ deLuna*
Clarinet: Ted Gurch*
Saxophone: Stacey Houghton*
Bassoon: Dan Worley*

Percussion:
Peggy Benkeser*

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

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

Jazz Band/Jazz Combos:
Stacey Houghton*

Staff Accompanist:
Christi Muse-Zuniga

**part-time faculty member*

General Education Core for Bachelor of Music (B.M.) Composition and Performance Majors

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)
ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)
MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.
** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for most non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B) (Includes foreign language and other options) 4-5 hours

B1. ALL students take this course:
CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:
- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Music major students not emphasizing science.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)
COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)
ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)
COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)
COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)
SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GRMN 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GRMN 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL	2111	World Literature I--Pre-Modern (3-0-3)
ENGL	2112	World Literature II--Modern World (3-0-3)
ENGL	2130	American Literature (3-0-3)
PHIL	2201	Introduction to World Philosophy (3-0-3)
PHIL	2301	Ethics in Contemporary Perspective (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
GRMN	2001	Intermediate German I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
GRMN	2002	Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN	2101	The Arts and Society (3-0-3)
ART	2301	Art of the Pre-Modern World (3-0-3)
ART	2302	Art of the Modern World (3-0-3)
THEA	1100	Drama Appreciation (3-0-3)
MUSC	2101	Music Appreciation (3-0-3)
MUSC	2301	Introduction to World Music (3-0-3)
PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
GRMN	2001	Intermediate German I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
GRMN	2002	Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D) 10-11 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in Music will choose this version of Area D. (Music majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a)	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science I Laboratory (0-2-1) (SCI 1111 and 1111L are corequisite.)
	SCI	1112	Integrated Science II (3-0-3)
b)	BIOL	1111	Introductory Biology I (3-0-3)
	BIOL	1111L	Introductory Biology Laboratory (0-2-1) (BIOL 1111 and 1111L are corequisite.)
	BIOL	1112	Introductory Biology II (3-0-3)

c)	CHEM	1151	Survey of Chemistry I (3-0-3)
	CHEM	1151L	Survey of Chemistry Laboratory (0-2-1) (CHEM 1151 and 1151L are corequisite.)
	CHEM	1152	Survey of Chemistry II (3-0-3) (CHEM 1152 has a lab, but it is only required for certain health science majors.)
d)	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics Laboratory (0-2-1) (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
	PHYS	1112	Introductory Physics II (3-0-3) (PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**
COMP	1111	Introduction to Computing (1-2-2)#
COMP	1010	Computing with Spreadsheets (0-2-1)#
SCI	1901	Selected Topics in Science (3-0-3) (See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)

POLS	1101	American Government (3-0-3)
HIST	2110	Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)

SOCI	1101	Introduction to Sociology (3-0-3)
PSYC	1101	Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)

Prerequisite for both options: ENGL 1102, CRIT 1101

SOSC	2501	Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST	1110	Themes in World History (3-0-3)

Total Areas A-E 42 hours

COMPOSITION
Bachelor of Music (B.M.)

Students in the Bachelor of Music degree in Composition must complete the General Education Core for Bachelor of Music (B.M.) as listed above for Areas A-E (42 semester credit hours).

REQUIRED LOWER DIVISION CORE FOR COMPOSITION (AREA F) — 18 hours

MUSC 1011 Music Theory I (3-0-3)
MUSC 1012 Music Theory II (3-0-3)
MUSC 1111 Aural Skills I (0-2-1)
MUSC 1112 Aural Skills II (0-2-1)
MUSC 2400 Applied Music (0-1-1)*
Note: Repeat until 4 hours are earned in Area F.
MUSC 1710A-D Major Ensemble (0-3/5-1)
Note: Repeat until 4 hours are earned in Area F.
MUSC 1601 Composition I (0-2-1)
MUSC 1602 Composition II (0-2-1)

Total for Freshman-Sophomore Years (A-F) — 60 hours

MAJOR AREA REQUIREMENTS WHICH APPLY TO ALL B.M. COMPOSITION STUDENTS — 52 hours

MUSC 0890 Recital Attendance (*Each student must complete six semesters with a grade of P*)
MUSC 2400 Applied Music (1-0-1)*
MUSC 4400 Applied Music (1-0-1)*
MUSC 1710A-D Major Ensemble (0-3/5-1)**
MUSC 3410A-D Major Ensemble (0-3/5-1)**
MUSC 2011 Music Theory III (3-0-3)
MUSC 2012 Music Theory IV (3-0-3)
MUSC 2111 Aural Skills III (0-2-1)
MUSC 2112 Aural Skills IV (0-2-1)
MUSC 2611 Music History I (3-0-3)
MUSC 3612 Music History II (3-0-3)
MUSC 3613 Music History III (3-0-3)
MUSC 3220 Introduction to Music Technology (3-0-3)
MUSC 3820 Improvisation (0-2-1)
MUSC 2600 Composition III (0-1-2)***
MUSC 4600 Composition IV (0-1-2)***
MUSC 3070 Counterpoint (3-0-3)
MUSC 3970 Form and Analysis (3-0-3)
MUSC 3080 Scoring and Arranging (3-0-3)
MUSC 3430 Conducting (1-2-2)

* Each student must complete total of eight semester hours of MUSC 2400 and/or 4400 in Area F and major combined.

** Each student must complete four semester hours of MUSC 1710 and/or 3410 in addition to Area F.

*** Each student must complete 12 hours of MUSC 2600 and/or MUSC 4600.

COURSE OPTIONS — 9 hours

Choose TWO of the following courses:
MUSC 4170 Advanced Counterpoint (2-0-2)
MUSC 4180 Advanced Scoring and Arranging (2-0-2)
MUSC 4190 Advanced Analysis (2-0-2)

Choose FIVE credit hours from the following:
MUSC 3210 Performance Practice (3-0-3)
MUSC 4190 Advanced Analysis (2-0-2)
MUSC 4160 Music Business (3-0-3)
MUSC 4170 Advanced Counterpoint (2-0-2)
MUSC 4180 Advanced Scoring and Arranging (2-0-2)
MUSC 4430 Advanced Conducting (2-0-2)

FREE ELECTIVES — 3 hours

(may be music or non-music courses)
Note: Must take MUSC 2301, Introduction to World Music, if not taken in Area C2.

Total for Junior-Senior Years — 64 hours

Total for Program — 124 hours

PERFORMANCE
Bachelor of Music (B.M.)

Students in the Bachelor of Music degree in Composition must complete Areas A-E of the General Education Core for Bachelor of Music (B.M.) as listed above (42 semester credit hours). Note: MUSC 2301, Introduction to World Music must be taken as an elective if not taken in Area C2.

REQUIRED LOWER DIVISION CORE FOR PERFORMANCE (AREA F) — 18 hours

MUSC 1011 Music Theory I (3-0-3)
MUSC 1012 Music Theory II (3-0-3)
MUSC 1111 Aural Skills I (0-2-1)
MUSC 1112 Aural Skills II (0-2-1)
MUSC 2500 Applied Music (0-1-2)
Note: Repeat until 6 hours are earned.
MUSC 1710A-D Major Ensemble (0-3/5-1)
Note: Repeat until 4 hours are earned.

Total for Freshman-Sophomore Years — 60 hours

MAJOR AREA REQUIREMENTS WHICH APPLY TO ALL B.M. PERFORMANCE STUDENTS — 41 hours

MUSC 0890 Recital Attendance (*Each student must complete six semesters with a grade of P*)
MUSC 2500 Applied Music (0-1-2)*
MUSC 4500 Applied Music (0-1-2)*

MUSC 1710A-D Major Ensembles (0-3/5-1)**
MUSC 3410A-D Major Ensembles (0-3/5-1)**
MUSC 3510 Chamber Ensembles (0-3-1)***
MUSC 3520 Camerata (0-3-1)***
MUSC 3530 Opera Production (0-3-1)***
MUSC 3540 Musical Theater (0-3-1)***
MUSC 3550 Accompanying (0-3-1)***
MUSC 3560 Chamber Choir (0-3-1)***
MUSC 2011 Music Theory III (3-0-3)
MUSC 2012 Music Theory IV (3-0-3)
MUSC 2111 Aural Skills III (0-2-1)
MUSC 2112 Aural Skills IV (0-2-1)
MUSC 2611 Music History I (3-0-3)
MUSC 3612 Music History II (3-0-3)
MUSC 3613 Music History III (3-0-3)
MUSC 3220 Introduction to Music Technology (3-0-3)
MUSC 3820 Improvisation (0-2-1)
MUSC 3430 Conducting (1-2-2)

* Each student must complete ten hours of MUSC 2500 and/or 4500 in addition to Area F.
** Each student must complete four hours of MUSC 1710 and/or 3410 in addition to Area F.
*** Each student must complete four semesters chosen from MUSC 3510, 3520, 3530, 3540, 3550, 3560.

COURSE OPTIONS — 8 hours

Choose ONE of the following courses:

MUSC 3070 Counterpoint (3-0-3)
MUSC 3970 Form and Analysis (3-0-3)

Choose FIVE credit hours from the following:

MUSC 3070 Counterpoint (3-0-3)
MUSC 3080 Scoring and Arranging (3-0-3)
MUSC 3210 Performance Practice (3-0-3)
MUSC 3970 Form and Analysis (3-0-3)
MUSC 4160 Music Business (3-0-3)
MUSC 4170 Advanced Counterpoint (2-0-2)
MUSC 4180 Advanced Scoring and Arranging (2-0-2)
MUSC 4430 Advanced Conducting (2-0-2)

ADDITIONAL SPECIFIC REQUIREMENTS BY PERFORMANCE AREA (Select ONE Area for 12 hours) — 12 hours

Vocal Performance (12 hours)

MUSC 1761 Diction I (0-2-1)
MUSC 2762 Diction II (0-2-1)
MUSC 2763 Diction III (0-2-1)
MUSC 3711 Vocal Literature I (2-0-2)
MUSC 3712 Vocal Literature II (2-0-2)
MUSC 4700 Vocal Pedagogy (3-0-3)
MUSC electives (2 hours)

Piano Performance (12 hours)

MUSC 2250 Keyboard Harmony for Keyboard Majors (2-0-2)

MUSC 3730 Piano Literature (3-0-3)
MUSC 4710 Piano Pedagogy (3-0-3)
MUSC electives (4 hours)

Organ Performance (12 hours)

MUSC 2250 Keyboard Harmony for Keyboard Majors (2-0-2)
MUSC 3780 Organ Literature (3-0-3)
MUSC Electives (7 hours)

Orchestral Instruments, Guitar (12 hours)

Choose TWO of the following plus electives:

MUSC 3760 Orchestral Literature (3-0-3)
MUSC 3770 Chamber Music Literature (3-0-3)
MUSC 3790 Guitar Literature (3-0-3)
MUSC electives (6 hours)

Early Music Performance (12 hours)

MUSC 3740 Early Music Literature (3-0-3)
MUSC electives (9 hours)

FREE ELECTIVES

(may be music or non-music courses) — **3 hours**

Total for Junior-Senior Years 64 hours

Total for Program 124 hours

TRANSFER PROGRAMS
Core Curriculum
Associate of Arts (A.A.) and Associate of Science (A.S.)

INTRODUCTION

Clayton College & State University offers the first sixty credit hours of study (freshman and sophomore years) in a wide variety of majors for which CCSU does not currently offer baccalaureate degrees. In most of these fields, the program of study approved by the University System of Georgia guarantees that students who complete Areas A-F of the core curriculum in a given major at CCSU will be able to apply *all* courses to that major at any other state university in Georgia.

Students who complete Areas A-F in a program of study and who fulfill all graduation requirements specified in this catalog will be awarded an Associate of Arts (A.A.) or Associate of Science (A.S.) degree.

Pre-Professional Fields: For some pre-professional fields such as law or medicine that require post-graduate study, no particular undergraduate major is required; in such cases, students are strongly urged to consult a faculty advisor to determine the best program of study for the first two years. Students who plan to complete their baccalaureate degrees outside the University System of Georgia should consult the academic catalogs of the institutions they plan to attend in order to determine which courses to take at CCSU during their freshman and sophomore years.

Integrative Studies Option: Students who are interested in some transfer programs listed below may find that the CCSU bachelor's degree program in Integrative Studies will serve their career needs and allow them to remain at Clayton College & State University for their junior and senior years. See the first part of this chapter or consult an Integrative Studies Advisor in the School of Arts and Sciences (A&S-110) for further information.

GENERAL EDUCATION CORE CURRICULUM FOR TRANSFER PROGRAMS

The general education core curriculum is composed of five parts identified as Areas A-E:

Area A:	Composition and Mathematics (Essential Skills)
Area B:	Critical Thinking and Communication Skills (Institutional Option)
Area C:	Humanities
Area D:	Natural Sciences and Mathematics
Area E:	Social Sciences

The general education core is designed to be as "major-free" as possible, and Areas C and E are the same for *all* majors. Areas A and D, on the other hand, vary because some programs of study have more intensive natural science and/or mathematics requirements. The number of hours taken in Area D will affect Area B. For some majors, certain course choices in Areas A-E may be recommended even if not absolutely required. *Please pay careful attention to the requirements and recommendations noted for the program you choose.*

Students who have not yet decided on a major need to be aware that their eventual choice may affect what courses are appropriate for Areas A and D. If an undecided student is considering choosing a science- and/or math-intensive major, he or she should take the appropriate courses in Areas A and D. The CARE Center (STC-223) and Career Services (STC-218) are equipped to help students select appropriate majors.

The courses in the General Education Core Curriculum are as follows:

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for most non-science major students.

CRITICAL THINKING AND COMMUNICATION (Area B) (Includes foreign language and other options) 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Non-Science major students not emphasizing science.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GRMN 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GRMN 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)

PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS FOR MAJORS OTHER THAN NATURAL SCIENCE OR NURSING (Area D) 10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in non-science majors will choose this version of Area D. (Non-science majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See below.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain health science majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)

PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)#
COMP 1010 Computing with Spreadsheets (0-2-1)#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit. Only three hours apply to Area D, but some majors may apply the extra hour to Area F.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

NATURAL SCIENCES AND MATHEMATICS FOR NATURAL SCIENCE-RELATED MAJORS (AREA D) 11 hours

NOTE: This version of Area D applies to the following fields:Agriculture/Environmental Sciences
Biological Sciences
Chemistry
Engineering and Engineering Technology
Forestry
Geology
Pharmacy
Physics
Science Education (secondary)
Medical Pre-Professionals (Pre-Medicine, Pre-Dental, Pre-Veterinary)

D1. Laboratory Science (Choose TWO courses; a sequence is not required.)

BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)*
PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)*

*Most life science majors allow the Introductory Physics sequence (1111/1111L – 1112/1112L) in their Area F requirements.

D2. Additional Science, Math, or Technology (Choose ONE)

MATH 1231 Introductory Statistics (3-0-3)

MATH 1241 Survey of Calculus (3-0-3)
MATH 1113 Precalculus (3-0-3)
MATH 1501 Calculus I (4-0-4)*
MATH 2502 Calculus II (4-0-4)*
COMP 1111 Introduction to Computing (1-2-2)**
COMP 1010 Computing with Spreadsheets(1-0-1) **
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* Qualified students whose majors do not require calculus may elect to take MATH 1501 or MATH 2502, but the extra one hour of credit will not normally count toward the minimum needed for graduation.

** Both COMP 1110 and COMP 1111 must be taken if used in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 1110 Themes in World History (3-0-3)

TRANSFER OF COURSES IN AREAS A-F

CCSU normally encourages students to complete the A.A. or A.S. degree prior to transferring, but courses in Areas A-F are guaranteed to transfer and apply toward graduation requirements at *all* University System of Georgia institutions even if the student does not complete the associate degree or the core curriculum at CCSU. The following considerations apply:

Area A: Student must have completed the level of mathematics specified for his or her major.
Areas B-C: No restrictions by major except for number of hours.
Area D: Student must have completed the level of science courses specified for his or her major. (NOTE: non-science majors may elect a sequence from Area D1 for science.)
Area E: No restrictions by major except for number of hours.
Area F: Transferability and application toward graduation are only guaranteed for courses listed in the specific major.

Notes: (1) In some Area F programs, students take courses in the specific fields (e.g., mathematics or history). In other programs (such as forestry or agriculture), the Area F may be composed of foundation courses in related disciplines with no courses in the specific field itself. (2) There are a few University System of Georgia Area F programs that require courses that CCSU does not offer (e.g., geography). In these cases, students are usually advised to transfer without earning an associate degree. However, students in these fields who wish to receive an A.A. or A.S. from CCSU may choose a related field, including, in some cases, Integrative Studies. Please contact the head of the advising department for additional information.

ALPHABETICAL LISTING OF TRANSFER PROGRAMS
Associate of Arts (A.A.)
Associate of Science (A.S.)

The advising department and its office location are indicated for each program of study. Please consult a faculty advisor in the appropriate department for additional information.

Unless otherwise noted, students take the normal A-E Core Curriculum with no math restrictions in Area A and with the non-science Area D. Those majors that require advanced math and a special Area D are clearly identified.

AGRICULTURAL AND ENVIRONMENTAL SCIENCE (A.S.)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program of study must take MATH 1113 or 1501 in Area A. In Area D take 8 hours with labs from Principles of Biology, Principles of Chemistry or Introductory Physics.

Major and Major-Related Courses (Area F)

1. Choose two to four courses from the following depending on what courses were taken in Area D. 8-16 hours
BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)

2. Electives: 2-10 hours
CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
COMP 1111 Introduction to Computing (1-2-2)
COMP 1010 Computing with Spreadsheets (0-2-1)
MATH 1501 Calculus I (4-0-4)*
MATH 2502 Calculus II (4-0-4)*
MATH 1231 Introductory Statistics (3-0-3)
PHYS 1111/1111L Introductory Physics I (3-0-3)/(0-2-1)
PHYS 1112/1112L Introductory Physics II (3-0-3)/(0-2-1)

* One hour of the four-hour MATH 1501 *will* carry over from Area A or D; one hour of the four-hour MATH 2502 *may* carry over from Area D.

Total 18 hours

ALLIED HEALTH PROFESSIONS

Students interested in transferring to baccalaureate programs in Allied Health professions such as medical technology, health information, management,

occupational or physical therapy, and similar fields should consult the transfer programs in the Health Sciences chapter of this catalog.

ANTHROPOLOGY

CCSU does not offer the Introduction to Anthropology necessary to complete Area F; however, the Sociology program of study listed below will provide all other courses needed for Anthropology.

ART (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students who plan a program of study in art education should follow the Area F requirements under the Bachelor of Arts (B.A.) in Teacher Education.

Major and Major-Related Courses (Area F)

1. **Take the following courses:** **15 hours**
   - ART 1101 Drawing I (3-0-3)
   - ART 1102 Drawing II (3-0-3)
   - ART 1301 Three-Dimensional Design I (3-0-3)
   - ART 1104 Two-Dimensional Design/Color Theory (3-0-3)
   - ART 2302 Art of the Modern World (3-0-3)
2. **Choose ONE course from the following:** **3 hours**
   - ART 2301 Art of the Pre-Modern World (3-0-3)
   - ART 1302 Three-Dimensional Design II (3-0-3)
   - COMM 1110 Spoken Communication (3-0-3)
   - Any foreign language numbered 1002 or higher (excluding 1999).

Total 18 hours

Note: Students whose interests lie mainly in Art History rather than Studio Art should consider the Integrative Studies program with a curriculum composed mainly of art history, foreign language, humanities, and history courses.

BIOLOGY/BIOLOGICAL SCIENCES (A.S.)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program of study must take MATH 1113 or 1501 in Area A. In Area D take 8 hours with labs from Principles of Biology, Principles of Chemistry or Introductory Physics.

Major and Major-Related Courses (Area F)

1. **Choose one or both sequences depending on the science selected in Area D.** **8-16 hours**
   - BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
   - BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
   - CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
   - CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
2. **Choose from the following:** **2-10 hours**
   - CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)

   - CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
   - COMP 1111 Introduction to Computing (1-2-2)
   - COMP 1010 Computing with Spreadsheets (0-2-1)
   - MATH 1501 Calculus I (4-0-4)*
   - MATH 2502 Calculus II (4-0-4)*
   - MATH 1231 Introductory Statistics (3-0-3)
   - PHYS 1111/1111L Introductory Physics I (3-0-3)/(0-2-1)
   - PHYS 1112/1112L Introductory Physics II (3-0-3)/(0-2-1)

   * One hour of the four-hour MATH 1501 *will* carry over from Area A or D; one hour of the four-hour MATH 2502 *may* carry over from Area D.

Total 18 hours

BUSINESS EDUCATION (A.S.)

Advising Department: Office of Teacher Education (TEC-109)

Advisors in office technology fields are also available in the School of Technology (TEC-211).

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Choose from the following:** **9 hours**
   - EDUC 2201 Introduction to Education (3-0-3)
   - PSYC 2103 Introduction to Human Development (3-0-3)
   - BUSA 2131 Fundamentals of Computer Applications (3-0-3)
2. **Choose from the following:** **9 hours**
   - ACCT 2101 Principles of Accounting I (3-0-3)
   - ACCT 2102 Principles of Accounting II (3-0-3)
   - BUSA 2121 The Environment of Business (3-0-3)
   - ECON 2105 Principles of Macroeconomics (3-0-3)
   - ECON 2106 Principles of Microeconomics (3-0-3)
   - OFFC 2205 Business Communication (3-0-3)

Total 18 hours

CHEMISTRY (A.S.)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program of study must follow Area D1 for science majors and must take MATH 1113 or 1501 in Area A and MATH 1501 or 2502 in Area D2.

Major and Major-Related Courses (Area F)

1. **Note:** One hour of MATH 1501 will carry over from Area A or D. **1 hour**
2. **Take the following:** **8 hours**
   - CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
   - CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)

   Note: Chemistry majors must take another science for Area D.
3. **Choose from the following to equal 9 hours:** **9 hours**
   - CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
   - CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)

MATH 2502 Calculus II (4-0-4)*
MATH 2503 Calculus III (4-0-4)
PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
COMP 1010 Computing with Spreadsheets (0-2-1)*

* One hour of the four-hour MATH 2502 *may* carry over from Area D; COMP 1010 can be used for 1 hour if MATH 2502 is not taken in Area D.

Total 18 hours

COMPUTER SCIENCE (A.S.)

Advising Department: Mathematics (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this degree program must take MATH 1113 or 1501 in Area A and take a sequence Area D1 for science majors. MATH 1501 must be taken in Area D2 if not taken in A.

Note: This program of study is for students who intend to transfer to a traditional computer science program at another university. Students interested in majoring in a computer field should consider CCSU's new Bachelor of Information Technology (B.I.T.) program. See the School of Technology chapter. (Pending Board of Regents Approval.)

Major and Major-Related Courses (Area F)

1. **Take both of the following courses:** **7 hours**
   CSCI 1301 Computer Science I (3-0-3)
   CSCI 1302 Computer Science II (4-0-4)
2. **Students must have credit for both of the following courses*:** **2-5 hours**
   MATH 1501 Calculus I (4-0-4)
   MATH 2502 Calculus II (4-0-4)
3. **Choose from the following:** **6-9 hours**
   COMP 1111 Introduction to Computing (1-2-2)
   COMP 1010 Computing with Spreadsheets (0-2-1)*
   MATH 2503 Calculus III (4-0-4)
   MATH 1231 Introductory Statistics (3-0-3)
   MATH 2020 Introductory Discrete Mathematics (3-0-3)
   MATH 2140 Introductory Linear Algebra (3-0-3)
   PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
   PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)

* Students who did not apply MATH 2502 to Area D must take the course for Area F. One hour of each calculus course taken in Areas A and D will apply here.

Total 18 hours

CRIMINAL JUSTICE (A.A.)

Advising Department: Social Sciences (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Take the following courses:** **6 hours**
   CRJU 1150 Introduction to Criminal Justice (3-0-3)
   SOCI 1101 Introduction to Sociology (3-0-3)
   Note: Take PSYC 1101, Introduction to General Psychology, in Area E.

2. **Foreign Language, 1002, 2001, or 2002** **0-6 hours**
3. **Choose THREE lower division electives from the following prefixes with no more than 3 hours in history:** **6-12 hours**
   POLS, ECON, HIST, PSYC, SOCI, COMM, ACCT.

Total 18 hours

DENTISTRY (Pre-Dentistry)

Advising Department: Natural Sciences (A&S-210)

Students wishing to prepare to enter a professional school of dentistry should consult advisors in the Department of Natural Sciences. There is no undergraduate major in dentistry.

ECONOMICS (A.A.)

Advising Department: Social Sciences (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: The program below is for students seeking a B.A. in Economics. Students interested in a B.B.A. in Economics must follow the Area F as listed in the School of Business section of this catalog. Consult an advisor to determine which degree is most appropriate for you.

Major and Major-Related Courses (Area F)

1. **Economics:** **6 hours**
   ECON 2105 Principles of Macroeconomics (3-0-3)
   ECON 2106 Principles of Microeconomics (3-0-3)
2. **Choose four courses from the following:** **12 hours**
   BUSA 2131 Fundamentals of Computer Applications (3-0-3)
   MATH 1231 Introductory Statistics (3-0-3)
   MATH 1501 Calculus I (4-0-4)*
   Foreign language numbered 1002, 2001, or 2002 (up to 6 hours)
   Any 1000-2000 level courses in HIST, POLS, SOCI

* If this course is chosen, one hour will be excess credit.

Total 18 hours

EDUCATION

See the section earlier in this chapter on the Bachelor of Arts (B.A.) degree in Teacher Education for requirements in Area F. For Business Education, see the heading above.

ENGINEERING (A.S.)

Advising Department: Natural Sciences (A&S-210)

This program of study is designed for students who intend to transfer to Georgia Tech or another university engineering program; check with an advisor to make sure it includes the latest information. For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this major (Area F) must take Area D1 for Science majors and must take MATH 1501 in Area A and MATH 2502 in Area D. Chemistry or Biology must be chosen in Area D1; Chemistry is recommended.

1. **Physics** **8 hours**
   PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)

PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)

2. Choose from the following mathematics courses. 10 hours

Note: MATH 1501 must be taken in Area A and MATH 2502 must be taken in Area D. Two hours will apply here. Students may also choose to take Differential Equations (usually (4-0-4) by cross registration.

MATH 2503 Calculus III (4-0-4)
MATH 2020 Introductory Discrete Mathematics (3-0-3)
MATH 2140 Introductory Linear Algebra (3-0-3)

ENGINEERING TECHNOLOGY

Advising Department: Natural Sciences (A&S-210)

Students wishing to prepare for a major in engineering technology at an institution such as Southern Polytechnic State University should consult advisors in the Department of Natural Sciences or the School of Technology. Pre-engineering technology students wanting an associate degree usually choose engineering or physics.

ENVIRONMENTAL SCIENCE

See the program of study for Agricultural and Environmental Science.

ENGLISH (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. Foreign Language 0-9 hours

Competence in a foreign language through completion of the intermediate level (2002) is required, here, in Areas B and/or C, or by competency assessment.

2. World Literature (Choose ONE or TWO courses) 3-6 hours

ENGL 2111 World Literature I—Pre-Modern (3-0-3)
ENGL 2112 World Literature II—Modern (3-0-3)

3. Additional Literature Courses (Choose ONE to THREE courses) 3-9 hours

ENGL 2121 British Literature I (3-0-3)
ENGL 2122 British Literature II (3-0-3)
ENGL 2130 American Literature (3-0-3)

4. Any courses listed in Areas C or E or any COMM, THEA or JOUR courses 0-3 hours

Total 18 hours

FORESTRY (A.S.)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program of study must follow Area D for science majors.

Major and Major-Related Courses (Area F)

1. Choose from the following: 8-16 hours

BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)

2. Choose from the following: 2-8 hours

CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
COMP 1010 Computing with Spreadsheets (0-2-1)
ECON 2105 Principles of Macroeconomics (3-0-3)
MATH 1231 Introductory Statistics (3-0-3)
MATH 1501 Calculus I (4-0-4)*

* One hour of the four-hour MATH 2502 *may* carry over from Area D; COMP 1111 can be used for 1 hour if MATH 2502 is not taken in Area D.

Total 18 hours

FRENCH (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. French 0-9 hours

Competence in French through completion of the intermediate level (2002) is required.

2. Courses in other foreign language(s). 0-6 hours

3. Other 2000-level courses in THEA, ENGL, HIST, HUMN, SOCI 3-18 hours

Total 18 hours

GEOGRAPHY

Advising Department: Social Sciences (A&S-110)

Note: CCSU does not offer the course Introduction to Geographical Analysis, which is required to complete Area F in geography. However, the following courses available at CCSU will apply to the Area F for the B.A. in Geography at all University System institutions: POLS 2101, SOCI 1101, ECON 2105-2106, any HIST courses, and foreign language 1002 or higher. Students seeking a B.S. in geography should choose MATH 1501 (or higher) and Principles courses in the sciences.

GEOLOGY (A.S.)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program of study must follow Area D1 for science majors and must take MATH 1113 or 1501 in Area A.

Major and Major-Related Courses (Area F)

Note: Transferring students will be required to take lower division geology courses at their transfer institution before beginning upper-level courses in geology.

1. **Choose from the following:** **1-9 hours**
   MATH 1501 Calculus I (4-0-4)*
   CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
   CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
2. **Choose from the following:** **9-17 hours**
   BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
   BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
   CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
   CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
   MATH 2502 Calculus II (4-0-4)*
   MATH 2503 Calculus III (4-0-4)*
   PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
   PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)

   * One hour of the four-hour MATH 1501 *will* carry over from Area A or D; one hour of the four-hour MATH 2502 *may* carry over from Area D.

Total 17-21 hours

GERMAN

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **German** **0-9 hours**
   Competence in German through completion of the intermediate level (2002) is required.
2. **Courses in other foreign language(s).** **0-6 hours**
3. **Other 2000-level courses in THEA, ENGL, HIST, HIST, HUMN, SOCI** **3-18 hours**

Total 18 hours

HEALTH INFORMATION MANAGEMENT (A.S.)

See the Health Sciences chapter of this catalog.

HISTORY (A.A.)

Advising Department: Social Sciences (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Foreign Language** **0-6 hours**
   (Competence is required in a language other than English, through the 2002-level in the language used to fulfill CPC requirements or through the 1002-level in a new language.)
2. **Choose TWO or THREE of the following:** **6-9 hours**
   HIST 1112 A Survey of Modern World History (3-0-3)
   HIST 2112 U. S. History Since Reconstruction (3-0-3)

   HIST 2265 Minorities in American History (3-0-3)
3. **Choose lower division electives from the following prefixes and courses:** **3-12 hours**
   ECON, HIST, POLS, PSYC, SOCI, MATH 1231, PHIL 2201.

Total 18 hours

INTERNATIONAL STUDIES

Advising Department: Social Sciences (A&S-110)

Students interested in International Studies are encouraged to consider the CCSU baccalaureate program in Integrative Studies. Those wishing to transfer should normally follow the Area F for history or political science.

JOURNALISM AND MASS COMMUNICATION (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages. Students interested in journalism and communication careers may wish to consider CCSU's bachelor's degree program in Integrative Studies.

Major and Major-Related Courses (Area F)

1. **Foreign language** **3-9 hours**
   Competence is required in a language other than English, through the 2002-level in the language used to fulfill CPC requirements or through the 1002-level in a new language.)
2. **Choose from the following:** **3-6 hours**
   JOUR 1011 Journalism Practicum (0-3-1)*
   JOUR 1012 Mass Communication Practicum (0-3-1)*
   COMM 1110 Spoken Communication (3-0-3)
   *Repeatable for credit.
3. **Electives** **6-18 hours**
   Choose any courses listed in Area C or any courses with the following prefixes: ART, ACCT, ECON, COMM, ENGL, PHIL, HIST, POLS, PSYC, SOCI, or MATH 1231.

Total 18 hours

LAW (Pre-Law)

Advising Department: Social Sciences (A&S-110)

Law schools do not require a particular major, but institutions accredited by the American Bar Association require that entering students hold a bachelor's degree. Students wishing to prepare for law school should consult a pre-law advisor in the Department of Social Sciences to determine the best program of study to suit their needs. Pre-law students are encouraged to consider CCSU's Bachelor of Integrative Studies program.

MASS COMMUNICATION

See the program of study for Journalism and Mass Communication.

MATHEMATICS (A.A.)

Advising Department: Health Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this degree program must take MATH 1113 or 1501 in Area A and may take the Area D for non-science majors.

Major and Major-Related Courses (Area F)

1. **Take the following:** **9-12 hours**
   - MATH 1501 Calculus I (4-0-4)*
   - MATH 2502 Calculus II (4-0-4)*
   - MATH 2503 Calculus III (4-0-4)
   - MATH 2140 Introductory Linear Algebra (3-0-3)

   * One hour of the four-hour MATH 1501 *will* carry over from Area A or D; one hour of the four-hour MATH 2502 *may* carry over from Area D.
2. **Choose from the following (MATH recommended):** **6-9 hours**
   - CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
   - CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
   - CSCI 1301 Computer Science I (3-0-3)
   - CSCI 1302 Computer Science II. (4-0-4)
   - COMP 1111 Introduction to Computing (1-2-2)
   - COMP 1010 Computing with Spreadsheets (0-2-1)
   - EDUC 2201 Introduction to Education (3-0-3)*
   - MATH 2020 Introductory Discrete Mathematics (3-0-3)
   - MATH 1231 Introductory Statistics (3-0-3)
   - PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
   - PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
   - Course(s) in a foreign language (up to 6 hours)**

   * This course should be selected by students who plan to seek secondary education math certification.

   ** French, German, Russian recommended. Courses numbered 1001 or 1999 will not count in the language taken to meet CPC requirements.

Total 18 hours

MEDICAL RECORDS AND MEDICAL TECHNOLOGY

See the programs of study for Health Information Management and Medical Technology in the School of Health Sciences chapter.

MEDICINE (Pre-Medicine)

Advising Department: Natural Sciences (A&S-210)

Students wishing to prepare for medical school at the Medical College of Georgia or other institutions should consult a pre-med advisor in the Department of Natural Sciences.

MUSIC

See the Bachelor of Music (B.M.) section earlier in this chapter.

OCCUPATIONAL THERAPY (Pre-Occupational Therapy)

Students wishing to prepare for a career in Occupational Therapy should consult a advisor in the School of Health Sciences.

PHARMACY (A.S.) (Pre-Pharmacy)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this major must take MATH 1113 or 1501 in Area A. MATH 1501 must be taken in Area D if not taken in A. Pharmacy students take Area D1 for science majors.

Major and Major-Related Courses (Area F)

1. **Choose from the following:** **9-17 hours**
   - CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
   - CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)
   - CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
   - CHEM 2412/2412L Organic Chemistry II (3-0-3)/(0-3-1)
   - MATH 1501 Calculus I (4-0-4)*

   *One hour in this four-hour course is carried over from Area A or D.
2. **Choose from the following:** **3-11 hours**
   - BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
   - BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)
   - MATH 1231 Introductory Statistics (3-0-3)

Total 17-20 hours

Note: Total hours in this program will depend on courses chosen in Area D.

PHILOSOPHY (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Foreign Language:** Competence in a foreign language through the completion of the intermediate level (2002) is required. **0-9 hours**
2. **Philosophy (Choose at least ONE):** **3-12 hours**
   - PHIL 2201 Introduction to World Philosophy (3-0-3)
   - PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
   - PHIL 2401 Introduction to Aesthetics (3-0-3)
   - PHIL 2501 Logic (3-0-3)
3. **Any courses listed in Area C or other courses with the following prefixes: ENGL, HIST, POLS, PSYC, SOCI** **0-6 hours**

Total 18 hours

PHYSICAL EDUCATION-HEALTH-RECREATION

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

PHYSICAL THERAPY (Pre-Physical Therapy)

See the Health Sciences chapter of this catalog.

PHYSICS (A.S.)

Advising Department: Natural Sciences (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this major (Area F) must take the Area D1 for science majors and must take MATH 1113 or higher in Area A and MATH 1501 or higher in Area D.

Major and Major-Related Courses (Area F)

1. **Calculus (see notes):** **6-9 hours**
   MATH 1501 Calculus I (4-0-4)
   Note: This course is strongly recommended in Area A and must be taken in Area D if not taken in A. Three hours will apply to A or D, and one hour will apply to Area F.
   MATH 2502 Calculus II (4-0-4)
   Note: This course is strongly recommended in Area D; one hour will apply to Area F. This course must be taken in Area F if not taken in Area D.
   MATH 2503 Calculus III (4-0-4)
2. **Physics** **8 hours**
   PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
   PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)
   Note: Physics majors must take sciences other than physics in Area D.
3. **Choose from the following:** **5 hours**
   CHEM 1211/1211L Principles of Chemistry I(3-0-3)/(0-3-1)*
   CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)*
   COMP 1111 Introduction to Computing (1-2-2)
   COMP 1010 Computing with Spreadsheets (0-2-1)
   MATH 2140 Introductory Linear Algebra (3-0-3)
   *Chemistry is strongly recommended if not taken in Area D.

Total 18 hours

POLITICAL SCIENCE (A.A.)

Advising Department: Social Sciences (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Take the following THREE courses:** **9 hours**
   POLS 2101 Introduction to Political Science (3-0-3)
   POLS 2301 Introduction to Comparative Politics (3-0-3)
   POLS 2401 Global Issues (3-0-3)
2. **Take TWO or THREE courses from the following:** **6-9 hours**
   Any foreign language numbered 1002 or higher (except 1999).
   MATH 1231 Introductory Statistics (3-0-3)*
   PHIL 2501 Logic (3-0-3)
   *Strongly recommended if not taken in Area A or D.
3. **Choose courses from the following prefixes:** **0-9 hours**
   ECON, HIST, PHIL, PSYC, SOCI.

Total 18 hours

PSYCHOLOGY (A.A.)

Advising Department: Social Sciences (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages. Biology is recommended in Area D.

Major and Major-Related Courses (Area F)

1. **Take the following course:** **3 hours**
   PSYC 1101 Introduction to General Psychology
   Note: Apply SOCI 1101 to Area E.
2. **Take ONE or TWO of the following:** **3-6 hours**
   PSYC 2103 Introduction to Human Development (3-0-3)
   PSYC 2101 Psychology of Adjustment (3-0-3)
3. **Take THREE or FOUR lower division electives from the following prefixes or courses (no more than 6 hours in any single discipline):** **9-12 hours**
   PHIL, SOCI, MATH 1231, or any foreign language numbered 1002 or higher (except 1999) are encouraged.

Total 18 hours

SOCIOLOGY (A.A.)

Advising Department: Social Sciences (A&S-110)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Take the following course:** **3 hours**
   SOCI 1101 Introduction to Sociology (3-0-3)
   Note: Apply PSYC 1101 to Area E.
2. **Foreign language numbered 1002, 2001, or 2002** **0-6 hours**
3. **Select lower division electives from the following prefixes and courses:** **9-15 hours**
   ECON, HIST, PHIL, PSYC, SOCI. (All SOCI is encouraged; HIST 2265 and MATH 1231 are recommended.)

Total 18 hours

SOCIAL WORK

See the program of study in Sociology.

SPANISH (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Competence in Spanish through completion of the intermediate level (2002) is required.** **0-9 hours**
2. **Courses in other foreign language(s).** **0-6 hours**
3. **Other 2000-level courses in ENGL, HIST, PHIL, POLS, SOCI, and THEA.** **3-18 hours**

Total 18 hours

SPEECH (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Take the following course:** **3 hours**
   COMM 1110 Spoken Communication (3-0-3)
   (Take other courses in Area B)
2. **Any course in Area C except foreign language.** **9 hours**
3. **SOSC 2501, POLS 2101, or any courses with PSYC OR SOCI prefixes.** **6 hours**

Total **18 hours**

TEACHER EDUCATION

See the Teacher Education section earlier in this chapter.

THEATER (A.A.)

Advising Department: Humanities (A&S-210)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Major and Major-Related Courses (Area F)

1. **Competence in a foreign language through the first intermediate level (2001) is required.** **0-6 hours**
2. **Choose lower division courses from the following prefixes or courses. The theater (THEA) courses are recommended.** Any ART (except studio), ENGL, HUMN, THEA or MUSC 2101, MUSC 2301, PHIL 2401, COMM 1110. **12-18 hours**

Total **18 hours**

VETERINARY MEDICINE (Pre-Veterinary Medicine)

Advising Department: Natural Sciences (A&S-210)

Students wishing to prepare for veterinary school at the University of Georgia or other institutions should consult a pre-veterinary advisor in the Department of Natural Sciences.

CHAPTER 7
SCHOOL OF BUSINESS

GENERAL INFORMATION

BACHELOR OF BUSINESS ADMINISTRATION CURRICULUM

Accounting

Computer Information Systems

Management

Marketing

General Business

SCHOOL OF BUSINESS

Ernest Miller, Dean
Business and Health Sciences Building, BHS-11
(770) 961-3410

GENERAL INFORMATION

The specific objectives of the School of Business are as follows:

1. to provide education and training for
   a. entry-level professional positions in accounting, computer information systems, marketing, management, and related fields;
   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 offers five programs leading to the Bachelor of Business Administration (B.B.A.):

- Accounting
- Computer Information Systems
- Management
- Marketing
- General Business

Students who are not sure of their area of specialization should initially declare a major in General Business.

The School also offers an Associate of Arts with a program of study in Business Administration for students who complete Area A-F and other associate degree graduation requirements.

BACHELOR OF BUSINESS ADMINISTRATION REQUIREMENTS

Students in the School of Business must meet all University admission, academic progression, and graduation requirements. In addition, the Bachelor of Business Administration (B.B.A.) has the following program-specific requirements:

1. **Writing Assessment.** All B.B.A. students are required to pass the official School of Business writing assessment prior to enrollment in BSAD 4750. The official writing assessment is administered in MGMT 3120, Managerial Communications. Transfer students who are granted credit equivalent for MGMT 3120 must take the official writing assessment during the first term of CCSU enrollment in which they take an upper-division business course. (Transfer students must contact the School of Business for information about assessment procedures.)

   Students who fail to pass the official School of Business writing assessment on the first attempt are *required* to enroll in WLAB 2999, Writing Laboratory II. Such students must enroll in WLAB 2999 for their next term of attendance and in each subsequent term until they have passed the official writing assessment by earning a grade of *C* or better in the course. Students who are required to take WLAB 2999 but neglect to do so are subject to having their registration in other courses cancelled.

2. **Residency.** Of the thirty semester hours in residency required by the University, at least eighteen, including BSAD 4750, must be upper-division School of Business courses that apply to graduation requirements.

3. **Area F Grades.** Students must earn a grade of *C* or better in the following courses: ACCT 2102, ECON 2105, ECON 2106, and BUSA 2201. (Only one grade of *D* is allowed in Area F, and the only courses that allow *D* are ACCT 2101 or BUSA 2106. If the student has a grade of *D* in ACCT 2101 or BUSA 2106, the student must have at least one grade of *B* or higher in Area F to insure a 2.00 GPA in Area F.)

4. **Upper-Division Grades.** All upper-division courses (including transfer courses) applied toward graduation (except for free electives) must be completed with a grade of *C* (or *K*) or better.

5. **Transfer Credit.** The School of Business normally accepts equivalent or substitutable transfer courses toward graduation at CCSU; however, the School reserves the right to determine whether credit earned at other institutions can be applied toward graduation. Acceptance of transfer credit by the University does not guarantee that it will be applied toward B.B.A. requirements. In general, credit for courses completed at other institutions must have been taken at the same level as the equivalent course at Clayton College & State University. If a course similar to an upper-division CCSU course has been taken at the lower-division level, the student may, in some cases, be allowed to validate the credit by passing a proficiency examination in the subject area.

6. **Prerequisites.** Students should pay careful attention to course prerequisites in order to sequence courses appropriately in their programs of work. This is especially important at the sophomore-junior transition and as students near the end of their graduation requirements. **All prerequisites for School of Business courses require that a student earn a grade of *C* or better (or *K*) in the prerequisite courses before the student may take a course requiring the prerequisite.** See the Course Description chapter to determine prerequisites for each course. A student may be removed from any course for which he or she has not met the prerequisite. Only the Dean and Associate Dean of Business have the authority to waive prerequisites for School of Business courses.

RELATED PROGRAMS IN OTHER SCHOOLS

In Fall 1998 CCSU will begin offering courses toward the Bachelor of Information Technology (B.I.T.) degree. This program starts with a certificate, adds an associate degree, and builds to a baccalaureate. Students interested in careers in the rapidly expanding field of computer-based information technology should contact the School of Technology for more information (770-961-3415).

Students interested in management careers in the health care field should consider the B.S. in Health Care Management or the B.A.S. in Allied Health Administration. These programs are explained in the School of Health Sciences chapter of this catalog.

The School of Technology also offers some business-related programs that lead to applied associate and baccalaureate degrees and to certificates. Please refer to that chapter of the catalog for A.A.S., B.A.S., and certificate programs.

Students wishing to combine a business background with other areas of interest such as music or human services should consult the Integrative Studies program in the Arts & Sciences section of this catalog.

Business majors interested in careers in not-for-profit human services fields such as Red Cross and Boy Scouts may be able to include American Humanics Certification in their degree programs. See the Integrative Studies heading in the Arts & Sciences chapter for more information.

PLACEMENT ASSISTANCE

The CCSU Office of Career Services, located in the Student Center, is 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 Services for Students chapter.

LEARNING OUTCOMES FOR THE B.B.A.

The B.B.A. curriculum is designed to enable all graduates to meet the following ten learning outcomes. In addition, each major within the B.B.A. has field-specific learning outcomes which are listed with the appropriate curricula later in this chapter.

1. **CONTINUOUS MANAGEMENT IMPROVEMENT.** In a competitive business situtation, graduates will be able to analyze the task environment, specify strategic goals and objectives, provide essential organization structure, establish proper management controls, and effect continuous management improvement.
2. **INTERPERSONAL COMMUNICATION.** Graduates will possess the interpersonal skills required for successful performance in business, — negotiating, counseling, bargaining, dealing with customers, selling ideas, and listening.
3. **SOLVING BUSINESS PROBLEMS.** Under realistic business conditions involving high risk, time pressure, and uncertainty, graduates will have the ability to diagnose unstructured business problems, critically evaluate the management alternatives available, and implement effective plans of action.
4. **UNDERSTANDING THE BUSINESS ENVIRONMENT.** Graduates will understand today's global economy, the open systems environment in which modern business operates, and the impact of cultural diversity in the workplace.
5. **UTILIZING QUANTITATIVE INFORMATION.** Graduates will prepare and use financial and other quantitative information for business decision-making purposes such estimating, budgeting, and forecasting, but with full, explicit recognition of the limitations of such information.
6. **INFLUENCING THE BEHAVIOR OF OTHER WORKERS.** When employed, graduates will be able to influence other workers' behavior in an effective, efficient and ethical manner that elicits full performance potential, respects human dignity, accommodates individual differences, and promotes team-building.
7. **COMPUTER LITERACY.** Graduates will be computer-literate and use modern computer-based management information systems to improve their management performance and decision-making ability.
8. **CRITICAL THINKING.** Well-developed proactive critical thinking skills will be evident from practice gained in progressive, carefully assessed business problem-solving situations.
9. **UNDERSTANDING THE LEGAL ENVIRONMENT OF BUSINESS.** Graduates will know how the law impacts business administration and possess an excellent working knowledge of generic legal issues in human resource management.
10. **PREPARATION FOR CONTINUED PROFESSIONAL DEVELOPMENT.** Graduates will enhance their continued professional development in business administration by their demonstrated fluency in the language of business and their proven ability to use business literature and research for personal growth and applied problem-solving.

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
Curriculum

The B.B.A. curriculum is presented below in two parts:

1. Courses required for all B.B.A. majors
2. Specific courses required for each B.B.A. major
   - Accounting
   - Computer Information Systems
   - Management
   - Marketing
   - General Business.

COURSES REQUIRED FOR ALL B.B.A. MAJORS

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE—Math 1241 is recommended for B.B.A. students who have the appropriate placement score.)

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for B.B.A. students.

CRITICAL THINKING AND COMMUNICATION (Area B)
(Includes foreign language and other options) 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most B.B.A. students.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:
The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GRMN 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GRMN 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish (3-0-3)*
FREN 2001 Intermediate French (3-0-3)*
GRMN 2001 Intermediate German (3-0-3)*
SPAN 2002 Intermediate Spanish (3-0-3)*
FREN 2002 Intermediate French (3-0-3)*
GRMN 2002 Intermediate German (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish (3-0-3)*
FREN 2001 Intermediate French (3-0-3)*
GRMN 2001 Intermediate German (3-0-3)*
SPAN 2002 Intermediate Spanish (3-0-3)*
FREN 2002 Intermediate French (3-0-3)*
GRMN 2002 Intermediate German (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D) 10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in business will choose this version of Area D. (Business majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain health science majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

NOTE: B.B.A. students who did not take MATH 1241 in Area A must take it here or as a non-business elective.

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)#
COMP 1010 Computing with Spreadsheets (0-2-1)#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 1110 Themes in World History (3-0-3)

REQUIRED 2000-LEVEL BUSINESS CORE (Area F) 18 hours

ACCT 2101 Principles of Accounting I (3-0-3)
ACCT 2102 Principles of Accounting II (3-0-3)
[prerequisite: ACCT 2101]
ECON 2105 Principles of Macroeconomics (3-0-3)
ECON 2106 Principles of Microeconomics (3-0-3)
BUSA 2106 The Environment of Business (3-0-3)
BUSA 2201 Fundamentals of Computer Applications (3-0-3)

Freshman and Sophomore Total Hours 60 hours

REQUIRED 3000-LEVEL BUSINESS CORE 18 hours

The following courses are prerequisite to all upper division core courses for B.B.A. students: ACCT 2102, BUSA 2201, ECON 2105/2106. Other prerequisites are listed with each course.

BUSA 3101 Business Statistics (3-0-3)
[prerequisite: MATH 1241 or MATH 1501]
FINA 3101 Managerial Finance (3-0-3)
MGMT 3101 Principles of Management (3-0-3)
MGMT 3102 Performance/Quality Management (3-0-3)
[prerequisite: MGMT 3101]
MGMT 3120 Managerial Communications (3-0-3)
[prerequisite: ENGL 1102]
MKTG 3101 Principles of Marketing (3-0-3)

MAJOR COURSES & BUSINESS ELECTIVES 30 hours

See the majors listed on following pages for the specific requirements and electives for each major: Accounting, Computer Information Systems, Management, Marketing, and General Business.

BUSINESS CAPSTONE (All B.B.A. Students, regardless of major, must take the capstone course.) 3 hours

BUSA 4750 Strategic Management (3-0-3)
[This course is to be taken in the last two semesters, preferably the last, of a student's program. Prerequisite: Senior standing, completion of 3000-level business core, and statisfactory completion of the official School of Business writing assessment.]

NON-BUSINESS ELECTIVES 9 hours

Any nine semester credit hours offered by the University *outside* the School of Business, *except*: Physical Education (PHED) courses; courses offered for institutional credit only (e.g., COMM 1999, COMM 2999); HSCI 2201, HCMG 3101, and career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.

IMPORTANT NOTE: B.B.A. students who did not take MATH 1241 in Areas A or D must take it as a non-business elective.

Junior and Senior Total Hours **60 hours**

Grand Total Hours for the B.B.A. **120 hours**

ACCOUNTING MAJOR

(See also Courses Required for All B.B.A. Majors.)
(Check the Course Description chapter for prerequisites.)

Required Accounting Core 18 hours

ACCT 2102 is prerequisite to ACCT 3110 and 3351; ACCT 3351 is prerequisite to 3352 and all 4000-level ACCT courses.

ACCT 3351 Intermediate Accounting I (3-0-3)
ACCT 3352 Intermediate Accounting II (3-0-3)
ACCT 3110 Managerial Cost Accounting (3-0-3)
ACCT 4450 Income Taxation I (3-0-3)
ACCT 4480 Auditing (3-0-3)
ACCT 4330 Accounting Information Systems (3-0-3)

Choose FOUR upper division business electives 12 hours

At least two must have a prefix other than ACCT.
Check course descriptions for prerequisites.

ACCT 4220 Advanced Accounting (3-0-3)
ACCT 4451 Income Taxation II (3-0-3)
ACCT 4440 Governmental and Not-for-Profit Accounting (3-0-3)
ACCT 4800 Selected Topics in Accounting (3-0-3)
BUSA 3370 Business Law (3-0-3)

BUSA 4900 Directed Research and Readings (3-0-3)
BUSA 4850 Internship/Cooperative Education (0-V-3)
COIS 3115 Structured Programming (3-0-3)
COIS 3120 Object-Oriented Programming (3-0-3)
COIS 3125 Management Information Systems (3-0-3)
COIS 3130 Data Communications and the Internet (3-0-3)
COIS 4435 System Analysis Using Case Tools (3-0-3)
COIS 4445 Systems Design and Database Implementation (3-0-3)
COIS 4455 Applied Software Project (3-0-3)
COIS 4465 Information Systems Policy (3-0-3)
COIS 4775 Programming Internship (3-0-3)
COIS 4800 Selected Topics in COIS (3-0-3)
ECON 4446 Managerial Economics (3-0-3)
FINA 4401 Investments (3-0-3)
FINA 4107 Personal Financial Management (3-0-3)
MGMT 4302 Case Studies in Performance Quality Management (3-0-3)
MGMT 4101 Human Resource Management (3-0-3)
MGMT 4102 Organizational Behavior (3-0-3)
MGMT 4403 International Management (3-0-3)
MGMT 4510 Labor Law/Relations (3-0-3)
MGMT 4111 Leadership (3-0-3)
MGMT 4311 Entrepreneurship (3-0-3)
MGMT 4700 Applied Managerial Decision Making (3-0-3)
MGMT 4800 Selected Topics in Management (3-0-3)
MKTG 3302 Consumer Behavior (3-0-3)
MKTG 3312 Services Marketing (3-0-3)
MKTG 4104 Marketing Research and Analysis (3-0-3)
MKTG 4106 Promotion Strategy (3-0-3)
MKTG 4207 Sales and Sales Management (3-0-3)
MKTG 4750 Marketing Management (3-0-3)
MKTG 4420 International Marketing (3-0-3)
MKTG 4510 Retailing (3-0-3)
MKTG 4800 Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives **30**

LEARNING OUTCOMES FOR ACCOUNTING:

1. **ACCOUNTING BASICS.** Graduates will understand basic accounting terminology, principles, and concepts.
2. **RESEARCH.** Graduates will understand methods of research in accounting.
3. **PROFESSIONAL COMMUNICATION.** Graduates will be able to communicate accounting information in a professionally appropriate way.
4. **PROFESSIONAL DEVELOPMENT.** Graduates will be aware of career, advanced study, and certification options.
5. **MICROCOMPUTERS.** Graduates will be able to make effective use of microcomputers for spreadsheets and other accounting applications.
6. **SOLVING ACCOUNTING PROBLEMS.** Graduates will be able to develop and defend theoretical and practical solutions to accounting problems.
7. **COST AND BEHAVIORAL MODELS.** Graduates will be able to apply models to recognize cost and behavioral constraints.

