



**CLAYTON COLLEGE &  
STATE UNIVERSITY**

**2000–2001  
Academic Catalog**



A Unit of the University System of Georgia

# 2000-2001 CATALOG

## Volume 31, Number 1

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## ACADEMIC CALENDAR

### Fall Semester 2000

#### July

5-28 Registration on DUCK by time ticket

#### August

17 Last Days to Register before Classes Begin (Noon-8:00pm)  
 18 Last Days to Register before Classes Begin (8:00am-4:00pm)  
 19 Weekend Classes Begin  
 21 Weekday Classes Begin  
 21-23 Drop/Add

#### September

2-4 Labor Day Holiday (no classes)  
 5 Faculty Planning Day (no classes)

#### October

13 Midterm

#### November

22-26 Thanksgiving Holiday (no classes)

#### December

2 Last Day of Weekend Classes  
 8 Last Day of Classes  
 9-14 FINAL EXAMS  
 9 Online Finals as needed  
 9 Fall Commencement

### Spring Semester 2001

#### November - December

Nov. 6 - Dec. 7 Registration Online by time ticket (tentative)

#### January

4 Last Days to Register Before Classes begin (12:00pm-8:00pm)  
 5 Last Days to Register Before Classes begin (8:00am-4:00pm)  
 6 Weekend Classes Begin  
 8 Weekday Classes Begin  
 8-10 Drop/Add  
 13-15 MLK Holiday (no classes)

#### March

2 Midterm  
 5-11 Spring Break

#### April

22 Weekend Classes End

28-29 Weekend Class Finals  
 30 Weekday Classes End

#### May

1-4 Final Exams  
 5 Online Finals as needed  
 5 Commencement (tentative)

### Summer Semester 2001 (Tentative)

#### May

10-11 Last Days to Register before Classes Begin  
 12 Weekend Classes Begin  
 14 Weekday Classes Begin  
 14-16 Drop/Add  
 26-28 Memorial Day Holiday (no classes)  
 30 Midterm First Session

#### June

18 First Session Classes End  
 18 Midterm Full Session  
 19-20 First Session Finals

#### July

4-6 Independence Holiday (no classes)  
 10 Midterm Second Session  
 24 Full Term Classes End  
 25-26 Full Term Finals  
 26 Second Session Classes End  
 27 Second Half Session Finals  
 28 Online Finals as needed

### Fall Semester 2001 (Tentative)

#### August

16-17 Last Days to Register before Classes Begin  
 18 Weekend Classes Begin  
 20 Weekday Classes Begin  
 20-22 Drop/Add

#### September

1-3 Labor Day Holiday (no classes)  
 4 Faculty Planning Day (no classes)

#### October

12 Midterm

#### November

21-25 Thanksgiving Holiday (no classes)

**December**

- 1 Weekend Classes End
- 7 Last Day of Classes
- 8 Weekend Finals
- 8 Online Finals as needed
- 10-14 FINAL EXAMS
- 8 Fall Commencement (tentative)

**Spring Semester 2002 (Tentative)****January**

- 3-4 Last Days to Register Before Classes begin
- 5 Weekend Classes Begin
- 7 Weekday Classes Begin
- 7-9 Drop/Add
- 12-14 MLK Holiday (no classes)

**March**

- 1 Midterm
- 4-10 Spring Break

**April**

- 20 Weekend Classes End
- 27 Weekend Class Finals
- 29 Weekday Classes End

**May**

- April 30 - May 3 Final Exams
- 4 Commencement (tentative)

**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.*

**AA/EOI 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). Contact Director of Human Resources, (770) 961-3526.

**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/](http://www.clayton.edu/)). 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.

## 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 be referred to the Office of Student and Enrollment Services in addition to the appropriate law enforcement agency.

## Chapter 1 GENERAL INFORMATION

DESCRIPTION OF THE UNIVERSITY

MISSION OF THE UNIVERSITY

ACCREDITATION AND APPROVALS

ALUMNI ASSOCIATION

SPIVEY HALL

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## DESCRIPTION OF THE UNIVERSITY

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*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.*

In more than 30 years of service to south metropolitan Atlanta, Clayton College & State University has effectively responded to the needs of its community. In the fall of 1999 the University enrolled nearly 4,500 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, 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; Information Technology Management; and Wireless Technology. (Some majors are not yet fully implemented.)

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 strongly encourages students to acquire work experiences before graduation.

Clayton College & State University also offers its students a variety of associate degree and certificate programs. The University provides the first two years of work in more than 40 fields of study common to all state-supported colleges and universities in Georgia. 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.