8. **TAX AND FINANCIAL ACCOUNTING.** Graduates will understand tax and financial accounting implications.
9. **EARNINGS AND PROFIT.** Graduates will understand the determination of earnings and profits.

COMPUTER INFORMATION SYSTEMS MAJOR

(See also Courses Required for All B.B.A. Majors.)
(Check the Course Description chapter for prerequisites.)

IMPORTANT NOTE: The Computer Information Systems major will be phased out in favor of the new **Bachelor of Information Technology (B.I.T.)** degree. Appropriate substitutions will be made to allow COIS students to graduate by completing the COIS major or shifting to the B.I.T. Contact the School of Business for additional information.

Required Computer Information Systems Core — 21 hours

COIS	3115	Structured Programming (3-0-3)
COIS	3120	Object-Oriented Programming (3-0-3)
COIS	3125	Management Information Systems (3-0-3)
COIS	3130	Data Communications and the Internet (3-0-3)
COIS	4435	System Analysis Using Case Tools (3-0-3)
COIS	4445	Systems Design and Database Implementation (3-0-3)
COIS	4465	Information Systems Policy (3-0-3)

Choose ONE of the following: — 3 hours

COIS	4455	Applied Software Project (3-0-3)
COIS	4775	Programming Internship (3-0-3)
COIS	4800	Selected Topics in COIS (3-0-3)

Choose TWO upper division business electives — 6 hours

ACCT	3110	Managerial Cost Accounting (3-0-3)
ACCT	3351	Intermediate Accounting I (3-0-3)
ACCT	3352	Intermediate Accounting II (3-0-3)
ACCT	4220	Advanced Accounting (3-0-3)
ACCT	4330	Accounting Information Systems (3-0-3)
ACCT	4440	Governmental and Not-for-Profit Accounting (3-0-3)
ACCT	4450	Income Taxation I (3-0-3)
ACCT	4551	Income Taxation II (3-0-3)
ACCT	4480	Auditing (3-0-3)
ACCT	4800	Selected Topics in Accounting (3-0-3)
BUSA	3370	Business Law (3-0-3)
BUSA	4900	Directed Research and Readings (3-0-3)
BUSA	4850	Internship/Cooperative Education (0-V-3)
ECON	4446	Managerial Economics (3-0-3)
FINA	4401	Investments (3-0-3)

FINA	4107	Personal Financial Management (3-0-3)
MGMT	4302	Case Studies in Performance Quality Management (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
MGMT	4102	Organizational Behavior (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4111	Leadership (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MGMT	4700	Applied Managerial Decision Making (3-0-3)
MGMT	4800	Selected Topics in Management (3-0-3)
MKTG	3302	Consumer Behavior (3-0-3)
MKTG	3312	Services Marketing (3-0-3)
MKTG	4104	Marketing Research and Analysis (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)
MKTG	4750	Marketing Management (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MKTG	4510	Retailing (3-0-3)
MKTG	4800	Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives — 30 hours

LEARNING OUTCOMES FOR COMPUTER INFORMATION SYSTEMS:

1. **THE COMPUTER PROFESSION.** Graduates will understand the computer field as a profession and the role of the computer in supporting a business organization and its goals.
2. **DECISION-MAKING INFORMATION.** Graduates will understand the use of the computer in acquiring and storing data and information in order to provide decision-making information throughout an organization.
3. **SYSTEMS DEVELOPMENT LIFE CYCLE.** Graduates will understand the Systems Development Life Cycle and the relation of Structured Systems Development techniques to it.
4. **APPLYING BUSINESS SKILLS TO COMPUTER SYSTEMS.** Graduates will be able to apply mathematical, statistical, business communication, and interpersonal skills to the analysis and design of computer systems.
5. **DEVELOPING AND PROGRAMMING SYSTEMS.** Graduates will have gained successful practical experience in the design and programming of a computer system for business applications.
6. **PROGRAMMING FOR PROBLEM SOLVING.** Graduates will acquire the problem-solving and programming skills necessary to develop structured, cohensive, and loosely-coupled modular programs.
7. **DATA MANAGEMENT MODELS.** Graduates will acquire an understanding of data as an organization resource and will understand how data can be managed by the standard structural models: hierarchical, relational, network, and COADSYL.

MANAGEMENT MAJOR

(See also Courses Required for All B.B.A. Majors.)
(Check the Course Description chapter for prerequisites.)

Required Management Core — 12 hours

MGMT	4101	Human Resource Management (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4700	Applied Managerial Decision Making (3-0-3)
MGMT	4111	Leadership (3-0-3)

Choose SIX upper-division business electives — 18 hours

At least two must have a MGMT prefix, and at least two must not have MGMT prefix.

ACCT	3110	Managerial Cost Accounting (3-0-3)
ACCT	3351	Intermediate Accounting I (3-0-3)
ACCT	3352	Intermediate Accounting II (3-0-3)
ACCT	4220	Advanced Accounting (3-0-3)
ACCT	4330	Accounting Information Systems (3-0-3)
ACCT	4440	Governmental and Not-for-Profit Accounting (3-0-3)
ACCT	4450	Income Taxation I (3-0-3)
ACCT	4551	Income Taxation II (3-0-3)
ACCT	4480	Auditing (3-0-3)
ACCT	4800	Selected Topics in Accounting (3-0-3)
BUSA	3370	Business Law (3-0-3)
BUSA	4900	Directed Research and Readings (3-0-3)
BUSA	4850	Internship/Cooperative Education (0-V-3)
COIS	3115	Structured Programming (3-0-3)
COIS	3120	Object-Oriented Programming (3-0-3)
COIS	3125	Management Information Systems (3-0-3)
COIS	3130	Data Communications and the Internet (3-0-3)
COIS	4435	System Analysis Using Case Tools (3-0-3)
COIS	4445	Systems Design and Database Implementation (3-0-3)
COIS	4455	Applied Software Project (3-0-3)
COIS	4465	Information Systems Policy (3-0-3)
COIS	4775	Programming Internship (3-0-3)
COIS	4800	Selected Topics in COIS (3-0-3)
ECON	4446	Managerial Economics (3-0-3)
FINA	4401	Investments (3-0-3)
FINA	4107	Personal Financial Management (3-0-3)
MGMT	4302	Case Studies in Performance Quality Management (3-0-3)
MGMT	4102	Organizational Behavior (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MGMT	4800	Selected Topics in Management (3-0-3)

MKTG	3302	Consumer Behavior (3-0-3)
MKTG	3312	Services Marketing (3-0-3)
MKTG	4104	Marketing Research and Analysis (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)
MKTG	4750	Marketing Management (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MKTG	4510	Retailing (3-0-3)
MKTG	4800	Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives — 30 hours

LEARNING OUTCOMES FOR MANAGEMENT:

1. **PLANNING.** Graduates will be able to plan in a management setting.
2. **ORGANIZING.** Graduates will be able to organize in a management setting.
3. **LEADING.** Graduates will demonstrate the ability to lead effectively and appropriately in a realistic business environment.
4. **CONTROLLING.** Graduates will demonstrate the ability to establish and implement appropriate management control systems in business operations.
5. **COMMUNICATING.** Graduates will be able to communicate effectively in a business environment.

MARKETING MAJOR

(See also Courses Required for All B.B.A. Majors.)
(Check the Course Description chapter for prerequisites.)

Required Marketing Core: — 12 hours

MKTG	4104	Marketing Research and Analysis (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MKTG	4750	Marketing Management (3-0-3)

Choose SIX upper-division business electives — 18 hours

At least two must have a MKTG prefix; and at least two must *not* have MKTG prefix.

ACCT	3110	Managerial Cost Accounting (3-0-3)
ACCT	3351	Intermediate Accounting I (3-0-3)
ACCT	3352	Intermediate Accounting II (3-0-3)
ACCT	4220	Advanced Accounting (3-0-3)
ACCT	4330	Accounting Information Systems (3-0-3)
ACCT	4440	Governmental and Not-for-Profit Accounting (3-0-3)
ACCT	4450	Income Taxation I (3-0-3)
ACCT	4551	Income Taxation II (3-0-3)
ACCT	4480	Auditing (3-0-3)

ACCT	4800	Selected Topics in Accounting (3-0-3)
BUSA	3370	Business Law (3-0-3)
BUSA	4900	Directed Research and Readings (3-0-3)
BUSA	4850	Internship/Cooperative Education (0-V-3)
COIS	3115	Structured Programming (3-0-3)
COIS	3120	Object-Oriented Programming (3-0-3)
COIS	3125	Management Information Systems (3-0-3)
COIS	3130	Data Communications and the Internet (3-0-3)
COIS	4435	System Analysis Using Case Tools (3-0-3)
COIS	4445	Systems Design and Database Implementation (3-0-3)
COIS	4455	Applied Software Project (3-0-3)
COIS	4465	Information Systems Policy (3-0-3)
COIS	4775	Programming Internship (3-0-3)
COIS	4800	Selected Topics in COIS (3-0-3)
ECON	4446	Managerial Economics (3-0-3)
FINA	4401	Investments (3-0-3)
FINA	4107	Personal Financial Management (3-0-3)
MGMT	4302	Case Studies in Performance Quality Management (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
MGMT	4102	Organizational Behavior (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4111	Leadership (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MGMT	4700	Applied Managerial Decision Making (3-0-3)
MGMT	4800	Selected Topics in Management (3-0-3)
MKTG	3302	Consumer Behavior (3-0-3)
MKTG	3312	Services Marketing (3-0-3))
MKTG	4106	Promotion Strategy (3-0-3)
MKTG	4510	Retailing (3-0-3)
MKTG	4800	Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives 30 hours

LEARNING OUTCOMES FOR MARKETING:

1. **PRINCIPLES.** Students will be able to specify the classic principles of marketing and the essential components of a marketing plan.
2. **PROBLEM SOLVING.** Given an unstructured business case problem, students will demonstrate the ability to define the marketing issues in that problem and formulate an efficient and effective plan to resolve them.
3. **RESEARCH.** Students will demonstrate the ability to plan and conduct basic marketing research, as appropriate to the development of a marketing plan.
4. **LEGAL-ETHICAL ISSUES.** Students will recognize legal and ethical issues raised in aspects of marketing work and will be able to define, analyze, and resolve those issues in an appropriate manner.
5. **INTEGRATION.** Students will demonstrate their understanding of the relationship between marketing functions and all other functions of a business, and they will be able to evaluate the impact of a proposed marketing strategy on other functions such as finance, sales, and manufacturing.

GENERAL BUSINESS MAJOR

(See also Courses Required for All B.B.A. Majors.)
(Check the Course Description chapter for prerequisites.)

Required Course **3 hours**

BUSA	3370	Business Law (3-0-3)

Choose NINE courses **27 hours**

NOTE: Must include at least *one* course in MGMT, *one* in MKTG, and *one* in ACCT or COIS or ECON or FINA. Courses should be selected in consultation with an academic advisor.

ACCT	3110	Managerial Cost Accounting (3-0-3)
ACCT	3351	Intermediate Accounting I (3-0-3)
ACCT	3352	Intermediate Accounting II (3-0-3)
ACCT	4220	Advanced Accounting Topics (3-0-3)
ACCT	4330	Accounting Information Systems (3-0-3)
ACCT	4440	Governmental and Not-for-Profit Accounting (3-0-3)
ACCT	4450	Income Taxation I (3-0-3)
ACCT	4551	Income Taxation II (3-0-3)
ACCT	4480	Auditing (3-0-3)
ACCT	4800	Selected Topics in Accounting (3-0-3)
BUSA	3370	Business Law (3-0-3)
BUSA	4900	Directed Research and Readings (3-0-3)
BUSA	4850	Internship/Cooperative Education (0-V-3)
COIS	3115	Structured Programming (3-0-3)
COIS	3120	Object-Oriented Programming (3-0-3)
COIS	3125	Management Information Systems (3-0-3)
COIS	3130	Data Communications and the Internet (3-0-3)
COIS	4435	System Analysis Using Case Tools (3-0-3)
COIS	4445	Systems Design and Database Implementation (3-0-3)
COIS	4455	Applied Software Project (3-0-3)
COIS	4465	Information Systems Policy (3-0-3)
COIS	4775	Programming Internship (3-0-3)
COIS	4800	Selected Topics in COIS (3-0-3)
ECON	4446	Managerial Economics (3-0-3)
FINA	4401	Investments (3-0-3)
FINA	4107	Personal Financial Management (3-0-3)
MGMT	4302	Case Studies in Performance Quality Management (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
MGMT	4102	Organizational Behavior (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4111	Leadership (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MGMT	4700	Applied Managerial Decision Making (3-0-3)

MGMT	4800	Selected Topics in Management (3-0-3)
MKTG	3302	Consumer Behavior (3-0-3)
MKTG	3312	Services Marketing (3-0-3)
MKTG	4104	Marketing Research and Analysis (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)
MKTG	4750	Marketing Management (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MKTG	4510	Retailing (3-0-3)
MKTG	4800	Selected Topics in Marketing (3-0-3)

Total Major Courses & Business Electives 30 hours

CHAPTER 8
SCHOOL OF HEALTH SCIENCES

GENERAL INFORMATION

HEALTH CARE MANAGEMENT

ALLIED HEALTH ADMINISTRATION

NURSING

Basic Licensure Track (B.S.N.)
Degree Completion Track for RNs (B.S.N.)

DENTAL HYGIENE

Basic Licensure Associate Degree (A.S.D.H.)
Applied Baccalaureate Degree (B.A.S.)

HEALTH AND WELLNESS

TRANSFER PROGRAMS IN ALLIED HEALTH PROFESSIONS

GENERAL INFORMATION

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 R.N./B.S.N. 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
- Associate of Science in various allied health professions (first two years of programs designed for transfer).

In addition, students can arrange a dual B.S.N./B.S. degree in Nursing and Health Care Management.

The School of Health Sciences 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 chapter of the catalog.

* The associate degree in nursing has been discontinued.

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

Amelia Broussard, Principal Advisor
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 are offered through the School of Health Sciences. The Health Care Management program prepares

students for a variety of entry and mid-level management positions in health services organizations, such as benefits offices, insurance companies, 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 3000 or above:

1. **Completion of 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 2111/2111L.
2. **Completion of Lower Division Requirements.**
   a. Students may be admitted to the Health Care Management program and allowed to take selected 3000-level courses upon completion of at least 45 semester credit hours applicable to Areas A-F, including ENGL 1101, ENGL 1102, MATH 1101 or higher, ACCT 2102, and ECON 2105 (the selected courses are COMM 3110, BUSA 3370, and HSCI 3520).
   b. Health Care Management students must complete all Area A-F requirements (with no grade lower than *C* in Area F) prior to enrollment in any 3000-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 fulfill any remediation requirements that may be specified according to assessment results.
2. Grades of *D* will not count toward graduation for Area F or for any upper-division requirements.
3. In order to receive the B.S. degree, a student must complete a minimum of 30 hours in residency at CCSU. Of these, at least 24 hours must be upper-division courses within the program, including the 9-hour Research-Policy-Practicum sequence, HCMG 4901-4500-4970.
4. All courses in the Health Care Management core must be completed prior to enrollment in the Research-Policy-Practicum sequence, HCMG 4901-4500-4970.

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 critical judgments.	Identify cause-effect relationships in health care situations, develop organizational plans, problem-solve health care situations.
Communications: 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 the Southern Council on Collegiate Education for Nursing and the 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 semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension.

Suspended students seeking readmission must submit an Application for Readmission to the B.S.-H.C.M. 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.

These rules apply in addition to the regular University policy on academic standing.

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 in the ever-changing health care environment. The outcomes are assessed during major-field 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 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 and teamwork, counseling, coaching, bargaining, and 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 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.

HEALTH CARE MANAGEMENT (B.S.) CURRICULUM

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH 1101 Introduction to Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Health Care Management majors.

CRITICAL THINKING AND COMMUNICATION SKILLS (Includes foreign language and other options) (Area B) 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most Health Care Management major students.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002 or ITEC 1001.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

NOTE: The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)
FREN 1002 Elementary French II (3-0-3)
GRMN 1002 Elementary German II (3-0-3)
SPAN 1999 Spanish Review and Transition (1-0-1)
FREN 1999 French Review and Transition (1-0-1)
GRMN 1999 German Review and Transition (1-0-1)

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D)* 10 hours*

* Students taking 10 hours in Area D must take 2 hours in Area B. Most students majoring in health care management will choose this version of Area D. (Health Care Management majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the science majors listed in the Arts & Sciences chapter.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology I Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is required only for certain majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is required only for certain majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (2-0-2)* #
COMP 1010 Computing with Spreadsheets (1-0-1)*#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 2501 Themes in World History (3-0-3)

REQUIRED 2000-LEVEL HEALTH CARE MANAGEMENT CORE (Area F) 18 hours

ACCT 2101 Principles of Accounting I (3-0-3)
BUSA 2201 Fundamentals of Computer Applications (3-0-3)
ECON 2105 Principles of Economics I (3-0-3)
HSCI 2201 Measurement Sciences – Statistics (3-0-3)*
HSCI 2111 Introduction to the Health Care Environment (2-0-2)
HSCI 2111L Health Care Environment - Lab (0-2-1)
Elective (ACCT 2102 or ECON 2106 is recommended.)

* Students who have credit for MATH 1231 may substitute another course for HSCI 2201.

Freshman and Sophomore Total Hours 60 hours

REQUIRED 3000-LEVEL HEALTH CARE MANAGEMENT CORE 27 hours

BUSA 3370 Business Law (3-0-3)
COMM 3110 Interactive Communication (3-0-3)
HCMG 3101 Introduction to Health Systems Management (3-0-3)
HCMG 3301 Introduction to Primary/Long Term Care (3-0-3)
HSCI 3520 Legal Issues in Health Care (3-0-3)
HCMG 4110 Administration of Managed Care (3-0-3)
HCMG 4560 Health Care Finance (3-0-3)
MGMT 3102 Performance/Quality Management (3-0-3)
MKTG 3101 Principles of Marketing (3-0-3)

SPECIALTY EMPHASIS COURSES 21 hours

Choose SEVEN courses in consultation with a Health Care Management advisor. Other courses not listed may be used if approved *in advance* by the advisor.

ACCT 2102 Principles of Accounting II (3-0-3)
ECON 2106 Principles of Microeconomics (3-0-3)
HCMG 4201 Health Care Consulting (3-0-3)
HSCI 3420 Health Education (3-0-3)
HCMG 3601 Introduction to Mental Health/Case Management (3-0-3)
HCMG 3801 Future Trends in Health Care (3-0-3)
HSCI 3401 Contemporary Women's Health (3-0-3)
HSCI 3341 Cultural Diversity in Health Care (3-0-3)
HSCI 3501 AIDS Epidemic (3-0-3)
HSCI 3550 Ethical Issues in Health Care (3-0-3)
HCMG 4220 International Health Systems (3-0-3)
HCMG 4310 Public Health Administration (3-0-3)
HCMG 4565 Financial Management of Primary/Long-term Care Organizations (3-0-3)
HCMG 4180 Health in the Corporate Setting (3-0-3)
MGMT 4311 Entrepreneurship (3-0-3)
MGMT 4111 Leadership (3-0-3)
MGMT 4510 Labor Law/Relations (3-0-3)
MGMT 4101 Human Resource Management (3-0-3)
MKTG 4106 Promotion Strategy (3-0-3)

MKTG	4207	Sales and Sales Management (3-0-3)
MKTG	4510	Retailing (3-0-3)
MKTG	4420	International Marketing (3-0-3)
NURS	4153	Gerontology (3-0-3)

PRACTICUM/RESEARCH IN HEALTH CARE MANAGEMENT — 9 hours

HCMG	4901	Applied Research (2-3-3)
HCMG	4500	Health Care Policy (3-0-3)
HCMG	4970	Health Care Management Internship/Practicum (0-15-3)

NON-HEALTH SCIENCE, NON-BUSINESS ELECTIVES — 3 hours

Choose any three semester credit hours of courses offered by the University *outside* the Schools of Health Sciences and Business, *except for* Physical Education (PHED) courses; courses offered for institutional credit only (e.g., WLAB with lab 1999, 2999, etc.); or career courses that generally do not fulfill requirements for a baccalaureate degree and are annotated as such in the catalog.

Junior and Senior Total — 60 hours

Grand Total for the B.S. — 120 hours

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

Nancy Burley, Principal Advisor
Business and Health Sciences Building, BHS-57

The Bachelor of Applied Science degree (B.A.S.) in Allied Health Administration offers career advancement opportunities 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 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 normally be earned in four semesters 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 satisfy these conditions:

a. hold an appropriate career associate degree from an institution regionally accredited to grant associate degrees;
b. be admitted to Clayton College & State University; and
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 or technical degrees, are those that are principally 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 typical B.A., B.S., B.B.A., 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 and a closely related associate degree or those holding an R.N. diploma may be eligible for admission upon approval of the Dean of Health Sciences.)

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 HCMG 3111; other arrangements can be made when necessary.

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 chapter of this catalog.

ALLIED HEALTH ADMINISTRATION (B.A.S.) CURRICULUM

ESSENTIAL SKILLS (Area A) — 9 hours

A1. Composition (Take BOTH)

ENGL	1101	English Composition I (3-0-3)
ENGL	1102	English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH	1101	Introduction to Mathematical Modeling (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)**
MATH	1241	Survey of Calculus (3-0-3)**
MATH	1113	Precalculus (3-0-3)**
MATH	1501	Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Allied Health Administration majors.

CRITICAL THINKING AND COMMUNICATION SKILLS (Includes foreign language and other options) (Area B) 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most Allied Health Administration majors.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002 or ITEC 1001.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

NOTE: The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)
FREN 1002 Elementary French II (3-0-3)
GRMN 1002 Elementary German II (3-0-3)
SPAN 1999 Spanish Review and Transition (1-0-1)
FREN 1999 French Review and Transition (1-0-1)
GRMN 1999 German Review and Transition (1-0-1)

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)

PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D)* 10 hours*

* Students taking 10 hours in Area D must take 2 hours in Area B. Most students majoring in Allied Health Administration will choose this version of Area D. Allied Health Administration majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the science majors listed in the Arts & Sciences chapter.

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology I Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is required only for certain majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)

PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is required only for certain majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)* #
COMP 1010 Computing with Spreadsheets (0-2-1)*#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) — 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 2501 Themes in World History (3-0-3)

CAREER BLOCK (Lower Division) — 38 hours

The career block is composed of 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 chapter.

"BRIDGE" REQUIREMENTS (Upper Division) — 10 hours

HCMG 3111 Introduction to Allied Health Administration (3-0-3)
HCMG 3111L Introduction to Allied Health Administration Practicum (0-2-1)
BUSA 3111 Survey of Economics (3-0-3)*
BUSA 3112 Survey of Applied Accounting (3-0-3)**

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.
** Students with credit for ACCT 2101-2102 may exempt this course and take an additional upper division elective.

ALLIED HEALTH ADMINISTRATION CORE REQUIREMENTS — 12 hours

COMM 3110 Interactive Communication (3-0-3)
HCMG 3101 Introduction to Health Systems Management (3-0-3)
HSCI 3501 The AIDS Epidemic (3-0-3)
HSCI 3520 Legal Issues in Health Care (3-0-3)

RELATED ELECTIVES — 12 hours

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

BUSA 3113 Introduction to Measurement and Analysis (3-0-3)
BUSA 3370 Business Law (3-0-3)
FINA 4107 Personal Financial Management (3-0-3)
HCMG 3301 Introduction to Primary Care/Long Term Care (3-0-3)
HSCI 3401 Contemporary Women's Health (3-0-3)
HSCI 3341 Cultural Diversity in Health and Illness (3-0-3)
HSCI 3420 Health Education (3-0-3)
HSCI 3550 Ethical Issues in Health Care (3-0-3)
HCMG 4110 Administration to Managed Care (3-0-3)
HCMG 4310 Public Health Administration (3-0-3)
HCMG 4220 International Health Systems (3-0-3)
HCMG 4180 Health in Corporate Settings (3-0-3)
HCMG 4500 Health Care Policy (3-0-3)
HCMG 4560 Health Care Finance (3-0-3)
HCMG 4970 Internship (maximum of 3 hours) (3-0-3)
MGMT 3102 Performance/Quality Management (3-0-3)
MGMT 4101 Human Resources Management (3-0-3)
MGMT 4111 Leadership (3-0-3)
MGMT 4102 Organizational Behavior (3-0-3)
MGMT 4311 Entrepreneurship (3-0-3)
MGMT 4510 Labor Law/Relations (3-0-3)
MKTG 3101 Principles of Marketing (3-0-3)
MKTG 3302 Customer Behavior (3-0-3)
MKTG 3312 Services Marketing (3-0-3)
MKTG 4106 Promotion Strategy (3-0-3)
MKTG 4207 Sales and Sales Management (3-0-3)
MKTG 4510 Retailing (3-0-3)
NURS 4153 Gerontology (3-0-3)

APPLIED PROJECT — 3 hours

HCMG 4901 Applied Research Project (3-0-3)

FREE ELECTIVE — 3 hours

Any upper division course.

TOTAL HOURS 120 hours

NOTE: Students may take equivalent courses through cross-registration with the Atlanta Regional Consortium for Higher Education or through 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 40 semester hours of upper-division credit applied toward B.A.S. requirements. Of these, at least 30 must be in residence at Clayton College & State University.

NURSING (B.S.N.)
Basic Licensure Track
Degree Completion Track for R.N.s

Linda F. Samson, Dean
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. Both tracks of the B.S.N. program are approved by the Georgia Board of Nursing and accredited by the Accreditation Commission of the National League for Nursing. (For information about the accreditation of this program, contact the NLNAC, 350 Hudson Street, New York, NY 10014.) The program also holds preliminary approval from the Commission on Collegiate Education in Nursing.

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 health 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 is 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, in which they are capable of practicing effectively in a multifaceted and multicultural health care environment. Recognizing and valuing the social, economic, ethnic and cultural diversity of individuals is central to our efforts at promoting health 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 characteristics 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 of 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 future clinical practice through our commitment to the design and development of innovative learning facilities.

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

PROGRAM OUTCOMES FOR THE B.S.N.

Graduates of the B.S.N. programs at Clayton State will . . .

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 multicultural 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.

GENERAL EDUCATION CURRICULUM FOR B.S.N.

Note: Students in the R.N.-to-B.S.N. program will normally have taken several general education courses as part of the A.S.N. degree. Equivalent courses will be counted toward Areas A-E at Clayton College & State University. Students should consult closely with an advisor concerning core curriculum requirements in order to determine if substitutions are appropriate.

ESSENTIAL SKILLS (Area A) — 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH 1101 Introduction to Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for B.S.N. majors.

CRITICAL THINKING AND COMMUNICATION SKILLS (Includes foreign language and other options) (Area B) — 4 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE of the following courses:

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002 or ITEC 1001.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(Only one hour will apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head.)

Foreign Language Options:

NOTE: The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (Only one hour of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)
FREN 1002 Elementary French II (3-0-3)
GRMN 1002 Elementary German II (3-0-3)
SPAN 1999 Spanish Review and Transition (1-0-1)
FREN 1999 French Review and Transition (1-0-1)
GRMN 1999 German Review and Transition (1-0-1)

HUMANITIES (Area C) — 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*

FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS FOR NURSING (Area D)* 11 hours*

D1. Take the following courses:

CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry I Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
CHEM 1152L Survey of Chemistry II Laboratory (0-2-1)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)* #
COMP 1010 Computing with Spreadsheets (0-2-1)*#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)

POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)

SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)*

E3. Capstone Course (Choose ONE)

Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)*
HIST 2501 Themes in World History (3-0-3)

* In order to meet the nursing requirement for study in psychology and social sciences, nursing students are strongly encouraged to take PSYC 1101 and SOSC 2501 in Area D.

B.S.N. -- BASIC LICENSURE

Graduates of the Basic Licensure program 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 recent high school graduates, non-traditional students, 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 applications for every space available in the class.

Students must apply well in advance of the semester that they expect to begin the B.S.N. program. Early decision is available to students with outstanding academic records. Deadlines, application forms, and additional information are available on the CCSU web page (www.clayton.edu) under the School of Health Sciences. Potential applicants may also call or come by the school office. (BHS-57, 770-961-3484)

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 may progress on a full- or part-time basis.

Note: the nursing application is in addition to application for admission to Clayton College & State University. The application process includes the following:

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 32 semester credit hours of the required 60 hours of lower division work with a minimum GPA of 2.50. This must include two courses in English composition, CHEM 1151-1152 including labs, MATH 1101 or higher, and at least one course in the social sciences. Note: all lower division course work must be completed with a minimum GPA of 2.50 prior to enrollment in any upper division nursing course. 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 from previous nursing program, 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 even after matriculation. If the applicant has attended another nursing program, regardless of dates of attendance, a letter of good standing from the program head is required to complete the application process. Students who have been dismissed from another nursing education program are

ineligible for admission to the CCSU program. Students who have been suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.

Applicants will be rated 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; and
d. ability to articulate personal values, reasons for selecting nursing as a career, and goals for the nursing education experience.

TWO-YEAR POST-BACCALAUREATE NURSING PROGRAM

Students holding baccalaureate or higher degrees may apply and be admitted to the basic licensure track B.S.N. on an accelerated basis. Applicants desiring consideration under the accelerated process must hold a baccalaureate degree at the time of 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.

Students holding a baccalaureate degree are exempt from Areas A-E of the core curriculum and Regents' testing. (Although Area E 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.)

In order to begin the upper division nursing program, students in the post-baccalaureate program must either have completed the following courses or be able to certify equivalent knowledge. Students who utilize the equivalent knowledge option must complete the appropriate form and have it approved by the dean or designee:

BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I - Lab (0-2-1)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II - Lab (0-2-1)
BIOL	1250	Microbiology (3-0-3)
BIOL	1250L	Microbiology - Lab (0-2-1)
HSCI	2111	Introduction to Health Care Environment (3-0-3)
HSCI	2111L	Introduction to Health Care Environment - Lab (0-2-1)
PSYC	2103	Introduction to Human Development (3-0-3)
MATH	1231	Introductory Statistics (3-0-3)
		or
HSCI	2201	Measurement Sciences (Health Care Statistics) (3-0-3)

ASSOCIATE DEGREE (A.S.)

Students who complete Areas A-F and other associate degree graduation requirements may be awarded an A.S. in core curriculum with a program of study in Health Sciences. Earning this degree does *not* guarantee admission to the B.S.N. program at CCSU.

CURRICULUM -- B.S.N. BASIC LICENSURE TRACK

For Areas A-E, see General Education for B.S.N., both tracks, as listed above. (Laboratory courses with the suffix L are corequisite with the lecture course of the same number.)

Required Lower Division Nursing Core (Area F) 18 hours

BIOL	1151	Human Anatomy and Physiology I (3-0-3)
BIOL	1151L	Human Anatomy and Physiology I - Lab (0-2-1)
BIOL	1152	Human Anatomy and Physiology II (3-0-3)
BIOL	1152L	Human Anatomy and Physiology II - Lab (0-2-1)
BIOL	1250	Microbiology (2-0-2)
BIOL	1250L	Microbiology - Lab (0-4-2)
PSYC	2103	Introduction to Human Development (3-0-3)
Elective		Consult with advisor; HSCI 2201 is recommended.

Total Freshman - Sophomore Hours (Areas A-F) 60 hours

Required Transition Courses 3 hours

HSCI	2111	Introduction to the Health Care Environment (2-0-2)
HSCI	2111L	Introduction to Health Care Environment-Lab (0-2-1)

Note: These courses must be completed prior to enrollment in any 3000-level nursing course.

Required Upper Division Courses 54 hours

(Practicum or lab courses are corequisite with the appropriate lecture course.)

NURS	3110	Interactive Communications (3-0-3)
NURS	3201	Health Assessment (2-0-2)
NURS	3201L	Health Assessment-Lab (0-3-1)
NURS	3220	Health Promotion (6-0-6)
NURS	3230	Health Promotions Practicum (0-9-3)
HSCI	3301	Pathophysiology (4-0-4)
NURS	3320	Individual and Family Across the Lifespan (5-0-5)
NURS	3330	Individual and Family Clinical Practicum (0-12-4)
NURS	4100	Nursing Research (3-0-3)
NURS	4220	Complex Clinical Situations (5-0-5)
NURS	4230	Complex Practicum (0-15-5)
NURS	4320	Community Health (3-0-3)
NURS	4330	Community Health Clinical Practicum (0-6-2)
NURS	4420	Nursing Leadership and Management (4-0-4)
NURS	4430	Nursing Leadership and Management. Practicum (0-6-2)
NURS	4500	Role Transitions (2-0-2)

Major-Specific Electives **6 hours**

Choose any TWO electives with NURS, HCMG, or HSCI prefixes.

Free Elective **3 hours**

Any courses except PHED, NURS, or courses identified in the catalog as career courses.

Total semester hours for the B.S.N. **126**

TYPICAL FULL-TIME PROGRAM PROGRESSION IN UPPER DIVISION COURSES

NOTE: Take HSCI 2111/2111L during sophomore year or summer before junior year.

JUNIOR YEAR

Fall Semester		*Spring Semester*	
NURS 3110	3	HSCI 3301	4
NURS 3202	2	NURS 3320	5
NURS 3201L	1	NURS 3330	4
NURS 3220	6	Major Elective	3
NURS 3230	3		
	15 hours		16 hours

SENIOR YEAR

Fall Semester		*Spring Semester*	
NURS 4100	3	NURS 4320	3
NURS 4220	5	NURS 4330	2
NURS 4230	5	NURS 4420	4
Major Elective	3	NURS 4430	2
		NURS 4500	2
	16 hours	Free Elective	3
			16 hours

R.N. - B.S.N. COMPLETION PROGRAM

The R.N.-B.S.N. track is an upper division program for registered nurses who are graduates of associate degree or diploma nursing programs. 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. Alternative formats and distance learning options are also available.

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 on the web (www.clayton.edu), 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 post-R.N. 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. Students who have been dismissed from another post-R.N. nursing education program may be ineligible for admission.

Policies on Transfer and Credit by Examination and Experience

a. Upon successful completion of NURS 3100, R.N.s will receive 23 semester hours of block credit subsuming the following nursing and health sciences courses: HSCI 2111/2111L, NURS 3220, NURS 3230, NURS 3320, NURS 3330.
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 the 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 outlines) and catalog descriptions from the previous institution.

c. Diploma R.N's and international R.N. graduates may receive credit for BIOL 1151/1151L, 1152/1152L, and 1250/1250L upon validation by the ACT-PEP examination.
d. 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.
e. 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

NOTE: For Areas A-E, see the "General Education for B.S.N." heading above.

CAREER BLOCK — 23 hours

NURS 3000 (block credit)

R.N.-B.S.N. CORE: — 28 hours

NURS	3100	Professional Transitions (3-0-3)
NURS	3110	Interactive Communications (3-0-3)
HSCI	3301	Pathophysiology (4-0-4)
NURS	3201	Health Assessment (2-0-2)
NURS	3202	Health Assessment Praticum for RN's (0-2-1)
NURS	4100	Nursing Research (3-0-3)
NURS	4220	Complex Clinical Situations (5-0-5)
NURS	4320	Community Health (3-0-3)
NURS	4420	Nursing Leadership and Management (4-0-4)

Clinical Practicum — 6 hours

NURS 4501 Clinical Practicum for R.N's I (0-3-1)
(Prerequisite NURS 3100. Three hours of NURS 4501 must be taken. The hours may be taken in the same term or in different terms.)

NURS 4502 Clinical Practicum for R.N's II (0-3-1)
(Prerequisite NURS 4501; prerequisite or corequisite NURS 4220. Three hours of NURS 4502 must be taken. The hours may be taken in the same term or in different terms.)

Major-Specific Electives — 6 hours

Choose any TWO electives with NURS, HCMG or HSCI prefixes.

Free Elective* — 3 hours

Select any courses except PHED, NURS, or courses identified in the catalog as career courses.

Total semester hours — 126

General Requirements and Information for Both B.S.N. Tracks

PROGRAM REQUIREMENTS

a. No grade lower than C will be counted toward graduation in Area F or for upper division courses.
b. Students must take a minimum of 30 semester hours at Clayton College & State University with no fewer than 25 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.)
   - receive physical examination and immunizations as required by the department
   - maintain current Georgia R.N. licensure if in the B.S.N.-R.N. track.

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 critical judgments.	Identify cause-effect relationships in clinical situations, develop nursing care plans, calculate medications.
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 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, intramusclar, subcutaneous and oral medications, calibrate and use equipment.

Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to hear monitor alarm and emergency signals, able to listen to breath and heart signs.
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 ever-changing environments, displaying flexibility, appropriately interacting with others, learning to function in the case of uncertainty that is inherent in clinical situations involving patients/clients.

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

ACADEMIC PROGRESSION AND RETENTION

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, and accountability in nursing practice and compliance with performance standards. Probation requires recommendation by a faculty member and approval by the 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 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 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 dean. Students will be notified of the decision in writing and may further appeal according to regular University Academic Appeal policy. (See the Student Handbook).
2. Students who have been suspended from the program may petition for readmission following a minimum of one semester 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 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 DEGREES 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 F for Health Care Management:
   a. ACCT 2101
   b. BUSA 2131
   c. ECON 2105 or BUSA 3111.

4. Complete the following courses: MGMT 3102, MGMT 4101, HCMG 4560, MKTG 3101, HSCI 3520, BUSA 3370, or HCMG 4901 and HCMG 4500 or other appropriate courses determined by the Dean in order to equal a minimum of 21 hours of Health Care Management requirements taken in residency at CCSU and not used to meet B.S.N. requirements.

DENTAL HYGIENE

Associate of Science (A.S.D.H.)
Bachelor of Applied Science (B.A.S.)

Lois Poss, 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

ASSOCIATE DEGREE

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. Using courses from the School of Business as well as Health Sciences, 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. Highly qualified applicants can expect early acceptance. All other applicants are accepted on a space-available basis until the convening of class in August.

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

APPLICATION PROCEDURES

1. Submit an application for admission or readmission to CCSU if not already admitted.
2. Submit a separate application to the Associate Degree Dental Hygiene Program to the Department of Dental Hygiene.

ADMISSION STANDARDS

1. Before submitting an application for admission to the Associate Degree Dental Hygiene Program, applicants must 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 these courses. Applicants who did not take these courses in high school must 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 0099, CHEM 1151/1151L, and BIOL 1111/1111L.) Completion of these courses meets the minimum standard but does not guarantee admission to the Dental Hygiene program.
2. 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.

3. Applicants must be free of any health problems that would interfere with their ability to practice dental hygiene. Applicants must complete the Student Health Assessment Form. Part II of the Health Assessment Form (Physical Assessment) requires an examination by a physician or nurse practitioner prior to the freshman fall semester. 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 is arranged through the Clayton College & State University Nurse Managed Clinic during the fall semester of the Freshman year.
4. Students must meet any requirements subsequently imposed by accrediting agencies prior to enrollment in dental hygiene courses.
5. Students who are required to enroll in the Learning Support Program of the University may apply for admission into the Dental Hygiene Program after completing 12 semester credit hours of college-level courses with an institutional grade point average of 2.00 or higher. (Recommended courses are any non-dental hygiene courses listed in the current catalog description of the Dental Hygiene program or CHEM 1151/1151L or BIOL 1111/1111L. See the Dental Hygiene curriculum below.)

ACADEMIC AND GENERAL REQUIREMENTS

Although the dental hygiene courses are sequential in nature and begin only in Fall Semester, a student may start the required general education courses during any semester 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. (Uniform costs are at the student's own expense.)

In order to graduate and be licensed by the Georgia Board of Dentistry, students must hold current CPR certification. 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 course CPR certification is acceptable.

In addition to meeting normal University progression standards, 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 institutional grade point average to a 2.00 by the end of the probationary semester, 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 immediately 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 courses applied to their major program. 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 two calendar years of full-time study (an initial summer session, two academic years, and the intervening summer semester). Students are accepted into the program beginning with the Fall Semester. (Students with previous general education or science course work will not have full-time academic course loads.)

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

A. Choose one of the following:

CHEM	1151	Survey of Chemistry I (3-0-3)
CHEM	1151L	Survey of Chemistry Lab (0-2-1)
		(CHEM 1151 and 1151L are corequisite.)
or		
SCI	1111	Integrated Science I
SCI	1111L	Integrated Science I Lab
		(SCI 1111 and 1111L are corequisite.)

B. Take the following courses:

ENGL	1101	Composition I (3-0-3)
CITZ	1101	Citizenship (1-0-1)*
MATH	1101	Mathematical Modeling (3-0-3)**
COMM	1001	Presentational Speaking (1-0-1)
COMM	1002	Introduction to Presentation Media (1-0-1)
SOSC	2501	Survey of Social Sciences and Contemporary Issues (3-0-3)
BIOL	1151	Anatomy and Physiology I (3-0-3)
BIOL	1151L	Anatomy and Physiology I Lab (1-0-1)
BIOL	1152	Anatomy and Physiology II (3-0-3)
BIOL	1152L	Anatomy and Physiology II Lab (1-0-1)
BIOL	1250	Microbiology (3-0-3)
BIOL	1250L	Microbiology Lab (1-0-1)

and

PSYC 1101 Introduction to General Psychology (3-0-3)
or
SOCI 1101 Introduction to Sociology (3-0-3)

* Students who plan to pursue a baccalaureate degree are strongly encouraged to take HIST 2110 and POLS 1101 to meet the Legislative requirement for U.S. and Georgia history and government. Students who meet the legislative requirement by examination must take another core curriculum course to fulfill the hours.

** A higher MATH course may be substituted.

General Education Coursework Total **31 hours**

DENTAL HYGIENE COURSEWORK

FRESHMEN YEAR

FALL SEMESTER

DHYG 1120
Dental Hygiene I (3-0-3)
DHYG 1120C
Clinical Dental Hygiene I (0-6-2)
DHYG 1121L
Hard Tissue Anatomy Lab (0-2-1)
DHYG 1122
Dental Radiology (2-0-2)
DHYG 1122L
Dental Radiology Lab (0-2-1)

9 hours

SPRING SEMESTER

DHYG 1130
Dental Hygiene II (2-0-2)
DHYG 1130C
Clinical Dental Hygiene II (0-8-3)
DHYG 1131
Soft Tissue Anatomy and Histology (2-0-2)
DHYG 1132
Pharmacology (2-0-2)

9 hours

SOPHOMORE YEAR

SUMMER SEMESTER

DHYG 2220
Dental Materials (2-0-2)
DHYG 2220L
Dental Materials Lab (0-2-1)
DHYG 2221
Periodontics (2-0-2)

5 hours

FALL SEMESTER

DHYG 2230
Dental Hygiene III (2-0-2)
DHYG 2230C
Clinical Dental Hygiene III (0-12-4)
DHYG 2231
Pathology (2-0-2)
HSCI 2232
Nutrition (3-0-3)

11 hours

SPRING SEMESTER

DHYG 2240
Dental Hygiene IV (2-0-2)
DHYG 2240C
Clinical Dental Hygiene IV (0-12-4)
DHYG 2241
Community Dental Hygiene (3-0-3)
DHYG 2241P
Community Dental Health Practicum (0-2-1)

10 hours

Dental Hygiene and Nutrition Course Work Total **44 hours**

Total Hours for A.S.D.H. **75 hours**

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 a career 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 meet the following admission requirements:

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); and
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 semesters of planned graduation.

WRITING ASSESSMENT

All B.A.S. students must take an official assessment in written communication early in this program. Refresher or remedial work (WLAB 2999) may be required. Normally, the official assessment will be administered while the student is enrolled in HCMG 3111, Introduction to Allied Health Administration. The Department of Dental Hygiene has information on assessment procedures.

CURRICULUM – B.A.S. MAJOR IN DENTAL HYGIENE PRACTICE AND ADMINISTRATION

NOTE: B.A.S. students must complete the CCSU General Education core as outlined below in Areas A-E. Equivalent general education courses taken as part of the career associate degree will be applied as appropriate. The B.A.S. student will then take remaining courses as needed to complete Areas A-E.

NOTE: Courses marked # are included as required courses or options in the Associate of Science in Dental Hygiene program at CCSU.

CURRICULUM – B.A.S. MAJOR IN DENTAL HYGIENE PRACTICE AND ADMINISTRATION

ESSENTIAL SKILLS (Area A) — 9 hours

A1. Composition (Take BOTH)

ENGL	1101	English Composition I (3-0-3)#
ENGL	1102	English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH	1101	Introduction to Mathematical Modeling (3-0-3)* #
MATH	1231	Introductory Statistics (3-0-3)**
MATH	1241	Survey of Calculus (3-0-3)**
MATH	1113	Precalculus (3-0-3)**
MATH	1501	Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Dental Hygiene major students.

CRITICAL THINKING AND COMMUNICATION SKILLS (Includes foreign language and other options) (Area B) — 4-5 hours

B1. ALL students take this course:

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to Dental Hygiene.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1) #
(Students may exempt this course by demonstration of basic skill and then take COMM 1002 or ITEC 1001.)

COMM 1002 Introduction to Presentation Media (1-0-1)#
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

NOTE: The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Beginning Spanish II (3-0-3)
FREN 1002 Beginning French II (3-0-3)
GRMN 1002 Beginning German II (3-0-3)
SPAN 1999 Spanish Review and Transition (1-0-1)
FREN 1999 French Review and Transition (1-0-1)
GRMN 1999 German Review and Transition (1-0-1)

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Drama Appreciation (3-0-3)
MUSI 2301 Introduction to World Music (3-0-3)
MUSI 2101 Music Appreciation (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D)* 10 hours*

* Students taking 10 hours in Area D must take 2 hours in Area B. Most students majoring in dental hygiene will choose this version of Area D. (Dental Hygiene majors may choose to take an 8-hours sequence in the principles courses designed for science majors. See the various science majors listed in the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3) #
SCI 1111L Integrated Science I Laboratory (0-2-1) #
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3) #
CHEM 1151L Survey of Chemistry Laboratory (0-2-1) #
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain allied health profession majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*

MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (2-0-2)* @
COMP 1010 Computing with Spreadsheets (0-2-1)*@
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501 which is in turn prerequisite to MATH 2502
@ Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) — 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3) #
HIST 2110 Themes in U.S. History (3-0-3) #

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3) #
PSYC 1101 Introduction to General Psychology (3-0-3) #

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101 (or major in Dental Hygiene)
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3) #
HIST 2501 Themes in World History (3-0-3)

CAREER BLOCK — 38 hours

Program-specific lower division courses are those taken as part of the career associate degree at Clayton College & State University or another institution. (Current state dental hygiene license is required before the career block will be awarded.) See the heading "Notes on the Career Block" in the School of Technology chapter.

"BRIDGE" REQUIREMENTS — 7 hours

HCMG 3111 Introduction to Allied Health Administration (2-0-2)
HCMG 3111L Introduction to Allied Health Administration Practicum (0-2-1)
BUSA 3111 Survey of Economics (3-0-3)*

* Students with credit for ECON 2015-2026 may exempt this course and take an additional upper division elective.

DENTAL HYGIENE CORE REQUIREMENTS — 18 hours

COMM 3110 Interactive Communication (3-0-3)
HCMG 3101 Introduction to Health Systems Management (3-0-3)
HSCI 3520 Legal Issues in Health Care (3-0-3)
HCMG 4560 Health Care Finance (3-0-3)
DHYG 4101 Management/Marketing in the Dental Environment (3-0-3)*
DHYG 4201 Advanced Periodontics (2-3-3)*

RELATED ELECTIVES — 9 hours

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

BUSA 3112 Survey of Applied Accounting (3-0-3)
BUSA 3113 Introduction to Measurement and Analysis (3-0-3)
BUSA 3370 Business Law (3-0-3)
DHYG 4301 Educational Strategies and Internship (2-3-3)*
FINA 4107 Personal Financial Management (3-0-3)
HCMG 3301 Introduction to Primary Care/Long Term Care (3-0-3)
HSCI 3401 Contemporary Women's Health (3-0-3)
HSCI 3341 Cultural Diversity in Health and Illness (3-0-3)
HSCI 3420 Health Education (3-0-3)
HSCI 3501 AIDS Epidemic (3-0-3)
HSCI 3550 Ethical Issues in Health Care (3-0-3)
HCMG 4110 Administration to Managed Care (3-0-3)
HCMG 4310 Public Health Administration (3-0-3)
HCMG 4220 International Health Systems (3-0-3)
HCMG 4180 Health in Corporate Settings (3-0-3)
HCMG 4500 Health Care Policy (3-0-3)
HCMG 4560 Health Care Finance (3-0-3)
HCMG 4970 Internship (maximum of 3 hours) (0-15-3)
MGMT 3102 Performance/Quality Management (3-0-3)
MGMT 4101 Human Resources Management (3-0-3)
MGMT 4111 Leadership (3-0-3)
MGMT 4102 Organizational Behavior(3-0-3)
MGMT 4311 Entrepreneurship (3-0-3)
MGMT 4510 Labor Law/Relations (3-0-3)
MKTG 3101 Principles of Marketing (3-0-3)
MKTG 3302 Customer Behavior (3-0-3)
MKTG 3312 Services Marketing (3-0-3)
MKTG 4106 Promotion Strategy (3-0-3)
MKTG 4207 Sales and Sales Management (3-0-3)
MKTG 4510 Retailing (3-0-3)
NURS 4153 Gerontology (3-0-3)

CAPSTONE COURSE — 3 hours

DHYG 4900 Independent Study in Dental Hygiene*

FREE ELECTIVE — 3 hours

Any upper division course except DHYG.

TOTAL 120 hours

* Students must hold current dental hygiene licensure in Georgia to take these courses. (Students licensed in other states may take DHYG 4101 with permission of the department head.)

NOTE: Students may take equivalent courses through cross-registration with the Atlanta Regional Consortium for Higher Education 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.	Identify cause-effect relationships in clinical situations, develop treatment plans.
Communication: Communication abilities sufficient for effective interaction with patients and other members of the health care team in verbal and written form.	Able to obtain information, explain treatment procedures, initiate health education training, describe patient situations, perceive non-verbal communications.
Mobility: Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room to room and maneuver in small spaces.	Able to administer 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 the Southern Council on Collegiate Education for Nursing and the 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.
c. Of the 30 semester hours in residency required by the University, at least eighteen, including DHYG 4900, must be upper division courses applied to graduation requirements.
d. 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 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)
   - receive 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. Program 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 program 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 semester 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

Cindy Lauer, 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. This department provides health and physical education opportunities for academic credit. (Non-credit students may also enroll for some programs including SmartBodies® through the Office of Continuing Education, 770-961-3550)

Because the institution does not offer a major in physical education, students interested in careers as physical education teachers should consult the Department of Teacher Education to determine what can be taken at CCSU and to learn about transfer opportunities.

The department's most popular course is PHED 1010, Fitness & Wellness; please refer to the course descriptions for further details. In addition, the physical education department may offer a variety of other elective courses throughout the school year.

Physical Examination & Medical Health History - A *one-time*, initial, physical examination, conducted by a licensed medical professional, is highly recommended prior to taking any activity course at CCSU. The student accepts all financial responsibility associated with the physical examination. These services are available on a fee-for-service basis at the nurse managed clinic located in the Student Center building.

A medical health history is required prior to participating in an activity course. Subsequent activity courses which are taken will require a brief medical update; this form may be explained by the faculty conducting the course and completed during the first class meeting. It is the student's responsibility to inform the instructor of any medical conditions that arise during the semester so they may be noted in your file, e.g., the development of high blood pressure. A brief consultation may be requested by the director regarding your medical history. If deemed necessary, the director may ask you to obtain a follow-up with a medical professional to ensure your health and well being. Again, the participant assumes all financial responsibility associated with any medical follow-up. However, you may decline this request by signing a waiver form. All medical information will be kept strictly confidential. Medical forms are available at SmartBodies Wellness Center.

Attire- Proper attire is to be worn during activity classes. The instructor will explain details during the first class meeting.

Physical Disabilities - We encourage all students with medical clearance to participate to the best of their abilities in any activity course. Any special needs that a student may have must be discussed with the instructor and/or the director to ensure a fulfilling experience for all participants in the course. Reasonable accommodations will be made to assist participants with physical disabilities to engage in courses and to have quality experiences.

Injury or Illness - If a participant experiences an injury or an illness during the semester, the instructor or director must be informed in a timely fashion. Every attempt will be made to allow your successful participation without causing further harm to you. It may be necessary, in extreme situations, for the participant to withdraw from the course or, in rare cases, receive an incomplete in the course. (Normal refund rules apply regardless of reason.)

Release of Liability - A release of liability form will be signed by all participants in activity classes. It does not release any individual from acts of gross negligence but rather states that you, the participant, understand that there are inherent risks associated with the participation in an activity class. It further states that you realize that it is possible to experience an injury or an illness in the class, especially if established principles are not followed by the participant.

Wellness and Physical Education Course Fees - As stated in the Financial Information chapter of this catalog, there is a standard $35.00 fee that will be charged for individual assessment, orientation, and materials for the first semester that a student enrolls in Fitness & Wellness, PHED 1010. For subsequent semesters of enrollment in Fitness & Wellness (PHED 1020, 1030, 1040), a $15.00 fee will be charged to defray the costs of materials associated with the course. For other PHED courses, fees may vary dependent upon the activity course selected.

Facilities and Equipment - The SmartBodies® Wellness Center is available *only* to students who enroll in PHED 1010 or to individuals in the community (including CCSU students and employees) who join as members and pay the appropriate fee.

Personal Equipment and Fees - Certain physical education activity classes other than PHED 1010 (Fitness & Wellness) may require that you provide or purchase your own equipment such as tennis racquet and balls. Off-campus sports facilities used by students in CCSU courses may charge fees such as golf green fees.

TRANSFER PROGRAMS IN ALLIED HEALTH PROFESSIONS

Nancy Burley, Principal Advisor
BHS-57

GENERAL CORE CURRICULUM FOR HEALTH SCIENCES TRANSFER PROGRAMS

The general education core curriculum is composed of five parts identified as Areas A-E:

Area A:	Composition and Mathematics (Essential Skills)
Area B:	Critical Thinking and Communication Skills (Institutional Option)
Area C:	Humanities
Area D:	Natural Sciences and Mathematics
Area E:	Social Sciences

The general education core is designed to be as "major-free" as possible, and Areas B, C, and E are the same for all majors. Areas A and D, on the other hand, vary because some programs of study have more intensive natural science and/or mathematics requirements. For some majors, certain course choices in Areas A-E may be recommended even if not absolutely required. *Please pay careful attention to the requirements and recommendations noted for the program you choose.*

Students who have not yet decided on a major need to be aware that their eventual choice may affect what courses are appropriate for Areas A and D. If an undecided student is considering choosing a science- and/or math-intensive major, he or she should take the appropriate courses in Areas A and D. Area D choices will impact on Area B. The CARE Center (STC-223) and Career Services (STC-218) are equipped to help students select appropriate majors.

ESSENTIAL SKILLS (Area A) — 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE)

MATH 1101 Introduction to Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for Allied Health B.A.S. major students.

CRITICAL THINKING AND COMMUNICATION SKILLS (Includes foreign language and other options) (Area B) — 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses depending on the recommended Area D the specific major:

- **Students who take 10 hours in Area D must apply two hours to B2.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002 or ITEC 1001.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMM 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of Humanities Department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

NOTE: The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Beginning Spanish II (3-0-3)
FREN 1002 Beginning French II (3-0-3)
GRMN 1002 Beginning German II (3-0-3)

SPAN 1999 Spanish Review and Transition (1-0-1)
FREN 1999 French Review and Transition (1-0-1)
GRMN 1999 German Review and Transition (1-0-1)

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Drama Appreciation (3-0-3)
MUSI 2301 Introduction to World Music (3-0-3)
MUSI 2101 Music Appreciation (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D)* 10-11 hours*

* Students taking 10 hours in Area D must take 2 hours in Area B. Students taking 11 hours in Area D take only 1 hour in Area B.

NOTE: Allied Health profession transfer program students should check the Area D recommendation for the specific major carefully before choosing Area D courses. In these fields it is especially important to consult closely with an advisor. Pay careful attention to prerequisites, especially the mathematics prerequisites for physics.

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3) #

SCI 1111L Integrated Science I Laboratory (0-2-1) #
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)
(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3) #
CHEM 1151L Survey of Chemistry Laboratory (0-2-1) #
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain allied health profession majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

e) BIOL 1107/1107L Principles of Biology I (3-0-3)/(0-3-1)
BIOL 1108/1108L Principles of Biology II (3-0-3)/(0-3-1)

f) CHEM 1211/1211L Principles of Chemistry I (3-0-3)/(0-3-1)
CHEM 1212/1212L Principles of Chemistry II (3-0-3)/(0-3-1)

g) PHYS 2211/2211L Principles of Physics I (3-0-3)/(0-3-1)
PHYS 2212/2212L Principles of Physics II (3-0-3)/(0-3-1)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)* @
COMP 1010 Computing with Spreadsheets (0-2-1)*@
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501 which is in turn prerequisite to MATH 2502
@ Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)

POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)

SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)

Prerequisite for both options: ENGL 1102, CRIT 1101 (or major in Dental Hygiene)

SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)

HIST 2501 Themes in World History (3-0-3)

TRANSFER OF COURSES IN AREAS A-F

CCSU normally encourages students to complete the A.A. or A.S. degree prior to transferring, but courses in Areas A-F are guaranteed to transfer and apply toward graduation requirements at all University System of Georgia institutions even if the student does not complete the associate degree or the core curriculum at CCSU. The following considerations apply:

Area A: Student must have completed the level of mathematics specified for his or her major.

Areas B-C: No restrictions by major, but number of hours in B is affected by choices in Area D.

Area D: Student must have completed the level of science courses specified for his or her major.

Area E: No restriction by major.

Area F: Transferability and application toward graduation are only guaranteed for courses listed in the specific major.

Notes: (1) In some Area F programs, students take courses in the specific fields (e.g., mathematics or history). In other programs (such as forestry or agriculture), the Area F may be composed of foundation courses in related disciplines with no courses in the specific field itself. (2) There are a few University System of Georgia Area F programs that require courses that CCSU does not offer (e.g., geography). In these cases, students are usually advised to transfer without earning an associate degree. However, students in these fields who wish to receive an A.A. or A.S. from CCSU may choose a related field or, in some cases, may be able to acquire the necessary coursework on a transfer or transient basis. Please consult an advisor for additional information.

HEALTH INFORMATION MANAGEMENT (A.S.)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program must take Survey of Chemistry in Area D.

Note: This program is for the specific field of health records administration. Students interested in Health Care Management should consider CCSU's B.S. in Health Care Management.

Major and Major-Related Courses (Area F)

1. Take the following courses: **14 hours**

ACCT 2101 Principles of Accounting I (3-0-3)
BIOL 1151/1151L Human Anatomy and Physiology I (3-0-3)/(0-2-1)
BIOL 1152/1152L Human Anatomy and Physiology II (3-0-3)/(0-2-1)
BUSA 2201 Fundamentals of Computer Applications (3-0-3)

2. Choose from the following: **4 hours**

COMP 1110 Introduction to Computing (1-2-2)
COMP 1010 Computing with Spreadsheets (0-2-1)
ACCT 2102 Principles of Accounting II (3-0-3)
BUSA 2121 The Environment of Business (3-0-3)
BIOL 1111/1111L Introductory Biology I (3-0-3)/(0-2-1)
Any 1000- or 2000-level Social Sciences courses in HIST, POLS, PSYC, or SOCI.

Total 18 hours

MEDICAL TECHNOLOGY (Pre-Medical Technology)

For Areas A-E, please refer to the General Education Core Curriculum for Transfer Programs, which is specified on preceding pages.

Note: Students in this program must take the Principles of Chemistry sequence in Area D.

Major and Major-Related Courses (Area F)

A. Take the following courses: **8 hours**

BIOL 1111/1111L Introductory Biology I (3-0-3)/(0-2-1)
CHEM 2411/2411L Organic Chemistry I (3-0-3)/(0-3-1)
COMP 1110 Introduction to Computing (2-0-2)

B. Choose one of the following: **2-3 hours**

HSCI 2111/2111L Intro to the Health Care Environment (2-0-2)/(0-2-1)
COMP 1111 Introduction to Computing (1-2-2)

C. Choose from the following: **7-8 hours**

BIOL 2250/2250L Microbiology (2-0-2)/(0-4-2)
BIOL 1151/1151L Human Anatomy and Physiology I (3-0-3)/(0-2-1)
BIOL 1152/1152L Human Anatomy and Physiology II (3-0-3)/(0-2-1)
MATH 1102 Introductory Statistics (3-0-3)

Total 18 hours

OCCUPATIONAL THERAPY (Pre-occupational therapy)

Students considering a career in Occupational Therapy should consult an advisor in the School of Health Sciences to determine the best program of study to take at CCSU before transferring.

PHYSICAL THERAPY (Pre-Physical Therapy)

Most entry-level physical therapy programs, including the one at Georgia State University, are now at the masters degree level. At the baccalaureate level students may choose any major as long as the student has a strong science background including chemistry and physics. In addition, a sequence in anatomy and physiology is strongly recommended. CCSU students may wish to consider a B. S. in Integrative Studies with a strong science component. Consult and advisor in the School of Health Sciences or in a physical therapy program at another institution for more information to determine the appropriate course of action.

OTHER ALLIED HEALTH PROFESSIONS

The University System of Georgia has approved courses (Areas A, D, and F) for many allied health professions. Advisors in the School of Health Sciences can make recommendations about the best program of study to follow at CCSU before transferring.

CHAPTER 9
SCHOOL OF TECHNOLOGY

INTRODUCTION

BACHELOR OF INFORMATION TECHNOLOGY

BACHELOR OF APPLIED SCIENCES

- Technology Management
- Administrative Management

ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

- Programs in Aviation Maintenance Technology
- Programs in Drafting and Design
- Programs in Electronic Fields
- Programs in Computer Careers
- Program in Railroad Operations
- Programs in Office, Business, Paralegal, and Related Careers
- Programs in Medical Careers

RELATED TRANSFER FIELDS

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

INTRODUCTION

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 baccalaureate, associate, and certificate level as follows:

Bachelor of Information Technology (B.I.T.) See page 180 for list of six baccalaureate majors.

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 chapter of the catalog for details.

Associate of Applied Science (A.A.S.) with several programs of study
Airway Science
Aviation Maintenance Technology
Business Education (A.A.) (Transfer Program)
Computer Network Technology
Computer Software Technology
Drafting and Design Technology (Architectural and Mechanical)
Electronics Technology (Avionics, Computer Service, Electromechanical, General Electronics, and Telecommunications)
Engineering Technology (Transfer Program)
Industrial and Services Supervision
Medical Office Administration
Marketing and Merchandising (Fashion emphasis available)
Office Technology (Medical Transcription emphasis available)
Paralegal Studies
Paramedic Technology
Railroad Technology

Certificates
Accounting Specialist
Aviation Maintenance (Powerplant and Airframe)
Avionics
Computer Network Technician (two levels)

Computer Software Technician
Drafting Technician
Electromechanical Technician (proposed)
Electronics Technician
Emergency Medical/Paramedic Technician (two levels)
Industrial and Services Supervision
Marketing and Merchandising Specialist
Medical Assistant
Medical Office Specialist (proposed)
Medical Transcriptionist
Office Assistant
Office Specialist
Paralegal
Public Safety Dispatcher (911)

Students may enroll in School of Technology programs on a full-time or part-time basis. Some courses may be available through distance learning. 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 INFORMATION TECHNOLOGY

The information Technology (IT) program at CCSU will be based on a three-tiered curriculum – certificate, associate, baccalaureate – in this strategic field. (Final approval by the Board of Regents of the University System of Georgia granted May 13, 1998.) In addition, IT students will work with larger computers and networks on campus and in corporate settings.

This approach to education creates an Information Technology Career Ladder (ITCL) that stresses technical content so that after the completion of each level of education graduates are not only prepared to move towards the next degree but are also able to enter the job market. The ITCL will be competency-based, with courses divided into modules to facilitate students' earning credit for previous learning experiences. Various institutional delivery mechanisms, including on-line distance learning will be incorporated so that students are not physically bound to the campus in order to complete their graduation requirements.

The objective of the Information Technology Career Ladder (ITCL) is to meet the burgeoning and critical need for information technology professionals throughout the nation by producing skilled information technology graduates at three levels (certificate, associate, baccalaureate).

To accomplish this objective, the ITCL program has seven key design principles that set it apart from more traditional computer science and computer information degrees:

- Competency-based curriculum that allows and encourages credit for prior learning.
- Laddered plan of progression from certificate to bachelor's degree.
- Flexible and adaptable program content that reflects current IT industry skill standards and expectations while at the same time being ready to

respond quickly and responsibly to the kind of rapid and volatile change that characterizes the field.

- Sustained collaborative relationships with corporate and public-sector partners operating in the information technology field.
- Experiential, team-centered learning to complement course-based instruction. This includes laboratory experiences in studio-type settings and field-based learning through internships and practica in which students work as members of task-oriented, problem-solving teams.
- "Anytime, anywhere" access to key instructional components of the program.
- Innovative teaching by a mix of traditional faculty, contracted non-tenure-track faculty, student peer mentors, and experts from industry partners.

The ITCL leading to the B.I.T. will be administered by the University's New College for Economic and Community Development. The School of Technology will provide office support for the program while the New College is being implemented.

INFORMATION TECHNOLOGY PROGRAM CAREER LADDER

Three Levels:

Certificate of Information Technology (C.I.T.)
Associate of Applied Science in Information Technology (A.A.S.)
Bachelor of Information Technology (B.I.T.)

Six baccalaureate majors:

- Database Administration
- Software Development
- Information Design and Production
- Network Planning, Design, and Management
- General Information Technology
  The general major allows for "tracks" that blend IT with cognate fields such as Music, Marketing, Management, Health Care, etc.
- Wireless Technology (pending approval).

Detailed information about the B.I.T. and the certificate and associate programs will be available in June 1998. An Information Technology Career Ladder program handbook will be published as a supplement to this catalog. Contact the New College office at 770-961-3636 or check the CCSU homepage at www.clayton.edu.

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 regionally 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 four semesters of full-time study or students can attend part-time. Many courses will be offered by distance learning.

The B.A.S. courses prepare graduates to move into supervisory positions in businesses, retail environments, plants, shops and institutional settings. Courses in management, marketing, and accounting help students blend their specific expertise with new managerial skills. The curriculum, which includes experimental learning opportunities, covers vital topics such as management, marketing, personnel relations, professionalism, and quality control.

ADMISSION TO B. A. S. PROGRAMS

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 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 (usually 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.

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 3111 or OFFC 3111.

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 chapter of this catalog.

Core Curriculum Areas A-E for B.A.S. in Technology Management and Administrative Management

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE—Math 1241 is recommended for B.A.S. students who have the appropriate placement score.)

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**

MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit for B.A.S. students.

CRITICAL THINKING AND COMMUNICATION (Area B)

(Includes foreign language and other options) **4-5 hours**

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most Technology Management and Administrative Management. students.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)

COMM 1002 Introduction to Presentation Media (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMP 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GERM 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GERM 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)
PHIL 2401 Introduction to Aesthetics (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D) 10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in B.A.S. will choose this version of Area D. (B.A.S. students may choose to take an 8-hour sequence in the principles courses designed for science majors. See the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a) SCI 1111 Integrated Science I (3-0-3)
SCI 1111L Integrated Science I Laboratory (0-2-1)
(SCI 1111 and 1111L are corequisite.)
SCI 1112 Integrated Science II (3-0-3)

b) BIOL 1111 Introductory Biology I (3-0-3)
BIOL 1111L Introductory Biology Laboratory (0-2-1)

(BIOL 1111 and 1111L are corequisite.)
BIOL 1112 Introductory Biology II (3-0-3)

c) CHEM 1151 Survey of Chemistry I (3-0-3)
CHEM 1151L Survey of Chemistry Laboratory (0-2-1)
(CHEM 1151 and 1151L are corequisite.)
CHEM 1152 Survey of Chemistry II (3-0-3)
(CHEM 1152 has a lab, but it is only required for certain health science majors.)

d) PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
PHYS 1112 Introductory Physics II (3-0-3)
(PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH 1231 Introductory Statistics (3-0-3)*
MATH 1241 Survey of Calculus (3-0-3)*
MATH 1113 Precalculus (3-0-3)*
MATH 1501 Calculus I (4-0-4)**
MATH 2502 Calculus II (4-0-4)**
COMP 1111 Introduction to Computing (1-2-2)#
COMP 1010 Computing with Spreadsheets (0-2-1)#
SCI 1901 Selected Topics in Science (3-0-3)
(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.
** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.
\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 12 hours

E1. History and Government (Take BOTH)
POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

E2. Behavioral Science (Choose ONE)
SOCI 1101 Introduction to Sociology (3-0-3)
PSYC 1101 Introduction to General Psychology (3-0-3)

E3. Capstone Course (Choose ONE)
Prerequisite for both options: ENGL 1102, CRIT 1101
SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)
HIST 1110 Themes in World History (3-0-3)

NOTES ON AREAS A-E

Career associate degrees usually include 18-21 semester credit hours of general education work that is equivalent to Area A-E 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 21 such hours.) CCSU will accept Area A-E 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 18-21 hours of general education at the associate-degree granting institution and an additional 21-24 hours at CCSU. Additionally, transfer of Area A-E is subject to the following conditions:

a. After hours from the career associate degree and other previous college-level work are applied to Area A-E, B.A.S. students will be expected to complete all remaining elements of Area A-E in order to total 42 semester credit hours. The 42 hours must include two English composition courses, Mathematics Modeling (or higher), and a seven- or eight-hour 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.
b. Courses that are not core-curriculum equivalent (e.g., Citizenship, Business English, math lower than Mathematical Modeling or College Algebra, etc.) will NOT count toward Area A-E.
c. In some cases, courses transferred are eligible for inclusion either in the block of career courses for the associate degree or in Area A-E of the Core Curriculum. When a student is admitted to the B.A.S. program, the courses are 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., Introduction to General Psychology might be eligible in either Area E or the career block, but it can be counted in only one place.)
d. Students who do not fulfill the legislative requirement for the study of Georgia and U. S. history and constitution by courses in Area C 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 BLOCK CREDIT FOR CAREER COURSES

Typically, career associate degrees include approximately 35-45 semester credit hours (or equivalent) of career-related courses in addition to general education (Areas A-E). CCSU will award up to 38 hours of transfer credit for the career block subject to the following considerations:

a. Students whose career associate degrees include *fewer* than 38 hours of program-specific courses will need to make up the difference with additional program-related lower division courses at CCSU. (A maximum of 38 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 38-hour career core.
c. Sometimes the block of career courses includes courses that are also eligible to count in Areas A-E. 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 Areas A-E, then the student may be required to take additional career block work to equal 38. (See item c. in Notes on Areas A-E.)

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.

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, shop, and industrial 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 A-E **42 hours**

See the heading Core Curriculum for Areas A-E for B.A.S. in Technology Management and Administrative Management. (In Area D, Introductory Physics 1111-1112 or equivalent is strongly preferred, but not required.)

CAREER BLOCK **38 hours**

Program-specific courses are taken as part of the career associate degree at Clayton College & State University or another institution. See the heading Block Credit for Career Courses above.

"BRIDGE" REQUIREMENTS **13 hours**

TECH	3110	Introduction to Technology Management (3-2-4)
BUSA	3111	Survey of Economics (3-0-3)*
BUSA	3112	Survey of Applied Accounting (3-0-3)**
BUSA	3113	Introduction to Measurement and Analysis (3-0-3)

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.

** Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division elective.

TECHNOLOGY MANAGEMENT CORE **9 hours**

MGMT	3101	Principles of Management (3-0-3)
BUSA	3370	Business Law (3-0-3)*
MGMT	3102	Performance\Quality Management (3-0-3)

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

RELATED ELECTIVES **15 hours**

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

ACCT	3110	Managerial Cost Accounting (3-0-3)
BUSA	3101	Business Statistics (3-0-3)
COMM	3110	Interpersonal Communications (3-0-3)
FINA	3101	Managerial Finance (3-0-3)
FINA	4107	Personal Financial Management (3-0-3)
MGMT	3120	Managerial Communications (3-0-3)
MGMT	4302	Case Studies in Performance/Quality Management (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
MGMT	4102	Organizational Behavior (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4111	Leadership (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MKTG	3101	Principles of Marketing (3-0-3)
MKTG	3302	Consumer Behavior (3-0-3)
MKTG	3312	Services Marketing (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)
MKTG	4510	Retailing (3-0-3)
TECH	4098	Internship (1-10-3)
TECH	4800	Selected Topics in Technology Management (3-0-3)

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., business statistics or computer courses) as related electives.

FREE ELECTIVE **3 hours**

Any upper division course outside the School of Technology.

Total **120 hours**

NOTE: Students may take equivalent courses through cross-registration with the University Center of Georgia or through transient status (including distance learning) but *only* with *advance* approval of the substitution by the Dean of Technology or designee and subject to University policy on cross-registration, transient courses, and residency.

NOTE: Students must earn a *C* or higher (or *K*) in all 3000-4000 level courses.

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 and corporate 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. (Students pursuing careers in medical fields or offices may choose this major or Allied Health Administration from the School of Health Sciences depending on their backgrounds and goals.)

Administrative Management majors interested in careers in the non-profit human services field may wish to consider American Humanics certification. See the Integrative Studies section of the Arts & Sciences chapter for information.

ADMINISTRATIVE MANAGEMENT CURRICULUM

AREAS A-E — 42 hours

See the heading Core Curriculum for Areas A-E for B.A.S. in Technology Management and Administrative Management above and the heading Notes on Areas A-E below.

CAREER BLOCK — 38 hours

Note: Program-specific courses are taken as part of the career associate degree at Clayton College & State University or another institution. See the heading Block Credit for Career Courses above.

"BRIDGE" REQUIREMENTS — 10 hours

OFFC 3110 Introduction to Administrative Management (3-2-4)
BUSA 3111 Survey of Economics (3-0-3)*
BUSA 3112 Survey of Applied Accounting (3-0-3)**

* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.

** Students with credit for ACCT 2201-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division elective.

ADMINISTRATIVE MANAGEMENT CORE — 12 hours

MGMT 3101 Principles of Management (3-0-3)
BUSA 3370 Business Law (3-0-3)*
MGMT 3120 Managerial Communications (3-0-3)
MGMT 4101 Human Resource Management (3-0-3)

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

RELATED ELECTIVES — 15 hours

Paying careful attention to prerequisites listed in the Course Description chapter of this catalog, students should select courses appropriate to their career objectives.

ACCT 3110 Managerial Cost Accounting (3-0-3)
BUSA 3113 Introduction to Measurement and Analysis (3-0-3)
BUSA 3101 Business Statistics (3-0-3)
COMM 3110 Interpersonal Communications (3-0-3)
FINA 3101 Managerial Finance (3-0-3)

FINA 4107 Personal Financial Management (3-0-3)
HSCI 3101 Introduction to Health Systems Management (3-0-3)
HSCI 4108 Health in the Corporate Setting (3-0-3)
HSCI 4560 Health Care Finance (3-0-3)
HSCI 4110 Administration of Managed Care (3-0-3)
HSCI 4201 Health Care Consulting (3-0-3)
HSCI 4310 Public Health Administration (3-0-3)
HSCI 3801 Future Trends in Health Care (3-0-3)
MGMT 4302 Case Studies in Performance/Quality Management (3-0-3)
MGMT 4102 Organizational Behavior (3-0-3)
MGMT 4403 International Management (3-0-3)
MGMT 4510 Labor Law/Relations (3-0-3)
MGMT 4111 Leadership (3-0-3)
MGMT 4311 Entrepreneurship (3-0-3)
MKTG 3101 Principles of Marketing (3-0-3)
MKTG 3302 Customer Behavior (3-0-3)
MKTG 3312 Services Marketing (3-0-3)
MKTG 4420 International Marketing (3-0-3)
OFFC 3810 The Role of the Executive Assistant (3-0-3)
OFFC 4098 Internship (1-10-3)
OFFC 4800 Selected Topics in Administrative Management (3-0-3)

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., business statistics or computer courses) as related electives.

FREE ELECTIVE — 3 hours

Any upper division course outside the School of Technology.

Total 120 hours

NOTE: Students may take equivalent courses through cross-registration with the Atlanta Regional Consortium for Higher Education or through transient status (including distance learning) but *only* with *advance* approval of the substitution by the Dean of Technology or designee and subject to University policy on cross-registration, transient courses, and residency.

NOTE: Students must earn a *C* or higher (or *K*) in all 3000-4000 level courses.

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 chapters of this catalog for additional information.

1. A.A.S. students must exempt or exit all Learning Support requirements (i.e., COMM 0098, READ 0095, ENGL 0099, MATH 0097, and MATH 0099)
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 and technical math) 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.
4. 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.
5. Although career associate degrees are designed primarily for immediate job entry and most students do not go on for baccalaureate degrees, all CCSU A.A.S. degrees may be used toward a CCSU Bachelor of Applied Science degree.

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 chapters of this catalog for additional information.

Students who graduate with a certificate from CCSU should have basic skills in reading and math as determined by placement examinations. Learning Support and other preparatory requirements for certificate students may vary from one certificate to another because of program content and requirements.

Important note: Students who are required to take READ 0095, MATH 0097, MATH 0099, or OFFC 2202 are strongly urged to take these courses in their first semester of attendance. They **must** be completed by the second semester of attendance in the certificate program.

1. All certificate students must exit from or exempt from READ 0095.
2. Students in the following certificate programs must exit from or exempt MATH 0097 **and** MATH 0099.
   - Aviation Maintenance (Powerplant and Airframe)
   - Avionics Technician
   - Drafting Technician
   - Electromechanical Technician (proposed)
   - Electronics Technician
3. Students in the following certificate programs must exit from or exempt MATH 0097.
   - Computer Network Technician (two levels)
   - Computer Software Technician
4. Students in the following programs must exit from or exempt MATH 0097 or take OFFC 2202 (Business Math). If the student elects to take OFFC 2202 and this course is also a required course in his/her certificate program, the student must take an additional program elective (approved by the advisor) in lieu of OFFC 2202.
   - Accounting Specialist
   - Emergency Medical/Paramedic Technician (two levels)
   - Industrial and Services Supervision
   - Marketing and Merchandising Specialist
   - Medical Assistant

   - Medical Transcriptionist
   - Office Assistant
   - Office Specialist
   - Paralegal
   - Public Safety Dispatcher (911)
5. Students in the following programs must exit from or exempt ENGL 0099 prior to enrolling in AVMT or PARA courses.
   - Aviation Maintenance (Powerplant and Airframe)
   - Paralegal
6. Certificate students who are admitted to Clayton College & State University on a certificate only or career program 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 certain requirements. Contact the Office of Admissions (770-961-3500) for details. (Career program students who are not restricted upon admission may take any course for which they have met the prerequisites.)

NOTE: All courses in certificate programs (except 911) lead 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.

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
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 CCSU. Contact the department head for information about aviation-related baccalaureate institutions.

Full-time Faculty: Jack R. Moore, Dennis E. Haught, John R. Radford, Michael G. Woodie.

Associate Degrees in Aviation Maintenance Technology

AVIATION MAINTENANCE TECHNOLOGY
Associate of Applied Science

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 computer, oral and practical test battery for certification as an aircraft technician. Successful completion of all the required tests results in the issuance of an FAA Technician 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 are selected on the basis of SAT and ACT scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

There is no provision for absence in any of the Aviation Maintenance Technology courses. Eligibility for FAA testing is contingent upon completion of the entire 1900 clock hours of scheduled instruction, and absence for any reason may result in the student being dropped from the course. In bona-fide emergencies, (death in family or personal illness) the instruction missed may, at the discretion of the faculty member, 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 AVMT 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.

ESSENTIAL SKILLS (Area A) 3 hours

ENGL 1101 English Composition I (3-0-3)

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) 3 hours

CRIT 1101 Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCES AND MATHEMATICS (Area D) 11 hours

MATH	1101	Mathematical Modeling (or higher) (3-0-3)
CHEM	1151	Survey of Chemistry I (3-0-3)
CHEM	1151L	Survey of Chemistry I Laboratory (0-2-1) (CHEM 1151 and 1151L are corequisite.)
PHYS	1111	Introductory Physics I (3-0-3)
PHYS	1111L	Introductory Physics I Laboratory (0-2-1) (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)

SOCIAL SCIENCES (Area E) 2-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E2.
CITZ 1001 does not meet guidelines for Area E.

E1.	CITZ	1001	Citizenship (1-0-1)
E2.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)

OTHER PROGRAM REQUIREMENTS 60 hours

AVMT	1101	Aircraft Maintenance Regulations (2-0-2)
AVMT	1102	Aircraft Basic Science (3-0-3)
AVMT	1103	Aircraft Applied Science (4-6-4)
AVMT	1104	Basic Electricity & Electronics (4-6-5)
AVMT	2201	Sheet Metal (4-6-4)
AVMT	2202	Airframe Structures (4-6-5)
AVMT	2203	Utility Systems (4-6-5)
AVMT	2204	Fluid Power & Landing Gear Systems (4-6-4)
AVMT	2205	Electrical & Navigational Systems (4-6-5)
AVMT	2211	Turbine Engines (4-6-4)
AVMT	2212	Reciprocating Engines (4-6-4)
AVMT	2213	Powerplant Accessories (4-6-5)
AVMT	2214	Powerplant Electrical Systems (4-6-5)
AVMT	2215	Engine Fuel & Fuel Metering Systems (4-6-5)

Total 79-83 hours

NOTE: General education courses and AVMT 1105 are not FAA-approved courses and are not required for certification of FAA technician testing eligibility.

AIRWAY SCIENCE
Associate of Applied Science

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 Technician's 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 AVMT courses in the Other Program Requirements section of this program do not normally 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.

ESSENTIAL SKILLS (Area A) 9 hours

A1. Composition (Take BOTH)

ENGL 1101 English Composition I (3-0-3)
ENGL 1102 English Composition II (3-0-3)

A2. Mathematics (Choose ONE—Math 1241 is recommended for B.B.A. students who have the appropriate placement score.)

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1231 Introductory Statistics (3-0-3)**
MATH 1241 Survey of Calculus (3-0-3)**
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit.

CRITICAL THINKING AND COMMUNICATION (Area B)

(Includes foreign language and other options) 4-5 hours

B1. ALL students take this course:

CRIT 1101 Critical Thinking across the Curriculum (3-0-3)

B2. Take ONE or TWO of the following courses:

- **Students who take 10 hours in Area D must apply two hours to B2. This option will apply to most Airway Science. students.**
- **Students who take 11 hours in Area D apply only one hour to B2. This option applies to students who choose to take eight hours of science in Area D.**

COMM 1001 Presentational Speaking (1-0-1)
(Students may exempt this course by demonstration of basic skill and then take COMM 1002, ITEC 1001, or COMP 1010.)

COMM 1002 Introduction to Presentation Media (1-0-1)

(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

ITEC 1001 Communications Software Applications (1-0-1)
(Completion of or exemption from COMM 1001 is prerequisite to ITEC 1001.)

COMP 1010 Computing with Spreadsheets (0-2-1)
(Completion of MATH 1101 or higher [or equivalent placement score] *and* completion of or exemption from COMP 1001 are prerequisite to this course. This course can be used in Area D when taken in conjunction with COMP 1111.)

COMM 1110 Spoken Communication (3-0-3)
(A maximum of two hours can apply to Area B; the balance will be excess credit. COMM 1110 is not open to students registered for or with credit for COMM 1001 or 1002 except with permission of the Humanities department head. Students who need to apply this course to Area F should choose other options in Area B.)

Foreign Language Options:

The courses numbered 1999 are for students who have strong beginning skills but need review before entering intermediate-level courses. The 1002 courses are appropriate for students who took two years of high school language but lack confidence in their skill level. (A maximum of two hours of 1002 can apply to Area B; the balance will be excess credit.)

SPAN 1002 Elementary Spanish II (3-0-3)*
FREN 1002 Elementary French II (3-0-3)*
GRMN 1002 Elementary German II (3-0-3)*
SPAN 1999 Spanish Review and Transition (1-0-1)*
FREN 1999 French Review and Transition (1-0-1)*
GRMN 1999 German Review and Transition (1-0-1)*

HUMANITIES (Area C) 6 hours

C1. Literature/Philosophy (or intermediate foreign language) (Choose ONE)

ENGL 2111 World Literature I--Pre-Modern (3-0-3)
ENGL 2112 World Literature II--Modern World (3-0-3)
ENGL 2130 American Literature (3-0-3)
PHIL 2201 Introduction to World Philosophy (3-0-3)
PHIL 2301 Ethics in Contemporary Perspective (3-0-3)
SPAN 2001 Intermediate Spanish I (3-0-3)*
FREN 2001 Intermediate French I (3-0-3)*
GRMN 2001 Intermediate German I (3-0-3)*
SPAN 2002 Intermediate Spanish II (3-0-3)*
FREN 2002 Intermediate French II (3-0-3)*
GRMN 2002 Intermediate German II (3-0-3)*

C2. Fine Arts (or intermediate foreign language) (Choose ONE)

HUMN 2101 The Arts and Society (3-0-3)
ART 2301 Art of the Pre-Modern World (3-0-3)
ART 2302 Art of the Modern World (3-0-3)
THEA 1100 Theater Appreciation (3-0-3)
MUSC 2101 Music Appreciation (3-0-3)
MUSC 2301 Introduction to World Music (3-0-3)

PHIL	2401	Introduction to Aesthetics (3-0-3)
SPAN	2001	Intermediate Spanish I (3-0-3)*
FREN	2001	Intermediate French I (3-0-3)*
GRMN	2001	Intermediate German I (3-0-3)*
SPAN	2002	Intermediate Spanish II (3-0-3)*
FREN	2002	Intermediate French II (3-0-3)*
GRMN	2002	Intermediate German II (3-0-3)*

* Language at the 1002 level or equivalent is prerequisite to 2001; 2001 or equivalent is prerequisite to 2002. Native speakers of a language may enroll in courses in that language only with permission of the Department of Humanities.

NATURAL SCIENCES AND MATHEMATICS (Area D) 10 hours

Note: The Area D listed here is the 10-hour version for students not majoring in the sciences or health sciences. Students taking 10 hours in Area D must take 2 hours in Area B2. Most students majoring in Airway Science will choose this version of Area D. (Airway Science majors may choose to take an 8-hour sequence in the principles courses designed for science majors. See the Arts & Sciences chapter of this catalog.)

D1. Take ONE of the following science sequences:

a)	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science I Laboratory (0-2-1) (SCI 1111 and 1111L are corequisite.)
	SCI	1112	Integrated Science II (3-0-3)
b)	BIOL	1111	Introductory Biology I (3-0-3)
	BIOL	1111L	Introductory Biology Laboratory (0-2-1) (BIOL 1111 and 1111L are corequisite.)
	BIOL	1112	Introductory Biology II (3-0-3)
c)	CHEM	1151	Survey of Chemistry I (3-0-3)
	CHEM	1151L	Survey of Chemistry Laboratory (0-2-1) (CHEM 1151 and 1151L are corequisite.)
	CHEM	1152	Survey of Chemistry II (3-0-3) (CHEM 1152 has a lab, but it is only required for certain health science majors.)
d)	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics Laboratory (0-2-1) (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)
	PHYS	1112	Introductory Physics II (3-0-3) (PHYS 1112 has a lab, but it is only required for certain life science majors.)

D2. Additional Science, Math, or Technology (Take one of the following courses or the two COMP courses.)

MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1113	Precalculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**

COMP	1111	Introduction to Computing (1-2-2)*#
COMP	1010	Computing with Spreadsheets (0-2-1)*#
SCI	1901	Selected Topics in Science (3-0-3)

(See the schedule of classes for specific topics including Astronomy, Botany, Extraordinary Chemistry, Health and Disease, Energy, Forensics, Sex and Gender, and Human Genetics.)

* MATH 1101 or higher (or equivalent placement score) is prerequisite.

** MATH 1113 is prerequisite to MATH 1501, which is, in turn, prerequisite to MATH 2502. The extra hour will be excess credit.

\# Both COMP 1111 and 1010 must be taken to count in Area D.

SOCIAL SCIENCES (Area E) 6 hours

History and Government (Take BOTH)

POLS	1101	American Government (3-0-3)
HIST	2110	Themes in U.S. History (3-0-3)

Other Program Requirements 24 hours

AVMT	2221	General Maintenance Applications (3-2-3)
AVMT	2223	Airframe Structures Applications (3-2-3)
AVMT	2225	Airframe Systems & Component Applications (3-2-3)
AVMT	2227	A&P Electronical & Electronic Applications (3-2-3)
AVMT	2222	Powerplant Theory Applications (3-2-3)
AVMT	2224	Propulsion Systems & Applications (3-2-3)
ECON	2105	Principles of Macroeconomics (3-0-3)
ECON	2106	Principles of Macroeconomics (3-0-3)

Total 60 hours

Certificates in Aviation Maintenance Technology

AIRFRAME Certificate

(Leads to A.A.S. in Aviation Maintenance Technology)

ESSENTIAL SKILLS (Area A) 3 hours

ENGL	1101	English Composition I (3-0-3)

NATURAL SCIENCES AND MATHEMATICS (Area D) 3 hours

MATH	1101	Mathematical Modeling (or higher) (3-0-3)

SOCIAL SCIENCES (Area E) 2-6 hours

Choose E1 or E2:

NOTE: Students who plan to seek a baccalaureate degree should choose E2. CITZ 1001 does not meet Area E guidelines.

E1. CITZ 1001 Citizenship (1-0-1)
E2. POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

Program Core **14 hours**

AVMT 1101 Aircraft Maintenance Regulations (2-0-2)
AVMT 1102 Aircraft Basic Science (3-0-3)
AVMT 1103 Aircraft Applied Science (4-6-4)
AVMT 1104 Basic Electricity & Electronics (4-6-5)

Airframe Specialty **21 hours**

AVMT 2201 Sheet Metal (4-6-4)
AVMT 2202 Airframe Structures (4-6-5)
AVMT 2203 Utility Systems (4-6-5)
AVMT 2204 Fluid Power & Landing Gear Systems (4-6-4)
AVMT 2205 Electrical & Navigation Systems (4-6-5)

Total **43-47 hours**

POWERPLANT
Certificate
(Leads to A.A.S. in Aviation Maintenance Technology)

ESSENTIAL SKILLS (Area A) **3 hours**

ENGL 1101 English Composition I (3-0-3)

NATURAL SCIENCES AND MATHEMATICS (Area D) **3 hours**

MATH 1101 Mathematical Modeling (or higher) (3-0-3)

SOCIAL SCIENCES (Area E) **2-6 hours**

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E2.
CITZ 1001 does not meet Area E guidelines.

E1. CITZ 1001 Citizenship (1-0-1)
E2. POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)

Program Core **14 hours**

AVMT 1101 Aircraft Maintenance Regulations (2-0-2)
AVMT 1102 Aircraft Basic Science (3-0-3)
AVMT 1103 Aircraft Applied Science (4-6-4)
AVMT 1104 Basic Electricity & Electronics (4-6-5)

Powerplant Specialty **22 hours**

AVMT 2211 Turbine Engines (4-6-4)
AVMT 2212 Reciprocating Engines (4-6-4)
AVMT 2213 Powerplant Accessory Systems (4-6-5)
AVMT 2214 Powerplant Electrical Systems (4-6-5)
AVMT 2215 Engine Fuel Systems & Fuel Metering (4-6-5)

Total **44-48 hours**

Programs in Drafting and Design

TEC 211, 770- 961-3415
Full-time Faculty: Eddins, Pergl

Two associate degree options, architectural and mechanical, are available for students majoring in drafting and design. A certificate program in basic drafting is also available; contact the School of Technology for information about these programs.

Associate Degrees in Drafting and Design

ARCHITECTURAL DESIGN TECHNOLOGY
Associate of Applied Science

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.

ESSENTIAL SKILLS (Area A) **9 hours**

A1. Take the following:

ENGL 1101 English Composition I (3-0-3)

A2. Choose TWO of the following:

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1113 Precalculus (3-0-3)**
MATH 1501 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit.

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) 3 hours

CRIT 1101 Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCES AND MATHEMATICS (Area D) 4 hours

PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics I Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)

SOCIAL SCIENCES (Area E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1. POLS 1101 American Government (3-0-3)
HIST 2110 Themes in U.S. History (3-0-3)
E2. SOCI 1101 Introduction to Sociology (3-0-3)
or
PSYC 1101 Introduction to General Psychology (3-0-3)
and
CITZ 1001 Citizenship (1-0-1)

Program Core 19 hours

DRFT 1101 Engineering Drawing (Basic Drafting) (1-5-3)
DRFT 1102 Technical Illustration (1-5-3)
DRFT 1110 Descriptive Geometry (1-5-3)
DRFT 2201 Computer-Aided Drafting I (2-6-5)
DRFT 2202 Computer-Aided Drafting II (2-6-5)

Architectural Specialty 18 hours

ARCH 2201 Architectural Drafting I (1-5-3)
ARCH 2202 Architectural Drafting II (1-5-3)
ARCH 2203 Surveying (1-5-3)
ARCH 2204 Construction Estimating (3-0-3)
ARCH 2215 Architectural Rendering (1-5-3)

Choose one of the following:

ARCH 2222 Occupational Internship and/or Cooperative Educational Experience (1-10-3)
ARCH 2233 Special Topics and Problems (1-10-3)

ELECTIVE 3 hours

In consultation with advisor, choose any course other than PHED or courses listed for institutional credit only.

Total 60-62 hours

MECHANICAL DRAFTING TECHNOLOGY
Associate of Applied Science

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 on developing a second foundation in basic drafting practices, including tool, machine, and product design.

ESSENTIAL SKILLS (Area A) 9 hours

A1. Take the following:

ENGL 1101 English Composition I (3-0-3)

A2. Choose TWO of the following:

MATH 1101 Mathematical Modeling (3-0-3)*
MATH 1113 Precalculus (3-0-3)**
MATH 1510 Calculus I (4-0-4)**

* MATH 1111, College Algebra, which is offered only distance learning, may be substituted.

** Students must have math placement scores beyond MATH 1101 to use these courses in Area A. The extra hour in MATH 1501 will be excess credit.

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) 3 hours

CRIT 1101 Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCE AND MATHEMATICS (Area D) 4 hours

PHYS 1111 Introductory Physics I (3-0-3)
PHYS 1111L Introductory Physics I Laboratory (0-2-1)
(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)

SOCIAL SCIENCES (Area E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1. POLS 1101 American Government (3-0-3)

	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
		or	
	PSYC	1101	Introduction to General Psychology (3-0-3)
		and	
	CITZ	1001	Citizenship (1-0-1)

Program Core **19 hours**

DRFT	1101	Engineering Drawing (Basic Drafting) (1-5-3)
DRFT	1102	Technical Illustration (1-5-3)
DRFT	1110	Descriptive Geometry (1-5-3)
DRFT	2201	Computer-Aided Drafting I (2-6-5)
DRFT	2202	Computer-Aided Drafting II (2-6-5)

Mechanical Specialty **18 hours**

MECH	2201	Mechanical Design I (1-5-3)
MECH	2210	Mechanical Design II (1-5-3)
MECH	2203	Materials and Processes of Industry (3-0-3)
MECH	2215	Presentation Drawings (1-5-3)
MECH	2204	Blueprint Reading (3-0-3)

Choose one of the following:

MECH	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
MECH	2233	Special Topics and Problems (1-10-3)

ELECTIVE **3 hours**

In consultation with advisor, choose any course other than PHED or courses listed for institutional credit only.

Total **60-62 hours**

Certificate in Drafting

DRAFTING TECHNICIAN
Certificate leads to A.A.S. in drafting fields

Requirements:

ENGL	1101	English Composition I (3-0-3)
ELEC	1102	Applied Technical Math (3-0-3)
or		
MATH	1101	Mathematical Modeling (or higher) (3-0-3)
DRFT	1101	Engineering Drawing (Basic Drafting) (1-5-3)
DRFT	1102	Technical Illustration (1-5-3)

DRFT	1110	Descriptive Geometry (1-5-3)
DRFT	2201	Computer-Aided Drafting I (2-6-5)
DRFT	2202	Computer-Aided Drafting II (2-6-5)
		Related Elective (3-0-3)

Total **28 hours**

Programs in Electronics

TEC 211, 770- 961-3415
Full-Time Faculty: 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 general Electronics and Avionics and one is pending approval in Electromechanics. The Computer Service degree is described in the "Computer-Related Fields" chapter of this catalog.

Associate Degrees in Electronics

CORE CURRICULUM AND ELECTRONICS CORE FOR ALL A.A.S. PROGRAMS IN ELECTRONIC FIELDS

ESSENTIAL SKILLS (Area A) **6 hours**

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) **3 hours**

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCE AND MATHEMATICS (Area D) **4 hours**

Choose A or B:

A.	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics I Laboratory (0-2-1)
			(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)

B.	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science I Laboratory (0-2-1) (SCI 1111 and 1111L are corequisite.)

SOCIAL SCIENCES (Area E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
	or		
	PSYC	1101	Introduction to General Psychology (3-0-3)
	and		
	CITZ	1001	Citizenship (1-0-1)

Electronics Core: 27 hours

ELEC	1101	Fundamentals of DC/AC Circuits (4-2-5)
ELEC	1102	Applied Technical Mathematics (3-0-3)
ELEC	1104	Electronic Circuits (4-2-5)
TECH	1101	Computers & the Internet (2-2-3)
ELEC	1107	Introduction to Digital Circuits (3-2-4)
ELEC	1108	Introduction to MicroProcessors (3-2-4)
ELEC	1110	Digital Communication (2-2-3)

Total A-E 44-46 hours

AVIONICS TECHNOLOGY
Associate of Applied Science

For Areas A-E and the Electronics Core, see the Core Curriculum and Electronics Core for all A.A.S. Programs in Electronics, which is listed above.

Choose five or six courses to total at least 17 hours: 17-18 hours

AVEL	2210	Aircraft Systems (3-0-3)
AVEL	2220	Navigation and Air to Ground (3-2-4)
TELE	2210	Analog Communication Principles (3-2-4)
TELE	2220	FCC Rules and Regulations (3-0-3)
AVEL	2222	Occupational Internship and/or Cooperative Educational Experience(1-10-3)
AVEL	2233	Selected Topics and Problems (1-10-3) Electronics Elective

Total for A.A.S. 61-64 hours

ELECTROMECHANICAL TECHNOLOGY
Associate of Applied Science

For Areas A-E and the Electronics Core, see the Core Curriculum and Electronics Core for all A.A.S. Programs in Electronics, which is listed above.

Choose five or six courses to total at least 18 hours: 18-19 hours

ELEC	2201	Advanced Electronic Circuits (2-2-3)
EMEC	2201	Automated Systems (3-2-4)
EMEC	2203	Rotating Machines and Controls (3-2-4)
EMEC	2204	Hydraulics and Pneumatics (3-0-3)
EMEC	2207	Advanced PLC Programming (3-2-4) Electronics Elective
EMEC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
EMEC	2233	Selected Topics and Problems (1-10-3)

Total for A.A.S. 62-64 hours

ELECTRONICS TECHNOLOGY (GENERAL)
Associate of Applied Science

For Areas A-E and the Electronics Core, see the Core Curriculum and Electronics Core for all A.A.S. Programs in Electronics, which is listed above.

Choose five or six courses to total at least 17 hours: 17-18 hours

ELEC	2201	Advanced Electronic Circuits (2-2-3)
TELE	2210	Analog Communication Principles (3-2-4)
CSER	2226	Advanced Digital Communications (2-2-3)
EMEC	2201	Automated Systems (3-2-4)
ELEC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
ELEC	2233	Selected Topics and Problems (1-10-3) Electronics elective. (Consult advisor.)

Total for A.A.S. 61-64 hours

TELECOMMUNICATIONS TECHNOLOGY
Associate of Applied Science

For Areas A-E and the Electronics Core, see the Core Curriculum and Electronics Core for all A.A.S. Programs in Electronics, which is listed above.

Choose five or six courses to total at least 17 hours: 17-18 hours

ELEC	2201	Advanced Electronic Circuits (2-2-3)
TELE	2210	Analog Communication Principles (3-2-4)
CSER	2226	Advanced Digital Communications (2-2-3)
TELE	2212	Specialized Communications Systems (2-2-3)
TELE	2215	Telephone Systems (2-2-3)
TELE	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
TELE	2233	Selected Topics and Problems (1-10-3)
		Electronics elective (consult advisor)

Total for A.A.S. 61-64 hours

Certificates in Electronics

ELECTRONICS TECHNICIAN (GENERAL)

Certificate

(Leads to A.A.S. in electronic fields and Computer Service Technology)

Program Core:

OFFC	1100	Business English (3-0-3)
ELEC	1101	Fundamentals of DC/AC Circuits (4-2-5)
ELEC	1102	Applied Technical Math (3-0-3)
ELEC	1104	Electronic Circuits (4-2-5)
TECH	1101	Computers & the Internet (2-2-3)
ELEC	1107	Introduction to Digital Circuits (3-2-4)
ELEC	1108	Introduction to Microprocessors (3-2-4)
ELEC	1110	Digital Communication (2-2-3)

Total 30 hours

*Students planning an A.A.S. in Computer Service Technology should take CNET 1103 instead of TECH 1101

AVIONICS TECHNICIAN

Certificate

(Leads to A.A.S. in Avionics)

Required Courses:

OFFC	1100	Business English (3-0-3)
ELEC	1102	Applied Technical Mathematics (3-0-3)
ELEC	1101	Fundamentals of DC/AC Circuits (4-2-5)
ELEC	1104	Electronic Circuits (4-2-5)
ELEC	1107	Introduction to Digital Circuits (3-2-4)
ELEC	1108	Introduction to Microprocessors (3-2-4)
AVEL	2220	Navigation Systems and Air to Ground (3-2-4)

TELE	2210	Analog Communication Principles (3-2-4)
TELE	2220	FCC Rules and Regulations (3-0-3)

Total 35 hours

ELECTROMECHANICAL TECHNICIAN

Certificate

(Leads to A.A.S. in Electromechanical Technology)

This program is pending approval. Consult the School of Technology for information (TEC-211, 770-961-3415.)

Programs in Computer-Related Fields

Computers are utilized in all CCSU academic fields. The programs listed here are those designed to prepare technicians who work directly in the fields of programming, servicing, and networking computers. There are three associate degrees: Computer Service Technology, Computer Software Technology (Data Processing), and Computer Network Technology. Certificates are available in Computer Software Technician and two networking fields. The general electronics certificate feeds into the Computer Service associate degree.

See the first part of this chapter for information about the University's new Information Technology Career Ladder, which leads from certificate through associate, to the Bachelor of Information Technology (B.I.T.).

Associate Degrees in Computer-Related Fields

COMPUTER SERVICE TECHNOLOGY
Associate of Applied Science

ESSENTIAL SKILLS (Area A) 6 hours

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) 3 hours

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCES AND MATHEMATICS (Area D) 4 hours

Choose A, C, or, D:

A.	BIOL	1111	Introductory Biology I (3-0-3)

	BIOL	1111L	Introductory Biology I Laboratory (0-2-1) (BIOL 1111 and 1111L are corequisite.)
B.	CHEM	1151	Survey of Chemistry I (3-0-3)
	CHEM	1151L	Survey of Chemistry Laboratory (0-2-1) (CHEM 1151 and 1151L are corequisite.)
C.	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics I Laboratory (0-2-1) (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite).
D.	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science I Laboratory (0-2-1) (SCI 1111 and 1111L are corequisite.)

SOCIAL SCIENCES (Area E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
		or	
	PSYC	1101	Introduction to General Psychology (3-0-3)
		and	
	CITZ	1001	Citizenship (1-0-1)

Electronics Core: 27 hours

ELEC	1101	Fundamentals of DC/AC Circuits (4-2-5)
ELEC	1102	Applied Technical Mathematics (3-0-3)
ELEC	1104	Electronic Circuits (4-2-5)
ELEC	1107	Introduction to Digital Circuits (3-2-4)
ELEC	1108	Introduction to MicroProcessors (3-2-4)
ELEC	1110	Digital Communication (2-2-3)
CNET	1103	Microcomputer Applications (2-2-3)

Computer Service Specialty
Choose from the following: 21 hours

CSER	2224	Computer System Architecture (2-2-3)
CSER	2225	Operating Systems Concepts (2-2-3)
CSER	2228	Computer Servicing (2-2-3)
CSER	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
CSER	2233	Selected Topics and Problems (1-10-3)
CSER	2226	Advanced Digital Communication (2-2-3)

CNET elective (up to 6 hours credit)
ELEC elective (up to 6 hours credit)

Total 65-67 hours

COMPUTER SOFTWARE TECHNOLOGY
(Formerly Data Processing)
Associate of Applied Science

The Computer Software Technology Program provides instruction in the functions and concepts of automated computer software development and information processing. Most students whose program of study is computer software technology 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. This program will be phased out in favor of the new informational technology program recently approved by the Board of Regents. (Consult an advisor about phase-out plans)

ESSENTIAL SKILLS (Area A) 6 hours

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) 4 hours

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)
COMM	1001	Presentational Speaking (1-0-1)

HUMANITIES (Area C) 3 hours

Select one course from Area C. (See B.A.S. core.)

SOCIAL SCIENCES (Area E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
		or	
	PSYC	1101	Introduction to General Psychology (3-0-3)
		and	
	CITZ	1001	Citizenship (1-0-1)

Required Courses in Field: 31 hours

ACCT	2201	Principles of Accounting I (3-0-3)
	or	
OFFC	2250	Integrated Accounting I (3-0-3)
TECH	1101	Computers & the Internet (2-2-3)
CSWT	1102	Applications with Visual Basics (2-2-3)

CSWT	2203	RPG Programming (2-2-3)
CSWT	2204	COBOL Programming (3-2-4)
CSWT	2206	Systems Analysis and Design (2-2-3)
CSWT	2080	Systems Software (2-2-3)
CSWT	2210	Data Structures (2-2-3)
CSWT	2220	Programming with the "C" Language (2-2-3)
CSWT	2202	Advanced Visual Basic Programming (2-2-3)

Related Electives (Choose FIVE courses): 15-17 hours

ACCT	2202	Principles of Accounting II (3-0-3)
	or	
OFFC	2251	Accounting II w/ Computer Applications (3-0-3)
CSWT	2212	Advanced Microcomputer Applications (2-2-3)
CSWT	2300	Object-Oriented Programming Concepts (2-2-3)
CSWT	2222	Occupational Internship and/or Cooperative Education (1-10-3)
CSWT	2223	Advanced Programming Topics and Problems (1-4-3)
CSWT	2400	Internet Development (2-2-3)
CSCI	1301	Computer Science I (3-0-3)
OFFC	2205	Business Communications (3-0-3)
SUPR	2251	Introduction to Industrial and Services Supervision (3-0-3)
CNET	1107	Network Technologies (3-0-3)
CNET	1109A	Network Administration - Netware 4.X (3-2-4)
CNET	1109C	Network Administration-Windows NT (3-2-4)

Total 63-67 hours

COMPUTER NETWORK TECHNOLOGY A.A.S.

Essential Skills (Area A) 6 hours

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATIONS SKILLS (Area B) 3 hours

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCE (Area D) 4 hours

Choose A, B or C:

A.	BIOL	1111	Introductory Biology I (3-0-3)
	BIOL	1111L	Introductory Biology I Laboratory (0-2-1) (BIOL 1111 and 1111L are corequisite.)
B.	CHEM	1151	Survey of Chemistry I (3-0-3)
	CHEM	1151L	Survey of Chemistry Laboratory (0-2-1) (CHEM 1151 and 1151L are corequisite.)
C.	PHYS	1111	Introductory Physics I (3-0-3)
	PHYS	1111L	Introductory Physics I Laboratory (0-2-1) (PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.)

Social Sciences (Area E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
		or	
	PSYC	1101	Introduction to General Psychology (3-0-3)
		and	
	CITZ	1001	Citizenship (1-0-1)

A. Program Core: 27 hours

CNET	1101	Introduction to Microcomputer Repair (2-2-3)
CNET	1102	Microcomputer Operating Systems (2-2-3)
CNET	1103	Microcomputer Applications (2-2-3)
CNET	1105	Introduction to Networking (2-2-3)
CNET	1107	Network Technologies (1-4-3)
CNET	1112	Transmission Media: Installation and Maintenance (2-2-3)
CNET	1114	Network Service (2-2-3)
CNET	2220	Internetworking Concepts (2-2-3)
CNET	2240	Network Management (2-2-3)

B. Choose ONE of the following: 4 hours

CNET	1109A	Network Administration-NetWare 4.X (3-2-4)
	or	
CNET	1109C	Network Administration-Windows NT (3-2-4)

C. Elective Courses (Select four of the following): 12 hours

CNET	2230	Introduction to Unix (2-2-3)
CNET	2235	Protocol Analysis (2-2-3)
CSER	2224	Computer System Architecture (2-2-3)
CSER	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
CSER	2228	Troubleshooting and Customer Relations (2-2-3)

CSER	2233	Selected Topics and Problems (1-10-3)	
		Total	60-62 hours

Certificates in Computer-Related Fields

COMPUTER SOFTWARE TECHNICIAN Certificate
(Leads to A.A.S. in Computer Software Technology)

This certificate was formerly called Data Processing.

Required Course: 34 hours

ACCT	2201	Principles of Accounting I (3-0-3)
	or	
OFFC	2250	Integrated Accounting I (3-0-3)
CSWT	1102	Developing Applications with Visual Basic (2-2-3)
CSWT	2202	Advanced Visual Basic Programming (2-2-3)
CSWT	2203	RPG Programming (2-2-3)
CSWT	2204	COBOL Programming (3-2-4)
CSWT	2206	Systems Analysis and Design (3-0-3)
CSWT	2210	Data Structures (2-2-3)
CSWT	2220	Programming in the "C" Language (2-2-3)
MATH	1006	Fundamentals of Mathematics (3-0-3)
OFFC	1100	Business English (3-0-3)
TECH	1101	Computers & the Internet (2-2-3)

Related Electives: 9-11 hours

Choose THREE of the following:

ACCT	2202	Principles of Accounting II (3-0-3)
		or
OFFC	2251	Integrated Accounting II (2-2-3)
CNET	1107	Network Technologies (1-4-3)
CNET	1109A	Network Administration - Netware 4.X (3-2-4)
CNET	1109C	Network Administration-Windows NT (3-2-4)
CSWT	2212	Advanced Microcomputer Applications (2-2-3)
CSWT	2080	Systems Software (2-2-3)
CSWT	2300	Object-Oriented Programming Concepts (2-2-3)
CSWT	2222	Occupational Internship and/or Cooperative Education (1-10-3)
CSWT	2223	Advanced Programming Topics and Problems (1-10-3)
CSCI	1301	Computer Science I (3-0-3)
		Total 43-45 hours

* Students planning to seek the A.A.S, should take ENGL 1101 and MATH 1101 or higher in place of these courses.

COMPUTER NETWORK ADMINISTRATOR Certificate
(Leads to Computer Network Technician Certificate)

Program Core 18 hours

OFFC	1100	Business English (3-0-3)*
MATH	1006	Fundamentals of Mathematics (3-0-3)*
CNET	1102	Microcomputer Operating Systems (2-2-3)
CNET	1103	Microcomputer Applications (2-2-3)
CNET	1105	Introduction to Networking (2-2-3)
CNET	1107	Network Technologies (1-4-3)

* Students planning to seek the A.A.S. should take ENGL 1101 and MATH 1101 or higher in place of these courses.

Choose ONE of the following: 4 hours

CNET	1109A	Network Administration-NetWare 4.X (3-2-4)
CNET	1109C	Network Administration-Windows NT (3-2-4)
		Total 22 hours

COMPUTER NETWORK TECHNICIAN Certificate
(Leads to A.A.S. in Computer Network Technology)

Program Core 27 hours

OFFC	1100	Business English (3-0-3)*
MATH	1006	Fundamentals of Mathematics (3-0-3)*
CNET	1101	Introduction to Microcomputer Repair (2-2-3)
CNET	1102	Microcomputer Operating Systems (2-2-3)
CNET	1103	Microcomputer Applications (2-2-3)
CNET	1105	Introduction to Networking (2-2-3)
CNET	1107	Network Technologies (1-4-3)
CNET	1112	Transmission Media: Installation and Maintenance (2-2-3)
CNET	1114	Network Servicing (2-2-3)

* Students planning to seek the A.A.S. should take ENGL 1101 and MATH 1101 or higher in place of these courses.

Choose ONE of the following: 4 hours

CNET	1109A	Network Administration-NetWare 4.X (3-2-4)
CNET	1109C	Network Administration-Windows NT (3-2-4)
		Total 31 hours

Program in Railroad Operations

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.

ESSENTIAL SKILLS (Area A) **6 hours**

ENGL 1101 English Composition I (3-0-3)
MATH 1101 Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) **4 hours**

CRIT 1101 Critical Thinking Across the Curriculum (3-0-3)
COMM 1001 Presentational Speaking (1-0-1)

HUMANITIES (Area C) **3 hours**

Select one from Area C. (See B.A.S. core.)

NATURAL SCIENCE AND MATHEMATICS (Area D) **3-4 hours**

Select one from Area D.

SOCIAL SCIENCES **4 hours**

Take BOTH:
CITZ 1001 Citizenship (1-0-1)
ECON 2105 Principles of Macroeconomics (3-0-3)

NOTE: Students who plan to seek a baccalaureate degree should take POLS 1101 and HIST 2110 in lieu of CITZ 1001.

Railroad Core **12 hours**

RAIL 1101 History of Railroad Transportation (3-0-3)
RAIL 1110 Introduction to Railroad Technical Careers (3-0-3)
RAIL 2201 Introduction to Railroad Operations (3-0-3)
RAIL 2210 Introduction to Safety, Quality, and Environment (3-0-3)

Other Required Courses **16 hours**

A. SUPR 1101 Interpersonal Employee Relations (3-0-3)
B. OFFC 2205 Business Communication (3-0-3)
C. Choose one:
SUPR 2251 Introduction to Industrial and Services Supervision (3-0-3)
or
BUSA 2106 The Environment of Business (3-0-3)
D. Choose one:
BUSA 2201 Fundamentals of Computer Applications (3-0-3)
OFFC 2211 Spreadsheet (2-2-3)
OFFC 2214 Database (2-2-3)
OFFC 2215 Integrated Software (2-2-3)
E. TECH 1101 Computers & the Internet (2-2-3)
F. PHED one hour.

Field of Emphasis
(Choose 15-18 hours from ONE emphasis) **15-18 hours**

Business Emphasis
ACCT 2101 Principles of Accounting I (3-0-3)
ACCT 2102 Principles of Accounting II (3-0-3)
SUPR 1104 Personnel Administration for Supervision (3-0-3)
SUPR 1107 Training and Performance Evaluation (3-0-3)
SUPR 2251 Introduction to Industrial and Services Supervision (3-0-3)
ECON 2106 Principles of Economics II (3-0-3)

Electronics Emphasis
ELEC 1101 Fundamentals of DC/AC Circuits (4-2-5)
ELEC 1102 Electronic Circuits (3-0-3)
ELEC 1107 Introduction to Digital Circuits (3-2-4)
ELEC 1108 Introduction to Microprocessors (3-2-4)
ELEC 1110 Digital Communication (2-2-3)
ELEC 2201 Advanced Electronic Circuits (2-2-3)
EMEC 2201 Automated Systems (3-2-4)

Drafting Emphasis
DRFT 1101 Engineering Drawing (Basic Drafting) (1-5-3)
DRFT 1102 Technical Illustration (1-5-3)
DRFT 2202 Computer-Aided Drafting I (2-6-5)
ARCH 2201 Architectural Drafting I (1-5-3)
ARCH 2202 Architectural Drafting II (1-5-3)
ARCH 2203 Surveying (1-5-3)
ARCH 2204 Construction Estimating (3-0-3)

Conductor Emphasis*
RAIL 2220 Conductor Service and Operations (3-0-3)
RAIL 2221 General Code of Operating Rules (3-0-3)
RAIL 2225 Conductor Field Application (3-0-3)

Select TWO electives from the following: **6 hours**
ACCT 2101 Principles of Accounting I (3-0-3)

ACCT	2102	Principles of Accounting II (3-0-3)
SUPR	1103	Leadership and Teamwork (3-0-3)
SUPR	1104	Personnel Administration for Supervisors (3-0-3)
SUPR	1107	Training & Performance Evaluation (3-0-3)
SUPR	2251	Principles of Industrial & Services Supervision (3-0-3)
ECON	2106	Principles of Economics II (3-0-3)

* Students selecting the conductor emphasis must complete the CCSU Conductor Training Program and appropriate examination. Advanced Placement credit will be available for ATRR 2220, 2221, and 2225 for students who have completed the Conductor Training Program.

Total 69-73 hours

Programs in Office, Business, Paralegal, and Related Careers

These programs prepare students for careers in today's automated offices and businesses. Based on their career goals, students may enroll in either associate degree or certificate programs.

Credit for or exemption from some courses, including OFFC 1100, 1111, 1112, and 1113, 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.

Associate Degrees in Office, Business, Paralegal, and Related Careers

CORE CURRICULUM FOR ALL A.A.S. PROGRAMS IN THIS CATEGORY

ESSENTIAL SKILLS (Area A) — 6 hours

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) — 4 hours

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)
COMM	1001	Presentational Speaking (1-0-1)

HUMANITIES (Area C) — 3 hours

Select one course from Area C. (See the B.A.S. core.)

SOCIAL SCIENCES (Area E) — 4-6 hours

Choose E1 or E2:

NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
	or		
	PSYC	1101	Introduction to Psychology (3-0-3)
	and		
	CITZ	1001	Citizenship (1-0-1)

Total 17-19 hours

MEDICAL OFFICE ADMINISTRATION AND OTHER PROGRAMS IN MEDICAL CAREERS

See the heading, Programs in Medical Careers, in this chapter of the catalog.

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

The Industrial and Services Supervision Program presents many exciting career opportunities to people with above-average communications, problem-solving, and social skills including teamwork. A person may begin this program at the Certificate or the Associate of Applied Science (A.A.S.) level.

The Industrial and Services Supervision program provides training in the challenging fields of management and supervision. This program's opportunities include immediate employment or advancement in a variety of supervisory-related positions in the service, distribution, or manufacturing industries.

AREAS A-E

For common courses in Areas A-E, see the A.A.S. Core for Office, Business, Paralegal, and Related Careers listed above.

Program Requirements: — 27 hours

MKMC	2201	Entrepreneurship (3-0-3)
MKMC	2281	Marketing Practices and Principles (3-0-3)
OFFC	2205	Business Communication (3-0-3)
SUPR	1103	Leadership and Teamwork (3-0-3)
SUPR	1104	Personnel Administration for Supervision (3-0-3)
SUPR	1107	Training and Performance Evaluation (3-0-3)

SUPR 2222 Occupational Internship and/or Cooperative Educational Experience (1-10-3)
SUPR 2251 Introduction to Industrial and Services Supervision (3-0-3)
TECH 1101 Computers & the Internet (2-2-3)

Electives (Choose SIX courses): 18-19 hours

ACCT 2101 Principles of Accounting I (3-0-3)
ACCT 2102 Principles of Accounting II (3-0-3)
ECON 2105 Principles of Macroeconomics (3-0-3)
ECON 2106 Principles of Microeconomics (3-0-3)
Related Elective(s) from the School of Technology (3 or 4 hours)*
* Can include no more than 3 hours of SUPR 2222.

Total for A.A.S. 62-65 hours

MARKETING AND MERCHANDISING
Associate of Applied Science Degree

The Applied Marketing and Merchandising Program presents many exciting career opportunities to people with above-average communications, problem-solving, and social skills including teamwork. A person may begin this program at the Certificate or the Associate of Applied Science (A.A.S.) level.

Courses in general education and related business areas provide the background for an emphasis on basic marketing skills and practical applications necessary for successful performance and career advancement.

AREAS A-E

For common courses in Areas A-E, see the A.A.S. Core for Office, Business, Paralegal, and Related Careers listed above.

Program Requirements: 18 hours

MKMC 2201 Entrepreneurship (3-0-3)
MKMC 2222 Occupational Internship and/or Cooperative Educational Experience (1-10-3)
MKMC 2271 Visual Merchandising (3-0-3)
MKMC 2281 Marketing Practices and Principles (3-0-3)
SUPR 2251 Introduction to Industrial and Services Supervision (3-0-3)
TECH 1101 Computers & the Internet (2-2-3)

Choose ONE Program Option 9 hours

General Marketing Option
MKMC 1120 Creative Selling (3-0-3)
MKMC 1140 Principles of Advertising (3-0-3)

OFFC 2205 Business Communications (3-0-3)

Fashion Merchandising Option
FSMC 1101 Fashion Fundamentals (3-0-3)
FSMC 2250 Textiles and Non-Textiles (3-0-3)
FSMC 2226 Fashion Promotion and Coordination (3-0-3)

Electives (Choose SIX of the following): 18-19 hours

ACCT 2101 Principles of Accounting I (3-0-3)
ACCT 2102 Principles of Accounting II (3-0-3)
ECON 2105 Principles of Macroeconomics (3-0-3)
ECON 2106 Principles of Microeconomics (3-0-3)
Related Elective(s) from the School of Technology*
* Can include no more than 3 hours of SUPR 2222.

Total for A.A.S. 62-65 hours

OFFICE TECHNOLOGY
Associate of Applied Science Degree

The Office Technology associate degree program (formerly called Office Administration) prepares students for careers in today's automated offices. Based on their career goals, students may select 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 prepares students for positions as administrative assistants and/or executive secretaries or similar positions in a variety of industries. All courses in the Office Assistant, Office Specialist, and Accounting Specialist certificate programs will apply to the A.A.S. degree.

• The **Medical Transcriptionist** track provides the opportunity for students to expand their professional responsibilities by becoming department heads, supervisors, managers, or owners of medical transcription services. All courses in the Medical Transcriptionist and Medical Office Specialist certificate programs 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.

AREAS A-E

For common courses in Areas A-E, see the A.A.S. Core for Office, Business, Paralegal, and Related Careers listed above. (Applies to both tracks)

Office Technology Core (Applies to both tracks): 15 hours

TECH	1101	Computers & the Internet (2-2-3)
OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	1112	Word Processing II—Document Processing (1-4-3)
	or	
OFFC	1116	Medical Word Processing (1-4-3) *For Medical Transcriptionist students only.*
OFFC	1113	Word Processing III—Advanced (1-4-3)

ADMINISTRATIVE ASSISTANT TRACK

Required Courses: 27 hours

OFFC	2207	Administrative Procedures (3-0-3)
OFFC	2202	Business Math (3-0-3)
OFFC	2211	Spreadsheet (2-2-3)
OFFC	2214	Database (2-2-3)
OFFC	2215	Integrated Software (2-2-3)
OFFC	2205	Business Communication (3-0-3)
OFFC	2250	Integrated Accounting I (3-0-3)
OFFC	2212	Office Simulation/Transcription (1-4-3)
OFFC	2203	Office Management (3-0-3)

Electives (Choose a minimum of 6 hours): 6 hours

OFFC	2251	Integrated Accounting II (2-2-3)
OFFC	2260	Tax Accounting (1-4-3)
OFFC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
OFFC	2213	Desktop Publishing (2-2-3)
OFFC	2208	Computerized Medical Office (2-2-3)
MEDT	1100	Medical Terminology I (1-0-1)
MEDT	1101	Introduction to Health Careers (2-0-2)
MKMC or related elective		

Total for A.A.S. 65-67 hours

MEDICAL TRANSCRIPTIONIST TRACK

Required Courses: 27 hours

MEDT	1100	Medical Terminology I (1-0-1)
MEDT	1102	Body Structure & Function (3-0-3)
OMED	2201	Advanced Medical Terminology (3-0-3)
OMED	2231	Medical Transcription I (2-4-4)
OMED	2232	Medical Transcription II (2-4-4)

OMED	2222	Occupational Internship and/or Cooperative Educational Experience (1-20-6)
MEDT	1120	Medical Coding I (3-0-3)
MEDT	1140	Diseases of the Human Body (3-0-3)

Electives (Choose a minimum of 6 hours): 6 hours

Any OFFC, MEDA, or MEDT courses.

Total for A.A.S. 65-67 hours

PARALEGAL STUDIES
Associate of Applied Science Degree

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 Paralegal field. **Admission to this program (enrolling in PARA 1101) requires exemption or exit from Learning Support Reading and English requirements.**

AREAS A-E

For common courses in Areas A-E, see the A.A.S. Core for Office, Business, Paralegal, and Related Careers listed above.

Required Paralegal Courses: 24 hours

PARA	1101	Introduction to Law & Ethics (3-0-3)*
PARA	1103	Civil Litigation (3-0-3)**
PARA	1105	Legal Research (Manual and Computer) (3-0-3)**
PARA	1107	Criminal Law (3-0-3)
PARA	1109	Contracts and Torts (3-0-3)
PARA	1113	Real Estate (3-0-3)
PARA	1211	Legal Writing (3-0-3)
PARA	2222	Occupational Internship (1-10-3)

* Prerequisite for all Paralegal courses. Students entering the Paralegal Studies Program with an Associate degree or higher from a regionally accredited institution may take an additional PARA course as a corequisite to PARA 1101, at the discretion of the faculty advisor.

** Courses recommended to take in the semester after the PARA 1101 course (either one or both).

Other Required Courses: 12 hours

TECH	1101	Computers & the Internet (2-2-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)

OFFC	2112	Computerized Law Office (1-4-3)
ENGL	1102	English Composition II (3-0-3)

Electives (Choose THREE of the following): 9 hours

PARA	1221	Bankruptcy/Debtor-Creditor Relations (3-0-3)
PARA	1223	Wills, Trusts & Probate Law (3-0-3)
PARA	1225	Family Law (3-0-3)
PARA	1227	Health Care Law (3-0-3)
PARA	1229	Intellectual Property Law (3-0-3)
PARA	1231	Administrative Law (3-0-3)
PARA	1233	Employment Law (3-0-3)
PARA	1235	Current Law Office Issues (3-0-3)
OFFC	2333	Special Topics and Problems (1-4-3)

Total for A.A.S. 62-64 hours

NOTE: Paralegal Studies

- Career courses generally do not fulfill requirements for Associate or Bachelor's degrees (except A.A.S. and B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

NOTE: Block Credit Policy for A.A.S. in Paralegal Studies

A student who has previously earned a Paralegal certificate or degree may earn credit for CCSU's paralegal certificate core as a block towards an A.A.S. in Paralegal Studies in the following manner:

1. by receiving a passing grade on the requisite number of sections of the Certified Legal Assistant examination administered by the National Association of Legal Assistants (NALA) to become a CLA (Certified Legal Assistant)*, AND
2. by receiving a passing grade in Legal Writing, PARA 1211.
3. the block will include required paralegal courses plus one paralegal elective.

Note: The student must still fulfill CCSU's residency requirements and complete two PARA elective courses, and PARA 2222**.

* The student may contact NALA at (918) 587-6828 to obtain an application and to determine if he/she is eligible to sit for the CLA examination.

** At the Program Director's discretion, PARA 2222 credit may be granted if the student completed a formal internship in the Paralegal Studies program from which block credit is granted.

Certificates in Office, Business, Paralegal, and Related Careers

ACCOUNTING SPECIALIST Certificate

(Leads to A.A.S. in Office Technology)

The Accounting Specialist Program (formerly called Accounting Technology) 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.

Required Courses: 30 hours

TECH	1101	Computers & the Internet (2-2-3)
OFFC	1100	Business English (3-0-3)
OFFC	2202	Business Math (3-0-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
		or
OFFC	1112	Word Processing II—Document Processing (1-4-3)
OFFC	2211	Spreadsheet (2-2-3)
OFFC	2214	Database (2-2-3)
OFFC	2115	Integrated Software (2-2-3)
OFFC	2250	Integrated Accounting I (3-0-3)
OFFC	2251	Integrated Accounting II (2-2-3)
OFFC	2260	Tax Accounting (1-4-3)

Electives (Choose at least 6 hours): 6-7 hours

OFFC	1112	Word Processing II—Document Processing (1-4-3)
	or	
OFFC	1113	Word Processing III—Advanced (1-4-3)
OFFC	2203	Office Management (3-0-3)
OFFC	2205	Business Communication (3-0-3)
OFFC	2207	Administrative Procedures (3-0-3)
OFFC	2208	Computerized Medical Office (2-2-3)
OFFC	2213	Desktop Publishing (2-2-3)
OFFC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
MEDT	1100	Medical Terminology I (1-0-1)
MKMC or related elective		

Total 36-37 hours

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

The Certificate Program provides exciting career opportunities to people with above-average communications, problem-solving, and social skills including teamwork. This certificate is a combination of courses designed to prepare students for a career in Industrial Services and Supervision. Certificate courses develop the professional knowledge required for job acquisition, retention, and advancement. They also are designed to improve the abilities of presently employed supervisors who want to enhance their performance and career opportunities. At the core of the Certificate Program is a combination of courses that emphasize practical application of supervisory and marketing skills necessary for successful job performance. Courses in the Certificate Program lead to the A.A.S. in Industrial Services and Supervision.

Required Courses: 30 hours

MKMC	2201	Entrepreneurship (3-0-3)
MKMC	2281	Marketing Practices and Principles (3-0-3)
OFFC	1100	Business English (3-0-3)
SUPR	1101	Interpersonal Employee Relations (3-0-3)
SUPR	1103	Leadership and Teamwork (3-0-3)
SUPR	1104	Human Resources for Supervisors (3-0-3)
SUPR	1107	Training and Performance Evaluation (3-0-3)
SUPR	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
SUPR	2251	Introduction to Industrial and Services Supervision (3-0-3)
TECH	1101	Computers & the Internet (2-2-3)
		Total **30 hours**

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

The Certificate Program provides exciting career opportunities to people with above-average communications, problem-solving, and social skills including teamwork. This certificate is a combination of courses designed to prepare students for a career in Marketing and Merchandising. Certificate courses develop the professional knowledge required for job acquisition, retention, and advancement. They are also designed to improve the abilities of presently employed marketers who want to enhance their performance and career opportunities. At the core of the Certificate Program is a combination of courses that emphasize practical application of marketing, merchandising, and supervisory skills necessary for successful job performance. Courses in the Certificate Program lead to the A.A.S. in Marketing and Merchandising.

Required Courses: 21 hours

MKMC	2201	Entrepreneurship (3-0-3)
MKMC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
MKMC	2281	Marketing Practices and Principles (3-0-3)
MKMC	2271	Visual Merchandising (3-0-3)
OFFC	1100	Business English (3-0-3)
SUPR	2251	Introduction to Industrial and Services Supervision (3-0-3)
TECH	1101	Computers & the Internet (2-2-3)

Choose ONE Program Option 9 hours

General Marketing Option

MKMC	1120	Creative Selling (3-0-3)
MKMC	1140	Principles of Advertising (3-0-3)
SUPR	1101	Interpersonal Employee Relations (3-0-3)

or

Fashion Merchandising Option

FSMC	1101	Fashion Fundamentals (3-0-3)
FSMC	2250	Textiles and Non-Textiles (3-0-3)
FSMC	2226	Fashion Promotion and Coordination (3-0-3)
		Total **30 hours**

MEDICAL TRANSCRIPTIONIST
Certificate
(Leads to A.A.S. in Office Technology)

The Medical Transcriptionist certificate program (formerly called Medical Transcription) 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.

Required Courses:

MEDT	1100	Medical Terminology (1-0-1)
MEDT	1102	Body Structure & Function (3-0-3)
MEDT	1120	Medical Coding I (3-0-3)
MEDT	1140	Diseases of the Human Body (3-0-3)

OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	1116	Medical Word Processing (1-4-3)
OFFC	1113	Word Processing III—Advanced (1-4-3)
OMED	2201	Advanced Medical Terminology (3-0-3)
OMED	2231	Medical Transcription I (2-4-4)
OMED	2232	Medical Transcription II (2-4-4)
OMED	2222	Occupational Internship and/or Cooperative Educational Experience (1-20-6)
TECH	1101	Computers & the Internet (2-2-3)

Total **42 hours**

OFFICE ASSISTANT
Certificate
(Leads to A.A.S. in Office Technology)

The Office Assistant Program (formerly called Office Assisting) is a credit program for students who need intensive short-term preparation for office employment.

Credit earned in the program can also be applied to the Office Specialist certificate program, the Accounting Specialist program, and the Office Technology degree program.

Required Courses: 9 hours

OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I - Keyboarding (1-4-3)
TECH	1101	Computers & the Internet (2-2-3)

Electives (Choose at least 12 hours): 12-13 hours

MEDT	1100	Medical Terminology (1-0-1)
OFFC	1112	Word Processing II—Document Processing (1-4-3)
OFFC	1113	Word Processing III—Advanced (1-4-3)
OFFC	2207	Administrative Procedures (3-0-3)
OFFC	2202	Business Math (3-0-3)
OFFC	2211	Spreadsheet (2-2-3)
OFFC	2214	Database (2-2-3)
OFFC	2215	Integrated Software (2-2-3)
OFFC	2205	Business Communication (3-0-3)
OFFC	2250	Integrated Accounting I (3-0-3)
OFFC	2251	Integrated Accounting II (2-2-3)
OFFC	2260	Tax Accounting (1-4-3)
OFFC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
OFFC	2213	Desktop Publishing (2-2-3)
OFFC	2208	Computerized Medical Office (2-2-3)

Total **21-22 hours**

OFFICE SPECIALIST
Certificate
(Leads to A.A.S. in Office Technology)

The Office Specialist Program (formerly called Office Technology) prepares students for a variety of office positions. Some typical job titles include word processing operator, typist, general office clerk, receptionist, and entry-level secretary. Emphasis is placed on using computers and other automated office equipment.

Required Courses: 27 hours

OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	1112	Word Processing II—Document Processing (1-4-3)
OFFC	1113	Word Processing III—Advanced (1-4-3)
OFFC	2207	Administrative Procedures (3-0-3)
OFFC	2202	Business Math (3-0-3)
OFFC	2211	Spreadsheet (2-2-3)
OFFC	2214	Database (2-2-3)
TECH	1101	Computers & the Internet (2-2-3)

Electives (Choose at least 12 hours) 9 hours

OFFC	2203	Office Management (3-0-3)
OFFC	2205	Business Communication (3-0-3)
OFFC	2212	Office Simulation/Transcription (1-4-3)
OFFC	2213	Desktop Publishing (2-2-3)
OFFC	2215	Integrated Software (2-2-3)
OFFC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
OFFC	2250	Integrated Accounting I (3-0-3)
OFFC	2251	Integrated Accounting II (2-2-3)

Total **36 hours**

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 Paralegal field. ***Admission to this program (enrolling in PARA 1101) requires exemption from or exit from Learning Support Reading and English requirements.***

Required Paralegal Courses: 21 hours

PARA	1101	Introduction to Law & Ethics (3-0-3)*

PARA	1103	Civil Litigation (3-0-3)**
PARA	1105	Legal Research (Manual and Computer) (3-0-3)**
PARA	1107	Criminal Law (3-0-3)
PARA	1109	Contracts and Torts (3-0-3)
PARA	1113	Real Estate (3-0-3)
PARA	1211	Legal Writing (3-0-3)

Other Required Courses: 12 hours

OFFC	1100	Business English (3-0-3)
or		
ENGL	1101	English Composition I (3-0-3)***
TECH	1101	Computers & the Internet (2-2-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	2112	Computerized Law Office (1-4-3)

Electives (Choose ONE of the following): 3 hours

PARA	1221	Bankruptcy/Debtor-Creditor Relations (3-0-3)
PARA	1223	Wills, Trusts & Probate Law (3-0-3)
PARA	1225	Family Law (3-0-3)
PARA	1227	Health Care Law (3-0-3)
PARA	1229	Intellectual Property Law (3-0-3)
PARA	1231	Administrative Law (3-0-3)
PARA	1233	Employment Law (3-0-3)
PARA	1235	Current Law Office Issues (3-0-3)
OFFC	2333	Special Topics and Problems (1-4-3)

* Prerequisite for all Paralegal courses. Students entering the Paralegal Program with an Associate degree or higher from a regionally accredited institution may take an additional PARA course as a corequisite to PARA 1101, at the discretion of the faculty advisor.

** Courses recommended to take in the semester after the PARA 1101 course (either one or both).

*** Students intending to complete the A.A.S. in Paralegal Studies degree should take ENGL 1101.

Note: Career courses generally do not fulfill requirements for Associate and Bachelor's degrees (except A.A.S and B.A.S. Career block) and may not be applicable to other programs. Students planning to transfer should consult with the appropriate institution.

Total 36 hours

Programs in Medical Careers

The School of Technology offers programs in Medical Office, EMT/Paramedic, and Public Safety Dispatch (911) as listed below.

Note on other Medical Careers: Medical Transcription is listed in the office-related programs in this chapter. The School of Health Sciences offers degree programs in nursing, dental hygiene, and Health Care Management.

The School of Health Sciences also offers the first two years of course work appropriate to Health Information Management, Medical Technology, Occupational Therapy, and Physical Therapy. The School of Arts & Sciences offers the first two years of study in preprofessional programs in medicine, veterinary medicine, dentistry, and pharmacy.

Associate Degrees in Medical Careers

MEDICAL OFFICE ADMINISTRATION
Associate of Applied Science Degree

The Medical Office Administration degree program prepares students for employment as managers in medical settings, supervising other personnel in both clinical and administrative tasks. Typical administration duties include managing personnel, 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 physician's offices, hospitals, and other health care facilities.

ESSENTIAL SKILLS (Area A) 6 hours

ENGL	1101	English Composition (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (Area B) 4 hours

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)
ITEC	1001	Communications Software Applications (1-0-1)

HUMANITIES (Area C) 3 hours

Choose ONE course from Area C. (See B.A.S. core.)

SOCIAL SCIENCES (Area E) 4-6 hours

Choose E1 or E2:

NOTE: Students who plan to seek a baccalaureate degree should choose E1.
CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
	or		

PSYC	1101	Introduction to General Psychology (3-0-3)
	and	
CITZ	1001	Citizenship (1-0-1)

Required Courses in Field: 53 hours

MEDA	1110	Medical Assisting Procedures (2-4-3)
MEDA	1130	Laboratory Procedures (2-4-3)
MEDA	1125	Medical Administrative Procedures (2-4-3)
MEDA	1150	Pharmacology in the Medical Office (2-4-3)
MEDA	2222	Occupational Internship and/or Cooperative Educational Experience (1-20-6)
MEDT	1100	Medical Terminology (1-0-1)
MEDT	1101	Introduction to Health Careers (2-0-2)
MEDT	1102	Body Structure & Function (3-0-3)
MEDT	1120	Medical Coding I (2-2-3)
MEDT	1140	Diseases of the Human Body (3-0-3)
MEDT	2220	Medical Coding II (1-2-2)
OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	1112	Word Processing II—Document Processing (1-4-3)
OFFC	2208	Computerized Medical Office (2-2-3)
OFFC	2203	Office Management (3-0-3)
OFFC	2205	Business Communication (3-0-3)
OFFC	2250	Integrated Accounting I (3-0-3)

Total for A.A.S. 70-72 hours

PARAMEDIC TECHNOLOGY
Associate of Applied Science Degree

The Associate of Applied Science degree in Paramedic Technology provides additional opportunities for students by building on the University's existing Paramedic Technician certificate programs. The courses in the certificate programs 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. Specific EMS interests may be pursued through program electives.

Note: Entrance requirements for the EMS 2000-level courses include current Georgia EMT or National Registry EMT-I certification, or successful completion of an approved Emergency Medical Technician Course. EMT training is available through department-based programs and through technical institutes. The requirement may be met through successful completion of Clayton College & State University's Emergency Medical Technician Certificate Program. Students must earn a grade of *C* or better in all EMS courses and hold current Advanced Life Support certification **and** Georgia EMT or National Registry EMT-Intermediate Certification in order to take EMS 235.

ESSENTIAL SKILLS (AREA A) 6 hours

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher) (3-0-3)*

INSTITUTIONAL OPTIONS (AREA B) 3 hours

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)

NATURAL SCIENCE AND MATHEMATICS (AREA D) 4 hours

Choose A or B:

A.	SCI	1111	Integrated Science I (3-0-3)
	SCI	1111L	Integrated Science I Laboratory (0-2-1)
			(SCI 1111 and 1111L are corequisite.)
B.	BIOL	1111	Introductory Biology I (3-0-3)
	BIOL	1111L	Introductory Biology II Laboratory (0-2-1)
			(BIOL 1111 and 1111L are corequisite.)

SOCIAL SCIENCES (AREA E) 4-6 hours

Choose E1 or E2:
NOTE: Students who plan to seek a baccalaureate degree should choose E1. CITZ 1001 does not meet guidelines for Area E.

E1.	POLS	1101	American Government (3-0-3)
	HIST	2110	Themes in U.S. History (3-0-3)
E2.	SOCI	1101	Introduction to Sociology (3-0-3)
		or	
	PSYC	1101	Introduction to General Psychology (3-0-3)
		and	
	CITZ	1001	Citizenship (1-0-1)

Total Areas A-E 17-19 hours

*Higher numbered MATH may be substituted or MATH 1006 may be taken by students who do not plan to pursue a bachelor's degree.

Required Courses 40 hours

TECH	1101	Computers & the Internet (2-2-3)
MEDT	1100	Medical Terminology (1-0-1)
MEDT	1102	Body Structure & Function (3-0-3)
EMS	2211	Introduction to the Paramedic Profession (2-0-2)
EMS	2211L	Prehospital Care Lab I (0-2-1)
EMS	2213	Shock and Pharmacology (with lab) (3-2-4)
EMS	2217	Respiratory Emergencies (with lab) (2-2-3)
EMS	2219	Trauma (with lab) (2-2-3)
EMS	2221	Cardiology (with lab) (3-4-5)
EMS	2223	Medical Emergencies (with lab) (4-2-5)

EMS 2227 Maternal/Pediatrics (with lab) (2-2-3)
EMS 2235 Clinical Internship (360 contact hours for 7 credit hours)

B. Specialty Area — 3 hours

EMS 2218 Current Issues in EMS Seminar (3-0-3)

C. Electives — 4 hours

At least two of the four elective hours must be in related courses such as the EMS elective courses listed below, Public Safety 911 courses, Health Science courses, Medical Assisting courses, or science courses. Remaining elective hours may be in related or non-related programs or in general education.

EMS 1150 Basic EMT Practicum (0-9-3)
EMS 2210 EMT Curriculum Update: Current Concepts (2-2-3)*
EMS 2220 Paramedic Curriculum Update: Current Concepts (3-0-3)*
EMS 2230 Advanced Prehospital Cardiac Care (1-0-1)
EMS 2240 EMS and the Law (1-0-1)
EMS 2250 Community Education and Injury Prevention (2-0-2)
EMS 2260 Public Information, Education, and Relations (2-0-2)

*Required for anyone receiving credit for the Program Area Courses by virtue of Current National Registry Paramedic certification or transferring credit from another certificate program.

Total for A.A.S. 64-66 hours

Certificates in Medical Careers

EMERGENCY MEDICAL TECHNICIAN Certificate

(Leads to Paramedic Technician)

The Emergency Medical Technology Certificate Program provides entry-level certification for students seeking employment as emergency medical technicians. This 18-semester-hour certificate provides the prerequisite training for the Paramedic Technology Certificate or Associate of Applied Science Degree for students who do not hold current Georgia EMT or National Registry EMT-Intermediate certification. (Hours in this program do not count in the 66-68 hours required for the A.A.S. degree.)

Program Area:

EMS 1100A EMS Systems (2-0-2)
EMS 1100B Patient Assessment (3-0-3)
EMS 1102 EMS Laboratory (0-2-1)

EMS 1111 Physiology, Pharmacology, and Invasive Skills with lab (2-2-3)
EMS 1112 Trauma with lab (2-2-3)
EMS 1114 Medical Emergencies (2-0-2)
EMS 1115 Special Patient Populations and Situations (2-0-2)
EMS 1116 EMS Laboratory and Comprehensive Evaluation (0-2-1)
EMS 1117 Clinical Internship (60 contact hours for one credit hour) (0-60-1)

Total Certificate 18 hours

PARAMEDIC TECHNICIAN Certificate

(Leads to A.A.S. in Paramedic Technology)

The Paramedic Technician (formerly the Emergency Medical Technology Advanced/Paramedic) Certificate Program provides advanced level training and subsequent national paramedic certification for students seeking employment as paramedics. Current Georgia EMT or National Registry EMT-Intermediate certification or successful completion of an approved Emergency Medical Technician course are prerequisite for enrollment in this program. EMT training is available through department based programs and through many vocational-technical institutes. This requirement may be met through successful completion of Clayton College & State University's Emergency Medical Technician Certificate Program. Students must earn a grade of *C* or better in all EMS courses and hold current Advanced Life Support certification AND Georgia EMT or National Registry EMT-Intermediate Certification in order to take EMS 235.

ESSENTIAL SKILLS (AREA A) — 3 hours

MATH 1101 Mathematical Modeling (or higher) (3-0-3)*

CRITICAL THINKING AND COMMUNICATION SKILLS (AREA B) — 3 hours

CRIT 1101 Critical Thinking Across the Curriculum (3-0-3)

Required Courses — 40 hours

TECH 1101 Computers & the Internet (2-2-3)
MEDT 1100 Medical Terminology (1-0-1)
MEDT 1102 Body Structure & Function (3-0-3)
EMS 2211 Introduction to the Paramedic Profession (2-0-2)
EMS 2211L Prehospital Care Lab I (0-2-1)
EMS 2213 Shock and Pharmacology (with lab) (3-2-4)
EMS 2217 Respiratory Emergencies (with lab) (2-2-3)

EMS	2219	Trauma (with lab) (2-2-3)
EMS	2221	Cardiology (with lab) (3-4-5)
EMS	2223	Medical Emergencies (with lab) (4-2-5)
EMS	2227	Maternal/Pediatrics (with lab) (2-2-3)
EMS	2235	Clinical Internship (360 contact hours for 7 credit hours) (0-360-7)

Electives **2 hours**

Total Hours **48 hours**

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

The Medical Assistant 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.

Required Courses:

MEDA	1110	Medical Assisting Procedures (2-4-3)
MEDA	1130	Laboratory Procedures (2-4-3)
MEDA	1125	Medical Administrative Procedures (2-4-3)
MEDA	1150	Pharmacology in the Medical Office (2-4-3)
MEDA	2222	Occupational Internship and/or Cooperative Educational Experience (1-20-6)
MEDT	1100	Medical Terminology (1-0-1)
MEDT	1101	Introduction to Health Careers (2-0-2)
MEDT	1102	Body Structure & Function (3-0-3)
MEDT	1120	Medical Coding I (3-0-3)
MEDT	1140	Diseases of the Human Body (3-0-3)
OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I—Keyboarding (1-4-3)
OFFC	1112	Word Processing II—Document Processing (1-4-3)
OFFC	2208	Computerized Medical Office (2-2-3)
TECH	1101	Computers & the Internet (2-2-3)

Total **45 hours**

PUBLIC SAFETY DISPATCH (9-1-1)
Certificate

The Public Safety Dispatch certificate program assists students in gaining knowledge and skills necessary to qualify for public safety or communications positions in emergency dispatch.

General Education: **3 hours**

CRIT	1101	Critical Thinking Across the Curriculum (3-0-3)

Required Courses: **20-23 hours**

TECH	1101	Computers & the Internet (2-2-3)
OFFC	1100	Business English (3-0-3)
OFFC	1111	Word Processing I – Keyboarding (1-4-3)
PSAF	1011	Emergency Communications (2-0-2)
PSAF	1012	Radio Operation, Liability and Responsibility (2-2-3)
PSAF	1013	Police and Fire Communication (2-2-3)
PSAF	1014	Medical /EMS Communication (2-2-3)
PSAF	1015	Crisis Intervention, Stress Management and Professional Development (2-0-2)
PSAF	2222	Occupational Internship and/or Cooperative Educational Experience (1-6-1)

* Students may exempt this requirement by demonstrating keyboarding proficiency at 30 wpm on the CCSU exam.

Total **23-26 hours**

RELATED TRANSFER FIELDS

ENGINEERING TECHNOLOGY

Students considering transferring to an Engineering Technology baccalaureate degree program at Southern Polytechnical State University or another institution should consult the Engineering Technology heading in the Arts & Sciences chapter of this catalog. Faculty members in the Schools of Technology and Arts & Sciences are available to advise students about careers in this field.

BUSINESS EDUCATION

Business students considering teaching careers in Business Education should consult the Education heading in the Transfer Program part of Arts & Sciences chapter of this catalog. School of Technology faculty in office-related fields are available to advise students about careers in this field.

COURSE DESCRIPTIONS

The course descriptions are organized according to school and alphabetically by course prefix under each school. There is also a heading for courses that are not associated with any specific school:

- Arts & Sciences
- Business
- Health Sciences
- Technology
- Courses Not Affiliated With a School

Key to Terms and Symbols:

Prerequisite. A student may not enroll in a course until he or she has completed the listed course(s). Only the dean of a school or his or her designee may waive a prerequisite.

Corequisite. A student must enroll in both courses listed as corequisite to each other. (In most cases, if a student makes an acceptable grade in one but not both corequisite courses the student only has to re-take the course not satisfactorily completed.)

Junior or Senior Standing. A Student must have completed the requisite number of hours (numbered 1000 or higher) prior to enrolling in the course. Junior standing = 60 hours; senior standing = 90 hours.

Course Hours. The digits following each course refer to the lecture (didactic) hours, laboratory (practicum, clinical, intern) hours, and semester credit hours respectively. For example, a course listed as 2-3-3 would involve two hours of lecture, and three hours in lab per week equal to three semester credit hours. (See the Academic Information chapter for additional information on credit hours.)

Course Numbers. In general, courses are numbered to reflect the stage at which they are most likely to be taken, 1000 (freshman), 2000 (sophomore), 3000 (junior), and 4000 (senior). However, presuming that all prerequisites and restrictions have been met, any student may take courses at any level. (Courses numbered lower than 1000 are remedial in nature and do not count toward graduation, grade point, or hours accumulation.)

SCHOOL OF ARTS & SCIENCES

ART (ART)

ART 1101 - Drawing I (3-0-3)
A study of visual relationships between objects in a two-dimensional plane. The primary focus will be improving basic rendering skills using a variety of drawing media. Design and the human figure will be an integral part of the course. Emphasis will be on dry drawing media.

ART 1102 - Drawing II (3-0-3)
A continuing study of the planar relationships between objects, with anatomy and improvement of drawing skills being the primary focus. The emphasis will be on wet drawing media.
Prerequisite: ART 1101

ART 1104 - Two-dimensional/Color Theory (3-0-3)
A study of color and its manipulation. Collage as well as oil and water based drawing and painting media will be used.
Prerequisite: ART 1102

ART 1301 - Three-dimensional Design I (3-0-3)
A study of the relationships between objects in three dimensions. The primary focus will be clay and the ceramic process. Hand building, colored clarity, glaze calculation and an introduction to wheel throwing will be addressed.

ART 1302 – Three-dimensional Design II (3-0-3)
A continuing study of the relationships between objects in a spatial realm focusing on clay and plaster as well as hard media and the subtractive method of working.
Prerequisite: ART 1301

ART 2301 - Art of the Pre-Modern World (3-0-3)
A survey of world art from prehistoric times through approximately 1750, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized.

ART 2302 - Art of the Modern World (3-0-3)
A survey of world art from approximately 1750 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized.

BIOLOGY (BIOL)

BIOL 1107 - Principles of Biology I (3-0-3)
An introductory biology course designed for science majors which includes chemistry, cell structure and function, cell division, molecular genetics, Mendelian genetics, evolution, plant and animal systematics, and ecology.
Corequisite(s): BIOL 1107L

BIOL 1107L - Principles of Biology I Laboratory (0-3-1)
Laboratory accompanying BIOL 1107.
Corequisite(s): BIOL 1107

BIOL 1108 - Principles of Biology II (3-0-3)
A continuation of BIOL 1107.
Prerequisite(s): BIOL 1107 and BIOL 1107L
Corequisite(s): BIOL 1108L

BIOL 1108L - Principles of Biology II Laboratory (0-3-1)
Laboratory accompanying BIOL 1108.
Corequisite(s): BIOL 1108

BIOL 1111 - Introductory Biology I (3-0-3)
The biology sequence covers basic and biological chemistry, cellular organization and function, cell division, bioenergetics, and organ system physiology as well as Mendelian genetics, basic statistics, developmental biology, molecular genetics, biotechnology, ecology, and evolution.
Corequisite(s): BIOL 1111L

BIOL 1111L - Introductory Biology I Laboratory (0-2-1)
Laboratory accompanying BIOL 1111.
Corequisite(s): BIOL 1111

BIOL 1112 - Introductory Biology II (3-0-3)
Continuation of Introductory Biology I.
Prerequisite(s): BIOL 1111

BIOL 1151 - Human Anatomy and Physiology I (3-0-3)
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 requirement under Area D.
Corequisite(s): BIOL 1151L

BIOL 1151L - Human Anatomy & Physiology I Laboratory (0-2-1)
Laboratory accompanying BIOL 1151
Corequisite(s): BIOL 1151

BIOL 1152 - Human Anatomy and Physiology II (3-0-3)
A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems and continuity.
Prerequisite(s): BIOL 1151
Corequisite(s): BIOL 1152L

BIOL 1152L - Human Anatomy & Physiology II Laboratory (0-2-1)
Laboratory accompanying BIOL 1152
Corequisite(s): BIOL 1152

BIOL 2250 – Microbiology (2-0-2)
A study of the morphology, growth, modes of transmission and relationship to diseases of pathogenic micro-organisms. This course is useful to students enrolled in programs in the health sciences.
Prerequisite(s): BIOL 1151
Corequisite(s): BIOL 2250L

BIOL 2250L - Microbiology Laboratory (0-4-2)
Laboratory accompanying BIOL 2250.
Corequisite(s): BIOL 2250

BIOL 3650L - Comparative Vertebrate Anatomy Laboratory (0-6-3)
A experiment-based study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy and phylogeny.
Prerequisite(s): BIOL 1108 or SCI 3130

BIOL 4201 - Genetics (3-0-3)
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(s): BIOL 1108 or SCI 3130

BIOL 4202 - Genetic Biotechnology (2-0-2)
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(s): BIOL 1108 or BIOL 2250 or SCI 3130
Corequisite(s): BIOL 4202L

BIOL 4202L - Genetic Biotechnology Laboratory (0-2-1)
Laboratory accompanying BIOL 4202
Corequisite(s): BIOL 4202

CHEMISTRY (CHEM)

CHEM 1151 - Survey of Chemistry I (3-0-3)
First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (this course is also is open to non-science majors). Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry.
Corequisite(s): CHEM 1151L

CHEM 1151L - Survey of Chemistry I Laboratory (0-2-1)
Laboratory accompanying CHEM 1151.
Corequisite(s): CHEM 1151

CHEM 1152 - Survey of Chemistry II (3-0-3)
Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (This course is also open to non-science majors).

Prerequisite(s): CHEM 1151
Corequisite(s) for selected Health Science majors only: CHEM 1152L

CHEM 1152L - Survey of Chemistry II Laboratory (0-2-1)
Laboratory accompanying CHEM 1152 for selected Health Science majors only.
Corequisite(s): CHEM 1152

CHEM 1211 - Principles of Chemistry I (3-0-3)
First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.
Prerequisite(s): MATH 1101 or higher
Corequisite(s): CHEM 1211L

CHEM 1211L - Principles of Chemistry I Laboratory (0-3-1)
Laboratory accompanying CHEM 1211.
Corequisite(s): CHEM 1211

CHEM 1212 - Principles of Chemistry II (3-0-3)
Second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors.
Prerequisite(s): CHEM 1211
Corequisite(s): CHEM 1212L

CHEM 1212L - Principles of Chemistry II Laboratory (0-3-1)
Laboratory accompanying CHEM 1212.
Corequisite(s): CHEM 1212

CHEM 2411 - Organic Chemistry I (3-0-3)
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(s): CHEM 1212
Corequisite(s): CHEM 2411L

CHEM 2411L - Organic Chemistry I Laboratory (0-3-1)
Laboratory accompanying CHEM 2411.
Corequisite(s): CHEM 2411

CHEM 2412 - Organic Chemistry II (3-0-3)
A continuation of Chemistry 2411 which focuses on functional groups and their reactions.
Prerequisite(s): CHEM 2411
Corequisite(s): CHEM 2412L

CHEM 2412L - Organic Chemistry II Laboratory (0-3-1)
Laboratory accompanying CHEM 2412.
Corequisite(s): CHEM 2412

CHEM 4110 - Environmental Chemistry (3-0-3)
A study of the chemistry of our environment. Topics typically include air and water pollution, pharmaceuticals, plastics, bioenergetics, thermodynamics of life, and nuclear power.
Prerequisite(s): CHEM 1212 or SCI 3110

CHEM 4202 - Biochemistry (3-0-3)
A study of the chemistry of biological systems. Topics typically include proteins, enzymes, carbohydrates, lipids and metabolism pathways.
Prerequisite(s): CHEM 2412

CITIZENSHIP (CITZ)

CITZ 1001 – Citizenship (1-0-1)
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).

COLLEGE SKILLS ORIENTATION (CSOR)

CSOR 0098 - College Skills Orientation (3-0-3)
A course focusing on development of skills which enhance academic success--time planning and management and goal clarification and assessment. Topics will include study strategies, choosing a major, career research and college policies and resources. Students will build oral communication skills by working in small groups and by making individual presentations. They will use laptop computers to access internet resources. All students with Learning Support requirements must take this course. (Students with only math Learning Support requirements may exempt).

COMMUNICATION (COMM)

COMM 1001 - Presentational Speaking (1-0-1)
A course of instruction in the essentials of effective informative public speaking. The goal of the course is to help students develop credibility as speakers by gaining basic competence in the preparation and delivery of spoken reports or other informative presentations. (Not open to students enrolled in or with credit for COMM 1110.)

COMM 1002 - Introduction to Presentation Media (1-0-1)
A course providing instruction and practice in the use of a variety of audio-visual media, including electronic media, often employed to enhance speaking presentations in a variety of situations. (Not open to students enrolled in or with credit for COMM 1110.)
Prerequisite(s): COMM 1001

COMM 1110 - Spoken Communication (Public Speaking) (3-0-3)
A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the CCSU Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and inter-personal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations. (Not open to students with credit for COMM 1001 and COMM 1002 without permission of Humanities Department Head.)

COMM 3110 – Interactive Communication (3-0-3)
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. (Same as NURS 3110.)
Prerequisite(s): Junior standing

COMPUTING (COMP)

COMP 1010 - Computing with Spreadsheets (0-2-1)
This course is an introduction to computing and computer programming using spreadsheets. The course emphasizes the use of the computer as a tool for analysis and problem solving. Included are methods for organizing and interpreting information in various formats.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score)

COMP 1111 - Introduction to Computing (1-2-2)
This course is an introduction to concepts of computer programming. A programming language (such as Visual BASIC) will be used to design and implement algorithms to solve problems.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score)

COMPUTER SCIENCE (CSCI)

CSCI 1301 - Computer Science I (3-0-3)
The course includes an overview of computers and programming: problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one- and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent). A high level programming language (currently C++) will be used.
Prerequisite(s): MATH 1101 or higher (or equivalent placement score)

CSCI 1302 - Computer Science II (4-0-4)
The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). A high level programming language (currently C++) will be used.
Prerequisite(s): CSCI 1301

CRITICAL THINKING (CRIT)

CRIT 1101 - Critical Thinking across the Curriculum (3-0-3)
This course is focused on developing the student's ability with respect to the components of Critical Thinking in a manner that promotes transfer of learning into other contexts.

CRIMINAL JUSTICE (CRJU)

CRJU 1150 – Introduction to Criminal Justice (3-0-3)
An overview of the criminal justice system, its history, philosophical background, constitutional limitations, and the processes for achieving its goals. Also included are the contemporary trends in the system on the local and national levels.

EDUCATION (EDUC)

EDUC 2201 - Introduction to Education (3-0-3)
A survey of the development and nature of American Education and the teaching profession. Observation experience in schools is required.

EDUC 3000 - Teacher Education Seminar I (1-0-1)
Junior Year Seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking(video taping), use of technology, etc. Required of all middle level teacher education students. May involve off-campus visitation. Must be taken both semesters of junior years. Pre-requisite : Admission to the teacher education program. Institutional Credit only.

EDUC 3010 - Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (3-0-3)
This site-based 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 of all middle level teacher education majors.
Corequisite(s): EDUC 3000

EDUC 3350 - Instructional Strategies for Individual and Interdisciplinary Teaching (3-0-3)

Instructional Strategies for Individual and Inter- disciplinary Teaching: 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 divers needs of the transient 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 of all middle level teacher education majors.
Prerequisite(s): EDUC 3010
Corequisite(s): EDUC 3000

EDUC 4000 - Teacher Education Seminar II (1-0-1)

Senior year Seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking (video taping), use of technology, etc. Required of all middle level teacher education students. May involve off-campus visitation. Must be taken first semester of Senior year. Admission to the teacher education program required. Institutional Credit only.

EDUC 4711 - Middle Level Internship I: School and Community Study (1-6-3)

This course is the Fall Semester portion of a full academic year internship. It is designed to introduce pre-school teachers to a middle school and its community services. Students participate in pre-planning and the first week of classes, they maintain weekly contact with their assigned school attend seminars and visit community organizations and agencies. Special attention is given to support services for special needs students. EDUC 4711, EDUC 4712, and EDUC 4713, EDUC 4714, EDUC 4715, EDUC 4716 must be taken in consecutive quarters during same school calendar year.
Corequisite(s): EDUC 4000

EDUC 4712 - Middle Level Internship II A: School Organization and Special Education
(0-9-3)

This course is part of a the Spring Semester portion of a ten-month internship (mid-august to mid-June). Internship II is a full time teaching assignment in grades 4-8. Placement will be in grades 4, 5, 6, 7, and 8, and in mathematics, science, social studies, and/or language arts. Arts and Science content-area faculty will observe and assess this component of the internship.
Prerequisite(s): EDUC 4711

EDUC 4713 - Middle Level Internship II B: Grades 4-8 (0-9-3)

This course is part B of the Spring Semester portion of a ten-month internship (mid-August to mid-June) Internship II is a full time teaching assignment in grades 4-8. Placement will be in grades 4, 5, 6, 7, and/or 8, and in mathematics, science, social studies, and/or language arts. School-based educators will work with interns in meeting program outcomes through teaching assignment. Interns will participate in limited after-school commitments.
Prerequisite(s): EDUC 4711

EDUC 4714 - Middle Level Internship II C: Grades 4-8 (1-6-3)

This course, part of the Spring Semester portion of a ten-month internship (mid-August to mid-June) Internship II, is a full time teaching assignment in grades 4-8. In addition to school-based teaching assignment, students will participate in weekly seminars on campus. These seminars will cover topics related to the internship, the program portfolio, and program outcomes.
Prerequisite(s): EDUC 4711

EDUC 4715 - Middle Level Internship II D: Grades 4-8 (0-6-3)

This course, the second half of the ten-month internship (mid-August to mid-June), is designed to acquaint interns with exploratory classes, special needs students, and with feeder elementary schools and high schools. Students will visit elementary and high schools and will attend weekly seminars on campus.
Prerequisite(s): EDUC 4711

EDUC 4716 - Middle Level Internship II E: Grades 4-8 (0-6-3)

This course, part of the Spring Semester portion of a ten-month internship (mid-August to mid-June) Internship II, is a full time teaching assignment in grades 4-8. Students will examine cultural concepts and the ethnic makeup of the schools and communities in which they are placed.
Prerequisite(s): EDUC 4711

ENGLISH (ENGL)

ENGL 0099 - English Skills (3-0-3)

A course concerned with developing and enhancing writing skills including composing, editing, and proofreading. Students will write paragraphs and short essays. Course instruction will focus on grammar, usage, punctuation, and construction of clear, logical statements. Since students will be expected to create and correct written communications using the laptop computer, there will be limited instruction in use of word processing software. (Learning Support exit-level course.)

ENGL 1101 - English Composition I (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills.

ENGL 1102 - English Composition II (3-0-3)

A composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101 that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research skills.
Prerequisite(s): ENGL 1101

ENGL 2111 - World Literature I -Pre-Modern (3-0-3)
A survey of important works of world literature from ancient times through the mid-seventeenth century viewed in both historical and contemporary perspective. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized.

ENGL 2112 - World Literature II - Modern (3-0-3)
A survey of important works of world literature from the mid-seventeenth century to the present viewed in both historical and contemporary perspective. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized.

ENGL 2121 - British Literature I (3-0-3)
A survey of important works of British Literature from the Old English period through the neoclassical age. This includes English literature from its roots in Anglo-Saxon through its development in Great Britain and its global development outside the United States through approximately 1800.

ENGL 2122 - British Literature II (3-0-3)
A survey of important works of British Literature from the Romantic Era to the present. This includes the global development of English literature outside the United States from approximately 1800 to the present.

ENGL 2130 - American Literature (3-0-3)
A survey of important works of American literature from pre-colonial times through the present day, viewed in both historical and contemporary global perspective. Critical thinking and communication skills are emphasized.

ENGL 4011 - Literary Theory (3-0-3)
A study of different theoretical approaches to the interpretation of literature with application of these theories to selected poems, dramas, biographies, and works of fiction. The course is open to all upper-division students and is an elective for all middle level education students with a major concentration in language arts.

ENGL 4012 - The American Literary Experience (3-0-3)
A thematic study of the wide-ranging and diverse literature of the racial and ethnic groups in America. The course is open to all upper-division students and is an elective for all middle level education students with a major concentration in language arts.

ENGL 4113 - Themes in World Literature (3-0-3)
A study of literary forms from a variety of historical periods and cultures within a thematic framework. The course is open to all upper-division students and is an elective for all middle level education students with a major concentration in language arts.

ENGL 4114 - Adolescent Literature (3-0-3)
A thematic study of literature for adolescent and young adult audiences. This study will analyze a broad representation of materials, including those which focus on a variety of ethnic groups, cultural experiences, and historical periods. This course is open to all upper-division students and is required for all middle level teacher education students with a major concentration in language arts.

FRENCH (FREN)

FREN 1001 - Elementary French I (3-0-3)
Introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. Not open to native speakers of French.

FREN 1002 - Elementary French II (3-0-3)
Continued listening, speaking, reading, and writing French with further study of the culture of French-speaking regions. Not open to native speakers of French.
Prerequisite: FREN 1001 or two years of high school French.

FREN 1999 - French Review and Transition (1-0-1)
A review of French for students who have strong elementary skills but need review before entering intermediate level courses. Not open to native speakers of French.

FREN 2001 - Intermediate French I (3-0-3)
Grammar review and continued development of the student's reading, conversation and composition skills, with readings from Francophone literary sources. Not open to native speakers of French.
Prerequisite: FREN 1002 or FREN 1999

FREN 2002 - Intermediate French II (3-0-3)
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. Not open to native speakers of French.
Prerequisite: FREN 2001

GERMAN (GRMN)

GRMN 1001 - Elementary German I (3-0-3)
An introduction to the German language and the culture of the German-speaking world, beginning with a survey of basic German grammar and the development of the four language skills of listening, speaking, reading, and writing German. Some aspects of everyday life in the German-speaking world will also be introduced. Not open to native speakers of German.

GRMN 1002 - Elementary German II (3-0-3)
The second part of an introduction to the German language and the culture of the German-speaking world, with completion of the survey of basic German grammar and further development of the four language skills of listening, speaking, reading, and writing German. Aspects of everyday life in the German-speaking world will also be introduced. Not open to native speakers of German.
Prerequisite(s): GRMN 1001 or two years of high school German.

GRMN 1999 - German Review and Transition (3-0-3)
A review of German for students who have strong elementary skills but need review before entering intermediate level courses. Not open to native speakers of German,

GRMN 2001 - Intermediate German I (3-0-3)
Grammar review and continued development of the student's reading, conversation and composition skills, with readings from German literary sources. Not open to native speakers of German.
Prerequisite: GRMN 1002 or GRMN 1999

GRMN 2002 - Intermediate German II (3-0-3)
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. Not open to native speakers of German.
Prerequisite(s): GRMN 2001

HISTORY (HIST)

HIST 1110 - Themes in World History (3-0-3)
A thematic survey of world history to the present era. Includes the study of significant cultures and periods in world history designed to enhance students' awareness of global issues.

HIST 1112 - Survey of Modern World History (3-0-3)
A survey of world history from early modern times to the present.

HIST 2110 – Themes in United States History (3-0-3)
A thematic survey of U.S. history to the present. Provides students with an historical perspective through the study of significant periods and cultures in U.S. history from pre-history to the present. (Satisfies the legislative requirement for the study of U.S. and Georgia history.)

HIST 2112 - Survey of United States History since Reconstruction (3-0-3)
A survey of United States history from the post-Civil War period to the present. The course focuses on the political, social, and cultural development of the modern United States with particular emphasis on the twentieth century.

HIST 2265 - Minorities in American History (3-0-3)
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.

HIST 3110 - Georgia History and Government (3-1-3)
Georgia History and Government provides students with the basic analytical and conceptual skills for studying history and government on the state and local level. The course 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.

HIST 3330 - Business & Economic History (3-0-3)
An examination of the historical development of the American economy with emphasis on business organization, business values, business cycles, and business government relationships.
Prerequisite(s): HIST 2110 and POLS 1101

HIST 4250 - History of World Religions (3-0-3)
Investigates the common themes of all religions: the origins, development, and present status of the major world religions including Hinduism, Buddhism, Judaism, Chinese Confucianism and Taoism, Christianity, and Islam. Provides students with a framework for understanding the various world views to be found in today's increasingly connected world. A field-based research project is required for the course. Option for all middle level teacher education students with a major concentration in social studies.

HUMAN SERVICES (HMSV)

HMSV 3010 – Introduction to Human Services (3-0-3)
An analysis of the social needs addressed by human service agencies and an overview of the historical background, development, purposes, career patterns, ethics, and organization of such agencies with emphasis on the not-for-profit sector. It is recommended but not required that SOSC 2501, PSYC 2103 and SOCI 2404 be taken before HMSV 3010.
Prerequisite(s): PSYC 1101 or SOCI 1101

HMSV 3501 - Organization & Administration of Human Service Agencies (3-0-3)
A comprehensive analysis of the role and function of a human service agency management professional. Topics include skills and techniques in the areas of planning, staffing, budgeting, volunteer coordination, risk management, community relations, and advisory or governing board interaction.
Prerequisite(s): HMSV 3010

HMSV 4201 - Fund Raising in the Not-for-Profit Sector (3-0-3)
A survey of techniques and issues in marketing and fund raising. Topics include sources of philanthropic gifts, motivations for giving, preparing the case for support, setting targets, and establishing fund raising budgets, and administering campaigns.
Prerequisite(s): HMSV 3010

HUMANITIES (HUMN)

HUMN 2101 - The Arts and Society (3-0-3)
A topical or thematic approach to the study of the networks of relationship between the arts and the social structures in which works in the humanities

and fine arts are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.

HUMN 4800 - Selected Topics in Humanities (3-0-3)
Seminar in Humanities topics. May be repeated when topics vary.

HUMN 4900 - Independent Study in Humanities (3-0-3)

INTEGRATIVE STUDIES (INTE)

INTE 3500 - Seminar I, Culture of the World of Work (3-0-3)
This course will use the theme of "the culture of the work force" 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 program approved prior to enrollment in INTE 3500 must have their curriculum plan approved before continuing in the major. It is recommended that the student have completed or be very near completion of AREA F before enrolling in INTE 3500.

INTE 3901 - Integrative Studies Practicum/Intern (0-10-3)
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 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 business/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.
Prerequisite(s): INTE 3500

INTE 4500 - I.S. Seminar II Capstone (3-0-3)
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(s): INTE 3901

JOURNALISM (JOUR)

JOUR 1011 - Journalism Practicum (1-0-1)
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 four semester hours.

JOUR 1012 - Mass Communication Practicum (1-0-1)
Supervised practical experience with University multimedia systems. May be repeated for credit, not to exceed four semester credit hours.

LANGUAGE ARTS/READING (LART)

LART 3010 - Communication In and Beyond the Disciplines (3-0-3)
A course focuses on the strategies necessary for effective communication(reading, writing, speaking, and listening) in language arts, mathematics, science, and social studies. Reading selections and strategies 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.

LART 3120 - Language Arts: Skills and Concepts (3-0-3)
This course offers in-depth study of the key communication skills need by the middle level teacher: writing (including grammar), reading (including critical thinking/reading), speaking, and listening. The instructors model the Reading and Writing Workshop approach commonly used in middle schools and help students create and adapt strategies for teaching these four major skills. Includes a field based component, which requires the development of a language arts lesson that is later taught in a local middle school. Required for all middle level teacher education students.
Prerequisite(s): LART 3010

LEARNING SUPPORT (SARS)

Note: See the Mathematics, English, Reading and Regents' Test Readings for Learning Support courses in those fields.

SARS 0099 - Study and Research Skills (2-0-2)
A course designed for students who have academic difficulty or who have special needs in knowing how to study for college-level courses. This course will be conducted online with the emphasis on each student's individual assessment and the construction of an individual improvement plan. Assignments will require the use of the library and internet resources. Strongly recommended and may be required for students returning from academic suspension.

MATHEMATICS (MATH)

MATH 0097 - Elementary Algebra (3-0-3)
A course designed to address 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. This course presumes familiarity with decimals, fractions, percents, operations with signed numbers, addition and subtraction of polynomials, solving simple linear equations, and finding perimeter and area of triangles, rectangles, and circles. Students who are

not confident in these areas should complete alternate preparation before taking this course.

MATH 0099 - Intermediate Algebra (3-0-3)
A review of intermediate algebra including properties of the real number system, linear equations and inequalities, linear systems, rational expressions, exponents, roots and radicals, quadratic equations, word problems, graphing of linear and non-linear equations, and functions. (Learning Support exit-level course).
Prerequisite(s): MATH 0097 (or equivalent mathematics placement score).

MATH 1006 - Fundamentals of Mathematics (3-0-3)
This course is an applications-driven study of basic topics in arithmetic, algebra, and geometry. Topics include: applications to develop and enhance inductive reasoning, pattern recognition estimation and problem solving skills; ratio, proportion, percent, set concepts and their applications; measurement; the algebra of finance; metric algebra; basic linear programming; and an introduction to probability and statistics. This course is designed for students in certain technical program; it does not count toward a baccalaureate degree, in core curriculum or as elective.
Prerequisite: MATH 0097 or high school Algebra I and a suitable mathematics placement score

MATH 1101 – Introduction to Mathematical Modeling (3-0-3)
This is an introduction to mathematical modeling using graphical, numerical, symbolic and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results This course in applied college algebra will involve an applications-driven study of functions; linear, quadratic, polynomial, exponential, logarithmic and piecewise-defined models; inverse functions; composition of functions; matrices and systems of linear equations. (For students in Math intensive majors MATH 1101 does not apply in the Core Curriculum; see Core requirements.)
Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score

MATH 1111 - College Algebra (3-0-3)
This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions Appropriate applications will be included. (Offered only by distance learning).
Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score

MATH 1113 - Pre-Calculus (3-0-3)
This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry.

Prerequisite(s): MATH 1101 or MATH 1111 (or equivalent mathematics placement score)

MATH 1231 - Introductory Statistics (3-0-3)
This course is based on college-level algebra/mathematical modeling and will involve study of basic descriptive and inferential statistics. Topics include probability, random variables, probability functions, measures of central tendency and variation, sampling, and statistical estimation and prediction.
Prerequisite(s): MATH 1101 or MATH 1111 (or equivalent mathematics placement score)

MATH 1241 - Survey of Calculus (3-0-3)
This course is a non-rigorous study of differential and integral calculus of functions of one variable with decision applications for business and social sciences. Not open to students with credit for Calculus I, MATH 1501.
Prerequisite(s): MATH 1101 or MATH 1111 (or equivalent mathematics placement score)

MATH 1501 - Calculus I (4-0-4)
This course is a study of algebraic, trigonometric, logarithmic, and exponential functions including limits, continuity, the derivative, and differentiation, the definite integral, and applications.
Prerequisite(s): MATH 1113 (or equivalent mathematics placement score)

MATH 2020 - Introductory Discrete Mathematics (3-0-3)
This course is a study of the concepts of finite mathematical structures. Topics include set theory, logic, proof techniques, functions and relations, graphs, trees, and combinatorics.
Prerequisite(s): MATH 1113 or MATH 1501

MATH 2140 – Introductory Linear Algebra (3-0-3)
This course is an introduction to matrix algebra including determinants, vector spaces, linear transformations, and eigenvectors.
Prerequisite(s): MATH 1501

MATH 2502 - Calculus II (4-0-4)
This course is a study of algebraic and transcendental functions with an emphasis on integral calculus. Other topics from single-variable calculus include parametric equations and vector-valued functions. Applications will focus on functions which model real-world situations.
Prerequisite(s): MATH 1501

MATH 2503 - Calculus III (4-0-4)
This course is a study of three-dimensional analytic geometry, multi-variable calculus, and sequences and series. Topics include limits, continuity, partial derivatives, extrema, multiple integrals, line integrals, and Taylor's Theorem.
Prerequisite(s): MATH 2502

MATH 3010 - Number Concepts and Relationships (3-1-3)
This course is a study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its

four basic operations, computational issues, and descriptive statistics. Includes a laboratory/ practicum component through which pedagogical issues such as multiculturalism are addressed.
Prerequisite(s): Admission to Middle Level Teacher Education Program

MATH 3020 - Concepts of Algebra (3-1-3)
This course is 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 probability functions, 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, and the binomial theorem. Includes a laboratory/practicum component. Open to qualified students without credit for MATH 3010 by permission of the Head of the Mathematics Department.
Prerequisite(s): MATH 3010

MATH 3030 - Concepts of Geometry (3-1-3)
This course is 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; triangle properties and theorems; comparison of Euclidean and spherical geometry; measurement; van Hiele theory of geometric understanding; informal proof. Computer software will be used extensively. Includes a laboratory/practicum component. Open to qualified students without credit for MATH 3010 by permission of the Head of Mathematics Department.
Prerequisite(s): MATH 3010

MATH 4010 - Mathematical Problem Solving: Advanced Concepts (3-0-3)
This course is 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 3010, MATH 3020, and MATH 3030.
Prerequisite(s): MATH 3020

MATH 4020 - Concepts of Discrete Mathematics (3-0-3)
This course is a study of mathematical topics characterized by discrete processes. The study focuses on combinations, the theory of graphs and trees, matrix representations, and iterative algorithms. Recursive thinking and inductive processes are emphasized through a variety of applications involving discrete mathematical models. Deductive proof is introduced through topics from logic, set theory, and graph theory, and some relevant topics from the history of mathematics are explored.
Prerequisite(s): MATH 3020
Prerequisite or Corequisite(s): MATH 4010.

MUSIC (MUSC)

MUSC 0890 – Recital Attendance
Monitors student attendance at recitals.
Prerequisite: Music major

MUSC 1011 - Music Theory I (3-0-3)
Music notation; major and minor scales and key signatures; interval. Rhythmic notation in simple and compound meters. Triads and seventh chords; elements of voice leading. Offered each Fall. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. College-wide Outcomes: develops skills in critical thinking. Entry-Level assessment of critical thinking skills in the major.

MUSC 1012 - Music Theory II (3-0-3)
Harmonic progression; writing with first and second inversion triads; non-harmonic tones, cadences, phrases, and periods; uses of diatonic seventh chords. Offered each Spring. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. College-wide Outcomes: develops skills in critical thinking.
Prerequisite: MUSC1011

MUSC 1111 - Aural Skills I (0-2-1)
Studies in interval recognition, triad and seventh chord recognition of basic elements of rhythm. Sight-singing, exercises in rhythmic, melodic, and harmonic dictation. Usually taken concurrently with MUSC 1011; offered each Fall Major program outcomes: develops in the student the ability to read at sight with fluency. College-wide outcomes: develops skills in critical thinking.

MUSC 1112 - Aural Skills II (0-2-1)
Continued work in sight-singing, dictation; elementary work in improvisation. Usually taken concurrently with MUSC 1012 offered each Spring. Major program outcomes: develops in the students the ability to read at sight with fluency. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1111

MUSC 1151 - Class Piano I (0-2-1)
For students entering with deficiencies in keyboard ability. Does not apply toward the major. Normally offered each Fall.

MUSC 1152 - Class Piano II (0-2-1)
Does not apply toward the major. Normally offered each Spring.
Prerequisite: MUSC 1151

MUSC 1310 - Class Voice (0-2-1)
Group instruction in vocal performance. May be used as elective credit. Offered each Fall. Major program outcomes: develops in the student the ability to read at sight with fluency. College-wide outcomes: oral communication, critical thinking.

MUSC 1320 - Class Recorder (0-2-1)
Group instruction in recorder. May be used as elective credit. Offered each Fall. Major program outcomes: develops in the student the ability to read at sight with fluency. College-wide outcomes: oral communications, critical thinking.

MUSC 1330 - Class Guitar (0-2-1)
Group instruction in guitar. May be used as elective credit Offered each Spring. Major program outcomes: develops in the student the ability to read at sight with fluency. College-wide outcomes: oral communication, critical thinking.

MUSC 1500 - Applied Music Secondary (0-1-1)
Private secondary lessons in voice, piano and other instruments. May be repeated for credit. Offered each semester. Major program outcomes: develops in the student the ability to read at sight with fluency. College-wide outcomes: oral communication, critical thinking.

MUSC 1601 - Composition I (0-2-1)
Beginning work in musical composition in a class setting. Inquiry into sound resources and elements of music. Composition of small forms for solo instruments. Offered each Fall. Major program outcomes: develops skills in composition. College-wide outcomes: develops skills in critical thinking.

MUSC 1602 - Composition II (0-2-1)
Composition of small forms for small ensemble and chorus. Offered each Spring. Major programs outcomes: develops skills in composition. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1601

MUSC 1710A - Major Ensemble-Choir (0-3/5-1)
MUSC 1710B - Major Ensemble-Wind Ensemble (0-3/5-1)
MUSC 1710C - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 1710D - Major Ensemble-Chamber Orchestra (0-3/5-1)
May be repeated for credit. Offered each semester. Major program outcomes: provides opportunity for student to demonstrate the ability to perform in ensemble that are varied both in size and nature. College-wide outcomes: develops skills in non-verbal communication, and in critical thinking.

MUSC 1761 - Diction I (0-2-1)
Introduction to International Phonetic Alphabet, as preliminary to study of Italian, Spanish, French and German pronunciation. Offered each Spring. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertoire of their performance medium. College-wide outcomes: develops skills in critical thinking.

MUSC 2011 - Music Theory III (3-0-3)
Secondary functions; modulation. Modal mixture, Neapolitan sixths, altered dominants. Offered each Fall. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1012

MUSC 2012 - Music Theory IV (3-0-3)
Augmented sixth chords, enharmonic modulation. Analytic work in a variety of 20th Century repertories. Offered each Spring. Major program outcomes: helps students to develop an understanding of the common elements and organizational patterns of music and their interaction; assists students in developing skills in composition. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2011

MUSC 2101 - Music Appreciation (3-0-3)
A study of various forms and styles of music through history listening to recordings, reading, and concert attendance designed to develop the skills of perceptive listening. Critical thinking and communication skills are emphasized.

MUSC 2111 - Aural Skills III (0-2-1)
Advanced work in sight-singing, rhythmic, harmonic, and melodic dictation. Usually taken concurrently with MUSC 2011. Offered each Fall. Major program outcomes: develops in the student the ability to read at sight with fluency, in addition to elementary work in improvisation. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1112

MUSC 2112 - Aural Skills IV (0-2-1)
Usually taken concurrently with MUSC 2012. Offered each Spring. Major program outcomes: develops in the student the ability to read at sight with fluency, in addition to elementary work in improvisation. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2111

MUSC 2250 - Keyboard Harmony for Keyboard Majors (2-0-2)
Basic Keyboard skills such as sight-reading, harmonization, and transposition; introduction to figured bass and score reading. Offered each Spring. Major program outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2011

MUSC 2301 - Introduction to World Music (3-0-3)
A study of selected non-western music cultures, past and present, introducing a variety of musical concepts and styles from around the world, reflecting the inter- relationships between musical styles and the cultures in which they are created and interpreted. Critical Thinking and communication skills are emphasized.

MUSC 2400 - Applied Music-Composition Majors (0-1-1)
MUSC 2500 – Applied Music-Performance Majors (0-1-2)
Study in music performance in the student's major area. Offered each semester. Major program outcomes: develops competence in major performance area. Students are expected to perform a cross-section of

music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. College-wide outcomes: oral communication, critical thinking. May be repeated for credit. Open to music majors only (or by approval of the department head).

MUSC 2600 - Composition III (0-1-2)
Individual lessons in composition. Compositional work in small forums for one to four instruments. May be repeated for credit. Offered each semester. Major program outcomes: develops skills in composition, college-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1012 and MUSC 1602

MUSC 2611 - Music History I (3-0-3)
Survey of Western music from antiquity through the Baroque period. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: this course provides entry-level assessment in written communication skills in the major.
Prerequisite(s): MUSI 113 or MUSC 1012

MUSC 2762 - Diction II (0-2-1)
Practical work in pronunciation of Italian, Spanish, and German, using the International Phonetic Alphabet. Offered each Fall. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertory of their performance medium. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1761

MUSC 2763 - Diction III (0-2-1)
Practical work in pronunciation of French, using the International Phonetic Alphabet. Offered each Spring. Major program outcomes: assists vocal performance majors in later study of a cross-section of music from the complete repertoire of their performance medium. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 1761

MUSC 2911 - Jazz Theory (2-0-2)
Examines theoretical principles and nomenclature associated with jazz. Emphasis spelling, naming and aural recognition of chords, scales, and harmonic progressions; principles of substitute scales and chords; harmonic and melodic analysis. Includes some composition. Offered Fall, alternate years. Major program outcomes: develops an understanding of organizational patterns of music and their interaction; develops skills in composition and improvisation. College-wide outcomes: develops skills in Critical Thinking.
Prerequisite(s): MUSC 1112

MUSC 2912 - Jazz Theory II (2-0-2)
Continues MUSC 2911; advanced work with 9th, 13th chords, whole-tone, diminished, and augmented scales. Offered Spring, alternate years. Major program outcomes: develops an understanding of organizational patterns of music and their interaction; develops skills in composition and improvisation. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2911

MUSC 3070 - Counterpoint (3-0-3)
Introduction to modal and tonal counterpoint, with some introduction to later styles. Offered each Fall. Major program outcomes: requires student to develop an understanding of the common elements and organizational patterns of music and their interaction; requires student to develop skills in composition. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2012

MUSC 3080 - 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 each Spring. Major program outcomes: requires students to develop skills in arranging, as a part of their work in composition. Enables students to place music in historical and stylistic context. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2012

MUSC 3210 - Performance Practice (3-0-3)
A study of the use of rhythm and tempo in music of different eras; study of musica ficta, accidentals, phrasing, and accentuation based on performance practices of different historical periods. Offered each Spring. Major program outcomes: requires students to place music in historical, cultural, and stylistic contexts; assists students in developing technical skills requisite for artistic self-expression. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2011

MUSC 3220 - Introduction to Music Technology (3-0-3)
Introduction to recent development in musical technology, including analog and digital synthesizers, computer notation programs, MIDI, and digital sampling. Basic work in analog and digital recording. Offered each Fall. Major program outcomes: affords students the opportunity to become familiar with the capabilities of technology as they relate to composition, performance, analysis, teaching and research. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2012

MUSC 3410A - Major Ensemble-Choir (0-3/5-1)
MUSC 3410B - Major Ensemble-Wind Instruments (0-3/5-1)
MUSC 3410C - Major Ensemble-Jazz Band (0-3/5-1)
MUSC 3410D - Major Ensemble-Chamber Orchestra (0-3/5-1)
May be repeated for credit. Offered each semester. Major program outcomes: provides opportunity for student to demonstrate the ability to perform in ensemble that are varied both in size and nature. College-wide outcomes: develops skills in non-verbal communication, and in critical thinking.

MUSC 3430 - Conducting (3-0-3)
The basic principles of conducting and score-reading. Offered each Fall. Major program outcomes: requires students to acquire skills in conducting; develops the ability to read music at sight with fluency. College-wide outcomes: develops skills in oral communication and critical thinking.

MUSC 3510 - Chamber Ensembles (0-3-1)
Performance in small chamber ensembles appropriate to student's major performance area. Offered each semester. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. College-wide outcomes: develops skills in non-verbal communication, and critical thinking. May be repeated for credit.

MUSC 3520 – Camerata (0-3-1)
Performance in vocal and mixed ensembles of music from the Medieval, Renaissance, and Baroque eras. Performance in small chamber ensembles appropriate to student's major performance area. Offered each semester. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. College-wide outcomes: develops skills in non-verbal communication, and critical thinking. May be repeated for credit.

MUSC 3530 - Opera Production (0-3-1)
Performance in staged operatic production. Successful completion of Baccalaureate Candidacy exam, or permission of instructor required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. College-wide outcomes: develops skills in non-verbal communication, and critical thinking.

MUSC 3540 - Musical Theater (0-3-1)
Performance in staged Musical Theater production. Successful completion of Baccalaureate Candidacy exam, or permission of instructor required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. College-wide outcomes: develops skills in non-verbal communication, and critical thinking.

MUSC 3550 – Accompanying (0-2-1)
Offered each semester. Development of technical and musical skills necessary to accompany vocalists and instrumentalists Successful completion of Baccalaureate Candidacy exam, or permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. major program outcomes requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. College-wide outcomes: develops skills in non-verbal communication, and critical thinking.

MUSC 3560 - Chamber Choir (0-3-1)
Performance in small vocal ensembles of music from all periods. Successful completion of Baccalaureate Candidacy exam, or permission of instructor is required. May be repeated for credit. Performance in small chamber ensembles appropriate to student's major performance area. Major program outcomes: requires students to demonstrate the ability to perform in ensembles that are varied both in size and nature; assists students in acquiring the ability to read at sight with fluency. College-wide outcomes: develops skills in non-verbal communication, and critical thinking.

MUSC 3612 - Music History II (3-0-3)
Survey of music history from the pre-classic era through the Classic and Romantic periods. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic context. College-wide outcomes: develops skills in oral communication, critical thinking.
Prerequisite(s): MUSC 2011

MUSC 3613 - Music History III (3-0-3)
A survey of music history from Scriabin, Debussy, and Ives to Carter, Tippett, Gubaidulina, and Reich. Analytic work using set theory; introduction to different types of twelve-tone technique. Offered each Spring. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: this is the capstone course for oral and written communication.
Prerequisite(s): MUSC 2011

MUSC 3711 - Vocal Literature I (2-0-2)
A study of the secular song in France and Germany, from the early forms of the Middle Ages to the present. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College- wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3712 - Vocal Literature II (2-0-2)
A study of the evolution of the secular song in the United States, Great Britain, and Eastern Europe. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3730 - Piano Literature (3-0-3)
Survey of standard keyboard literature for piano. Emphasizes style analysis, performance-practice problems, and editions. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.

MUSC 3740 - Topics in Early Music Literature (3-0-3)
A study of some aspect of music literature from antiquity through the Baroque era. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. May be repeated for credit with permission of instructor when course content varies. College-wide outcomes: oral and written communications.

MUSC 3750 - Choral Literature (3-0-3)
Historical survey of music for multiple voices from the late Middle Ages through the 20th century. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3760 - Orchestral Literature (3-0-3)
A survey of orchestral literature from the late Baroque through the 20th century. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3770 - Chamber Music Literature (3-0-3)
A survey of repertoire for various chamber ensembles, C.1760- present. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3780 - Organ Literature (3-0-3)
A survey of organ literature from the Middle Ages to the present. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical contexts, and be able to place the music studied in historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3790 - Guitar Literature (3-0-3)
A survey of solo and ensemble literature for the guitar, from the Middle Ages to the present. Offered Spring, alternate years. Major program outcomes: student will be expected to develop an understanding of musical forms and processes in their historical, cultural and stylistic contexts. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 3820 – Improvisation (0-2-1)
Practical work in improving in a variety of music styles. Offered each Fall. Major program outcomes: development of student's improvisational skills. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 2112

MUSC 3890 - Junior Recital
Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty have approved the student's junior recital.
Prerequisite(s): Completion of Baccalaureate Candidacy Examination.

MUSC 3970 - Form and Analysis (3-0-3)
Introduction to standard musical forms, including sectional forms, fugue and canon, sonata and sonatina forms, hybrid forms such as first-movement concerto form, sonata-rondo etc. Major program outcomes: student must demonstrate an understanding of the common elements and organizational patterns of music, and demonstrate the ability to employ this in aural, visual, and verbal analyses. College-wide outcomes: written communication, critical thinking.
Prerequisite(s): MUSC 2012

MUSC 4160 - Music Business (3-0-3)
An introduction to the practical skills necessary to become a successful professional musician. Major program outcomes: develops the ability to plan and manage various aspects of a career in music, and enables the student to acquire an understanding of the basic inter-relationships and interdependencies among the various musical professions and activities that constitute the musical enterprise. College-wide outcomes: develops critical thinking and communication skills.
Prerequisite(s): MUSC 1012

MUSC 4170 - Advanced Counterpoint (2-0-2)
Advanced study of counterpoint, including fugue in 18th century style and work in nineteenth and twentieth century styles. Major program outcomes: requires students to develop advanced skills in contrapuntal composition. College-wide outcomes: Critical thinking.
Prerequisite(s): MUSC 3070

MUSC 4180 - Advanced Scoring & Arranging (2-0-2)
Advanced study of scoring for instruments and voices, with a focus on arranging for college ensembles. Major program outcomes: requires students to develop skills in arranging, as a part of their work in composition.

Enables students to place music in historical and stylistic contexts. College-wide outcomes: develops skills in critical thinking.
Prerequisite(s): MUSC 3080

MUSC 4190 - Advanced Analysis (2-0-2)
Advanced work in musical analysis.
Prerequisite(s): MUSC 3970

MUSC 4400 - Applied Music-Composition Majors (0-1-1)

MUSC 4500 – Applied Music-Performance Majors (0-1-2)
Successful completion of Baccalaureate Candidacy Exam is required. May be repeated for credit. Study in music performance in the student's major performance area. Offered each semester. Major program outcomes: develops competence in major performance area. Student expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. College-wide outcomes: oral communication, critical thinking.

MUSC 4430 - Advanced Conducting (2-0-2)
Advanced study in conducting, rehearsal techniques, and score reading. Offered in Spring of alternate years. Major program outcomes: requires students to acquire skills in conducting, and demonstrate the ability to read at sight with fluency. College-wide outcomes: critical thinking.
Prerequisite(s): MUSC 3430

MUSC 4600 - Advanced Composition (0-1-2)
Successful completion of Baccalaureate Candidacy exam is required. May be repeated for credit. Introductory work in composing music for larger ensembles; preparation for Junior and Senior recitals. Major program outcomes: develops skills in critical thinking.

MUSC 4700 - Vocal Pedagogy (3-0-3)
A study of the human voice, its registers, classification of voices, method of practicing, analysis, style, and selection of literature. Work in vocal pedagogy lab. Major program outcomes: students acquire the technical skills requisite for artistic self-expression, and develop techniques for teaching those skills; students have the opportunity to become familiar with the capabilities of technology as they relate to teaching. College-wide outcomes: oral and written communication.
Prerequisite(s): MUSC 1012

MUSC 4710 - Piano Pedagogy (3-0-3)
A study of current trends and methods used in teaching private and group piano lessons. Special emphasis on technical problems and appropriate literature. Major program outcomes: students acquire the technical skills requisite for artistic self-expression, and develop techniques for teaching those skills. College-wide outcomes: oral and written communication.
Prerequisite: MUSC 1012

MUSC 4890 - Senior Recital
Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty have approved the student's senior recital.
Prerequisite(s): MUSC 3890

PHILOSOPHY (PHIL)

PHIL 2201 - Introduction to World Philosophy (3-0-3)
An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external world, the relation of language to the world, meaning, and truth. Critical thinking and communication skills are emphasized.

PHIL 2301 - Ethics in Contemporary Perspective (3-0-3)
This is a problem-oriented course which studies (1) the central questions of moral philosophy through the reading and discussion of representative texts of major philosophers from the various world traditions, and (2) the application of moral reasoning to contemporary ethical issues and problems in fields such as business, medicine, and the environment. Topics addressed include the meaning of "good" and "bad," right conduct, happiness and well-being moral character, and justice. Critical Thinking and communication skills are emphasized.

PHIL 2401 - Introduction to Aesthetics (3-0-3)
An introduction to the philosophical questions "What do you mean?" and "How do you know?" in the realm of aesthetics, most particularly in the arts. Through readings and discussions of representative philosophical texts and with close attention to aesthetic objects themselves, questions such as the following will be examined: What is artistic expression? What do works of art mean? Is there a general definition of art? What makes a work of art good? Critical thinking and communication skills are emphasized.

PHIL 2501 - Introduction to Logic (3-0-3)
An introduction to the symbolic analysis of arguments. Includes truth tables, and propositional and quantificational logic.
Prerequisite(s): CRIT 1101

PHYSICS (PHYS)

PHYS 1111 - Introductory Physics I (3-0-3)
An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used.
Prerequisite(s): MATH 1101 or MATH 1111
Corequisite(s): PHYS 1111L

PHYS 1111L - Introductory Physics I Laboratory (0-2-1)
Laboratory accompanying PHYS 1111.
Corequisite(s): PHYS 1111

PHYS 1112 - Introductory Physics II (3-0-3)
An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used.
Prerequisite(s): PHYS 1111
Corequisite(s) for selected Life Science majors only: PHYS 1112L

PHYS 1112L - Introductory Physics II Laboratory (0-2-1)
Laboratory accompanying PHYS 1112. This laboratory is required only for students majoring in the following disciplines: agriculture, biology, and physical therapy. Pre-medical students following a biology track, and pre-veterinary students are also required to take this laboratory course.

PHYS 2211 - Principles of Physics I (3-0-3)
An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.
Prerequisite(s): MATH 2502
Corequisite(s): PHYS 2211L

PHYS 2211L - Principles of Physics I Laboratory (0-3-1)
Laboratory accompanying PHYS 2211.
Corequisite(s): PHYS 2111

PHYS 2212 - Principles of Physics II (3-0-3)
An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used.
Prerequisite(s): PHYS 2211 or PHYS 251
Corequisite(s): PHYS 2212L

PHYS 2212L - Principles of Physics II Laboratory (0-3-1)
Laboratory accompanying PHYS 2212.
Corequisite(s): PHYS 2212

PHYS 4110 - Conceptual Astronomy (3-0-3)
A one-semester survey course of astronomical methodologies and technologies employed by cultures from ancient through the modern times. Topics in this course will include naked eye astronomy, calendars, cosmogony, cosmology, and the development of the modern scientific technique. This course is only applicable to a major in Middle Level Teacher Education. Other students should consider SCI 1901A, Selected Topics in Science - Astronomy.
Prerequisite(s): SCI 3120

POLITICAL SCIENCE (POLS)

POLS 1101 - American Government (3-0-3)
An introductory level survey of the American political system in an international context, emphasizing a cross-cultural approach to the study of the structure and processes of policy decision-making. The course incorporates comparison of the American political system and other types of political systems. The course also includes the study of world geography, emphasizing a knowledge of the global configuration of nation-states.

POLS 2101 - Introduction to Political Science (3-0-3)
An introduction to concepts and methods appropriate to the understanding and analysis of individual and group political behavior and political systems.

POLS 2301 - Introduction to Comparative Politics (3-0-3)
An introduction to select political systems around the world 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.

POLS 2401 - Introduction to Global Issues (3-0-3)
An examination of current global issues.

POLS 3320 - Public Policy (3-0-3)
The analysis of selected public policy issues and the interplay of organizations and politics in the policy-making process.
Prerequisite(s): POLS 1101 and HIST 2110

POLS 4111 - Comparative Political and Economic Systems (3-0-3)
This course provides students with basic 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. Option for all middle level teacher education students with a major or minor concentration in social studies.
Prerequisite(s): Completion of Area E requirements.
Prerequisite(s): POLS 1101 and HIST 2110

PSYCHOLOGY (PSYC)

PSYC 1101 - Introduction to General Psychology (3-0-3)
A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology. Applicability of theories and research findings across contemporary cultures is considered.

PSYC 2101 - Psychology of Adjustment (3-0-3)
An introductory examination of the applied psychological theory and research concerning mental health and well-being. It is recommended that PSYC 1101 be taken prior to PSYC 2101.

PSYC 2103 - Introduction to Human Development (3-0-3)
An introductory, non-laboratory based examination of human development across the life-span with an emphasis on normal patterns of physical, cognitive, and social development. It is recommended that PSYC 1101 be taken prior to PSYC 2103.

PSYC 3350 - Abnormal Psychology (3-0-3)
A study of the scientific and cultural bases of various conceptions of undesirable behavior. Applications of principles derived from basic research will be emphasized. It is recommended that PSYC 1101 be taken prior to PSYC 3350.

READING (READ)

READ 0099 - Reading Skills (3-0-3)
A course concerned with developing and enhancing critical reading skills. Students will work on improvement of comprehension, vocabulary, and reading efficiency. Course will include an introduction to library resources including online research tools. (Learning Support exit-level course.)

REGENTS' TEST REMEDIATION ESSAY (RGTE)

RGTE 0199 – Regents' Test Remediation Essay (3-0-3)
A course designed to prepare students who have failed the essay portion of the Regents' Test to retake the test. Will involve writing of practice essays as well as individualized assignments designed to address specific writing problems. Required in the term immediately following failure of the essay portion.

REGENTS' TEST REMEDIATION READING (RGTR)

RGTR 0198 – Regents' Test Remediation Reading (3-0-3)
A course designed to prepare students who have failed the reading portion of the Regents' Test to retake the test. Will involve practice reading tests as well as individualized assignments designed to address specific reading problems. Required in the term immediately following failure of the reading portion.

SCIENCE (SCI)

SCI 1111 - Integrated Science I (3-0-3)
Integrated Science I provides an introduction to the scientific method and its application to historic experiments. This course includes instruction in the scientific method, the Earth's place in the Universe, the elementary nature of matter, fluids, the laws of thermodynamics, and electricity and magnetism.
Corequisite(s): SCI 1111L

SCI 1111L - Integrated Science I Laboratory (0-2-1)
Laboratory accompanying SCI 1111.
Corequisite(s): SCI 1111

SCI 1112 - Integrated Science II (3-0-3)
Integrated Science II applies the physical science topics introduced in Integrated Science I to life and environmental sciences. This course includes instruction in matter and energy resources, population dynamics, global problems, pollution, economics and the environment, and basic ecology.
Prerequisite(s): SCI 1111

SCI 1901 - Selected Topics in Science (3-0-3)
A group of courses which examines a variety of topics in science disciplines presented at an introductory level. Descriptions of individual courses within the group are provided below.

SCI 1901A - Selected Topics in Science-Astronomy (3-0-3)
Provides an introduction to the Earth's place in the Universe. Topics include the origin of the Solar System, planets inside and outside of the Solar System, the life and death of stars, and the Big Bang. Students will also study the tools of astronomy and how they have shaped its progress. Topics will be covered from a historical as well as a contemporary point of view.

SCI 1901B - Selected Topics in Science-Botany (3-0-3)
Emphasizes plants in everyday life. Topics include the basic structure and function of plants, identification of common plants, plant ecology, economic botany, backyard botany, medical plants and poisonous plants.

SCI 1901C - Selected Topics in Science-Extraordinary Chemistry (3-0-3)
Presents chemical science in a way that reflects both the excitement and concerns with the rapidly changing uses and needs of chemicals in the world. Topics include everyday chemicals to which we are exposed, the food we eat, ozone pollution, mind-altering drugs, batteries, and buckministerfullerenes. Emphasis will be placed on the development of skills that allow the student to affect policies that govern the access and use of chemicals in the future for the benefit of everyone.

SCI 1901D - Selected Topics in Science-Health and Disease (3-0-3)
A survey of the biology of diseases that currently impact society, including proposed prevention and cure. Examples include cardiovascular disorders, infectious diseases, cancer and diabetes.

SCI 1901E - Selected Topics in Science-Energy (3-0-3)
Emphasizes topics involving energy and its transfer to the understanding of biological and physical systems by examining a variety of aspects of energy resources, including the principles involved, and the environmental and economic consequences of energy production and use.

SCI 1901F - Selected Topics in Science-Forensic Science (3-0-3)
Provides an introduction to the science of forensics. Topics will include various scientific principles and techniques used in solving crimes. Case studies will be presented.

SCI 1901G - Selected Topics in Science-Sex and Gender (3-0-3)
An interdisciplinary survey of human reproduction and gender development. Physiological, psychological and cultural aspects of human sexuality will be addressed. Topics include female and male specific health problems, sexual development, the genetics and evolution of sexuality, and current research in reproductive medicine and gender.

SCI 1901H - Selected Topics in Science-Human Genetics (3-0-3)
A study of human genetics examining major breakthroughs and current issues in human heredity. The course will include the science of genetics, and the societal implications of topics such as the human genome project, DNA fingerprinting, genetics and intelligence, and genetic engineering.

SCI 3110 – Integrative Science-Physical Science (2-0-2)
A one-semester, activity based course that incorporates 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. This course is open only to Middle Level Teacher Education students.
Prerequisite: Completion of Area D of the Core Curriculum.
Corequisite(s): SCI 3110L

SCI 3110L – Integrative Science-Physical Science Laboratory (0-2-1)
Laboratory accompanying SCI 3110. Laboratory includes both physical science and pedagogy.
Corequisite(s): SCI 3110

SCI 3120 - Integrated Science-Earth Science (3-1-3)
A one-semester, activity based course that incorporates 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 laboratory. This course is open only to Middle Level Teacher Education students.
Prerequisite: Completion of Area D of the Core Curriculum.

SCI 3130 - Integrated Science-Life Science (2-0-2)
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching for teaching life science in the middle grades. The topics addressed include: cells, tissues, animal behavior, classification, plant and animal systems, genetics and ecology. This course is open only to Middle Level Teacher Education students.
Prerequisite: Completion of Area D of the Core Curriculum.
Corequisite(s): SCI 3130L

SCI 3130L - Integrated Science-Life Science Laboratory (0-2-1)
Laboratory accompanying SCI 3130. Laboratory includes both life science and pedagogy.
Corequisite(s): SCI 3130

SCI 3222 - Internship and/or Cooperative Education (credit varies)
Internship program for selected students who perform supervised scientific work in conjunction with professionals at area research institutions or other appropriate sites. Credit hours are determined by an agreement between faculty member and internship supervisor.
Prerequisite: Completion of Area D of the Core Curriculum and consent of the Head of the Department of Natural Sciences.

SOCIAL SCIENCE (SOSC)

SOSC 2501 - Survey of Social Sciences & Contemporary Issues (3-0-3)
An interdisciplinary survey of the social sciences with emphasis upon methods of inquiry used to examine America's contemporary social, economic, political and international problems.
Prerequisite(s): ENGL 1102 and CRIT 1101 and PSYC 1101 and SOCI 1101 and POLS 1101 and HIST 2110

SOSC 3110 - Themes in World Geography (3-1-3)
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.

SOSC 4501 - Research Methods in the Social Sciences (3-0-3)
Provides students with the basic research and analytical skills for the comparative study and evaluation of social issues and human behavior. An option for all middle level teacher education students with a major or minor concentration in social studies. An elective option for all students in baccalaureate programs.

SOSC 4800 - Selected Topics in Social Sciences (3-0-3)
Seminar in contemporary social issues. May be repeated for credit when topics vary.

SOSC 4900 - Independent Study (3-0-3)
Independent study in social sciences (credit varies).
Prerequisite: Permission of Social Sciences Department Head

SOCIOLOGY (SOCI)

SOCI 1101 - Introduction to Sociology (3-0-3)
A survey of the discipline of sociology. Topics will include sociological theory, methods, and selected substantive areas.

SOCI 2293 - Introduction to Marriage & the Family (3-0-3)
An introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. The course includes historical development, cross-cultural variations, and analysis of forces of change. It is recommended but not required that SOCI 1101 be taken prior to SOCI 2404.

SOCI 3310 - Race and Ethnicity (3-0-3)
Provides students with the basic conceptual and analytical skills for studying the nature and implications of racial and cultural diversity. Racial/ethnic groups selected from around the globe are examined in terms of their histories and cultures. The complexity of functioning in the multicultural society of the contemporary United States is explored, and cultural concepts are applied to key social issues associated with diversity.
Prerequisite(s): SOSC 2501 or HIST 1110

SPANISH (SPAN)

SPAN 1001 - Elementary Spanish I (3-0-3)
Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions. Not open to native speakers of Spanish.

SPAN 1002 - Elementary Spanish II (3-0-3)
Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions. Not open to native speakers of Spanish.
Prerequisite(s): SPAN 1001 or two years of high school Spanish.

SPAN 1999 - Spanish Review & Transition (1-0-1)
A review of Spanish for students who have strong elementary skills but need review before entering intermediate level courses. Not open to native speakers of Spanish

SPAN 2001 - Intermediate Spanish I (3-0-3)
Grammar review and continued development of the student's reading, conversation, and composition skills with readings from literary sources in Spanish. Not open to native speakers of Spanish.
Prerequisite(s): SPAN 1002 or SPAN 1999

SPAN 2002 - Intermediate Spanish II (3-0-3)
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. Not open to native speakers of Spanish.
Prerequisite(s): SPAN 2001

THEATER (THEA)

THEA 1100 - Theater Appreciation (3-0-3)
A survey of the dramatic arts from the perspective of performance as an integral part of world cultures, past and present. Critical thinking and communication skills are emphasized.

THEA 1880 - Introduction to Acting (3-0-3)
An introduction to basic acting techniques. Includes an exercise regimen as well as skill development in stage combat, mime, voice production and role preparation.

THEA 1990 - Theater Workshop (1-0-1)
A course in which students may receive credit for work on theater productions. May be repeated for credit. A maximum of three semester credit hours may be applied toward Area F. Permission of instructor is required.

SCHOOL OF BUSINESS

Note: For B.B.A. students the following courses are prerequisite to all upper-division School of Business courses: ACCT 2102, BUSA 2201, ECON 2105/2106. Other prerequisites are listed with each course.

ACCOUNTING

ACCT 2101 - Principles of Accounting I (3-0-3)
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 2102 - Principles of Accounting II (3-0-3)
A continuation of financial 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.
Prerequisite(s): ACCT 2101

ACCT 3110 - Managerial Cost Accounting (3-0-3)
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(s): ACCT 2102 or BUSA 3112

ACCT 3351 - Intermediate Accounting I (3-0-3)
An in-depth analysis of the accounting and reporting process and accounting theory, together with current problems in reporting financial position, income determination, and integration of current professional standards.
Prerequisite(s): ACCT 2102

ACCT 3352 - Intermediate Accounting II (3-0-3)
A continuation of ACCT 3351 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(s): ACCT 3351

ACCT 4220 - Advanced Accounting (3-0-3)
Advanced accounting emphasizes 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 required.
Prerequisite(s): ACCT 3352

ACCT 4330 - Accounting Information Systems (3-0-3)
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(s): ACCT 3351

ACCT 4440 - Governmental and Not-For-Profit Accounting (3-0-3)
This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental non-profit organizations such as hospitals and universities. Accounting Information Systems concepts and auditing of these organizations are also included.
Prerequisite(s): ACCT 3351

ACCT 4450 - Income Taxation I (3-0-3)
Internal Revenue code and Treasury Regulations as applied to individual and business income, deductions, credits, and exclusions.
Prerequisite(s): ACCT 2102 or BUSA 3112

ACCT 4451 - Income Taxation II (3-0-3)
The Internal Revenue Code and Treasury Regulations as applied to corporations, partnerships, estates, and trusts.
Prerequisite(s): ACCT 4450

ACCT 4480 – Auditing (3-0-3)
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(s): ACCT 3352

ACCT 4800 - Selected Topics in Accounting (3-0-3)
A detailed examination of selected topics in the profession of Accounting. May be repeated when topics vary.
Prerequisite(s): ACCT 3351

BUSINESS

BUSA 2106 - The Environment of Business (3-0-3)
An introduction to the political, social, legal, ethical, environmental and technological issues which form the context for business. The course also includes an overview of the impact of demographic diversity on organizations.

BUSA 2201 - Fundamentals of Computer Applications (3-0-3)
This course covers the effective use of computers and information technologies in today's businesses. It assumes that the student is conversant with basic computer skills and builds on that base. Topics include new information processing concepts, information technology trends, business use of the Internet, and major information technology issues of the day. Business problem-solving productivity tools is stressed.

BUSA 3101 - Business Statistics (3-0-3)
Application of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference, and regression. Computer software used in this course.
Prerequisite(s): MATH 1241 or MATH 1501

BUSA 3111 - Survey of Economics (3-0-3)
A survey of the basic principles of macro and microeconomics 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 2105 and ECON 2106.)

BUSA 3112 - Survey of Applied Accounting (3-0-3)
A survey of the basic principles of accounting with applications for the skilled worker 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 2101 and ACCT 2102.)

BUSA 3113 - Survey of Measurement & Analysis (3-0-3)
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 BUSA 3101.
Prerequisite(s): MATH 1101 or higher

BUSA 3370 - Business Law (3-0-3)
A study of 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.

BUSA 4750 – Strategic Management (3-0-3)
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 semesters before graduation; last semester is strongly preferred. This course is to be taken in the last two semesters, preferably the last, of a student's program.
Prerequisite(s): Senior standing, completion of 3000-level business core, and satisfactory completion of the official School of Business writing assessment.

BUSA 4850 - Internship/Cooperative Education (0-V-3)
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.

BUSA 4900 - Directed Research and Readings (3-0-3)
Special work arranged in consultation with instructor. Requires approval of the Dean or designee.

COMPUTER INFORMATION SYSTEMS

COIS 3115 - Structured Programming (3-0-3)
This is an introductory course to structured programming using a structured programming language. Students are introduced to the design and development of algorithms. They learn to formulae algorithms in the procedure oriented language and then debug and test them interactively on a personal computer. Programming projects are a significant part of the course.
Prerequisite(s): BUSA 2201

COIS 3120 - Object-Oriented Programming (3-0-3)
This course introduces the student to object-oriented programming and builds on the base of the structured programming course. Object-oriented concepts including encapsulation, inheritance and classes are explained and are an integral part of the course.
Prerequisite(s): COIS 3115

COIS 3125 - Management Information Systems (3-0-3)
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 or COIS 321 cannot take COIS 3125. B.A.S. majors with strong computer backgrounds may be eligible for this course with approval of the Dean of Business or designee.
Prerequisite(s): BUSA 2201

COIS 3130 - Data Communications and the Internet (3-0-3)
This concept course covers a wide range of topics related to business data communication over wide area and local area networks. Topics include information transmission, media and protocols, communications hardware and software, network management, and security. Emphasis is placed on the understanding and use of the Internet. Students create Web home pages as a class project.
Prerequisite(s): BUSA 2201

COIS 4435 - Systems Analysis Using Case Tools (3-0-3)
This course is an introduction to the processes included in the analysis of information systems. It covers the analysis 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 in the system development cycle. A case tool is used by the students to create Entity Relationship and Data Flow Diagrams.
Prerequisite(s): COIS 3115 and COIS 3125

COIS 4445 - Systems Design and Database Implementation (3-0-3)
This course is a continuation of the Systems Analysis course and continues the systems development life cycle into Systems Design and Implementation. An in-depth investigation of the concepts and structures that compose today's database management systems is included. An important feature of the course is the term team projects in which the students work together to solve a practical business problem using a PC DBMS.
Prerequisite(s): COIS 4435 and COIS 3120

COIS 4455 - Applied Software Project (3-0-3)
This applied course requires that the student solves a real information system problem using project management and its methodologies on a student team. Each team is required to perform all the major steps in the systems development process (systems analysis, system design, and system implementation) in their solution to a real-world business problem. A PC systems development language is used for software development.
Prerequisite(s): COIS 3130 and COIS 4445

COIS 4465 - Information Systems Policy (3-0-3)
This is a capstone course for the COIS major. 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. This course makes extensive use of class discussions and case studies to illustrate the application of IS principles.
Prerequisite(s): COIS 4445

COIS 4775 - Programming Internship (3-0-3)
This provides for individually designed and planned learning experience involving off-campus field experience and study in the private or public sector. This experience must include the design and programming of a significant real-world application. Must be approved by the faculty member in charge.
Prerequisite(s): COIS 4445

COIS 4800 - Selected Topics in COIS (3-0-3)
A detailed examination of selected topics in computer information systems. May be repeated when topics vary.
Prerequisite(s): COIS 3115 and COIS 3125

ECONOMICS

ECON 2105 - The Environment of Business (3-0-3)

An introductory survey of macroeconomics principles; the scope and method of economics, basic supply and demand theory, money and prices, national income analysis, and economic stabilization.

ECON 2106 - Principles of Microeconomics (3-0-3)
Application of microeconomics principles to economic problems; the theory of production, market structures, income distribution, government regulation and business, labor organization, and international trade.

ECON 4446 - Managerial Economics (3-0-3)
Microeconomic topics applicable to understanding and analyzing firm behavior; optimization, demand, estimation, production, and cost theory. Application to business problems.
Prerequisite(s): ECON 2105 and ECON 2106 or BUSA 3111

FINANCE

FINA 3101 – Managerial Finance (3-0-3)
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.

FINA 4107 - Personal Financial Management (3-0-3)
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 planning. It is also open to all majors.

FINA 4401 – Investments (3-0-3)
The principles of investment in stocks, bonds and other markets, including the study of portfolio management.
Prerequisite(s): FINA 3101

MANAGEMENT

MGMT 3101 - Principles of Management (3-0-3)
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.

MGMT 3102 - Performance/Quality Management (3-0-3)
This course includes the history of the development of operations management and total quality management (TQM). Selected topics of both operations and TQM such as work simplification, team building, statistical process control, Deming's 14 points for managing productivity, work measurement, and others are included in this course.
Prerequisite(s): MGMT 3101

MGMT 3120 - Managerial Communication (3-0-3)
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. The official writing assessment for B.B.A. students is administered in this course.
Prerequisite(s): ENGL 1102

MGMT 4101 - Human Resource Management (3-0-3)
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(s): MGMT 3101 or HCMG 3101

MGMT 4102 - Organizational Behavior (3-0-3)
Study of the behavioral aspects related to the management of individuals and groups within an organization.
Prerequisite(s): MGMT 3101 or HCMG 3101

MGMT 4111 – Leadership (3-0-3)
A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness.
Prerequisite(s): MGMT 3101 or HCMG 3101

MGMT 4302 - Case Studies in Performance Quality Management (3-0-3)
Case Studies in Performance Quality Management building on MGMT 3102, this course begins with an analysis of recent industrial applications of TQM and related readings from the current literature. A team project will require students to develop a plan for using TQM concepts to improve quality and productivity in their own work domain.
Prerequisite(s): MGMT 3102

MGMT 4311 – Entrepreneurship (3-0-3)
The operation of a small business enterprise; the essentials of entrepreneurship, comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis.
Prerequisite(s): MGMT 3101

MGMT 4403 - International Management (3-0-3)
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(s): MGMT 3101

MGMT 4510 - Labor Law/Relations (3-0-3)
A course designed to acquaint both employees and employers with legal issues that arise in the scope of employment. Selected issues may include drug testing, right to work, contract negotiations, grievance procedures, arbitration, and sexual harassment.
Prerequisite: MGMT 301

MGMT 4700 - Applied Managerial Decision Making (3-0-3)
This course is designed to expose students to the concepts and applications of cost structures, activity-based cost systems, CVP analysis and various other decision-making tools.
Prerequisite: MGMT 301

MGMT 4800 - Selected Topics in Management (3-0-3)
A detailed examination of selected topics in management may be repeated when topics vary.
Prerequisite(s): MGMT 3101

MARKETING

MKTG 3101 - Principles of Marketing (3-0-3)
An introduction to the activities involving the exchange of goods, services, and ideas for the satisfaction of human wants. The role that the marketing function plays in the determination of policies and strategies relating to product, price, channels of distribution, and promotion is extensively examined.

MKTG 3302 - Consumer Behavior (3-0-3)
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 in determining characteristics of buyers is included. Students are strongly recommended to take PSYC 1101 prior to enrolling in MKTG 3302.
Prerequisite(s): MKTG 3101

MKTG 3312 - Services Marketing (3-0-3)
This course focuses on developing marketing strategies for service industries, which is different than tangible products marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associate, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations.
Prerequisite(s): MKTG 3101

MKTG 4104 – Marketing Research and Analysis (3-0-3)
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.
Prerequisite(s): (BUSA 3101 or BUSA 3113) and MKTG 3101

MKTG 4106 – Promotion Strategy (3-0-3)
This course focuses on the promotion component of the marketing mix. The focus is customer-based marketing communications to utilize sychronized, 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(s): MKTG 3101

MKTG 4207 – Sales and Sales Management (3-0-3)
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.
Prerequisite(s): MKTG 3101

MKTG 4420 – International Marketing (3-0-3)
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(s): MKTG 3101

MKTG 4510 – Retailing (3-0-3)
A study of the basic concepts and practices associated with a modern, successful retail establishment. Emphasis is focused on store location, merchandising, promotion and overall coordination and control.
Prerequisite(s): MKTG 3101

MKTG 4750 - Marketing Management (3-0-3)
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 two semesters of enrollment; last semester is strongly recommended.
Prerequisite(s): MKTG 3101

MKTG 4800 - Selected Topics in Marketing (3-0-3)
A detailed examination of selected topics pertinent to the field of marketing. May be repeated when topics vary.
Prerequisite(s): MKTG 3101

SCHOOL OF HEALTH SCIENCES

DENTAL HYGIENE

DHYG 1120 - Dental Hygiene I (3-0-3)
An introduction to the profession of dental hygiene including topics as health history, medical disease, and vital signs. The introduction to clinical practice

focuses on techniques needed for sterilization/disinfection procedures, patient/operator positioning, oral prophylaxis procedures including the removal of hard and soft deposits, patient education, and treatment planning. Pre-requisite: Admission to the dental hygiene program.
Corequisite(s): DHYG 1120C

DHYG 1120C - Clinical Dental Hygiene I (0-6-2)
Utilizing the knowledge obtained in the DHYG 1120 course, this clinical course will orient students to instruments, procedures and materials used in the practice of dental hygiene. Clinical practice will emphasize the comprehensive study of oral prophylaxis procedures, including the removal or hard and soft deposits, patient education, treatment planning and infection control. Students are expected to serve as partners in learning these skills.
Prerequisite: Admission to the dental hygiene program.
Corequisite(s): DHYG 1120

DHYG 1121L - Hard tissue Anatomy Lab (0-2-1)
A laboratory study of hard tissues of the head and neck with emphasis on applications to dental hygiene practice. This course includes a detailed study of the anatomy of the human dentition and the bones of the skull. Students will draw and carve selected teeth.

DHYG 1122 - Dental Radiology (2-0-2)
A comprehensive study of the principles of ionizing radiation and application of radiographic theory in dental hygiene practice. Radiation hygiene for operator and patient safety is emphasized.
Prerequisite(s): SCI 1111 and SCI 1111L or CHEM 1151 or CHEM 1151L

DHYG 1122L - Dental Radiology Lab (0-2-1)
The techniques of exposing, processing, and mounting dental radiographs in a clinical setting will be presented and practiced using manikins then clinical patients. Radiographic anatomic landmarks are presented and studied for interpretation along with radiographic evidence of pathology. Radiation hygiene for operator and patient safety is emphasized.
Corequisite(s): DHYG 1122

DHYG 1130 - Dental Hygiene II (2-0-2)
A continuation of DHYG 1120. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, local anesthetic techniques, the care and maintenance of dental instruments, equipment, supplies and dental records. Methods and materials used in individual patient education for a variety of age groups will be presented. Clinical lectures are designed to enhance student's clinical practice of dental hygiene through discussion of experiences encountered in clinic.
Prerequisite(s): DHYG 1120

DHYG 1130C - Clinical Dental Hygiene II (0-8-3)
Clinical practice is utilized in this course to emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning. Students will begin using a computer generated recall and appointment system in this course. This course provides clinical application of the dental

hygiene program-solving model. During clinical practice, students will gain experience in patient management, appointment planning, assessment planning, implementation and evaluation of dental hygiene care.
Prerequisite(s): DHYG 1120C
Corequisite(s): DHYG 1130

DHYG 1131 - Soft Tissue Anatomy and Histology (2-0-2)
A developmental and anatomical study of the soft tissues of the head, neck and oral cavity. Includes a study of embryonic growth and development of these structures, tissue histology, soft tissue anatomy and the relationship of these structures to the body's major organ systems. Emphasis is given throughout to those areas of particular interest to the dental hygienist.
Prerequisite(s): DHYG 1121L

DHYG 1132 – Pharmacology (2-0-2)
The study of drugs with special consideration given to those used in the dental office will be presented for discussion. 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(s): SCI 1111 and SCI 1111L or CHEM 1151 and CHEM 1151L

DHYG 2220 - Dental Materials (2-0-2)
Students are introduced to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory. Emphasis is placed on why particular materials and techniques are used rather than to stress only specific techniques of manipulating the materials.
Prerequisite(s): SCI 1111 and SCI 1111L or CHEM 1151 and CHEM 1151L

DHYG 2220L - Dental Materials Lab (0-2-1)
Selected dental materials are manipulated 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 handed. The primary goal of the course is to enhance the student's ability to make clinical judgements regarding the use and care of dental materials based on how these materials react in the oral environment.
Corequisite(s): DHYG 2220

DHYG 2221 – Periodontics (2-0-2)
This course is a survey of periodontics providing an overview in identification, treatment and prevention of periodontal disease as it relates primarily to the dental hygienist. Emphasis is placed on departures from normal periodontal architecture; the etiologies associated with these abnormalities and indicated treatment.
Prerequisite(s): BIOL 1151 and BIOL 1152

DHYG 2230 - Dental Hygiene III (2-0-2)
A continuation of DHYG 1130. Principles are introduced in advanced procedures including sonic and ultrasonic instrumentation, root planing, gingival curettage, care of dental implants, abrasive polishing devices, phase microscope and oral irrigation. Management of medically compromised

patients and patients with disabilities is presented and discussed. Advanced home care techniques for the rehabilitated patient and several dental indices are introduced.
Prerequisite(s): DHYG 1130
Corequisite(s): DHYG 2230C

DHYG 2230C - Clinical Dental Hygiene III (0-12-4)
Emphasis is placed on improving skills in dental prophylaxis, instrument sharpening, radiographic technique and dental health treatment planning coordinated with appropriate chair-side dental health instruction. Advanced procedures discussed in DHYG 2230 are practiced and clinical experiences enhanced through participation in externships.
Prerequisite(s): DHYG 1130C
Corequisite(s): DHYG 2230

DHYG 2231 – Pathology (2-0-2)
The student is introduced to the principles of general pathology, oral pathology, and oral medicine related to the etiology, progression, recognition, and treatment of numerous pathological conditions. Course content focuses on pathology of oral structures and oral manifestations of systemic diseases. Emphasis is placed on the importance of early recognition by the dental hygienist of abnormal oral conditions.
Prerequisite(s): DHYG 2221

DHYG 2240 - Dental Hygiene IV (2-0-2)
A continuation of DHYG 2230. Principles are introduced in advanced procedures including application of pit and fissure sealants, dentinal hypersensitivity treatments, debonding, use of the PSR system and management of the special needs patient. Legal, ethical, and management aspects of the dental care system, laws and rules governing dental and dental hygiene practice, career alternatives, job searching skills and an overview of the dental specialties are also presented for discussion.
Prerequisite(s): DHYG 2230
Corequisite(s): DHYG 2240C

DHYG 2240C - Clinical Dental Hygiene IV (0-12-4)
Clinical experiences center on improving proficiency and increasing efficiency in all areas of applied dental hygiene, dental radiography, and treatment planning for total dental hygiene care. Clinical experiences are enhanced through participation in externships. A mock clinical board exam designed to increase the student's readiness for state licensure examination will be conducted.
Prerequisite(s): DHYG 2230C
Corequisite(s): DHYG 2240

DHYG 2241 - Community Dental Health (3-0-3)
The study of dental health as a community problem with emphasis on 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. The Table Clinics developed and refined in previous courses

will be presented at Clayton College & State University Table Clinic Night and at the Hinman Dental Meeting.
Prerequisite(s): MATH 1101

DHYG 2241P - Community Dental Health Practicum (0-2-1)
The practice of dental health as a community dental services and products to dental professionals and the general public will be presented for discussion. Marketing strategies will be developed and evaluated.
Prerequisite(s): DHYG 2241

DHYG 4101 - Management/Marketing in the Dental Environment (3-0-3)
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.
Prerequisite: DHYG licensure in Georgia.

DHYG 4201 - Advanced Periodontics (2-3-3)
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 in Georgia.

DHYG 4301 - Educational Strategies and Internship (2-3-3)
The principles of clinical and didactic educational strategies 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.
Prerequisite: DHYG licensure in Georgia.

DHYG 4900 - Independent Study in Dental Hygiene (variable (3-0-3) to (0-9-3))
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 semester of enrollment in the program.
Prerequisite: DHYG licensure in Georgia.

HEALTH CARE MANAGEMENT

HCMG 3101 - 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 experience will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings.

HCMG 3111 - Introduction to Allied Health Administration (2-0-2)
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 2111 credit are ineligible to take this course. This course will not count toward a B.S. in Health Care Management.

HCMG 3111L - Introduction to Allied Health Administration Practicum (0-2-1)
This course provides field-based practical experience to introduce students to the complex health care environment.

HCMG 3301 - Introduction to Primary/Long Term Care (3-0-3)
This course is designed to help the health care management student appreciate the difference 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.

HCMG 3601 - Introduction to Mental Health/Case Management (3-0-3)
This course will proved students with the opportunity to examine the current mental health system including historical perspectives, medical advances, and populations in need of mental health services and/or case management.

HCMG 3801 - Future Trends in Health Care (3-0-3)
This course provides a forum for the exploration of trends in society and the work place as they relate to health care costs, access, and delivery of services. Students will discuss past, present and possible future health care delivery systems based on current practices.
Prerequisite: HCMG 3101

HCMG 4110 - Administration of Managed Care (3-0-3)
Advanced study of methods of designing, changing, managing and evaluating managed care organizations.
Prerequisite HCMG 3101

HCMG 4180 - Health in Corporate Setting (3-0-3)
Explore the issues of health and safety in the workplace. 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.
Pre-requisite: Junior Standing.

HCMG 4201 - Health Care Consulting (3-0-3)
The course introduces students to the opportunities that may be available as a health care consultant. Class focus will center on skills, demeanor and other areas that contribute to a successful consultant.

HCMG 4220 - International Health Systems (3-0-3)
This course is designed to investigate the basic principles and fundamentals of international 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.

HCMG 4310 - Public Health Administration (3-0-3)
This course provide the student with an introduction to public health administration, an understanding of how public health programs are initiated and administered at the federal and state levels. The objectives of the course will be achieved through lecture, guest speakers, student projects, Internet, and final exams.
Prerequisite - HCMG 3301

HCMG 4500 - Health Care Policy (3-0-3)
This is the capstone course for health care management. The course will consist of in-depth study of four major health care policy Area A of the U.S. healthcare system.
Corequisite - HCMG 4901

HCMG 4560 - Health Care Finance (3-0-3)
Provides opportunity to 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 rate control and competition presented and analyzed. Differences between goods and service industries are analyzed.

HCMG 4565 - Financial Management of Primary/Long-term Care Organizations (3-0-3)
This is a follow up course to the introduction for Primary Care/Long-Term Care or primary care facility. Prerequisite: Junior standing.

HCMG 4901 - Applied Research (2-3-3)
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.

HCMG 4970 - Health Care Management Internship/Practicum (0-15-3)
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. (Practice hours may vary according to student experience in field).
Prerequisite: HCMG 4901

HEALTH SCIENCES (HSCI)

HSCI 2111 - Introduction to Health Care Environment (2-0-2)
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. Pre-requisite: All First Year courses in Areas A & B of the Core.
Corequisite(s): HSCI 2011L

HSCI 2111L – Introduction to Health Care Environment Lab (0-2-1)
This course provides field-based experiential learning to support the concepts introduced in HSCI 2111.
Corequisite(s): HSCI 2011

HSCI 2201 - Measurement Science (Health Care Statistics) (3-0-3)
This course will introduce students to the theory, application and use of computer based statistics. Applications will include the use of a standard database to instruct students how to construct a data entry format for both SPSS and Excel spreadsheets.

HSCI 2232 - Nutrition (3-0-3)
This course introduces the student to the fundamental concepts of nutrition, the nutrients, and how the body uses the nutrients. This course includes a study of the impact of nutritional choices on various populations and age groups of individuals and an individualized dietary analysis.
Prerequisite(s): SCI 1111, CHEM 1151 or permission of instructor

HSCI 3301 - Pathophysiology (4-0-4)
The basic concepts involved in the disease process are presented with an in-depth focus on the chemical, cellular and tissue changes associated with abnormalities of human systems. The etiology and the pathophysiological basis of disease, as well as the clinical implications related to the dysfunction of each of the major body systems are studied.
Prerequisite(s): NURS 3201 and NURS 3220

HSCI 3341 - Cultural Diversity in Health and Illness (3-0-3)
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 patterns of adaption to specific environments. Several international health system models are analyzed. Cultural diversity within the United States is emphasized.
Prerequisite: Junior Standing.

HSCI 3401 - Contemporary Women's Health (3-0-3)
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 women's health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women's roles in complex societies. Individuals become more aware of self and the needs of women as consumers and providers in the health care delivery system.
Prerequisite: Junior Standing

HSCI 3420 - Health Education (3-0-3)
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 preparations and evaluation of instructional materials includes those needed for both print and non-print materials such as slides, transparencies, computer software and other educational materials. Opportunities to practice teaching strategies also will be provided.
Prerequisite: Junior standing.

HSCI 3501 - The AIDS Epidemic (3-0-3)
This survey course is designed to provide an overview of the AIDS epidemic, including specific at-risk populations, changes in the patterns of occurrence, sign and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention.
Prerequisite: Junior Standing.

HSCI 3520 - Legal Issues in Health Care (3-0-3)
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.
Prerequisite(s): HSCI 2111 or HSCI 3111

HSCI 3550 - Ethical Issues in Health Care (3-0-3)
This course is designed to explore and analyze contemporary health care situations in terms of ethical dimensions. Topics include patient-care giver relationships, high-tech medicine, ICU dilemmas, medical experimentation, and confidentiality of patient medical records, AIDS and ethics, death and dying, and the issues of an aging population.
Prerequisite: Junior Standing

HSCI 4800 - Directed Readings in Health Sciences (3-0-3)

NURSING (NURS)

NURS 3100 - Professional Transitions (3-0-3)
Analysis of selected theories of nursing and the professional implications for each. The theory of human caring is the basis of the conceptual framework of the nursing curriculum. Presents nursing process as a theoretical framework for clinical decision making and critical thinking. 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. (For RN/BSN students only).
Prerequisite: Licensure as a Registered Nurse.

NURS 3110 - Interactive Communications (3-0-3)
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. (Same as COMM 3110)
Prerequisite(s): Junior standing

NURS 3201 - Health Assessment (2-0-2)
Provides the learner with knowledge necessary to perform a systematic health assessment of individuals at varying developmental stages. Emphasis is placed on the interview process and recognition of normal findings for history and physical examination of each system. Developmental and cultural variations related to the health assessment process are also described. Pre-requisite: B.S.N Admission.
Prerequisite(s): NURS 3202 or NURS 3201L

NURS 3201L - Health Assessment Laboratory (0-3-1)
Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment/ 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. (For Generic students only)
Prerequisite: B.S.N Admission.
Prerequisite(s): NURS 3201

NURS 3202 - Health Assessment Practicum for RN's (0-2-1)
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. Open lab time is available to allow additional practice as needed. Prerequisite: RN Licensure.
Prerequisite(s): NURS 3201

NURS 3220 - Health Promotion (6-0-6)
This course is designed as an introduction to primary health care and the basic concepts of professional nursing practice. 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.
Prerequisite: BSN Admission.
Prerequisite(s): NURS 3230

NURS 3230 - Health Promotions Practicum (0-9-3)
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 3220 and provides practice and development of the basic nursing technique in the context of health promotion and primary prevention.
Prerequisite(s): NURS 3220

NURS 3230L - Health Promotion Practicum
This course is designed to enable the student to develop techniques that will assist in providing care for individuals and families in the context of health promotion and primary prevention.
Prerequisite: BSN Admission
Corequisite(s): NURS 3230

NURS 3320 - Individual and Family across the Lifespan (5-0-5)
This course is designed to provide a theoretical and practical base for the application of nursing therapeutics, in the provision of comprehensive care to the client and family from birth through old age. 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.
Prerequisite(s): NURS 3110, NURS 3201, NURS 3220,and NURS 3330

NURS 3330 - Individual & Family Clinical Practicum (0-12-4)
This course is designed to enable students to continue to develop their professional nursing role in the actual care of clients and families. Students gain experience in the application of nursing therapeutics in a variety of selected traditional and non-traditional health care settings.
Prerequisite(s): NURS 3110, NURS 3201, NURS 3220, and NURS 3320

NURS 4100 - Nursing Research (3-0-3)
Provides and 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(s): NURS 3320

NURS 4153 - Gerontology (3-0-3)
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 the instructor.

NURS 4220 - 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. Students continue to develop skill in the management of individuals and families experiencing health-illness, developmental or situational transitions. Focus is on secondary and tertiary care and health restoration.
Prerequisite(s): HSCI 3301

NURS 4230 - Complex Clinical Situations: Lab (0-15-5)
This course will provide students with clinical experience in complex care situations with an emphasis on physiologic and psychosocial needs of selected clients. Clinical setting will be chosen to meet the student's individual learning goals. This is a clinical for basic licensure students.
Prerequisite: Generic Student only.
Prerequisite(s): NURS 4220

NURS 4320 - Community Health (3-0-3)
This course focuses on the community as the client in the context of health care delivery. 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. (Generic Students only).
Prerequisite(s): (NURS 4220 and NURS 4320)

NURS 4330 - Community Health Clinical Practicum (0-6-2)
This course provides clinical practice in a variety of community based settings designed to support concepts from NURS 4320. Students focus on health of groups and communities. This is a clinical for basic licensure students. Generic Students only.
Prerequisite(s): NURS 4320

NURS 4420 - Nursing Leadership and Management (4-0-4)
The focus is on the application of leadership skills and 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 the coordination of care, management of resources, and quality assurance in the context of nursing practice. Self-care methods that prevent burnout and allow for personal professional growth are addressed.
Prerequisite(s): NURS 4220
Corequisite(s): NURS 4430

NURS 4430 - Nursing Leadership and Management Practicum (0-6-2)
This course provides field based experiences for the student with an emphasis on the management and leadership functions essential to professional practice in the context of current health care delivery systems. Emphasis is placed on the nurse as coordinator and manager of resources. This is a clinical for basic licensure students. Generic Students only.
Corequisite(s): NURS 4420

NURS 4500 – Role Transitions (2-0-2)
This course provides the culminating and synthesizing experience for nursing students. Role concepts, transitions from student to employee, and professional issues and trends are discussed. Students are expected to develop a resume and submit the exit portfolio as a condition of course completion.

NURS 4501 - Clinical Practicum for RN's I (0-3-1)
This practicum is designed to enable RN students to build on their existing clinical expertise, broaden their exposure to different specialty areas, and apply theory learned throughout BSN curriculum to meet the needs of clients experiencing multiple, complex transitions. Each student will work with a

faculty mentor to develop individualized learning objectives. Students complete 3 semester hours.
Prerequisite(s): NURS 3100

NURS 4502 - Clinical Practicum for RN's II (0-3-1)
This practicum is a continuation of NURS 4501, RN students will work to accomplish and expand the learning objectives negotiated with their faculty mentors at the onset of NURS 4501. The final semester of the clinical practicum must be taken concurrently with or following NURS 4420 Nursing Management to enable students to apply theory from this course to complete a clinical management project. Student must complete 3 semester hours.
Prerequisite(s): NURS 4501 and NURS 4420 *

NURS 4800 - Directed Study Practicum in Nursing (0-9-3)

NURS 4950 - Independent Study (3-0-3)
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 4100 should register for NURS 4950. Pre-requisite: Consent of the Department Head.

PHYSICAL EDUCATION/HEALTH/RECREATION

PHED 1010 - Fitness & Wellness I (1-2-2)
Supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength and endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. They will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. It is recommended that the student obtain a physical examination from a licensed medical professional and have his/her medical history reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. (Not open to students with previous credit for any PHED 202.)

PHED 1020 - Fitness & Wellness II (0-2-1)
A continuation of supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength & endurance. This course will improve the student's knowledge concerning the development and maintenance of a healthy lifestyle. They will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. The student is required to update his/her medical history and have it reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. Prerequisite: PHED 1010

PHED 1030 - Fitness & Wellness III (0-2-1)
A continuation of supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength & endurance. This course will improve the students' knowledge concerning the development and maintenance of a healthy lifestyle. They will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. The student is required to update his/her medical history and have it reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. Prerequisite: PHED 1020

PHED 1040 - Fitness & Wellness IV (0-2-1)
A continuation of supervised circuit training. Emphasis is placed on cardiovascular conditioning, muscular strength & endurance. This course will improve the students' knowledge concerning the development and maintenance of a healthy lifestyle. They will also gain an understanding of the concepts of wellness and how each component impacts their ability to live a healthy, fulfilled life. The student is required to update his/her medical history and have it reviewed by a designated staff member prior to participating in this course. An orientation to the course is required during the first week of class. Prerequisite: PHED 1030

PHED 1060 – Aerobics (0-2-1)
This course is designed to increase the knowledge, under- standing, and values of aerobic activity. This course is composed of a nonstop series of routines, which emphasize continuos, vigorous movements. Also included will be flexibility and body toning exercises performed to music. The class will include a variety of aerobic styles.

PHED 1070 - Beginning Volleyball & Badminton (0-2-1)
Beginning volleyball will concentrate on skill development of the pass and the serve, dynamics of the game, general rules and physical preparation. Beginning Badminton will include the basic shots, service, footwork, singles and doubles strategy and rules of the game.

PHED 1080 - Beginning Golf & Tennis (0-2-1)
The course is structured for the beginning golf and tennis student. Golf will introduce skills for the short game to include pitching, chipping, putting, rules, scoring, and etiquette. Course play will be included. Clubs will be provided if necessary. The tennis portion of the course will emphasize the forehand, backhand, serve, rules, scoring and etiquette. Students furnish appropriate attire and smooth-soled tennis shoes. Students must provide a tennis racquets. Additional fees may be required.

SCHOOL OF TECHNOLOGY

ARCHITECTURAL DRAFTING (ARCH)

ARCH 2201 - Architectural Drafting I (1-5-3)
Fundamentals of architectural drafting including reading blueprints and 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 to complete a set of working drawings for a residential project.

ARCH 2202 - Architectural Drafting II (1-5-3)
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.

ARCH 2203 - Surveying (1-5-3)
This course is designed to familiarize the student with surveying terminology; methods and equipment used to make basic surveying measurements; contours and evaluations. Proper use of transit, level, tape and other instruments used in surveying is emphasized.

ARCH 2204 - 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.

ARCH 2215 - Architectural Rendering (1-5-3)
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.

ARCH 2222 - Occupational Internship and/or Cooperative Educational Experience (1-10-3)
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 6 semester hours. Usually taken during advanced stages of program.

ARCH 2233 - Special Topics and Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisites: Technology major and permission of program advisor.

AVIATION MAINTENANCE TECH (AVMT)

Note: Due to FAA regulations, the lecture-lab-credit formula for AVMT does not conform to the typical pattern.

AVMT 1101 – Aircraft Maintenance Regulations (2-0-2)
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.

AVMT 1102 - Aircraft Basic Science (3-0-3)
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.

AVMT 1103 - Aircraft Applied Science (4-6-4)
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.

AVMT 1104 - Basic Electricity & Electronics (4-6-5)
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.

AVMT 2201 - Sheet Metal (4-6-4)
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.

AVMT 2202 - Airframe Structures (4-6-5)
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 procedure for mechanics.

AVMT 2203 - Utility Systems (4-6-5)
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.

AVMT 2204 - Fluid Power & Landing Gear Systems (4-6-4)
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.

AVMT 2205 - Electrical & Navigation Systems (4-6-5)
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.

AVMT 2211 - Turbine Engines (4-6-4)
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.

AVMT 2212 - Reciprocating Engines (4-6-4)
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 reassemble 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.

AVMT 2213 - Powerplant Accessories (4-6-5)
Includes lubrication systems and lubricants, propeller systems and operational principles, induction systems, cooling systems, exhaust collection and removal systems.

AVMT 2214 - Powerplant Electrical Systems (4-6-5)
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.

AVMT 2215 - Engine Fuel & Fuel Metering Systems (4-6-5)
A study of fuels as chemical mixtures, fuel-air ratios; flame characteristics, ignition requirements; and properties such as violability, 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.

AVMT 2221 - General Maintenance Applications (3-2-3)
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.

AVMT 2222 - Powerplant Theory Applications (3-2-3)
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.

AVMT 2223 - Airframe Structures Applications (3-2-3)
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.

AVMT 2224 - Propulsion Systems & Applications (3-2-3)
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.

AVMT 2225 - Airframe Systems & Component Applications (3-2-3)
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.

AVMT 2227 - A&P Electrical & Electronic Application (3-2-3)
Topics include basic electricity, both AC and DC theory and circuit analysis; airframe electrical systems to include generation, control, wiring and distribution of electrical power. Semi-conductor fundamentals and digital applications are introduced.

AVIONICS TECHNOLOGY (AVEL)

AVEL 2210 - Aircraft Systems (3-0-3)
An introductory course in avionics focusing on modern aircraft systems such as structures, power plants, fuel systems, hydraulics/pneumatics, and electrical systems. Avionics systems include flight director and autopilot operation. Applicable government regulations and safety procedures will be addressed.

AVEL 2220 - Navigation Systems and Air to Ground (3-2-4)
A study of the operation and maintenance of various navigation and air-to-ground systems including ADF, VOR, Localizer, Glide Slope, Area NAV, Loran C, VLF, DME, transponders, and altitude encoding systems. Testing and troubleshooting using manual and automated test equipment will be emphasized.

AVEL 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and

attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

AVEL 2233 – Selected Topics and Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite: Technology major and permission of program advisor.

COMPUTER NETWORKING (CNET)

CNET 1101 - Introduction to Microcomputer Repair (2-2-3)
This course provides an overview of how microcomputers function and how to maintain, upgrade, expand, and repair them. Specific topics include the electrostatic precautions, basic electrical circuit concepts, and how to add memory, drives, and expansion cards.

CNET 1102 - Microcomputer Operating Systems(2-2-3)
The basic concepts of microcomputer hardware and software are described. Students will become proficient in working with the most important microcomputer disk operating systems.

CNET 1103 - Microcomputer Applications (2-2-3)
A hands-on introduction to the productivity software found in most microcomputers: word processing, spreadsheets, database management, graphics and communication software.

CNET 1105 - Introduction to Networking (2-2-3)
This course provides an overview of computer networking. Topics include connectivity solutions; 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.

CNET 1107 - Network Technologies (1-4-3)
A study of fundamental data communication concepts, network topologies, network devices, Ethernet and token-ring LAN standards and protocols.
Prerequisite: CNET 1105

CNET 1109A - Network Administration - NetWare 4.X (3-2-4)
A study of the knowledge and skills needed to function in the role of network administrator or system manager in a NetWare 4.X environment. Students will learn basic network management tasks such as managing NetWare Directory Services, setting up user accounts, creating login scripts and user menus, and implementing file storage systems. Server installation, basic workstation skills, configuring basic network resources, managing a multiple server network, configuring network printing, managing network security and creating workstation automation will also be included.
Prerequisite: CNET 1102 and CNET 1105

CNET 1109C - Network Administration - Windows NT (3-2-4)
A study of the knowledge and skills needed to function in the role of network administrator or system manager in a Windows NT environment. Students completing this course will be able to accomplish basic network management tasks such as setting up user accounts, creating login scripts and user menus, and implementing file storage systems. Server installation, basic workstation skills, configuring basic network resources, managing a multiple server network, configuring network printing, managing network security and creating workstation automation will also be included.
Prerequisite: CNET 1102 and CNET 1105

CNET 1112 - Transmission Media: Installation and Maintenance (2-2-3)
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. Cabling standards will also be addressed.
Prerequisite: CNET 1101, CNET 1107

CNET 1114 - Network Servicing (2-2-3)
A hands-on introduction to the hardware and software diagnostic tools and utilities used to troubleshoot and repair a computer network. An introduction to protocol analysis, network optimization techniques, and troubleshooting tools such as Lanalyzer and Sniffer is also included.
Prerequisite: CNET 1112 and CNET 1109A or CNET 1109C

CNET 2220 - Internetworking Concepts (2-2-3)
This course provides an in depth analysis of how different networks are interconnected and communicate using industry standards. Topics covered include types of networks, network architectures, advanced bridging and routing, Enterprise-Wide networks, the Internet model, network security, and selecting appropriate interconnect devices and technologies.
Prerequisite: CNET 1107

CNET 2230 - Introduction to UNIX (2-2-3)
This course provides a basic background in the UNIX operating system. Linux, a UNIX-compatible operating system for personal computers, is used to cover topics such as basic system operation and access, system installation and configuration, file system organization, file management and manipulation, shell scripts, and system maintenance and security.
Prerequisite: CNET 1102 and CNET 1105

CNET 2235 - Protocol Analysis (2-2-3)
This course provides a comprehensive analysis of some of the common communication protocols used in large networks. Protocols addressed will include TCP/IP, SPX/IPX, and NetBIOS. Primary focus will be on using tools such as Lanalyzer and Sniffer for problem analysis and network optimization.
Prerequisite: CNET 1114

CNET 2240 - Network Management (2-2-3)
An introduction to network management systems and Simple Network Management Protocol (SNMP). Students will learn how to install and use

SNMP to monitor and manage a multiprotocol environment. Topics covered include network management concepts, SNMP terminology and applications, MIB structures and utilization, and proactive management concepts.
Prerequisite: CNET 2220

COMPUTER SERVICE TECHNOLOGY (CSER)

CSER 2222 – Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

CSER 2224 - Computer System Architecture (2-2-3)
A study of the fundamental theory of operation of the peripheral devices found in a typical computer system. Emphasis will be placed on the functional characteristics of each device and its corresponding relationship to the system as a whole.
Prerequisite: ELEC 1108 and TECH 1101.

CSER 2225 - Operating Systems Concepts (2-2-3)
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 fundamentals features of various operating systems and operating environments are introduced with special emphasis on current industry standards.
Prerequisite: TECH1101

CSER 2226 - Advanced Digital Communications (2-2-3)
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: ELEC 1108.

CSER 2228 - Troubleshooting and Customer Relations (2-2-3)
Students will develop, utilize, and document the process involved in defining symptoms, problems, and solutions. Troubleshooting techniques will stress modular replacement and will include methods to define problems with the Optimum Replacement Unit (ORU). Special emphasis will be placed on the art of good customer relations in the business environment.
Corequisite: CSER 2224

CSER 2233 - Selected Topics and Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite: Technology major and permission of program advisor.

COMPUTER SOFTWARE TECHNOLOGY (CSWT)

CSWT 1102 - Developing Applications with Visual Basics (2-2-3)
The student programs business applications using Windows and the Visual BASIC (VB) programming language. Included in the course are the use of VB tools, screen design, structured programming concepts and file handling. Basic Knowledge of computer concepts required.
Prerequisite(s): TECH 1010

CSWT 2060 - Systems Analysis and Design (2-2-3)
The student will learn to design a Computer system in a Business environment from the ground up and gain valuable communication and group interaction skills through real life projects. Basic Knowledge of computer concepts.

CSWT 2080 - Systems Software (2-2-3)
This course places emphasis on the fundamentals of computer operating systems, such as Windows, Windows NT, LINUX and other associated concepts. Students practice system commands to solve typical operating system tasks. Basic Knowledge of computer concepts required.
Prerequisite(s): TECH 1010 or CSWT 2220

CSWT 2202 - Advanced Visual BASIC Programming (2-2-3)
Experienced Visual Basic Programmers will learn to create sophisticated applications to solve real world problems. This course builds on the skills developed in CSWT 1020, provides the advanced skills needed in the Windows programming environment, and leads to the production of more complex VB applications. Knowledge of Visual Basic required.
Prerequisite(s): CSWT 1102

CSWT 2203 - RPG Programming (2-2-3)
The student programs business applications using one of the most popular midrange computing platforms, and a very widely used application programming language. Applications are programmed on the IBM AS/400 computer system. Basic knowledge of computer concepts required.

CSWT 2204 - COBOL Programming (3-2-4)
Typical mainframe/midrange business applications are programmed using the most popular business programming language. This course covers the basic COBOL concepts to the most advanced features and gives exposure to midrange computing. Applications are programmed using the IBM AS/400 computer system. Basic knowledge of computer concepts required.
Prerequisite(s): TECH 1010

CSWT 2206 – Systems Analysis and Design (3-0-3)
The student will study the fundamentals of system 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: CSWT 2204

CSWT 2210 - Data Structures (2-2-3)
This course provides the insight into general computing concepts and algorithms and gives the student an opportunity to improve their programming skills in the C or C++ language. Knowledge of the C programming Language required.
Prerequisite(s): CSWT 2220 or CSWT 2300

CSWT 2212 - Advanced Microcomputer Applications (2-2-3)
Students are familiarized with programming in an environment that is geared to Microcomputer software and Windows. This includes data base applications and programming and spreadsheet functions, macros, and programming. Database software, such as Microsoft Access, and spreadsheet software, such as Microsoft Excel, are used. Windows programming knowledge required.
Prerequisite(s): CSWT 1102

CSWT 2220 - Programming with the C Language (2-2-3)
Students program applications using the C language in a Microcomputing environment. This course covers the beginning to the intermediate concepts of the C Language. Knowledge of computer concepts required.
Prerequisite(s): TECH 1010

CSWT 2222 - Occupational Internship and/or Cooperative Education (1-10-3)
The student secures paid employment in a supervised and approved work situation to further their occupational skill, technical competence, and attitude in an area related to their specialty. This course may be repeated for a maximum of 6 hours.

CSWT 2223 - Advanced Programming Topics and Problems (1-4-3)
The student is assigned a special "real life" project that they must complete outside of the classroom. The project usually involves the entire quarter. Topics can include course work in Advanced Visual BASIC concepts, Visual C++ or C++ programming.
Prerequisite(s): CSWT 2220

CSWT 2300 - Object-Oriented Programming Concepts (2-2-3)
Students program using object-oriented program design. They learn how to design, implement and use classes and other objected-oriented structures. Programming development environments are Microsoft Visual C++ or other similar development tools. Knowledge of C Programming language required.
Prerequisite(s): CSWT 2200

CSWT 2400 - Internet Development (2-2-3)
Learning to develop applications for the internet is the main emphasis of this course. Students learn to develop Web pages using a development tool, such as Microsoft Front Page, and to write program code for internet interaction using the Java programming Language or other similar environmental development tools.
Prerequisite(s): CSWT 2220 or CSWT 2300

DRAFTING AND DESIGN (DRFT)

DRFT 1101 - Engineering Drawing (Basic Drafting) (1-5-3)
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.

DRFT 1102 - Technical Illustration (1-5-3)
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.

DRFT 1110 - Descriptive Geometry (1-5-3)
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 intersection.

DRFT 2201 - Computer-Aided Drafting I (2-6-5)
Introduction to the use of personal computers in drafting and design applications. Introduction is given to the use of hardware, software working environments, and the application of the computer in the solution of drafting and design problems. Also covered will be utility commands and file management.

DRFT 2202 - Computer-Aided Drafting II (2-6-5)
The continuation of fundamental computer-aided drafting techniques as introduced in ATDD 201. Topics to be covered include advanced fundamentals and the introduction to three-dimensional diagrams. Also advanced three- dimensional analysis of designs, solids development, solids modeling, and computer presentation techniques.

ELECTROMECHANICAL TECHNOLOGY (EMEC)

EMEC 2201 - Automated Systems (3-2-4)
A study of electromechanical devices and automated systems. Students are introduced to relay ladder logic diagrams and circuits, programmable logic controllers, dedicated controllers, robotics, sensors, coding, positioning, timers, systems integration, interfacing, and analysis. Basic robot and PLC programs incorporating sensors will be written and tested in the lab as well as relay circuits.
Prerequisite: ELEC 1104 and 1108

EMEC 2203 -Rotating Machines and Controls (3-2-4)
An introduction to various DC and AC motors and generators commonly used in business and industry. Start, stop, jog, forward and reversing, braking, speed control and torque control circuits are analyzed and constructed. An analysis of three-phase power and appropriate applications are explored.
Prerequisite: EMEC 2201

EMEC 2204 – Hydraulics and Pneumatics (3-0-3)
A study of the basic concepts of liquids and gases under pressure, their reactions to temperature, pressure, and flow rate. System components, design, and analysis are covered. Valves, pumps, motors, filters, accumulators, actuators, control, and related topics are also covered.
Prerequisite: EMEC 2201, MATH 1101 and PHYS 1111

EMEC 2207 - Advanced PLC programming (3-2-4)
A study of PLC programming and interfacing including systems integration. After a brief review of PLC programming concepts, the course will cover counters, timers, block transfers, and subroutines. Documentation, backup procedures, and program debugging will be emphasized in the class and lab. A complete system will be integrated using multiple PLCs, conveyors, robots, and sensors.
Prerequisite: EMEC 2201.

EMEC 2222 – Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

EMEC 2233 – Selected Topics and Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite: Technology major and permission of program advisor.

ELECTRONICS TECHNOLOGY (ELEC)

ELEC 1101 - Fundaments of DC/AC Circuits (4-2-5)
An introductory course in the fundamentals of direct and alternating current circuits including resonance, filters, and magnetism. Students will assemble and analyze resistive, capacitive and inductive circuits and analyze quantities using vector analysis, Ohm's laws, Kirchoff's laws, and Thevinin's and Norton's theorems. Breadboards, meters, oscilloscopes, power supplies, signal generators, and soldering will be introduced in the lab.
Prerequisite: Exemption from or exit from Learning Support mathematics.
Corequisite: ELEC 1102.

ELEC 1102 -Applied Technical Mathematics (3-0-3)
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: Exemption from or exit from Learning Support mathematics.

ELEC 1104 - Electronic Circuits (4-2-5)
A study of active devices including diodes, transistors, FETs, op-amps, thyristors, opto-couplers, and related devices. Power supplies, circuit configurations, and amplification are emphasized.
Prerequisite: ELEC 1101.

ELEC 1107 - Introduction to Digital Circuits (3-2-4)
A study of logic gates, combinational and sequential logic circuits including adders, comparators, decoders, encoders, multiplexers, flip-flops, latches, counters, shift registers and associated numbering systems. Also included is an introduction to microprocessors and memory devices. Logic probes and pulsers, multimeters, and oscilloscopes are utilized in the lab to help construct and troubleshoot circuits.
Corequisite: ELEC 1101.

ELEC 1108 - Introduction to Microprocessors (3-2-4)
The fundamental concepts of microprocessors and their applications. An introduction to machine language programming, memory components, circuit organization and operation, and the basics of interfacing with external devices will be included.
Prerequisite: ELEC 1107.

ELEC 1110 -Digital Communication (2-2-3)
An introduction to the fundamental principles of data communication and their applications. Concepts to be introduced include synchronous/asynchronous transmission, multiplexing, packet and circuit switching, network topologies and error checking. Various transmission media used in modern communication systems will also be introduced.
Prerequisite: ELEC 1107.

ELEC 2201 - Advanced Electronic Circuits (2-2-3)
A study of linear devices, circuits, and applications. Active filters, analog comparators, oscillators, summing amplifiers, digital to analog and analog to digital conversion, switching circuits, voltage regulators and related topics.
Prerequisite: ELEC 1107 and ELEC 1104.

ELEC 2222 – Occupational Internship and/or Cooperative Education Experience (1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

ELEC 2233 – Selected Topics and Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite: Technology major and permission of program advisor.

EMERGENCY MEDICAL TECHNOLOGY (EMS)

EMS 1100A - EMS Systems (2-0-2)
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 1100B - Patient Assessment (3-0-3)
Introduction to the EMS field is continued, incorporating the introductory anatomy and patient assessment. Radio- operations and documentation are also covered.

EMS 1102 - EMS Laboratory (0-2-1)
Laboratory exercises to accompany EMS 1100A & EMS 1100B.
Co-requisite(s): EMS 1100A EMS 1100B

EMS 1111 - Physiology, Pharmacology, and Invasive Skills (with lab) (2-2-3)
Written documentation; basic life support; use of an Automatic Externna Defibrillator; use of airway adjuncts and oxygen therapy. Shock; use of the pneumatic anti-shock garment; IV therapy, and general pharmacology are also reviewed.
Co-requisite(s): EMS 1100A EMS 1100B EMS 1102

EMS 1112 - Trauma with Lab (2-2-3)
Covers the assessment and treatment of injuries to soft tissue, the abdomen, the musculoskeletal system, the head, neck, chest, and spine. Includes disaster/triage and patient handling techniques.
Prerequisite(s): EMS 1100A, EMS 1100B, EMS 1102, and EMS 1111

EMS 1114 - Medical Emergencies (2-0-2)
Covers the assessment and management of medical emergencies including alterredmental status; chest pain and dyspned; abdominal pain, poisonings and overdoses, infectious disease and environmental emergencies.
Prerequisite(s): EMS 1100A, EMS 1102 and EMS 1111

EMS 1115 - Special Patient Populations & Situations (2-0-2)
Procedures in assessment and management of behavior emergencies; pediatric and obstetric emergencies are covered.
Prerequisite(s): EMS 1100A, EMS 1100B, EMS 1102, and EMS 1111

EMS 1116 - EMS laboratory and Comprehensive Evaluation (0-2-1)
Comprehensive evaluation of practical skills and didactic comprehension's are completed.

EMS 1117 - Clinical Internship (0-6-1)
Sessions involving patient management and mechanical aspects of extrication are included. Supervised experience with patients in clinical facilities is included.

EMS 1150 - Basic EMT Practicum (0-9-3)
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(s): EMS 1117

EMS 2210 - EMT Curriculum Update: Current Concepts (2-2-3)
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 2211 – Introduction to Paramedic Profession (2-0-2)
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. Includes a discussion of stress, stress management and crisis intervention.
Co-requisite(s): EMS 2211L

EMS 2211L – Prehospital Care Lab I (0-2-1)
Laboratory exercises to accompany EMS 2211.

EMS 2213 - Shock & Pharmacology (with Lab) (3-2-4)
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. Also 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.
Co-requisite(s): EMS 2211 EMS 2211L

EMS 2217 - Respiratory Emergencies (with Lab) (2-2-3)
Provides an in-depth study of the anatomical and physiological foundation of respiration and the assessment and management of respiratory pathophysiology and distress. Topics include: anatomy and physiology of the respiratory system, respiratory assessment, airway and ventilation management, and respiratory disease.
Co-requisite(s): EMS 2211 EMS 2213

EMS 2218 - Current Issues in EMS Seminar (3-0-3)
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.

EMS 2219 - Trauma (with Lab) (2-2-3)
Introduces student to assessment and management of trauma patients. Topics include: systematic approaches to the assessment and management of trauma, such as basic trauma life support(BTLS) and pre-hospital trauma life support (PHILS); 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 musculosketal injuries, and their management, and the classification and care of burns.
Prerequisite(s): EMS 2211 and EMS 2213

EMS 2220 - Paramedic Curriculum Update Current Concepts (3-0-3)
Current concepts utilizes a interactive approach with case studies to refine advanced level assessment and management of realisitc patient encounters. This course reviews general content and prepares for exit examinations.

EMS 2221 - Cardiology (with lab) (3-4-5)
Emphasizes the study of the cardiovascular system, electrocardiography, and cardiovascular treatment methods. Topics include: cardiovascular anatomy and physiology 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.

EMS 2223 - Medical Emergencies (with lab) (4-2-5)
Provides an in-depth study of the endocrine, nervous, digestive, genitourinary, immune systems, infectious disease and anaphylaxis. Topics include: assessment and management of endocrine system disorders, assessment and management of nervous system disorders, assessment and management of digestive system and genitourinary system disorders, and anaphylaxis. 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(s): EMS 2211, EMS 2213, and EMS 2217

EMS 2227 - Maternal and Pediatrics (with Lab) (2-2-3)
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. 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.
Prerequisite(s): EMS 2211 and EMS 2213

EMS 2230 - Advanced Pre-hospital Cardiac Care (1-0-1)
Reviews principles of 12 Lead EKG interpretation, Thrombolytic therapy, and Kemodynamic monitoring. Introduces the paramedic candidate to critical care principles.

EMS 2235 - Clinical Internship (360 contact hours for 7 credit hours) (0-360-7)
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.

EMS 2240 - EMS and the Law (1-0-1)
Provides examination of the medico legal issues of pre-hospital emergency care using a case study review format. Participants will evaluate real and simulated cases for potential liability.

EMS 2250 - Community Education & Injury Prevention (2-0-2)
Students are exposed to principles of community health education and injury prevention. Resources for presentation are evaluated. CPR Instructor Certification is a component of this content. Includes a practicum.

EMS 2260 Public Information, Education, and Relations (2-0-2)
Students study the importance of communicating about the emergency medical profession to the community.

FASHION MERCHANDISING (FSMD)

FSMD 1101 - Fashion Fundamentals (3-0-3)
This course is an introduction to the fashion industry. Topics include: Fashion industry terminology; history of fashion, costume, and silhouettes; environmental influence on fashion styles, merchandising, and consumer demand; fashion cycles, fashion forecasting; secondary markets, wholesale fashion markets, and organization of fashion stores. Fieldwork in the fashion industry is a component of the course.

FSMD 2226 - Fashion Promotion & Coordination (3-0-3)
This course 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. Preparation of a fashion-merchandising plan is a major component of the course.

FSMD 2250 - Textiles and Non-Textiles (3-0-3)
This course emphasizes the development and use of textile and nontextile products and their markets. The 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 desing and information; home textiles and accessories and fashion accessories. Fieldwork in the fashion industry is a component of the course.

MARKETING & MERCHANDISING (MKMC)

MKMC 1120 - Creative Selling (3-0-3)
This course examines selling as a career, sales psychology, sales techniques, product analysis, product information, business letters, time management, telemarketing and customer service. A sale representative simulation, a sales management meeting, business letters, and a telemarketing simulation are utilized.

MKMC 1140 - Principles of Advertising (3-0-3)
This course is a study of advertising purposes and procedures, covering primarily the point of view of the advertising account manager. Topics covered include copy preparation, advertising layout, and media analysis. Preparation of advertising campaign and/or sales promotion plan is a major component of the course.

MKMC 2201 - Entrepreneurship (3-0-3)
This course is an introduction to the major concepts involved in planning and operating a small business. This course includes choosing, starting, organizing, and small business planning, raising capital, and maintaining financial records. Law, insurance, marketing and personnel are also covered. Simulation of a new business and the creation of a business plan are major components of this course.

MKMC 2222 - Occupational Internship and/or Cooperation Education Experience (1-10-3)
Majors secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. Interns complete weekly reports and a project related to the specific career interest. A minimum of 225 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours.

MKMC 2271 - Visual Merchandising (3-0-3)
Enrollees in this course study visual merchandising, trade exhibits and the total image of visual presentation of merchandise. This is a hands-on course hosted in cooperation with the retail community. The production of a visual merchandising portfolio is a major component of the course. Students create visuals for local retailers, a trade exhibit, and/or a point-of-purchase display.

MKMC 2281 - Marketing Practices and Principles (3-0-3)
This course is a study of marketing principles and activities relating to the flow of goods and services to consumers. This course emphasizes the societal marketing concept and the creation of customer satisfaction. Development and presentation of a marketing audit are major components of this course.

MECHANICAL DRAFTING (MECH)

MECH 2201 - Mechanical Design I (1-5-3)
Advanced orthographic projection design layout; detailing finishes; shop assemblies; pipe and pipe layout simulating industrial drafting conditions.

MECH 2203 – Materials and Processes of Industry (3-0-3)
Introduction to manufacturing procedures in industry. Topics include material properties, material classification, machining operations, heat treating, testing, casting and other molding processes.

MECH 2204 - Blueprint Reading (3-0-3)
Comprehensive study in interpretation of working drawings, including nomenclature and specifications; determination of material quantity and cost.

MECH 2210 - Mechanical Design II (1-5-3)
Design of systems utilizing engineering tables and preparation of working drawings for their construction. Topics include tolerancing, computation offits, power transmission appliances, coefficients of expansion, stress, strain diagrams, and cam design.

MECH 2215 - Presentation Drawings (1-5-3)
A study of various methods and techniques used for producing illustrations. Such topics as isometrics, oblique, perspectives, exploded views and highlighting are examined.

MECH 2222 - Occupational Internship and/or Cooperative Educational Experience (1-10-3)
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.

MECH 2233 - Selected Topics/Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member.

MEDICAL ASSISTING (MEDA)

MEDA 1110 - Medical Assisting Procedures (2-4-3)
Introduces the skills needed to provide technical support in assisting the physician with a patient history and physical examination. Areas of emphasis include infection control, universal precautions, vital signs, positioning and draping, general examinations, sterilization techniques, first aid and CPR.
Prerequisite(s): MEDT 1100, MEDT 1101, and MEDT 1102

MEDA 1125 - Medical Administrative Procedures (2-4-3)
A study of the business skills needed in the medical office. The student will receive practice in medical records, appointments, filing, insurance claims, coding, billing and financial records.
Prerequisite(s): MEDT 1140, OFFC 1100, and OFFC 1111
Co-requisite(s): OFFC 1112

MEDA 1130 - Laboratory Procedures (2-4-3)
Covers a broad range of procedures performed in the Physician's Office Laboratory (POL). The student will have practice in capillary puncture, venipuncture, hemoglobin, hematocrit, blood typing, Gram's stain, differential count, urinalysis, and other lab tests. Includes x-ray safety, ECG and Physical Therapy.
Prerequisite(s): MEDA 1110
Co-requisite(s): MEDA 1125 MEDT 1120 MEDT 1140

MEDA 1150 - Pharmacology in the Medical Office (2-4-3)
A study of commonly prescribed drugs, calculation of dosages, and techniques for administration. Includes practice in intradermal, subcutaneous, and intramuscular injections.
Prerequisite(s): MEDA 1110
Co-requisite(s): MEDA 1125 MEDA 1130

MEDA 2222 - Occupational Internship and/or Cooperative Educational Experience (1-20-6)
After successful completion of all required courses, the student is provided 300 hours experience in a medical office. This experience allows the student to put knowledge and skills into practice. Pre-requisite: Completion of all certificate courses and/or approval of advisor. Overall GPA of 2.0, GPA of 2.5 in MEDT or MEDA courses, with minimum grade of 2.0 in each course.

MEDA 2233 - Selected Topics (3-0-3)
A study of selected topics/problems common to student needs, under the guidance of a faculty member. Approval of advisor and/or instructor required.

MEDICAL OFFICE (OMED)

OMED 2201 – Advanced Medical Terminology (3-0-3)
A study of medical terminology beyond the basic level as used in the modern medical office.

OMED 2222 – Occupational Internship and/or Cooperative Educational Experience (1-20-6)
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.

OMED 2231 – Medical Transcription I (2-4-4)
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: OFFC and MEDT 1100

OMED 2232 – Medical Transcription II (2-4-4)
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.

MEDICAL TRANSCRIPTION (MEDT)

MEDT 1100 - Medical Terminology (1-0-1)
Introduction to medical terminology. The student will learn suffixes, prefixes, root words and basic principles of medical word building which can be applied to develop an extensive medical vocabulary.

MEDT 1101 - Introduction to Health Careers (2-0-2)
An introduction to various health careers, the history of medicine, and qualities necessary for a health care worker. Includes basic communication skills and interpersonal techniques and an overview of laws and ethical issues that will prepare the student to treat medical clients with understanding, sensitivity and compassion.

MEDT 1102 - Body Structure & Function (3-0-3)
Follows the organization of the body from the single cell to the coordinated whole, with the major theme of the interaction of all body systems for the maintenance of homeostasis. Includes an introduction to diseases affecting each system.

MEDT 1120 - Medical Coding I (3-0-3)
A study of codes used to translate written terminology or descriptions into code numbers. Emphasis on International Classification of Disease, Clinical Modification (ICD-9) and Current Procedural Terminology (CPT) as the pertain to medical practices.
Prerequisite(s): MEDT 1100, MEDT 1101, and MEDT 1102

MEDT 1140 - Diseases of the Human Body (3-0-3)
A study of medical diseases, surgical problems, and pediatric and obstetrical conditions seen in the medical office, including symptoms, diagnostic tests, and treatments.
Prerequisite(s): MEDT 1100, MEDT 1101, and MEDT 1102

MEDT 2220 - Medical Coding II (1-2-2)
Covers the use of ICD-9 and CPT codes in medical billing and insurance claims. The student will complete exercises using simulated situations which require identification of appropriate codes from coding materials.
Prerequisite(s): MEDT 1120

OFFICE ADMINISTRATION & TECHNOLOGY (OFFC)

OFFC 1100 - Business English (3-0-3)
Intensive review of grammar, punctuation, spelling, capitalization, numbers, abbreviations, and word division for all business communication situations, including writing and speaking.

OFFC 1111 - Word Processing I—Keyboarding (1-4-3)
Introductory course for students who have had no keyboarding/word processing or who key less than 30 words per minute. Emphasis on developing speed and accuracy by using correct keyboarding techniques. Basics of document formatting and production are introduced. Microsoft Word software will be used. Minimum speed of 35 words per minute should be attained.
Co-requisite: TECH 1101

OFFC 1112 - Word Processing II—Document Processing (1-4-3)
Continues production of speed and accuracy in keyboarding, as well as document formatting/processing using Microsoft Word software. Types of documents produced include letters, memorandums, reports, tables, and other business documents. Minimum speed of 45 words per minute should be attained.
Prerequisite: OFFC 1111 or permission of instructor

OFFC 1113 - Word Processing III—Advanced (1-4-3)
Word processing functions using Corel WordPerfect software. Emphasis on mastery of software and document processing skills, along with further development of speed and accuracy in keyboarding. Minimum speed of 55 words per minute should be attained.
Prerequisite: OFFC 1112

OFFC 1116 - Medical Word Processing (1-4-3)
Development of medical word processing skills. Production of medical charts, history and physicals, letters, other medical reports and documents. Punctuation, capitalization, numbers, abbreviations, proofreading, spelling, and other rules related to medical transcribing. Corel WordPerfect software used; minimum speed of 45 words per minute.
Prerequisites: MEDT 1100, OFFC 1111, OFFC 1100

OFFC 2112 - Computerized Law Office (1-4-3)
Production of legal documents in appropriate formats using WordPerfect software. Introduction to transcription of legal documents. Spreadsheet applications.
Prerequisites: OFFC 1111 or permission of instructor, TECH 1101, and PARA 1101

OFFC 2202 - Business Math (3-0-3)
Knowledge and application of business mathematics, including trade and chain discounts, bank reconciliation, payroll and payroll taxes, amortization, present value, markups/markdowns, principal and interest. Development of skill in operating electronic calculators, with special emphasis on using touch method for ten-key pad.

OFFC 2203 - Office Management (3-0-3)
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, physical layout and design, and implementation of office systems.
Prerequisite: OFFC 1100

OFFC 2205 - Business Communication (3-0-3)
Knowledge and application of principles of oral, written, and nonverbal communication in business situations. Letter, memo, and report writing: planning, organizing, outlining, writing, and speaking. Includes international communication in business settings.
Prerequisite: OFFC 1100 for Technology majors, ENGL 1101 for non-Technology majors. Ability to keyboard.

OFFC 2207 - Administrative Procedures (3-0-3)
Illustrates administrative procedures typical of a business office. Topics covered include document/file management, telecommunications, meeting and travel arrangements, mail responsibilities, and professional development.
Prerequisites or co-requisites: OFFC 1100 and TECH 1101

OFFC 2208 - Computerized Medical Office (2-2-3)
Introduces medical office management software similar to account management software used in medical offices. Software is used to enter patient information, schedule appointments, complete the billing cycle,

process insurance claims both on forms and electronically using CPT and ICD-9 codes, and perform numerous other computer tasks.
Prerequisites: OFFC 1111, OFFC 1100
Co-requisites: MEDA 1140, MEDT 1120

OFFC 2211 - Spreadsheet (2-2-3)
Hands-on computer applications on intermediate and advanced spreadsheet software, using Microsoft Excel.
Prerequisite: TECH 1101

OFFC 2212 - Office Simulation/Transcription (1-4-3)
Students work in simulated office producing work based on employability standards. Emphasis on production of business documents, work flow, and setting priorities. Machine transcription skills are developed with emphasis on mastery of word processing functions, productivity, and excellence in document processing.
Prerequisites: TECH 1101, OFFC 1100, OFFC 1112

OFFC 2213 - Desktop Publishing (2-2-3)
Desktop publishing functions in which students design and produce complex documents using windows-based computer software. Documents include reports, newsletters, brochures, flyers, and forms using desktop publishing software. PowerPoint software used to prepare presentations, including transparencies and slides.
Prerequisite: OFFC 1112

OFFC 2214 - Database (2-2-3)
Hands-on computer applications on intermediate and advanced database, using Microsoft Access.
Prerequisite: TECH 1101

OFFC 2215 - Integrated Software (2-2-3)
Hands-on computer applications covering integration of windows-based database, spreadsheet, word processing, and presentation software. Emphasis on problem-solving skills and office production situations. Critical thinking skills also emphasized.
Prerequisites: OFFC 1112, 2211, 2214

OFFC 2222 - Occupational Internship and/or Cooperative Educational Experience (1-10-3)
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. Usually taken during advanced stages of program.
Prerequisites: Employment and approval of program advisor

OFFC 2250 - Integrated Accounting I (3-0-3)
Introduction of the basic accounting cycle with emphasis on accounting procedures typical of both retail and service business establishments. Computer applications will be introduced.

OFFC 2251 - Integrated Accounting II (2-2-3)
A continuation of the basic accounting procedures with emphasis on accounting typical of partnerships and corporations. Computer applications continued.
Prerequisite: OFFC 2250

OFFC 2260 - Tax Accounting (1-4-3)
A practical guide to personal income tax preparation covering the concepts and techniques of individual income tax planning and practice. Internal Revenue code and regulations covered using computer preparation software.
Prerequisites: OFFC 2250 and OFFC 2211 or permission of instructor

OFFC 2333 - Selected Topics and Problems (1-4-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite: Permission of program advisor

OFFC 3110 - Intro to Administrative Mgmt (3-2-4)
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 BBA.*

OFFC 3810 - The Role of the Executive Assistant (3-0-3)
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

OFFC 4098 – Internship (1-10-3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 225 hours of work experience related to Administrative Management is required.

OFFC 4800 - Selected Topics in Admin Mgmt (3-0-3)
A study of selected topics/problems to student needs under the guidance and supervision of a faculty member.

PARALEGAL STUDIES (PARA)

PARA 1101 - Introduction to Law & Ethics (3-0-3)
This course provides an overview of the legal system, the role of paralegals within the system, and the use of technology in a law office or other legal setting. In addition, the course will focus on critical thinking and communication skills, using case analysis and role playing exercises for ethical issues confronted by paralegals.

PARA 1103 - Civil Litigation (3-0-3)
This course focuses on drafting skills and the procedural rules and statutes governing state and federal civil courts. It is designed to take the student through all facets of a case: the initial client interview, case investigation, the initiation of a case(or alternative dispute remedies), motion practice, discovery, settlement, trial, collection on judgments, and the appellate process.
Prerequisite(s): PARA 1101

PARA 1105 - Legal Research (Manual & Computer) (3-0-3)
This hands-on course will focus on federal and state research utilizing law library books, on-line databases, the Internet, CD-ROMS and legal software. The student will distinguish mandatory from persuasive authority, and learn how to look up cases, statutes, and administrative rules, by using digests, legal encyclopedias, Shepards, annotations and other secondary research devices. In addition, the student will learn citation skills and draft memoranda based on case law and statutes. This course will require extensive out-of-class library time.
Prerequisite(s): PARA 1101

PARA 1107 - Criminal Law (3-0-3)
This course provides an overview of the criminal justice system and the statutes and constitutional issues which arise in the system. The course is designed for the student to learn the procedural rules and become familiar with the pleadings filed in criminal court by prosecutors and defense attorneys.
Prerequisite(s): PARA 1101

PARA 1109 - Contracts and Torts (3-0-3)
This course provides an overview of the various forms of business organizations. In addition, students will review business contracts and forms, learn the elements of a valid contract and of a breach of contract claim, and gain an overview of Articles 2 & 9 of the Uniform Commercial Code. Finally, the student will learn how attorneys and paralegals file tort claims in court and how these cases are settled or proceed to trial.
Prerequisite(s): PARA 1101

PARA 1113 - Real Estate (3-0-3)
This course provides a basic overview of real estate law including the buyer-seller relationship, the role of the agent, title insurance, the role and obligations of the law firm, and filing procedures. In addition, the student will review and learn about each document needed to prepare for a closing on a commercial or residential property.
Prerequisite(s): PARA 1101

PARA 1211 - Legal Writing (3-0-3)
This hands-on course will continue the drafting skills learned in Civil Litigation and other courses. The student will learn advanced citation skills, draft an inter-office memorandum citing case law and statutes, a complaint and Answer, Motions, discovery devices and pre and post trial documents.
Prerequisite(s): PARA 1101, PARA 1103 and PARA 1105

PARA 1221 - Bankruptcy/Debtor-Creditor Relations (3-0-3)
This course is designed for the student to learn about the documents filed in bankruptcy court by attorneys representing debtors and creditors in Chapter 7, 11 and 13 cases. In addition, the course will discuss collection remedies on judgments obtained in civil court by secured and unsecured creditors.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1223 - Wills, Trusts & Probate Law (3-0-3)
This course is designed for the student to learn the terminology and laws applicable to wills and trusts, and to learn the paralegal's role in preparing these documents. In addition, the student will learn the procedural rules of Probate Court.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1225 - Family Law (3-0-3)
This course focuses on the issues arising in domestic relations, the statutes which govern, and the documents drafted on behalf of a law firm's client in the area of divorce and other family issues. Elective: 1109
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1227 - Health Care Law (3-0-3)
This course is designed to teach students about the legal issues involved in the health care industry. The student will review contracts prepared by paralegals and attorneys for hospitals, doctors and Health Maintenance Organizations.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1229 - Intellectual Property Law (3-0-3)
This course takes a practice-oriented approach to the fields of patent, trademark, and copyright litigation and prosecution. It will briefly discuss laws impacting computer software, trade secrets, licensing agreements, and antitrust concerns.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1231 - Administrative Law (3-0-3)
This course discusses how attorneys and paralegals interact before administrative agencies. The course includes a discussion of statutory law and administrative rules, in areas such as environmental and social security law. Elective : PARA 1109
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1233 - Employment Law (3-0-3)
This course includes an in-depth discussion of federal and state employment, discrimination and disability statutes, the role of paralegals, and how attorneys interact in court and before administrative agencies.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 1235 - Current Law Office Issues (3-0-3)
This course will involve the student in practical problem solving and presentation exercises in day-to-day law office scenarios.
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109

PARA 2222 - Occupational Internship (1-10-3)
A minimum of 150 hours of on-the-job Paralegal training in an approved work situation. Students work an average of 10-15 hours each week. Prerequisite: Completion of at least 75% of all Paralegal career courses.

PUBLIC SAFETY (PSAF)

PSAF 1011 - Emergency Communications (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.

PSAF 1012 - Radio Operations, Liability, & Responsibility (2-2-3)
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.

PSAF 1013 - Police and Fire Communications (2-2-3)
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 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. 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.

PSAF 1014 - Medical/EMS Communications (2-2-3)
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 service agencies. Medical vocabulary, medical responses, medical call information 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 1015 - Crisis Intervention, Stress Management and Professional Development (2-0-2)
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. 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.

PSAF 2222 - Occupational Internship and/or Educational Experience (1-6-1)
Students will participate in a clinical internship with an approved 911 center.

RAILROAD OPERATIONS (RAIL)

RAIL 1101 - History of Railroad Transportation (3-0-3)
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.

RAIL 1110 - Introduction to Railroad Technical Careers (3-0-3)
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

RAIL 2201 - Introduction to Railroad Operations (3-0-3)
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.

RAIL 2210 - Introduction to Railroad Safety, Quality, and Environment (3-0-3)
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.

RAIL 2220 Conductor Service and Operations (3-0-3)

RAIL 2221 General Code of Operating Rules (3-0-3)

RAIL 2225 Conductor Field Application (3-0-3)

SUPERVISION (SUPR)

SUPR 1101 - Interpersonal Employee Relation (3-0-3)
This is an applied course which provides a general knowledge of the human relations aspects of the workplace environment. Topics include establishing effective employee relations, human values and attitudes, organizational communications, conflict resolution, approaches to employee counseling and disciplinary techniques, common causes of disciplinary problems, and shaping positive behavior. Role-play simulations and case studies will be utilized in this course.

SUPR 1103 - Leadership & Teamwork (3-0-3)
This is an applied course which familiarizes the student with the method 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. The case study method, and leadership inventories are utilized in this course.

SUPR 1104 – Personnel Administration for Supervision (3-0-3)
This is an applied course which 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; and guidelines which dictate personnel actions. Participation in mock employee meetings, employee interviews, and preparation of sample job descriptions are components of the course.

SUPR 1107 - Training and Performance Evaluation (3-0-3)
This is an applied course which shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics include training techniques for maximum effectiveness; the role of the supervisor in the training process; steps in training how to successfully use the performance evaluation. Development of a training module and the preparation and completion of a performance evaluation are components of the course.

SUPR 2222 - Occupational Internship and/or Educational Experience (1-10-3)
Majors secure employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in an area related to their specialty. Interns complete weekly reports and a project related to the specific career interest. A minimum of 225 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours.

SUPR 2251 - Introduction to Industrial and Services Supervision (3-0-3)
This applied course develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis is placed for personnel management, the basic supervisory skills and techniques, and the special challenges and demands of supervising employees.

TECHNOLOGY MANAGEMENT (TECH)

TECH 1101 – Computers & the Internet (2-2-3)
An introduction to computer terminology and concepts that involves computer networking, including the use of Ethernet connections, e-mail, and the internet; the Windows 95 operating system; an introduction to keyboarding; and the basic components of Microsoft Office, including Microsoft Word, Excel, Access, and Powerpoint.

TECH 3110 - Introduction to Technology Management (3-2-4)
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 BBA.*

TECH 4098 – Internship (1-10-3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 225 hours of work experience related to Technology Management is required.

TECH 4800 - Selected Topics in Technology Management (3-0-3)
A study of selected topics/problems to student needs under the guidance and supervision of a faculty member.

TELECOMMUNICATIONS (TELE)

TELE 2210 - Analog Communication Principles (3-2-4)
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.
Prerequisite: ELEC 1107.
Corequisite: ELEC 2201.

TELE 2212 - Specialized Communications Systems (2-2-3)
An introduction to transmission lines, fiber optics, antennas and wave propagation. Special emphasis is given to fiber optics communications systems, satellite communication systems, spread spectrum techniques and frequency synthesis.
Prerequisite: TELE 2210.

TELE 2215 - Telephone Systems (2-2-3)
A study of modern telephone switch gear and control devices. Topics covered include switching systems, SS7 signaling, and related topics.
Prerequisite: ELEC 1107.

TELE 2220 -FCC Rules and Regulations (3-0-3)
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: ELEC 2201.

TELE 2222 – Occupational Internship and/or Cooperative Education Experience(1-10-3)
Students secure paid employment in supervised and approved work situations to further their occupational skills, technical competence, and attitudes in the area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program.

TELE 2233 – Selected Topics and Problems (1-10-3)
A study of selected topics/problems common to student needs under the guidance and supervision of a faculty member. Variable credit from 1 to 3 semester hours.
Prerequisite: Technology major and permission of program advisor.

COURSES NOT AFFILIATED WITH A SCHOOL

EXPERIENTIAL LEARNING-ALTERNATION (EXLA)

EXLA 2950 - Alternating Cooperative Education
Student participates in full-time work experience related to his/her field of study one semester and enrolls as a full-time student during alternating semester. Minimum of two semester of work experience. A student maintains full-time status during the semesters of employment.

EXLA 2960 - Alternating Cooperative Education
Student participates in full-time work experience related to his/her field of study one semester and enrolls as a full-time student during alternating semester. Minimum of two semesters of work experience. A student maintains full-time status during the semester of employment.

EXLA 2970 - Alternating Cooperative Education
Student participates in full-time work experience related to his/her field of study on semester and enrolls as a full-time student during alternating semester. Minimum of two semesters of work experience. A student maintains full-time status during the semesters of employment.

EXLA 2980 - Alternating Cooperative Education
Student participates in full-time work experience related to his/her field of study one semester and enrolls as a full- time student during alternating semesters. Minimum of two semesters of work experience. A student maintains full-time status during the semesters of employment.

EXPERIENTIAL LEARNING-INTERN (EXLI)

EXLI 2950 - Internship
A one semester, 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 student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status.

EXLI 2960 - Internship
A one semester, 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 agencies needs. This course number is not used if student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status.

EXLI 2970 - Internship
A one semester, 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 student is enrolled in an internship for course credit.

EXLI 2980 - Internship
A one semester, non-credit 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 student is enrolled in an internship for course credit. EXLI cannot be included in determining full-time status.

EXPERIENTIAL LEARNING-PARALLEL (EXLP)

EXLP 2950 - Parallel Cooperative Education
A guided, multi-semester 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. A student maintains full-time status by being enrolled in a minimum of ten semester hours while working in a parallel co-op position.

EXLP 2960 - Parallel Cooperative Education
A guided, multi-semester 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. A student maintains full-time status by being enrolled in a minimum of ten semester hours while working in a parallel co-op position.

EXLP 2970 - Parallel Cooperative Education
A guided, multi-semester 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. A student maintains full-time status by being enrolled in a minimum of ten semester hours while working in a parallel co-op position.

EXLP 2980 - 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. A student maintains full-time status by being enrolled in a minimum of ten hours while working in a parallel co-opposition.

INFORMATION TECHNOLOGY (ITEC)

ITEC 1001 - Communications Software Applications
Students will analyze online interaction including e-mail, newsgroups, listservs, chat rooms, threaded discussions, online surveys, net meetings, and other techniques can be used to solve communications problems.

IMPORTANT NOTE: Students must have basic familiarity with Windows and word processing before enrolling in this course and must have established and used a CCSU e-mail prior to the end of the first week of this course. Prerequisite(s): COMM 1001

WRITING LAB (WLAB)

WLAB 1999 - Writing Skills Laboratory I (0-2-1)
A structured and graded laboratory administered by the Learning Center designed to enhance writing skills needed in the disciplines and other contexts. Enrollment is restricted to students referred by the Department of Humanities.

WLAB 2999 - Writing Skills Laboratory II (0-2-1)
A structured and graded laboratory administered by the Learning Center designed to enhance writing skills in major disciplines. IMPORTANT NOTE: Any student whose official major field writing assessment profile fails to meet the established standard must enroll in WLAB 2999 each subsequent term until the student has earned a grade of C or better in the course. (Students required to take WLAB 2999 who do not register for it are subject to having their registrations for other courses cancelled). (This course is open only to students who are required to take it).

CAREER PLANNING (CAPL)

CAPL 1000 – Career Planning (1-0-1)
Provides opportunity to develop career decision making skills through exploration of the process of self-assessment, research, planning and marketing.

Chapter 11
SERVICES FOR STUDENTS

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 chapter 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.

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 70,000 volumes, all of which can be accessed by catalogs. In addition, the library subscribes to 750 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 175,000 microforms housed in the library. Reserve materials and audio-visual software may be checked out from the circulation desk; the library owns more than 16,000 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. Sixty carrels are equipped with Internet connections. 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 on the library's web page. 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 and may be initiated from the library's web page.

The Clayton College & State University Library participates in GALILEO, the statewide library initiative. GALILEO provides access to numerous periodical and information databases and over 2,000 full-text periodicals. Additionally, the library subscribes to several CD-ROM databases including *MEDLINE, CINAHL, SIRS Renaissance, 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. Nearly 90,000 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 library welcomes suggestions for improvements in its service 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.

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 that includes specialists in communications, math, basic software skills, 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 supplement 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 do the following:

- 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, communications, and basic computer skills. This includes furnishing students with educational software programs, hardcopy materials such as worksheets, audio and/or video instructional materials, workshops, 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
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.

A series of workshops, called Notebook 101, are offered at the beginning of each semester to introduce students to their computer's operating system and selected software.

In addition to instructional support, assessment is a 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.

STUDENT COMPUTING SERVICES
The Instructional Technology Project (ITP)

All students at Clayton College & State University are issued powerful multimedia notebook computers with full Internet/Web access. Students 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.

The Information Technology Project is the first such program among non-residential colleges, and the largest-ever deployment of notebook computers in the higher education setting, ITP addresses such challenges to education as:

- the increase in the number of non-traditional students... those students who are employed and have family responsibilities, and for whom continuous learning is a requirement for employment;
- the possible cutback of conventional financial support through appropriations from the General Assembly and the Governor;
- the increase in information, and access to information, requiring education to change its core methods of teaching;
- information technology becoming central to teaching and management in higher education.

ITP includes the Universal Personal Information Technology Access (UPITA™) for every student and faculty member. The heart of UPITA is equipping each faculty member and student with a personal notebook computer. Additional aspects of the program include remote, off-campus Internet access, walk-up and telephone computer user assistance, on-campus repair of the notebook computers, and the renovation and equipping of classrooms and other facilities to accommodate notebook computer use.

ITP also includes the Universal Campus Card (LINX) which serves as the official student identification card and provides access to campus services such as the Library, food court, copy center, vending machines, Campus Store, computer printing service, and building security. Additional functions of the LINX card include banking services, telecommunications services, and financial aid processing.

The cost of UPITA™ is partially covered by a $300.00 per semester Information Technology Fee. (See the Financial Information section of this catalog.) The balance of the cost of UPITA™ is underwritten by state and private

funds as authorized by the Board of Regents. Most student financial aid will apply toward the Information Technology Fee; for more information contact the Financial Aid Office.

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.

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, mail, and World Wide Web.
- 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 Office of Career Services must purchase a designated software package that provides resume referral and web access of resumes to employers. This software also enables students to produce individual, professional-quality resumes.

EXPERIENTIAL LEARNING: 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 experiential learning, 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.

Students must meet program standards in order to participate in experiential learning. These include, but are not limited to, number of hours earned and GPA. A student must earn and maintain at least a 2.00 institutional GPA, but academic departments and area employers reserve the right to set higher GPA requirements.

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 CCSU Counseling, Advising, and Retention Center (CARE) provides counseling and advising support services to help Clayton State students develop strategies for academic success and become more effective personal managers.

ACADEMIC PLANNING & ADVISING SUPPORT

The CARE Center provides support to undecided freshmen taking core curriculum classes. Assistance includes exploring majors and programs of study, developing realistic educational goals and plans, considering alternatives, and evaluating consequences of decisions. CARE provides seminars and handouts for students who wish to learn effective study skills, such as time management, note-taking, test-taking, and overcoming procrastination. CARE staff assist students with understanding CCSU policies and provide advising and registration for select student groups (e.g., Freshman Scholars).

COUNSELING ASSESSMENT & REFERRALS

The CARE Center provides counseling services for students experiencing concerns that could impede successful academic performance. Counselors help students with reducing stress; balancing roles and responsibilities; developing academic confidence and improving performance; clarifying interests, motivations and purpose; and making effective decisions. CARE services include assessment and referral for students best served by extended or clinical/medical services.

CARE services are available to currently enrolled Clayton State students, are primarily short-term in nature, and are usually free. Some services involve a nominal fee to offset the costs of testing/assessment resources.

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 devices
- 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
Student Center Building

The Director of the 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 many 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

Musical ensembles on campus include the Collegiate Chorale, Jazz Band, Jazz Combos, the Camerata (an early music group), the South Metro Concert Band, and a Chamber Orchestra. Students interested in auditioning should contact the Department of Music at 961-3609. Academic credit can be received for participation in campus ensembles.

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 & Enrollment Services Committee. The function of the SGA is to provide for the general welfare of the student body by 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. The Admissions Office also makes admissions decisions and communicates with all new students regarding the application process.

Procedures and requirements for admission to the University are explained in the Admissions Information chapter 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 and verification of enrollment 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 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 encouraged to select a personal health care provider and to secure health care services.

The University operates a nurse-managed clinic in Student Center, Room 207. Limited services are available through this clinic, including health examination assessments, physical examinations, immunizations, and selected laboratory tests.

On-campus emergencies are handled by the Department of Public Safety (770-961-3540, STC-209).

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 the Department of Public Safety and must display an official hang tag. A parking service fee is charged all students. (See the Financial Information section of this catalog.) The campus police are responsible for enforcing parking and traffic regulations. Emergency telephones are located in the parking lot.

STUDENT MEDIA – *THE BENT TREE*

Student interested in working on *The Bent Tree,* the internet-based student newspaper, should contact the Office of Advancement in the Administration Building.

AUXILARY SERVICES FOR STUDENTS

CAMPUS STORE – Student Center Building, lower level (770-961-3480)

The CCSU campus story is a full service facility for the following:

- new and used textbooks
- general and special order books
- school and office supplies
- computer software and guide books
- backpacks
- gifts and cards
- University insignia merchandise
- book buyback program

The store accepts cash, check, Visa, MasterCard, and the CCSU LINX card.

Refund Policy:

- Register receipt is required
- required textbooks for the current semester may be returned no later than the date posted in the Campus Stor or on the receipt
- When the text or any part of the text materials are sealed in plastic, it is not returnable if it is opened
- Any textbook returned must be resellable, i.e. clean, unmarked, and undamaged

Technology Store and Copy Center:

Located adjacent to the main campus store, the Technology Store and Copy Center has an inventory of computer sofeware and hardwre designed to help students, faculty, and staff take full advantage of CCSU's Information Technology Project. The full-service copy center offers assisted and self-service photocopying, tranparencies, faxing, laminating, and binding.

Hours: Monday – Thursday 8:00 a.m. to 8:00 p.m.
Friday, 8:00 a.m. – 2:00 p.m.

FOOD SERVICES – Lower level of the Student Center and Vending

Food Services provides a variety of menus for breakfast, lunch, and dinner. Selections include a salad bar; deli sandwiches; grill items; daily hot entrees; Chick-Fil-A® products, snacks, and hot and cold beverages.

Operating hours are Monday – Thursday from 7:30 a.m. to 8:00 p.m. and 7:30 a.m. to 2:00 p.m. on Friday.

Vending Machines are located in most buildings on campus.

Both the Student Center Food Court and vending machines will accept the LINX care in payment.

LINX CARD

The LINX card is the official CCSU student ID. It is accepted as photo identification for access to an array of services on campus. The LINX account gives students access to an electronic system which allows cardholders to pre-deposit funds onto the LINX card then conveniently use it as a declining balance cash card on campus for campus store, Food Court, vending, and other purposes.

Students will be given the opportunity to use their LINX card for access to commercial telephone and banking services via AT&T and Wachovia. These services are optional for the student.

INTERCOLLEGIATE ATHLETICS

Clayton College & State University Athletics was started in 1990 with one sport, men's basketball. Today, the program features 10 sports and competes at the NCAA Division II level in the Peach Belt Athletic Conference. The program includes 10 teams, five male and five female, which compete in six sports:

- men's and women's basketball
- men's and women's soccer
- men's and women's cross country
- men's and women's track
- women's tennis
- men's golf.

Earlier, while part of the Georgia Athletic Conference, the Lakers and Lady Lakers earned four championships and made three appearances in national tournaments. Now in the Peach Belt, the Lakers and Lady Lakers face such 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 August 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 responsibility 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.

Chapter 12
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.

Current regulations and procedures for Financial Aid programs established by the Federal and State governments or other outside agencies supercede any provisions of this chapter.

FEE PAYMENT FOR STUDENTS WITH FINANCIAL AID

Students receiving financial aid must closely follow procedures as indicated by the Office of Financial Aid and the Bursar's Office in order to make sure that their financial aid is credited to their accounts at class registration time each semester. Payment procedures are explained in the published Schedule of Classes. A student who neglects to follow proper payment procedures may find that the courses that he or she registered for have been dropped for non-payment.

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-secondary 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 semester, based upon the amount of individual financial need. There is also the opportunity to work between semesters. 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 a student

indicates that he or she is interested in borrowing, the Financial Aid Office will determine 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 repayment. If the student still owes any money on the Stafford Loan after four years, the interest rate increases to 10%. If a student borrowed from the Stafford Loan Program for the **first** time after October 1, 1992, the interest rate is variable. The current interest rate for new borrowers may be obtained from the Office of Financial Aid at Clayton 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 $3,000 per academic year for direct and indirect educational expenses for a maximum of two years.

A student is eligible to enter the PROMISE program only during his or her junior year. The student must have at least 60 and no more than 90 semester 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 Office of Financial Aid.
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 1998, you must have the Financial Aid Office of each school you attended send the Financial Aid Transcript (FAT) to the Office of Financial Aid 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 semesters may need to apply for re-entry.
5. Other documents, such as federal tax returns for students and parents, birth certificates, and military discharges, 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 1998,
   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 semester grade point averages. Eligibility for financial aid shall be restored only after such students have returned to college for at least one semester, completed at least six semester hours, and regained good academic standing.
   b. A student will not be eligible for financial aid if, after enrolling in 20 or more semester 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 40 or more semester 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 required for 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 will be eligible to receive aid for a maximum of 150% of the hours required to complete his or her major. The symbols *F, W, WF,* and *I* received for courses will be included as part of the semester 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 30 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 financial 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 the Selective Service if the 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 is disbursed each semester. Students who are eligible for grants and scholarships will have these funds credited to their account each semester.
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 semester. 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 chapter 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 30 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 or 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 SCHOLARSHIPS

A common application form for *most* University-administered scholarships is available from the Office of Student and Enrollment Services in January for the upcoming academic year. The priority application deadline is in early April. 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

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 Core Curriculum 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 and an ongoing scholarship to cover the University technology fee (the portion not covered by HOPE or other aid). 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 complete a separate Honors Program application and meet the following minimum qualifications. Meeting minimum qualifications does *not* guarantee acceptance.

- Academic GPA of 3.00 in high school college preparatory courses.
- 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 at (770) 961-3500.

Chapter 13
CONTINUING EDUCATION AND COMMUNITY OUTREACH

CONTINUING EDUCATION AND COMMUNITY OUTREACH

PROGRAMS

JOB TRAINING PARTNERSHIP ACT (JTPA)

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 or 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 university 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 multi-purpose room, and a specially designed conference room where area businesses can hold board meetings. This facility also contains a three 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 or Georgia, or through institutional cooperation. During the last year, 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. Course 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 ate 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 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 250,000 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.

The Clayton College & State University Speaker's 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

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.

BUSINESSS RESOURCE CENTER

The Business Resource Center (BRC) specializes in the development and delivery of customized training programs for business and industry. These training programs include but are not limited to management, customer service, technical skills, language and computer software. For convenience, classes can be delivered on site at the company location.

Technical skills classes are offered in both electrical and mechanical areas. These classes are performance based and utilize instruction, interactive computer software and hands-on training.

In addition, the BRC helps individual workers maintain competitiveness through its series of management and technical training programs such as Supervision, Leadership Skills, Fiber Optics, General Maintenance and Programmable Logic Controllers.

The Business Resource Center utilizes instructors who have a wide variety of Business and Industry experience.

FOR FURTHER INFORMATION CALL (770) 961-3438.

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 of 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.

Chapter 14
UNIVERSITY HISTORY AND RELATED INFORMATION

UNIVERSITY HISTORY

UNIVERSITY SYSTEM OF GEORGIA

CLAYTON COLLEGE & STATE UNIVERSITY FOUNDATION, INC

UNIVERSITY FACILITIES

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 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 College'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.
September1981	College establishes the Division of Technology (changed to the School of Technology in 1986).
September1983	College receives a three-year $237,000 grant from the U.S. Department of Education to develop a comprehensive general education program.
May 1985	Board of Regents authorizes conversion of Clayton from a two-year to a four-year institution.
May 1985	College receives $1 million gift honoring the late Dr. Walter P. Spivey to be used to design and construct a music recital hall on the campus.

June 1985	The Charles Schmidlapp Conklin Chair of Finance, the College's first faculty Chair, is established in honor of the late Charles S. Conklin, long-time Clayton County banker and member of the College Foundation's Board of Trustees.
February 1986	Board of Regents authorizes new organizational structure for Clayton as a four-year institution, effective July 1, 1986.
May 1986	Board of Regents authorizes name change to Clayton State College, effective July 1, 1986.
July 1 1986	College officially becomes Clayton State College.
September 1987	Upper-level classes in Business Administration are added to the curriculum.
September 1987	University opens first off-campus facility with classes beginning in the Aircraft Mechanics Program in Jonesboro.
June 1988	University 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	University awards its first Bachelor of Business Administration degrees.
June 1990	University awards its first Bachelor of Science in Nursing degrees.
June 1990	University awards its first Associate of Applied Science in Aviation Maintenance Technology degrees.
November 1990	University enters into intercollegiate athletic competition with men's basketball.
December 1990	University opens the Continuing Education Center.
January 1991	University opens Spivey Hall.
September 1991	Upper-level classes leading to the Bachelor of Music are added to the curriculum.
November 1991	University expands intercollegiate athletic program with addition of women's basketball.
May 1992	University holds inaugural concerts dedicating the Albert Schweitzer Memorial Organ in Spivey Hall.
May 1992	University receives $150,000 grant from BellSouth Foundation to design and implement a baccalaureate degree program in teacher education.

June 1993	University awards its first Bachelor of Music degrees.
August 1993	University 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 University's second President.
Spring 1995	University 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.
1995-1996	University 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 Administration.
August 1996	University 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.
January 1998	Distribution of notebook computers to all students completed.
March 1998	Men's and Women's Track added as ninth and 10th sports.
May 1998	Board of Regents approves Information Technology degrees and New College.
August 1998	University goes to Semester system of classes.

THE 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-

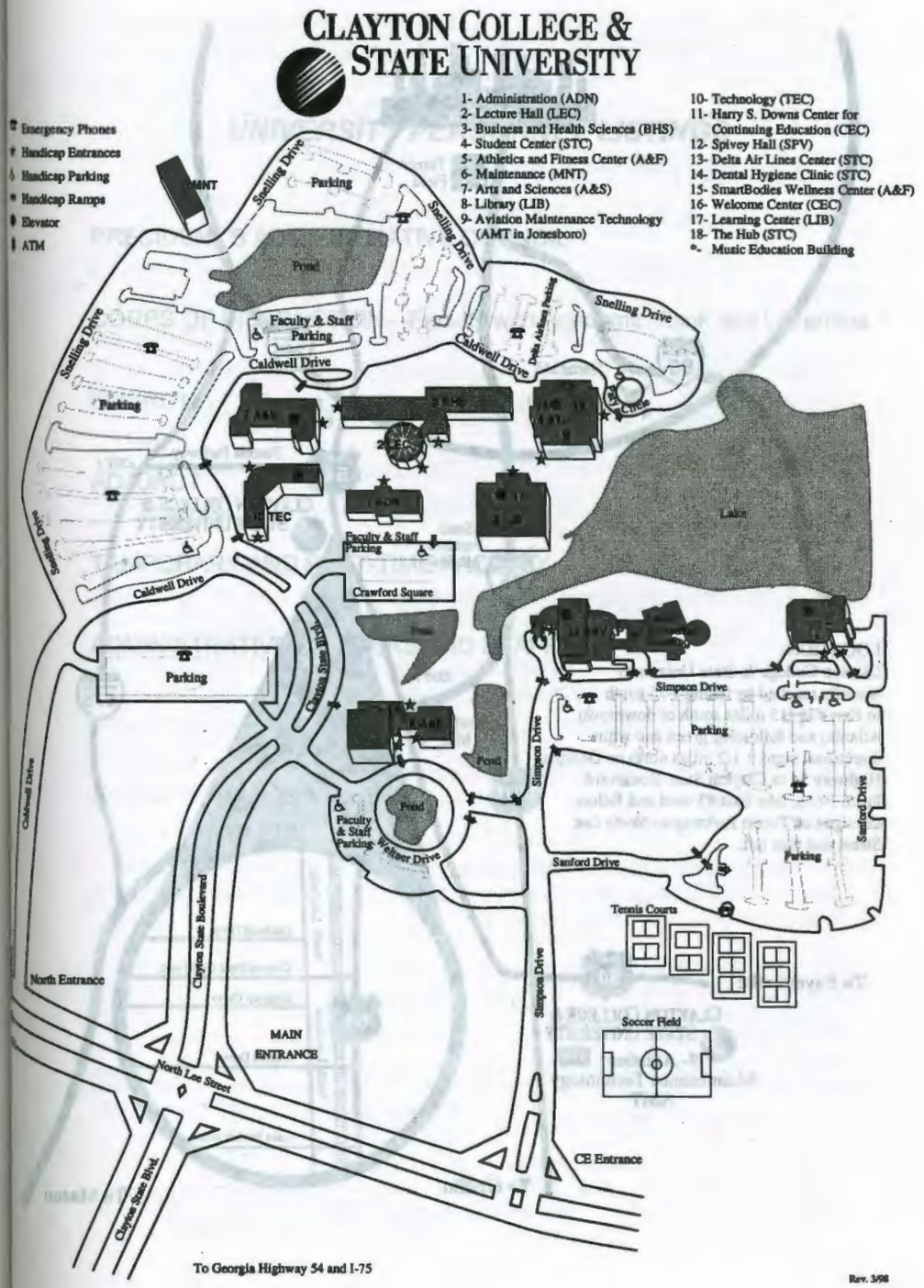
TEC. The TECHNOLOGY BUILDING includes laboratories, classrooms and faculty offices for programs offered through the school of Technology and classrooms and office spaces for the Department of Teacher Education.

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.



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.

MEMBERS OF THE BOARD OF REGENTS

			Current Term
THOMAS F. ALLGOOD, SR.	Augusta	Tenth District	1993-2000
SHANNON L. AMOS	Columbus	Third District	1997-2000
DAVID H. (Hal) AVERITT	Statesboro	First District	1997-1999
JUANITA P. BARANCO	Lilburn	Fourth District	1997-1998
KENNETH W. CANNESTRA	Atlanta	Sixth District	1994-2001
S. WILLIAM CLARK, JR.	Waycross	Eighth District	1992-1999
J. TOM COLEMAN, JR.	Savannah	State-at-Large	1995-2002
A.S. (BILL) DAHLBERG	Atlanta	State-at-Large	1997-2004
JOHN HUNT	Tifton	Second District	1997-2004
EDGAR L. JENKINS	Washington, DC	Ninth District	1994-2001
CHARLES H. JONES	Macon	State-at-Large	1995-2002
DONALD M. LEEBERN	Atlanta	State-at-Large	1991-1998
ELRIDGE W. McMILLAN	Atlanta	Fifth District	1996-2003
EDGAR L. RHODES	Bremen	Seventh District	1992-1999
WILLIAM B. TURNER	Columbus	Third District	1993-2000
GLENN S. WHITE	Lawrenceville	Eleventh District	1997-1998

COMPREHENSIVE AND SPECIAL PURPOSE UNIVERSITIES

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

Georgia State University
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

REGIONAL UNIVERSITIES

Georgia Southern University
Statesboro, Georgia 30460
(912) 681-5211—GIST 364-5211

Valdosta State University
North Patterson Street
Valdosta, Georgia 31698
(912) 333-5952—GIST 343-5952

SENIOR COLLEGES

Albany State University
504 College Drive
Albany, Georgia 31705
(912) 430-4604—GIST 341-4604

Armstrong Atlantic State University
11934 Abercorn Street Ext.
Savannah, Georgia 31419
(912) 927-5258—GIST 369-5258

Augusta State University
2500 Walton Way
Augusta, Georgia 30910
(706) 737-1440—GIST 337-1440

Clayton College & State University
5900 No. Lee Street
Morrow, Georgia 30260
(770) 961-3531—GIST 220-3531

Columbus State University
4225 University Avenue
Columbus, Georgia 31907
(706) 568-2211—GIST 251-2211

Fort Valley State University
1005 State College Drive
Fort Valley, Georgia 31030
(912) 825-6315—GIST 327-6315

Georgia College & State University
231 West Hancock
Milledgeville, Georgia 31061
(912) 453-5269—GIST 324-5269

Georgia Southwestern State University
Wheatly Street
Americus, Georgia 31709
(912) 928-1360—GIST 345-1360

Kennesaw State University
3450 Frey Lake Road, N.E.
Marietta, Georgia 30061
(770) 423-6033—GIST 228-6033

Macon State College
College Station Drive
Macon, Georgia 31297
(912) 471-2712—GIST 323-2712

North Georgia College & State University
Dahlonega, Georgia 30597
(706) 864-1993—GIST 244-1993

Savannah State University
Savannah, Georgia 31404
(912) 356-2240—GIST 362-2240

Southern Polytechnic State University
1100 S. Marietta Parkway
Marietta, Georgia 30060
(770) 528-7230—GIST 224-7230

State University of West Georgia
Carrollton, Georgia 30118
(706) 836-6442—GIST 232-6442

TWO-YEAR COLLEGES

Abraham Baldwin Agricultural College
2802 Moore Highway
Tifton, Georgia 31794
(912) 386-3242—GIST 342-3242

Atlanta Metropolitan College
1630 Stewart Avenue, S.W.
Atlanta, Georgia 30310
(404) 756-4441--GIST 279-4441

Bainbridge College
U.S. Highway 84E
Bainbridge, Georgia 31717
(912) 248-2510—GIST 346-2510

Brunswick College
Altama at Fourth
Brunswick, Georgia 31523
(912) 264-7201—GIST 365-7201

Dalton College
213 N. College Avenue
Dalton, Georgia 30720
(706) 272-4438—GIST 235-4438

Darton College
2400 Gillionville Road
Albany, Georgia 31707
(912) 430-6705—GIST 341-6705

DeKalb College
3251 Panthersville Road
Decatur, Georgia 30024
(404) 244-2364—GIST 275-2364

East Georgia College
131 College Circle
Swainsboro, Georgia 30401
(912) 237-7831—GIST 333-4200

Floyd College
U.S. 27S
Rome, Georgia 30162
(706) 295-6328—GIST 231-6328

Gainesville College
Mundy Mill Road
Gainesville, Georgia 30403
(706) 535-6210—GIST 246-6210

Gordon College
419 College Drive
Barnesville, Georgia 30204
(770) 358-5015—GIST 258-5015

Middle Georgia College
Sarah Street
Cochran, Georgia 31014
(912) 934-3011—GIST 325-3011

South Georgia College
Douglas, Georgia 31533
(912) 383-4202--GIST 347-4202

Waycross College
2001 Francis Street
Waycross, Georgia 31501
(912) 285-6134—GIST 368-6134

Skidaway Institute of Oceanography
P.O. Box 13687
Savannah, Georgia 31416
(912) 598-2325—GIST 360-2480

THE CLAYTON COLLEGE & STATE UNIVERSITY FOUNDATION, INC.

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.

Current members of the Board are:

Officers

Mr. Harmon M. Born, Rex, *Chairman*
Dr. Manolo B. Apanay, Morrow, *Vice Chairman*
Ms. Sherry D. Hamilton, Jonesboro, *Secretary/Treasurer*
Ms. Claire H. Crumbley, McDonough, *Assistant Treasurer*

Trustees

Dr. James L. Askew, Riverdale
Ms. Kathlyn F. Barksdale, Conyers
Mr. Guy L. Benefield, Morrow, *Emeritus*
Mr. S. Truett Cathy, Hampton
Mr. Ernest L. Cheaves, Forest Park
Mr. Thomas B. Clonts, Jonesboro
Mr. C.S. Conklin II, Jonesboro
Dr. Stephen D. Dolinger, Atlanta, *Ex officio*
Dr. Harry S. Downs, Conyers, *Emeritus*
Mr. Bruce B. Gant, Jr., Jonesboro
Dr. Joe A. Hairston, Jonesboro, *Ex officio*
Mr. Booker T. Izell, East Point
Ms. Lanelle U. LaRue, Lake City
Dr. Elizabeth H. Marshall, Jonesboro
Dr. Henrietta C. Miller, Atlanta
Mr. W. Cameron Mitchell, Hampton
Mr. G. Robert Oliver, Jonesboro
Mr. Hill R. Redwine, Fayetteville
Mr. Carl G. Rhodenizer, Lake City
Mr. H. Lindy Rogers, Lovejoy
Mr. Woody Shelnutt, Fayetteville
Dr. Richard A. Skinner, Jonesboro, *Ex officio*

Mr. Ernest L. Stroud, Jonesboro, *Emeritus*
Mr. Roderick A. Suarez, Jonesboro
Mr. M. Allan Vigil, Fayetteville
Mr. Thomas J. Wicker, McDonough
Mr. James M. Wood, Jr., Forest Park

UNIVERSITY FACILITIES

USE OF UNIVERSITY FACILITIES

Facilities and equipment of Clayton College & 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 it 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 arc 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.

Requests to use facilities by chartered student organizations shall he approved in accordance with guidelines set in the Clayton College & State University handbook, Student Organization Rights and Responsibilities Section III 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 aid 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. Renovation into a multimedia learning center is scheduled to begin in January 1999.

BHS. The BUSINESS AND HEALTH SCIENCES BUILDING contains general classroom and special purpose rooms and laboratories for science and nursing; and offices for the School of Business and the School of Health Sciences.

CEC. The HARRY S. DOWNS CENTER FOR CONTINUING EDUCATION contains offices for Continuing Education; the Small Business Development Center; 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.

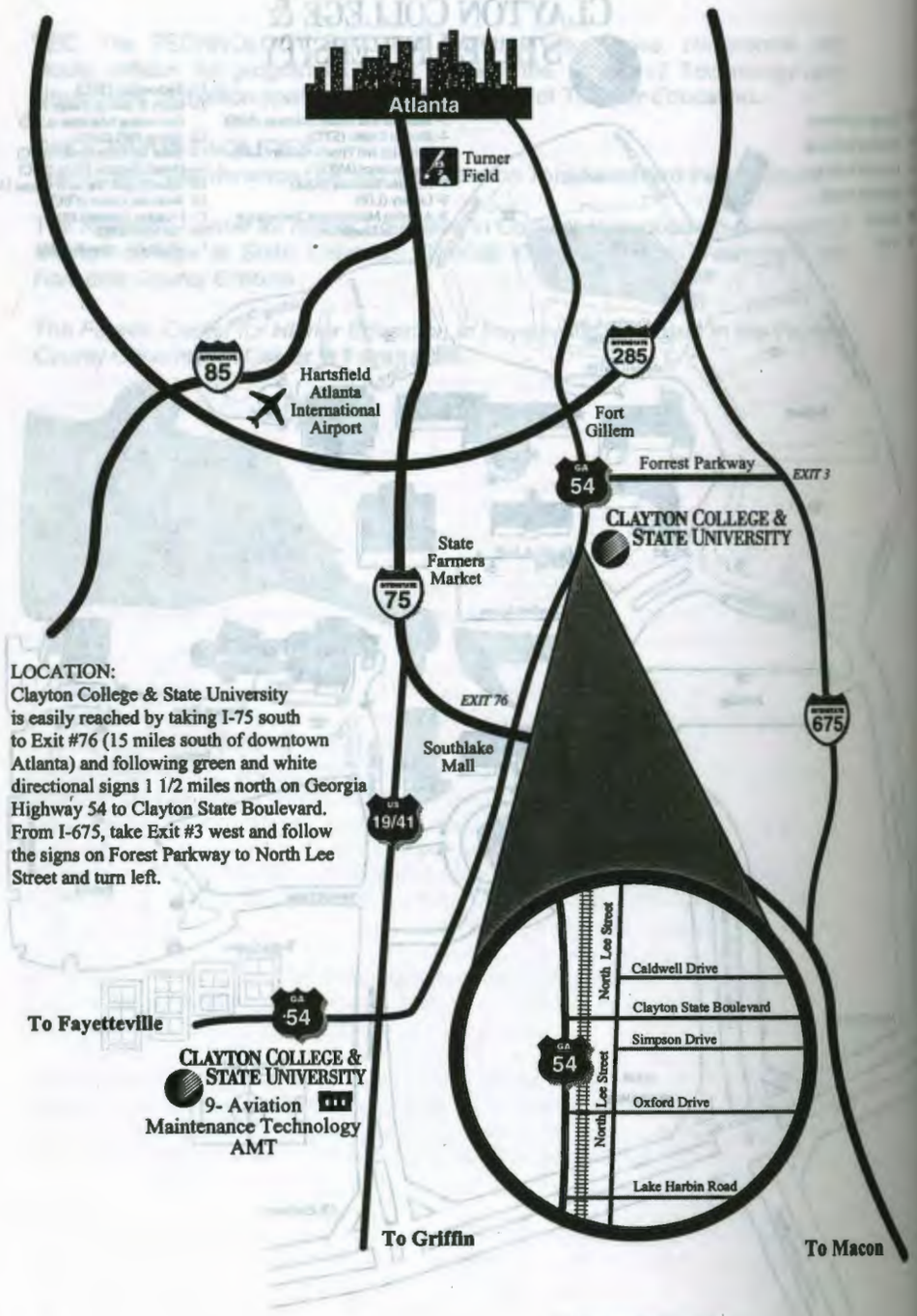
A&F. The ATHLETIC AND FITNESS CENTER contains instructional and activity areas for physical education and athletics, shower and locker rooms for men and women, and faculty offices. Included are a multi-use gymnasium, classroom space, the SmartBodies fitness center, a weight room, and a lobby and exhibit 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. 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 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.



CHAPTER 15
UNIVERSITY PERSONNEL LISTINGS

PRESIDENT'S ADMINISTRATIVE COUNCIL

CORPS OF INSTRUCTION—Faculty with Academic Rank and Librarians

EMERITI

ADJUNCT

TEMPORARY AND PART-TIME FACULTY

ADMINISTRATIVE OFFICERS AND STAFF

PRESIDENT'S ADMINISTRATIVE COUNCIL

ELLIOTT W. McELROY, Vice President for Academic Affairs.

MICHAEL F. VOLLMER, Interim Vice President for Fiscal Affairs.

NANCY L. GREEN, Vice President for Advancement.

MARTHA JANE THOMPSON, Vice President and Dean of Student and Enrollment Services.

BRYAN P. EDWARDS, Dean of Continuing Education/Public Service and Executive Director of Community Outreach.

H. MASON BARFIELD, Director of Athletics and Instructor of Physical Education.

SHERRYL NELSON, Director of Spivey Hall.

VICKIE D. BOOTH, Executive Director of Information Technology and Services.

CORPS OF INSTRUCTION -- Faculty with Academic Rank and Librarians

JANNIE R. ADAMS, Instructor of Medical Assisting
B.S.N., Albany State University, 1978; M.S.A., Central Michigan University, 1987.

SHAUN M. AMOS, Assistant Professor of Music
B.A., David Lipscomb College, 1988; M.M., University of Alabama, 1991; D.M.A., University of Alabama, 1994.

H. LARI ARJOMAND, Professor of Business
B.S., National University of Iran, 1966; M.S., Southern Illinois University, 1971; Ph.D., The University of Oklahoma, 1980.

HUGH M. ARNOLD, Assistant Professor of Political Science
A.B., University of Georgia, 1968; M.A., Georgia State University, 1975; Ph.D., University of Nebraska, 1980.

CATHERINE C. AUST, Head of the Department of Mathematics and Professor of Mathematics
B.S., University of Georgia, 1968; Ph.D., Emory University, 1973.

GLENDA P. AVERY, Assistant Professor of Nursing
Diploma, Piedmont Hospital, 1968; B.S.N., Mississippi University for Women, 1989; M.S.N., Mississippi University for Women, 1990.

H. MASON BARFIELD, Director of Athletics and Instructor of Physical Education
B.S.Ed., Valdosta State University, 1982; M.Ed., Valdosta State University, 1985.

THOMAS V. BARNETT, Professor of English
B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971; Ph.D., Georgia State University, 1982.

JOAN W. BASS, Instructor of Office Administration Technology
B.S.Ed., University of Georgia, 1974; M.Ed., Georgia State University, 1979.

EUGENIA S. BEARDEN, Assistant Professor of Dental Hygiene
A.S., DeKalb College, 1980; B.S.Ed., Georgia State University, 1985; M.Ed., Georgia State University, 1990.

ROBERT D. BECKER, Dean of the School of Arts and Sciences and Professor
B.A., University of Colorado, Colorado Springs, 1967; M.A., University of Colorado, Boulder, 1969; Ph.D., University of Colorado, Boulder, 1972.

JOHN C. BECSI, Instructor of Electronics
A.A.T., Augusta Technical Institute, 1985; B.S.E.E.T., Southern Polytechnic State University, 1988.

MARTHA O. BELIVEAU, Associate Professor of Business Education
B.S.Ed., Western Carolina University, 1967; M.A.Ed., Western Carolina University, 1969; Ed.S., Georgia State University, 1981.

GWENDOLYN G. BELL, Public Services Librarian
B.A., Benedict College, 1968; M.S.L.S., Atlanta University, 1974.

LEE W. BELL, Instructor of Medical Assisting
Diploma, Grady Memorial Hospital School of Nursing, 1958; B.S.N., Medical College of Georgia, 1973.

PERRY Z. BINDER, Assistant Professor of Paralegal Studies
B.A., Binghamton University, 1981; J.D., State University of New York, Buffalo Law School, 1984.

DENNIS J. BLADINE, Assistant Professor of Avionics
B.S., Bob Jones University, 1977.

ROBERT C. BOLANDER, Community Liaison and Assistant Professor of History
B.A., College of William & Mary, 1962; M.A., College of William & Mary, 1964.

VICKIE D. BOOTH, Executive Director of Information Technology and Services and Instructor of Mathematics/Computer Science
A.A.S., Danville Community College, 1978; B.S., Averett College, 1984; M.S., University of Evansville, 1988.

NATHAN A. BORCHELT, Instructor of Mathematics
B.S., Newberry College, 1994; M.S.T., University of Florida, 1996.

CHERYL M. BOYD-WADDELL, Associate Professor of Music
B.M., University of Southern California, 1974; M.M., Eastman School of Music, 1976; D.M.A., Eastman School of Music, 1981.

JAMES R. BRAUN, Professor of Chemistry
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washington University, 1976.

JAMES E. BRIGHT, Professor of Mathematics
B.A., Huntingdon College, 1965; M.A., University of Alabama, 1967; Ph.D., Georgia State University, 1980.

D. AMELIA BROUSSARD, Assistant Professor of Health Care Management
B.F.A., Mississippi University for Women, 1974; B.S.N., University of Mississippi, 1978; M.P.H., Emory University, 1986; Ph.D., Georgia State University, 1996.

HELEN D. BROWN, Professor of Biology
A.A., Mars Hill College, 1954; B.S., Appalachian State University, 1956; M.A., Appalachian State University, 1959; Ph.D., University of Florida, 1972.

JOHN G. CAMPBELL, Head of the Department of Natural Sciences and Professor of Physics
B.S., University of Missouri, 1969; M.S., University of Missouri, 1970; Ph.D., University of Florida, 1987.

PEGGY CAPELL, Professor of Mathematics
B.S., University of Montevallo, 1962; M.A., Louisiana State University, 1963; Ph.D., Florida State University, 1973.

C. BLAINE CARPENTER, Professor of Biology
A.A., Lindsey Wilson Junior College, 1962; B.S., West Virginia Wesleyan College, 1964; M.S., Marshall University, 1966; Ph.D., University of Cincinnati, 1972.

DORIS C. CASH, Professor of Business
B.B.A., Georgia State University, 1961; M.B.A., Georgia State University, 1963; D.B.A., Georgia State University, 1965.

SANDRA CHRYSTAL, Assistant Professor of English
B.S., Miami University, 1966; M.A., University of Notre Dame, 1989; Ph.D., University of Notre Dame, 1997.

RICHARD B. CLENDENNING, Instructor of Electronics
B.E.E., Georgia Institute of Technology, 1985; M.S.E.E., Georgia Institute of Technology, 1986.

DEBRA J. CODY, Assistant Professor of Nursing
A.S.N., Northeast Mississippi Junior College, 1971; B.S., Mississippi University for Women, 1976; M.S., Georgia State University, 1985.

LARRY B. CORSE, Professor of English
B.Mus., North Texas State University, 1962; M.Mus., North Texas State University, 1963; M.A., North Texas State University, 1970; Ph.D., North Texas State University, 1972.

SHARON L. CROFT, Assistant Professor of Nursing
Diploma, Methodist Hospital School of Nursing, 1974; B.S.N., West Texas State University, 1975; M.S.N., The University of Texas, 1982.

DEBORAH S. CURLETTE, Associate Professor of Marketing/ Management Technology
B.A., Georgia State University, 1973; M.Ed., Georgia State University, 1976; Ed.S., Georgia State University, 1983; Ph.D., Georgia State University, 1990.

THOMAS B. DAUGHTRY, Professor of Art
B.F.A., University of Alabama, 1967; M.A., University of Alabama, 1968.

CATHERINE G. DEERING, Associate Professor of Nursing
B.S.N., Duke University, 1978; M.S.N., Yale University, 1980; Ph.D., University of Rhode Island, 1991.

KEVIN P. DEMMITT, Assistant Professor of Sociology
B.A., Oregon Bible College, 1983; M.A., Arizona State University, 1986; Ph.D., Purdue University, 1990.

DEBRA F. DURDEN, Assistant Professor of English
B.A., Tift College, 1974; M.Ed., State University of West Georgia & State University, 1977.

THOMAS C. EDDINS, Associate Professor of Drafting and Design Technology
B.S., Eastern Kentucky University, 1971; M.S.Ed., Virginia Polytechnic Institute, 1979; Ph.D., Georgia State University, 1997.

LISA W. EICHELBERGER, Associate Professor of Nursing
B.S.N., University of Alabama at Birmingham, 1975; M.S.N., University of Alabama at Birmingham, 1979; D.S.N., University of Alabama at Birmingham, 1986.

GERALDINE C. FELLS, Associate Professor of Nursing
B.S.N., Florida A&M University, 1965; M.A., University of South Alabama, 1972; M.S., Texas Woman's University, 1978.

DORIS B. FISHER, Associate Professor of History
B.A., Georgia State University, 1971; M.A., Georgia State University, 1976; Ph.D., Emory University, 1990.

WILLIAM F. FISHER, Professor of Chemistry
B.S., Juniata College, 1965; Ph.D., Georgia Institute of Technology, 1970.

ROBERT E. FOX, JR., Director of Library Services
B.B.A., University of Georgia, 1984; M.B.A., University of Georgia, 1985; M.S.L.S., Clark Atlanta University, 1991.

KATHY V. GARRISON, Assistant Professor of Mathematics
B.S., North Georgia College & State University, 1985; M.S., Clemson University, 1987.

FREDERICK GOLDBERG, Associate Professor of English
B.S., Columbia University, 1964; M.A., New York University, 1966; Ph.D., Emory University, 1975.

DEBORAH M. GRITZMACHER, Assistant Professor of Nursing
Diploma, Grady Memorial Hospital School of Nursing, 1970; B.S., Georgia State University, 1979; M.S., Georgia State University, 1983.

F. CHRISTIAN HABERLAND, Assistant Professor of Management
B.A., Ripon College, 1963; M.B.A., Indiana University, 1965; M.B.A., Georgia State University, 1976.

DANIEL E. HALLOCK, Assistant Professor of Management
A.S., Austin Community College, 1978; B.B.A., University of Texas at Austin, 1978; M.A., University of Texas at Austin, 1982; M.B.A. Louisiana Tech University, 1986; D.B.A., Memphis State University, 1992.

REBECCA A. HALYARD, Professor of Biology
B.A., Emory University, 1965; M.S., Emory University, 1967; Ed.D., University of Georgia, 1976.

GREGORY K. HAMPIKIAN, Associate Professor of Biology
B.S., The University of Connecticut, 1982; M.S., The University of Connecticut, 1986; Ph.D., The University of Connecticut, 1990.

SANDRA M. HARRISON, Associate Professor of Psychology
A.B., Mercer University, 1968; A.M., Indiana University, 1975; Ph.D., Emory University, 1987.

EUGENE A. HATFIELD, Professor of History
B.A., Washington & Lee University, 1966; M.A., University of North Carolina, 1973; Ph.D., The University of North Carolina at Chapel Hill, 1979.

DENNIS E. HAUGHT, Assistant Professor of Aviation Maintenance Technology
A.A.S., Community College of the Air Force, 1981; A.S., Troy State University, 1982; B.A.S., Troy State University, 1982; M.S., Troy State University, 1985.

CAROL W. HENSON, Associate Professor of Business Education
B.A., Georgia College & State University, 1965; M.Ed., University of Georgia, 1969; Ed.S., University of Georgia, 1972; Ed.D., University of Georgia, 1980.

DORIS A. HOLLOWAY, Professor of Music
B.F.A., University of Georgia, 1956; M.M., University of Illinois, 1958.

BOYCE J. HONEYCUTT, Assistant Professor of Computer Service Technology
A.A.S., Rutledge College, 1977.

SUSAN F. HORNBUCKLE, Assistant Professor of Chemistry
B.S., Columbus State University, 1985; M.S., Auburn University, 1987; Ph.D., Emory University, 1992.

CHARLES W. HUBBARD, Professor of Marketing
B.B.A., University of Houston, 1963; M.B.A., University of Houston, 1965; Ph.D., University of Arkansas, 1970.

ANNITA W. HUNT, Assistant Professor of Mathematics
B.A., Coker College, 1971; M. Ed., University of Georgia, 1981; Ed.S., University of Georgia, 1983, Ed.D., University of Georgia, 1993.

DEBORAH T. HUNTLEY, Assistant Professor of Nursing
B.S., Boston College, 1972; M.S., Georgia State University, 1978.

RONALD L. JACKSON, Assistant Professor of Philosophy
B.A., University of North Carolina, 1972; J.D., Western State University of Law, 1978; M.A., Emory University, 1989; Ph.D., Emory University, 1990.

JONATHAN H. JAY, Public Services Librarian
B.A., St. Lawrence University, 1963; M.A., University of Connecticut, 1965; M.L.S., Clark-Atlanta University, 1992.

CATHY B. JEFFREY, Catalog Librarian
A.A., Reinhardt College; 1971; B.A., University of Georgia, 1973; M.S., Florida State University, 1974.

HAROLD W. JOSEPH, Professor of Accounting
B.S., Southern University, 1963; M.B.A., University of Chicago, 1968; D.B.A., Louisiana Tech University, 1978.

MARION F. KEY, Assistant Professor of Mathematics
B.S.Ed., Georgia College & State University, 1964; M.Ed., Georgia College & State University, 1969; Ed.S., Georgia State University, 1974.

JOHN H. KOHLER, III, Head of the Department of Social Sciences and Professor of History
B.A., Millsaps College, 1964; M.A., Appalachian State University, 1973; Ph.D., Georgia State University, 1982.

GREGORY S. KORDECKI, Associate Professor of Business
B.A., Marquette University, 1970; M.P.A., Georgia State University, 1976; M.D.S., Georgia State University, 1981.

CYNTHIA L. LAUER, Director of SmartBodies Wellness Center, Coordinator of Physical Education, and Assistant Professor of Physical Education
B.S., Indiana University, 1986; M.S., Old Dominion University, 1988.

JUNE M. LEGGE, Professor of Foreign Language
A.A., Young Harris College, 1962; B.A., University of Georgia, 1964; M.A., University of North Carolina at Chapel Hill, 1968; Ph.D., University of North Carolina at Chapel Hill, 1972.

DAVID A. LUDLEY, Professor of English
B.A., Illinois State University, 1972; M.A., Illinois State University, 1973; Ph.D., Emory University, 1981.

WILLIE J. MANNING, Assistant Professor of Psychology
B.S., Tennessee State University, 1964; M.S., Howard University, 1967; Ph.D., Georgia State University, 1977.

ROBERT G. MARCUS, Assistant Professor of Data Processing
B.S., University of Alabama, 1971; M.B.A., Auburn University at Montgomery, 1980; M.S., University of Alabama, 1984

JOHN STUART MARTIN, Associate Professor of English
A.A., Old Dominion College, 1964; B.A., Ohio State University, 1965; M.A., Ohio State University, 1968; Ph.D., Ohio State University, 1971.

DONNA W. McCARTY, Associate Professor of Psychology
B.A., University of Georgia, 1976; M.Ed., University of Georgia, 1977; Ph.D., Georgia State University, 1990.

LYNETTE S. McCULLOUGH, Instructor of Emergency Medical Technology
A.S., DeKalb College, 1980; B.A., State University of West Georgia, 1977.

ELLIOTT W. McELROY, Vice President for Academic Affairs and Professor of Philosophy
B.A., Davidson College, 1962; B.D., Columbia Theological Seminary, 1966; Ph.D., University of Georgia, 1972.

RHONDA M. McLAIN, Assistant Professor of Nursing
B.S.N., College of Mount Saint Joseph, 1978; M.N., Emory University, 1987.

DEBORAH M. MEYER, Technical Services Librarian
B.A., Georgetown College, 1983; M.L.S., George Peabody College for Teachers, 1984.

ERNEST M. MILLER, JR., Dean, School of Business and Associate Professor of Management
B.S., Tufts University, 1964; M.B.A., Harvard University, 1970.

HENRIETTA C. MILLER, Professor of Reading
A.A., Central Piedmont Community College, 1966; B.A., University of North Carolina, 1968; M.Ed., University of Georgia, 1973; Ph.D., University of Georgia, 1979.

SANDRA H. MISSROON, Associate Professor of Nursing
Diploma, Butler Hospital School of Nursing, 1962; B.S., Armstrong Atlantic State University, 1976; M.S.N., Medical College of Georgia, 1977; Ed.D., University of Georgia 1988.

BENITA H. MOORE, Head of the Department of Technical Studies and Associate Professor of Business Education
A.A., Clayton College & State University, 1974; B.S., Georgia State University, 1975; M.S., The University of Tennessee, 1976; Ed.S., Georgia State University, 1981; Ph.D., Georgia State University, 1984.

JACK R. MOORE, Head of the Department of Aviation Maintenance and Assistant Professor
A.Appl.A.S., Mountain View College, 1980; A.A., Clayton College & State University, 1990; A.A., Saint Leo College, 1991; B.A., Saint Leo College, 1992; B.S., Regents College of The University of the State of New York, 1993.

CASEY A. MORRIS, Instructor of Dental Hygiene
A.S.D.H., East Tennessee State University, 1986; B.S.Ed., University of Georgia, 1994.

JACQUELINE A. MOSS, Assistant Professor of Nursing
A.S., Kennesaw State University, 1983; B.S., Georgia State University, 1990; M.S., Georgia State University, 1993.

GEORGE E. NAKOS, Assistant Professor of Marketing
B.S., University of Alabama at Birmingham, 1987; M.B.A., University of Alabama at Birmingham, 1989; D.B.A., United States International University, 1994.

LINDA E. NASH, Associate Professor of Mathematics
B.S., North Georgia College & State University, 1973; M.Ed., Georgia State University, 1989; Ph.D. Georgia State University, 1993.

CHARLCIE K. NEAL, Assistant Professor of Mathematics
B.A., Georgia State University, 1964; M.A., Southwest Texas State University, 1972.

JAMES R. NEBLETT, Assistant Professor of Data Processing
B.E.E., University of Louisville, 1965; M.S., University of Louisville, 1966; M.Engr., University of Louisville, 1974.

VIRGINIA C. NELMS, Professor of Education and Coordinator for Middle Level Education
B.S.Ed., University of Georgia, 1959; M.Ed., University of Georgia, 1962; Ed.S., University of Georgia, 1971; Ph.D., Georgia State University, 1982.

LYLE E. NORDSTROM, Professor of Music
B.A., Macalester College, 1965; M.A., Stanford University, 1967; D.M.A., Stanford University, 1969.

MISI G. NTEFF, Assistant Professor of Nursing
B.S.N., University of Iowa, 1980; M.S., Georgia State University, 1985.

JOSEPH P. O'BRIEN, Assistant Professor of Health Care Management
B.S., Drexel University, 1974; M.A., Villanova University, 1976.

SUE ELLEN ODOM, Assistant Professor of Nursing
Diploma, Touro Infirmary, 1975; B.S.N., University of South Alabama, 1985; M.S.N., University of South Alabama, 1988; D.S.N., University of Alabama at Birmingham, 1996.

MICHIKO OTAKI, Assistant Professor of Music
B.M., San Francisco Conservatory of Music, 1981; M.M., Manhattan School of Music, 1983; D.M.A., University of Miami, 1991.

WILLIAM A. PASCH, Head of the Department of Humanities and Professor of English
A.B., Wittenberg University, 1970; M.A., University of Massachusetts at Amherst, 173; Ph.D., University of Massachusetts at Amherst, 1977.

RONEY PERGL, Instructor of Drafting and Design
B.Des., University of Florida, 1977; B.Arch., Texas Tech University, 1983.

MIRIAM PATRICIA PERRY, Professor of Biology
A.B., Washburn University, 1961; M.Ed., University of Georgia, 1964; Ph.D., University of Georgia, 1972.

J. DONALD PHILLIPS, Professor of Management
B.S., Georgia Institute of Technology, 1958; M.S., Georgia Institute of Technology, 1959; Ph.D., University of Alabama, 1966.

LOIS M. POSS, Head of the Department of Dental Hygiene and Associate Professor of Dental Hygiene
A.S., Armstrong Atlantic State University, 1980; B.S., Armstrong Atlantic State University, 1982; M.H.E., Medical College of Georgia, 1983.

JOHN M. PRATTE, Assistant Professor of Physics
B.S.Phy., University of Texas at Austin, 1985; Ph.D., University of Colorado, 1990.

BROOKE M. PRIDMORE, Professor of Physics
A.B., State University of West Georgia, 1968; M.S., University of Michigan, 1969; Ph.D., Georgia State University, 1978.

JOHN R. RADFORD, Instructor of Aviation Maintenance Technology
Diploma, South Georgia Technical and Vocational School, 1981.

F. RICHARD REYNOLDS, Acting Head of the Department of Learning Support and Assistant Professor of Psychology
A.S., Gadsden State Junior College, 1977; B.S., Troy State University, 1979; M.A., Ashland Theological Seminary, 1987; Ed.S., Georgia State University, 1991; D. Min., Columbia Theological Seminary, 1994.

BRADLEY R. RICE, Associate Vice President for Academic Affairs and Professor of History
B.A., Oklahoma State University, 1970; M.A., University of Texas at Austin, 1971; Ph.D., University of Texas at Austin, 1976.

J. GRANGER RICKS, Associate Professor of History
B.A., Mercer University, 1962; M.A., Yale University, 1965.

ELAINE E. RIDGEWAY, Head, Department of Associate Degree Nursing and Assistant Professor of Nursing
B.S.N., University of the District of Columbia, 1978; M.S.N., Catholic University of America, 1983.

LINDA F. SAMSON, Dean of the School of Health Sciences and Professor of Nursing
B.S.N., Emory University, 1972; M.N., Emory University, 1973; Ph.D., University of Pennsylvania, 1989.

SUSAN J. SANNER, Assistant Professor of Nursing
B.S.N., Georgia State University, 1985; M.S.N., Georgia State University, 1993.

JOHN W. SCHUSTER-CRAIG, Head of the Department of Music and Associate Professor of Music
B.M., University of Louisville, 1971; M.A., University of North Carolina, 1976; Ph.D., University of Kentucky, 1987.

SHARON M. SELLERS, Professor of English
B.A., University of Texas, 1971; M.A., Emory University, 1976; Ph.D., Emory University, 1976.

WALLACE SHAKUN, Dean, School of Technology and Professor
B.M.E., College of the City of New York, 1958; M.S., University of Vermont, 1965; M.B.A., University of Louisville, 1976; Ph.D., University of Glasgow, 1969.

ROBERT L. SHAW, Distinguished Visiting Professor of Music
A.B., Pomona College, 1938.

ROBERT M. SIEGMANN, Professor of Computer Information Systems
B.A., College of Charleston, 1958; M.S., University of South Carolina, 1960; M.S.I.S., Georgia Institute of Technology, 1968; Ph.D., Georgia Institute of Technology, 1971.

JACQUELYN K. SINCLAIR, Assistant Professor of Physical Education
B.S., Florida Southern College, 1963; M.S., University of Florida, 1969.

RICHARD A. SKINNER, President
B.A., Georgia Southern University, 1971; M.A., University of South Carolina, 1974; Ph.D., University of South Carolina, 1975.

STEVEN A. SPENCE, Instructor of English
B.S., University of Florida, 1986; M.A., Florida Atlantic University, 1992.

MARY H. STEPHENS, Instructor of Mathematics
B.S., Mary Washington College, 1980; M.S., Auburn University, 1993.

BETHANY D. STILLION, Assistant Professor of Psychology
B.A., Furman University, 1987; M.A., Emory University, 1990; Ph.D., Emory University, 1994.

JOYCE C. SWOFFORD, Associate Professor of English
B.A., University of Utah, 1968; M.A., University of Minnesota, 1970; Ed.S., Appalachian State University, 1976; Ed.D., Auburn University, 1981.

ELIZABETH J. TENORE, Professor of Psychology
A.B., Boston University, 1953; M.Ed., Northeastern University, 1966; Ed.D., University of Massachusetts, 1984.

MARILYN G. THOMAS, Instructor of Teacher Education
B.S., Mississippi College, 1969; M.A., University of Cincinnati, 1995.

MARTHA JANE THOMPSON, Vice President and Dean of Student and Enrollment Services and Assistant Professor
B.A., Wesleyan College, 1970; M.Ed., Georgia Southern University, 1973; Ed.S., Georgia Southern University, 1975; Ph.D., University of Georgia, 1980.

JANET L. TOWSLEE, Director of Academic Partnerships and Professor
B.S., Florida State University, 1963; M.A. University of Louisville, 1967; Ed.D., Indiana University, 1974.

JOSEPH S. TRACHTENBERG, Associate Professor of Political Science
B.A., Willamette University, 1970; M.A., Portland State University, 1973; Ph.D., Emory University, 1978.

JEREMY M. UNDERWOOD, Instructor of Mathematics
B.S., Georgia Southwestern University, 1994; M.S. University of Florida, 1996.

TED S. WALKUP, Associate Professor of English
B.A., University of South Carolina, 1969; M.A., Vanderbilt University, 1971; Ph.D., University of South Carolina, 1982.

H. BRENT WEAVER, Associate Professor of Music
B.A., Goshen College, 1979; M.M., University of Oregon, 1984; D.M.A., University of Oregon, 1991.

ISADORA E. WEIR, Assistant Professor of Nursing
B.S.N., University of Mississippi, 1973; M.N., Emory University, 1976.

ROBERT H. WELBORN, Professor of History
A.A., Anderson Junior College, 1966; B.A., Clemson University, 1968; M.A., University of South Carolina, 1971; Ph.D., University of South Carolina, 1978.

MICHAEL G. WOODIE, Assistant Professor of Aviation Maintenance Technology
B.A.S., Troy State University, 1979; M.A., Webster University, 1987.

NINI YANG, Assistant Professor of Management
B.A., Beijing Institute of Foreign Languages and Tourism, 1982; M.A., State University of New York, Buffalo, 1989; Ph.D., State University of New York, Buffalo, 1996.

EMERITI

FAYE T. BARR, Professor Emerita of Sociology
A.B., Georgia College & State University, 1962; M.A., University of Tennessee, 1972; Ph.D., University of Tennessee, 1984.

JUDY C. BROWN, Department Head Emerita of Learning Support and Professor Emerita of English
B.A., University of Tennessee, 1963; M.A., University of Tennessee, 1966; Ed.D., University of Tennessee, 1973.

JACK K. CARLTON, Vice President Emeritus for Academic Affairs
B.S., Centenary College, 1942; M.S., Louisiana State University, 1949; Ph.D., Louisiana State University, 1951.

JAMES C. DOIG, Professor Emeritus of Philosophy
B.A., University of Notre Dame, 1954; S.T.L., Gregorian University, 1958; Ph.D., University of Louvain, 1965.

KATHRYN N. DONOVAN, Associate Professor Emerita of Nursing
Diploma, Louisville General Hospital, 1943; B.S.N., Medical College of Georgia, 1969; M.N., Emory University, 1970.

HARRY S. DOWNS, President Emeritus
B.S.Ed., University of Georgia, 1949; M.Ed., University of Georgia, 1950; Ed.D., Michigan State University, 1962.

MARY F. ESTES, Professor and Dean Emerita of Arts and Sciences
B.S., Alabama College, 1952; M.S., University of Tennessee, 1957; Ph.D., Florida State University, 1971.

AVERY H. HARVILL, Professor Emeritus of Physical Education
B.S.Ed., University of Georgia, 1955; M.Ed., University of Georgia, 1956; P.E.D., Indiana University, 1966.

ELIZABETH H. MARSHALL, Professor Emerita of History
B.A., Georgia College & State University, 1937; M.A., University of Georgia, 1959, Ph.D., University of Georgia, 1974.

RICHARD E. MOORE, Assistant to the Dean of the University Emeritus and Associate Professor Emeritus of Education
A.B., Talladega College, 1938; M.S., Atlanta University, 1949; M.A., Atlanta University, 1960; Ed.S., Auburn University, 1972; Ed.D., Auburn University, 1980.

JEANNINE R. MORRISON, Professor Emerita of Music
B. Mus., Rollins College, 1951; M.A., Columbia University, 1953.

BILLY R. NAIL, Professor Emeritus of Mathematics
B.A., Hardin-Simmons University, 1956; A.M., University of Illinois-Urbana, 1962; Ph.D. University of Illinois-Urbana, 1967.

LOIS W. POWELL, Assistant Professor Emerita of Dental Hygiene
A.A., Darton College, 1973; B.S., Armstrong Atlantic State University, 1978; M.Ed., University of Georgia, 1981.

ROBERT J. TAYLOR, Director Emeritus of Student Life
B.A., Stetson University, 1969; M.A., Stetson University, 1971.

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

ADJUNCT

BETTY H. MITCHELL, Assessment Services Coordinator, Adjunct Instructor of Political Science.

MELVIN W. PARK, Fitness/Wellness Advisor, Adjunct Instructor of Physical Education.

R. WAYNE STEWART, Disability Services Coordinator, Adjunct Instructor of English.

FLORENCE E. WALSH, Learning Service Coordinator-Instruction, Adjunct Instructor of English.

MARTHA G. WICKER, Education Program Specialist, Adjunct Instructor of Mathematics.

TEMPORARY and PART-TIME FACULTY

The qualified individuals listed below were employed as needed as temporary or part-time instructors at Clayton College & State University during the 1997-98 year.

Kimberly P. Abernathy, Counseling
Roy W. Adams, Dental Hygiene
Renee I. Ahmann, Office Adminis.
Salvatore P. Angelica, Mathematics
Mary L. Badarak, Music
Michael P. Baird, Business Law
Esfandiar Bakhtiarnejad, Management
Janice S. Bales, Mathematics
Katrina R. Barnes, Nursing
Theo M. Belvin, Mathematics
Peggy L. Benkeser, Music
Bettye C. Blount, German
Meg G. Blubaugh, Management
Sandra H. Blythe, Reading
Mattie R. Booker, Mathematics
Larry D. Booth, Comp. Info. Systems

Helen L. Brackett, Office Adminis.
Frank W. Brandon, History
Anthony J. Braswell, Health Care Mgt.
Barbara E. Briggs, Dental Hygiene
William T. Briggs, Office Administration
Marilyn S. Bright, Paralegal
Wendell S. Broadwell, Poli. Science
Corretta S. Brown, Dental Hygiene
Kelly S. Bryant, Music
Lilibeth D. Cabacungan, Nursing
Helen J. Cameron, Reading
Geronda V. Carter, Paralegal Studies
John E. Chaney, Dental Hygiene
Emory T. Clark, Communication
Thomas A. Coffin, Sociology
Gary B. Cohen, English
Chris D. Coleman, Comp. Networking
Albert B. Collier, Paralegal Studies
Cohen Stacy Colvard, Accounting
Susan B. Connally, Nursing
George W. Crawford, Management
Kathy D. Crocker, Office Adminis.
Laura H. Cumbie, Dental Hygiene
Sandra K. Davidson, Biology
James D. Davis, Spanish
Michael H. Deis, Business
Russell S. deLuna, Music
Garner G. Dewey, Computer Tech.
Noel Anthony DoHarris, Mathematics
Thomas P. Dolan, Political Science
Barbara J. Donald, Comp. Networking
Samuel Dubois, Electronics
Joel C. Durley, Drafting and Design
B. Phillip Elkins, Music
Daniel H. Fernald, Philosophy
Onice Fields, English
Tracie G. Fleming, English
Robert O. Forrest, Marketing
Leslie M. Freant-Morris, Sociology
Jane A. Frederick, Nursing
Lora C. Geis, Geography
Nikki S. Gleaton, Dental Hygiene
M. Robynn L. Greer, Education
Larry Grier, Computer Networking
Jane A. Frederick, Nursing
Elaine Greene, Dental Hygiene
Ted A. Gurch, Music
Michael W. Haire, Comp. Networking
James T. Hale Sr., Computer Science
Kelli M. Hankins, Counselor
David M. Hanson, Biology
Stanley M. Harris, Nursing
H. Donald Harrison, Political Science
William B. Hearn, Music
Susan C. Henry, English
Peter J. Higgins, English
Ethan J.D. Hildreth, Philosophy
Arthur L. Hinson, Marketing
Brenda J. Hoard, Marketing
Patricia O. Hobson, Mathematics
William M. Hooper, Psychology
Kay D. Hopkins, Paralegal Studies
Stacy Allen Houghton, Music
James H. Houston, Electronics
Patricia P. Hunt, English
Steven R. Hurley, Electronics
Martin M. Jarrio, Physics and Science
Joyce A. Johnson, Communication
Jeanne L. Johnson-Watkins, Music
Rolf A. Jones, Paralegal Studies
Linda C. Kelley, Communication
John Joseph Lamb, Political Science
Leonard B. Lay, Physics
Eldridge L. Lee, Philosophy
Morgan R. Lee, Physics
Rhonda L. Lemons, Dental Hygiene
James D. Lester, English
Susan M. Lipsett, Accounting
Harrison O. Long, Drama
Catherine Mammola, English
Melanie C. Martin, Drama
Joyce S. Mauldin, Communication
E. Gilmore Maxwell, Paralegal
Marilyn L. Maynard, Computer Tech.
Miriam H. McCord, Communication
Michael A. McCullough, EMT
Susan M. McDonald, Communication
Kevin A. McReynolds, Physics
Deanna L. Michael, Education
Ann K. Miller, Paralegal
Drena A. Miller, Mathematics
William A. Miller, Paralegal Studies
Cheryl L. Mills, Dental Hygiene
Susan Miltenberger, Music
James F. Missroon, Mathematics
Gary L. Mitchell, Physics
William H. Moon, Economics
James R. Morris, Music
Barbara R. Moyer, Comp. Networking
Paul L. Myers, Mathematics
Kelly H. Nadeau, Nursing
Jason G. Neese, Comp. Networking
Michael K. Nelson-Palmer, Mgmt.
Dominic E. Nkwocha, Biology

Gayle A. Owen, Office Administration
Dawn B. Owens, Education
Steven G. Parchment, Philosophy
D. Scott Parker, Management
Hazelyn M. Patterson, Mathematics
Jo Anna Phillips, Office Administration
Robert E. Phillips, Accounting
Edward S. Pierce, Philosophy
Margaret A. Pippin, Dental Hygiene
Patricia W. Pitts, Mathematics
Peggy L. Ponder, Nursing
Daniel S. Pyle, Music
Steven P. Rafeedie, Dental Hygiene
Christopher J. Ramig, Management
Vicki L. Pyles-Hutchinson, French
Marcia L. Reid, Medical Transcription
Marty D. Reid, Accounting
Paula J. Resnak, Mathematics
Patricia A. Reynolds, Nursing
Vivian S. Rice, English
Dorothy J. Rocklin, Music
Sandra Rogers, Music
Kim Robinson, Mathematics
Robert T. Romeo, Paralegal
Roberta M. Runge, Chemistry
John E. Russell, Management
James W. Ryan, Electronics
Luis F. Sanchez-Legrand, Biology
Garrett N. Sanders, Dental Hygiene
Anthony J. Scalzitti, Comp. Networking
David W. Shaw, Mathematics
Jane Porter Shaw, Nursing
Sharon B. Shaw, Mathematics
George R. Shirley, Mathematics
Michael J. Shook, Mathematics
Alicia Lasha Simon, Sociology
Nellie M. Smith, Mathematics
Timothy H.B. Stoneman, History
Caterina C. Tang, History
Joylene M. Taylor, Music
Richard C. Tsou, Biology
Mark V. Turiano, Philosophy
Earl G. Turner, Biology
Elsie J. Vaughn, Mathematics
Kenneth B. Vidal, Dental Hygiene
Brent A. Vokes, Music
Angelia L. Wade, Mathematics
Linda M. Walker, Mathematics
Lisa J. Wallis, Psychology
Kathy S. Wardlaw, Communication
Karen Hill Waters, Mathematics
Angela Lynn Watts, Mathematics
Joseph G. Weaver, Philosophy
John D. Wells, Sociology
Leo Wheat, Dental Hygiene
Ephraim L. Wheeler, Office Adminis.
Anna M. Whitaker, Reading
Janice J. Wiles, Nursing
Larry J. Wiley, Speech and English
Yvonne M. Wiley, Dental Hygiene
Victor G. Williams, Electronics
Alexander M. Williamson, Physics
William S. Willis, Mathematics
Daniel T. Wilson, Music
Martha M. Wood, Mathematics
Gregory C. Wright, Mathematics
Jennifer J. Wynot, History
Jane S. Yearwood, Medical Assisting
Mary W. Zaglewski, English
Henry M. Zeidan, Chemistry
Christi M. Zuniga, Music

ADMINISTRATIVE OFFICERS AND STAFF

PRESIDENT'S OFFICE

* Richard A. Skinner, President
Brenda L. Hayes, Executive Assistant to President
* Robert C. Bolander, Community Liaison
Valerie Lancaster, Secretary
Valerie Laney-Marshall, Secretary

ACADEMIC AFFAIRS

* Elliott W. McElroy, Vice President for Academic Affairs
* Bradley R. Rice, Associate Vice President for Academic Affairs
* Janet L. Towslee, Director of Academic Partnerships
Linda W. Barden, Administrative Specialist
Sandra Bauer, Administrative Specialist
Gloria McElhannon, Secretary
Tammy Wilson, Secretary

SCHOOL OF ARTS AND SCIENCES

* Robert D. Becker, Dean
Jill Sears, Secretary
Linda Cunningham, Secretary
Linda Verhoef, Secretary

DEPARTMENT OF HUMANITIES

* William A. Pasch, Department Head
Cheryl Richards, Secretary
Annie Anderson, Teaching Assistant

DEPARTMENT OF LEARNING SUPPORT

* F. Richard Reynolds, Interim Department Head
JoAnn Quattlebaum, Secretary
Rebecca Byrd, Secretary
Kelli Hankins, Counselor

DEPARTMENT OF MATHEMATICS

* Catherine C. Aust, Department Head
Rhoda Pollard, Secretary

DEPARTMENT OF MUSIC

* John W. Schuster-Craig, Department Head
Delores Toothaker, Secretary

DEPARTMENT OF NATURAL SCIENCES

* John G. Campbell, Department Head
Rhoda Pollard, Secretary
David Stuchkus, Laboratory Assistant

DEPARTMENT OF SOCIAL SCIENCES

* John H. Kohler, Department Head
Cheryl Richards, Secretary

DEPARTMENT OF PROFESSIONAL EDUCATION

* Virginia C. Nelms, Coordinator, Middle Level Education
Tina Lee, Secretary

SCHOOL OF BUSINESS

* Ernest M. Miller, Jr., Dean
Carol Leavell, Administrative Assistant

Brenda Edison, Secretary
Robin Armstrong, Secretary
Taffy Parker, Secretary

SCHOOL OF HEALTH SCIENCES
* Linda F. Samson, Dean
Nancy Burley, Administrative Specialist

DEPARTMENT OF DENTAL HYGIENE
* Lois M. Poss, Department Head
Deborah Hicks, Secretary

DEPARTMENT OF HEALTH CARE MANAGEMENT
Frances Close, Secretary

DEPARTMENT OF NURSING
* Linda F. Samson, Acting Department Head
Vicky Stewart, Secretary

NURSE-MANAGED CLINIC
* Elaine E. Ridgeway, Director

SMART BODIES WELLNESS CENTER
* Cynthia L. Lauer, Director
* Jacquelyn Sinclair, Assistant Professor of Physical Education
@Melvin Park, Fitness/Wellness Advisor
Cathy Brooks, Systems Manager

SCHOOL OF TECHNOLOGY
* Wallace Shakun, Dean
Florence Cunningham, Administrative Assistant
Pam Healan, Secretary

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY
* Jack R. Moore, Department Head
Janis Kiker, Secretary
Daniel Chitty, Maintenance Clerk

DEPARTMENT OF ELECTRONICS AND DRAFING
* Wallace Shakun, Acting Department Head

DEPARTMENT OF TECHNICAL STUDIES
* Benita H. Moore, Department Head
Linda Stavro, Secretary

DISTANCE LEARNING
Maria Moton, Secretary

LEARNING CENTER
* Sandra M. Harrison, Acting Director

@Florence Walsh, Instructional Services Coordinator-Communications
@Martha Wicker, Instructional Services Coordinator-Mathematics
@Betty Mitchell, Assessment Services Coordinator
Anthonio Finger, Computer Skills Training Coordinator
Rebekah Stachura, Education Program Specialist
Kerry DeWolf, Education Program Specialist
Pat Maynard, Education Program Specialist
Estelle Ford-Williamson, Education Program Specialist
Kimberly Willis, Administrative Assistant
Sarah Qualls, Assessment Services Assistant
Linda Bolella, Assessment Services Clerk
Sundee Myers, Clerk

STUDENT AND ENROLLMENT SERVICES

* M. Jane Thompson, Vice President and Dean of Student and Enrollment Services
© John Eaves, Assistant Dean of Student and Enrollment Services

OFFICE OF ADMISSIONS
© Diane Burns, Director
© Carol Montgomery, Assistant Director & Minority Recruitment
© Donna Bynum, Assistant Director of Admissions
Elizabeth J. Brown, Data Entry Clerk
Michelle Chapman, Admissions Specialist
Mary Ellen Mangas, Administrative Assistant
Tony Turner, Admissions Counselor
Amy Browning, Receptionist

OFFICE OF THE REGISTRAR
© Tonya Lam, Registrar
© Rebecca C. Gmeiner, Associate Registrar
© Jean M. Myers, Assistant Registrar
Bobbie J. Busby, Clerk Typist I
Bhanumanthi Jayakumar, Secretary
Janet Tippens, Data Entry Specialist
Candace G. Yeager, Transcript Specialist
Jennifer Eason, Receptionist/Clerk

STUDENT LIFE
© Jeff Jacobs, Director
Susan Marks, Administrative Assistant

COUNSELING, ADVISING, AND RETENTION CENTER
© Bates Canon, Director
@R. Wayne Stewart, Disability Services Coordinator
Karen Blackburn, Secretary

CAREER SERVICES

© Peggy A. Gardner, Director
© Angelyn Hayes Cheyne, Associate Director
© Lora Leap, Career Coordinator
Joan Leopard, Administrative Assistant
Roxanne Dilbeck, Secretary
Vanessa Brooks-Pullett, Clerk

FINANCIAL AID
© Catherine McClarin, Director
© Michael Behler, Assistant Director
Melissa Bell, Counselor
Patricia Barton, Financial Aid Technical Assistant
Becky Bennefield, Financial Aid Assistant
Michelle Craig, Financial Aid Assistant
Donivan Aaron, Financial Aid Counselor, Veterans Coordinator
Sherry Barwick, Administrative Specialist-Student Affairs
Carolyn Hawkins, Clerk

MULTICULTURAL PROGRAMS
© Deborah Greer, Director

CONTINUING EDUCATION AND COMMUNITY OUTREACH
* Bryan P. Edwards, Dean of Continuing Education and Executive Director of Community Outreach
© Jerri H. Hager, Director, Harry S. Downs Center for Continuing Education
Dana Bell, Budget Assistant
Sharon Bookmiller, Registration Specialist
Terri Brennan, Program Assistant/Cashier/Clerk
Jane Butler, Records Coordinator
Lynda Cardell, Computer Training and Development Manager
Rodney Carter, Facilities Attendant
T. Kent Kenney, Evening/Weekend Coordinator
Karen King, Clerk-Typist
Anita Mercer, Registration Specialist
Reda Rowell, Budget & Operations Manager
Karen Smith, Conference Coordinator
Hattie Strickland, Administrative Assistant
Shirley Weakley, Registration Specialist

MOBILE LAB
Chris Menard, Lab Coordinator

BUSINESS RESOURCE CENTER
© Alex Ferdinand, Director
© Tom Merriwether, Business/Industry Training Manager
Lisa Grove, Administrative Assistant

FAYETTE CENTER FOR HIGHER EDUCATION
© James M. Carmichael, Director
C. Lynn Park, Administrative Assistant

FULTON CENTER FOR LIFELONG LEARNING
Susan Starling-Compton, Program Development Specialist

ROCKDALE CENTER FOR HIGHER EDUCATION
© Claire Cline, Manager
Terri B. Bennett, Administrative Assistant
Betty Hariper, Secretary

SMALL BUSINESS DEVELOPMENT CENTER
© Bernard Meineke, Director
Timothy Fulton, Counselor
Joni Per-Lee, Counselor
Henrietta F. Cowan, Records Coordinator

RAILROAD TRAINING
Ed Sherwood, Project Coordinator
James Pharr, Training Coordinator
Lance Duncan, Program Specialist
Jacqueline O'Brien, Administrative Assistant

JOB TRAINING PARTNERSHIP ACT PROGRAM
Jackie M. Lovell, Budget Assistant
Rhonda T. Powell, Business Software Instructor
Claude L. Saunders, Case Manager

CAREER RESOURCE CENTER
Janet Edwards, Eligibility Specialist
Sonja Felton, Case Manager
Dorothy Herzberg, Career Advisor
Jean Hughley, Eligibility Specialist
Angela Jenkins, Case Manager
Carole Kelly, Eligibility Specialist
H. Lanier Knight, Case Manager
Angela Myers, Case Manager
Michael A. Saffels, Case Manager
Kirsten Tutterow, Receptionist

UNIVERSITY ADVANCEMENT
* Nancy L. Green, Vice President for Advancement
Terri Taylor-Hamrick, Administrative Specialist
Joan Murphy, Coordinator of Special Events and Projects

DEVELOPMENT/ALUMNI RELATIONS
© Shawn Mashburn, Director
Linda Castleberry, Secretary

UNIVERSITY RELATIONS
© John Shiffert, Director
Jerry H. Atkins, Coordinator of Campus Relations
James D. Barlow, Sports Information Director

SPIVEY HALL

* Sherryl Nelson, Director
Karen Goss, Office Manager
Catherine Brack, Educational Program Specialist
Robert Serredell, Production Manager
Whitney Wilhelm, Education Coordinator
J. Richard Morris, Organist in Residence
Karen Kurti, Equipment Operator

DEPARTMENT OF ATHLETICS

* H. Mason Barfield, Director
Dotty Bumbalough, Administrative Specialist
Jimmy Hebron, Head Men's Basketball Coach
Bob Hill, Head Golf Coach
Mike Mead, Athletic Activities Coordinator and Head Men's & Women's Cross-Country/Track Coach
John Roots, Head Men's Soccer Coach
Joyln C. Smith, Head Women's Tennis Coach
Hugh Torro, Men's and Women's Cross-Country/Track Assistant Coach
Laura Williges, Head Women's Basketball Coach
John Zubal, Athletic Trainer

OFFICE OF INFORMATION TECHNOLOGY AND SERVICES

* Vickie D. Booth, Executive Director
Joan Hanson, Administrative Specialist

INSTITUTIONAL RESEARCH AND PLANNING

© James B. Davis, Director
Sandra Kinney, Assistant Director
Cynthia Lee, Research Associate

LIBRARY

* Robert E. Fox, Director
* Gwendolyn G. Bell, Head of Public Services
* Jonathan Jay, Public Services Librarian
* Cathy Jeffrey, Catalog Librarian
* Deborah Meyer, Head of Technical Services
Gordon Baker, Public Services Librarian
Alice McCanless, Public Services Librarian
Darrin Graves, Library Assistant
Scott Page, Library Assistant
Heidi Benford, Library Assistant
Barbara Dantzler, Library Assistant
Heather Walls, Library Assistant
Rhonda Boozer, Interlibrary Loan Coordinator
Sharon Bayer, Secretary

MEDIA SERVICES

© Paul Bailey, Director
Patricia A. Keane, Instructional Resources Specialist
Jeff Hill, Audio-visual Distribution Technician

Sandra Landum, Audio Visual DistributionTechnician
Providencia Soto-Alicea, Graphic Specialist
Tonya Dotson, Docutech Operator
Dennis Nichols, Printer
Carlos Jones, Mail Clerk

COMMUNICATIONS & TECHNOLOGY SERVICES

© Ronald W. Barden, Director
Judy Gifford, Computer Operator

SYSTEMS DEVELOPMENT TEAM

Katherine Etersque, Management Information Specialist
Jeniffer Postell, Systems Analyst
Tichina Martin, Systems Analyst
Richard Verzyl, Program Support Specialist

INSTRUCTIONAL TECHNOLOGY TEAM

Roger Poore, Instructional Support Specialist
Todd Birchfield, Instructional Support Specialist
James Hulme, Network Services Specialist
Dawn Krieger, Instructional Support Specialist
Cheryl Garvin, System Support Specialist III

CLIENT SERVICES TEAM

Debye Baird, Technical Support Specialist
Steve Freeman, Client Support Specialist
Chris Sims, Client Support Specialist
HUB and Call Center Staff

NETWORK & TELECOMMUNICATIONS TEAM

Abate Zewide, Network Manager
Kevin Fitzgerald, System Support Specialist II
Gloria Broomfield, Clerk II

FISCAL AFFAIRS

* Michael F. Vollmer, Interim Vice President for Fiscal Affairs
© Priscilla G. Leed, Assistant Vice President for Fiscal Affairs
Elaine Waldrop, Administrative Specialist
Denise Samples, Assistant Director of Budgets

BUSINESS SERVICES

© Scott A. Bailey, Director of Fiscal Affairs
Frances Williams, Assistant Director
Linda Parson, Accounting Assistant
Nancy Tupper, Data Entry
Linda Stanford, Assistant Director - Student Finance
Donna Miller, Student Finance Clerk
Sherline Allen, Cashier/Clerk
Tammy Stephens, Accounts Clerk
Eileen Strange, Cashier/Clerk

PERSONNEL SERVICES
Ann Bassett, Personnel Assistant

PAYROLL SERVICES
Mary L. Coursey, Payroll Clerk
Patricia Davidson, Payroll Clerk
Barbara Skinner, Payroll Coordinator

PROCUREMENT
© B. Duncan Brantley, Director
Merry Cook, Buyer
Delzora Howell, Procurement Clerk
Dirk Morrell, Storekeeper
Arnold Vandiver, Courier
Rowena Anderson, Buyer

CAMPUS SERVICES
Mona Franz, Clerk
Fran Hill, Directory Attendant
Barbara Burnham, Directory Attendant

AUXILIARY SERVICES
© Robert E. Holmes, Director
Cynthia Knight, Assistant Director

CAMPUS STORE
Linda Campbell, Manager
Jenny Godby, Accounting Assistant
Susan O'Brien, Buyer
Sonya Respress, Buyer

CARD CENTER
Norman Grizzell, Manager
Sharon Miller, Assistant Coordinator
Ethellynn Keeton, Clerk

FOOD SERVICES
American Food Management, contractor

PUBLIC SAFETY
© G. Bruce Holmes, Chief
Rhonda Garner, Secretary
Pamela Betis, Sargeant
Allen Brazel, Public Safety Officer
Joseph Dishman, Public Safety Officer
Lanae Charlene Kirkland, Public Safety Officer
Warren Leon, Public Safety Officer
Ray Satterfield, Public Safety Sargeant
Angela Evans, Public Safety Officer
James B. Stone, Public Safety Officer

Keith L. Thompson, Public Safety Lieutenant
Kimberly Phelps, Public Safety Officer
Willie Finley, Public Safety Officer

PARKING & COMMUNICATION SERVICES
Doug Kohn, Supervisor
Elaine Lancaster, Dispatcher

PLANT OPERATIONS
© Cecil A. Smith, Director
Sandra Haught, Administrative Secretary
G. Celeste Wade, Clerk
Don Cofield, Delivery Worker
Charles Martin, Facility Coordinator

BUILDING MAINTENANCE
Greg Adams, Building Maintenance Supervisor
Eldon Kidd, Maintenance Foreman
Merle Jackson, Air Conditioning Mechanic
William Moody, Maintenance Foreman
Richard Russell, Mechanic
Robby Preston, Electrician I
Mike DeLoach, Plumber
Daniel Langlois, Skilled Trades Worker
Solomon Otoo, Skilled Trades Worker
Trent Poole, Skilled Trades Worker
Bradley Wagner, Skilled Trades Worker
Robert Ward, Painter
Chris Hunt, Skilled Trades Worker
Tim McDonald, Skilled Trades Worker
Darren Thomas, Skilled Trades Worker

CUSTODIAL SERVICES
Christopher M. Gowing, Custodial Superintendent
Herbert Saenz, Custodial Foreman
Martha Lindley, Custodial Supervisor
Darnell Watkins, Custodial Supervisor
Kathleen Coleman, Custodian
Lydia Arrivas, Custodian
Sharon Bailey, Custodian
Anna Gordon, Custodian
Willie Stargell, Custodian
Flordeles Brown, Custodian
Flora Carter, Custodian
Sandra Carter, Custodian
Eura Lee Crutchfield, Custodian
Alfredo Espanola, Custodian
Stiles Herbert, Custodian
Gertrude Jackson, Custodian
Flaviana Jones, Custodian
Patricia Jones, Custodian

Earl Kerlin, Custodian
Leslie Kerlin, Custodian
Maria Lomboy, Custodian
Edith McLean, Custodian
Terry Meadows, Custodian
Julia Patrick, Custodian
Alejandro Sitiar, Custodian
Bennie Smith, Custodian
Donald Varville, Custodian

GROUNDSKEEPING
Russell Camp, Grounds Supervisor
Charles Middlebrooks, Labor Foreman
William Bedingfield, Utility Worker
Harvey Bond, Utility Worker
Robert Bookmiller, Utility Worker
Aaron Cloud, Utility Worker
Albert Hunt, Utility Worker
Willie McQuadge, Utility Worker
Reynaldo Pascual, Utility Worker
Ricardo Pascual, Utility Worker
Robert Sevigny, Utility Worker

* President's Administrative Council and Corps of Instruction
@ Adjunct faculty
© Professional staff with campus faculty privilege

INDEX

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 set down in the Student Handbook; in such a case the violation will he 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 System, 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. or	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 & 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. or	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 Building	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	770-960-5110
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 & 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 770-961-2107
Veterans Affairs 770-961-3511
Welcome/Information Center 770-960-3405
Wellness Center (SmartBodies) 770-961-3408

Student & Enrollment Services
Dean & Vice President for ..... 770-961-[illegible]
Student Government ..... 770-961-[illegible]
Student Life ..... 770-961-[illegible]
Student Newspaper ..... 770-961-[illegible]
Student Records ..... 770-960-[illegible]
Teacher Education, School of ..... 770-961-[illegible]
Technical Studies, Dept. of ..... 770-961-[illegible]
Technology, School of ..... 770-961-[illegible]
Fax ..... 770-961-[illegible]
Telecommunications ..... 770-961-[illegible]
University Advancement ..... 770-961-[illegible]
Fax ..... 770-961-[illegible]
University Publications ..... 770-961-[illegible]
University Relations ..... 770-961-[illegible]
Fax ..... 770-961-[illegible]
Veterans Affairs ..... 770-961-[illegible]
Welcome/Information Center ..... 770-960-[illegible]
Wellness Center (Gourfbodies) ..... 770-961-[illegible]

CLAYTON COLLEGE &
STATE UNIVERSITY
Morrow, Georgia 30260-0285

Non-Profit Org.
U.S. POSTAGE
PAID
Permit No. 27
Morrow, GA