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## MISSION OF THE UNIVERSITY

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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.



shares characteristics with all of its sister institutions and with the state universities in particular. The common portions of the mission are indicated in the italics portion of each bullet (italics below). CCSU's unique characteristics and its five common thematic elements are reflected below in the regular print portion of each bullet:

- *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 metropolitan institution, Clayton State provides an array of student services designed to meet the varied needs of 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 or state.* Given the proximity of Hartsfield International Airport and the rapid development of the Interstate 75 corridor, the 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.

*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.

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## ACCREDITATION AND APPROVALS

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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

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## ALUMNI ASSOCIATION

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The Clayton College & State University Alumni Association was 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 2000 Clayton College & State University Alumni Board of Directors are as follows:

- Renee Blackmon '82
- Deborah L. Chastain '93
- Vicki Corley '89
- Rebecca B. Dean '87, '94
- Priscilla R. Foster '94
- Thomas A. George, Jr. '90, '91
- Jacqueline J. Geter '92, '95
- Douglas G. Gray '95
- Norman E. Grizzell '87
- Peggy L. Hand '87
- Bettv J. Haribar '97

- Mary Ann Headrick '94
- William C. Jones '90
- N. Anthony Kimbrell '93
- Beverly M. Lane '97
- Lanelle U. LaRue '85
- M. David Marler '94
- Michael J. McCullough '86
- Richard A. Neal '94
- Terry L. Penn '84, '87
- Reda K. Rowell '93, '98
- Diane Shubert '90
- Regina L. Thomas '88, '97

For more information about the Alumni Association, please call the Office of Alumni Relations at (770) 961-3580, or visit our web site at <http://adminservices.clayton.edu/alumni/>.

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## SPIVEY HALL

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Nestled lakeside on the campus of Clayton College & State University is Spivey Hall, an elegant world-class 400-seat concert hall with incomparable acoustics. Presenting renowned musicians through superior classical and jazz music series as well as a series of student performances and community ensembles has earned Spivey Hall widespread recognition from artists, media, and audiences, both nationally and internationally.

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 CCSU students' activity fees, students are entitled to two tickets to Spivey Hall concerts of their choice.

National Public Radio's "Performance Today" broadcasts more Spivey Hall concert recordings than any other hall in America. Superb acoustics have also made Spivey Hall the choice location for full-scale recording projects by major artists in the classical music genre. Dedicated in May 1992 above the stage, Spivey Hall's 79-rank Albert Schweitzer Memorial Organ with its tasteful, yet ornate casework is the focal point of this hall.

In addition, to Spivey Hall's extensive concert-series, the Spivey Hall Education Committee's award-winning education programs serve metropolitan Atlanta area schools. This collaboration between a performance venue and sixteen public school systems has produced the Student Concert Series, Spivey Hall Children's Choir, Master Classes, Robert Shaw Choral Workshop, and Teacher Staff Development Programs.

## Chapter 2 ADMISSIONS INFORMATION

### ADMISSION OF STUDENTS NEW TO CCSU

*Recent High School Graduates*

*Non-Traditional Students*

*Transfer Students*

*Freshman Scholars*

*Transient Students*

*Non-Native Speakers of English*

*International Students*

*Other Admission Categories*

*New Student Orientation*

### READMISSION OF FORMER CCSU STUDENTS

### GEORGIA RESIDENCY STATUS

### OTHER ADMISSION INFORMATION

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## ADMISSION OF STUDENTS NEW TO CCSU

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### REQUIREMENTS FOR ALL APPLICANTS

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 with immunization form\*, (2) the required application fee, and (3) all documents required by the appropriate category under which they are applying.

The admissions application and immunization form may be obtained from the Office of Admissions in the Student Center Building or electronically by accessing the internet ([www.adminservices.clayton.edu/admissions/](http://www.adminservices.clayton.edu/admissions/)). 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 (770-961-3500) or [CCSU-info@mail.clayton.edu](mailto:CCSU-info@mail.clayton.edu).

\* An application form is in the back of this catalog.

### 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
- Freshmen Scholars (concurrent high school/university enrollment)
- Transient Students
- International Students
- Other Categories (post-baccalaureate, auditors, age 62 and older)

These categories are defined and explained under the headings that follow.

### PROGRAM ADMISSION

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.

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## Recent High School Graduates

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Any applicant 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.

## 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 (July 17 for Fall; April 1 for Summer; and Dec. 1 for Spring.) The documents required for admission are as follows:

- CCSU application for admission.
- CCSU immunization form.
- 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 also be submitted.)
- Official copy of SAT or ACT test scores.

Additional documentation may be needed as follows:

- If the applicant has attended any college or university, official transcripts must be submitted.
- 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.
- 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.
- If the applicant wishes to receive Advanced Placement (AP) credit, an official copy of AP scores must be submitted.
- 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 three factors: SAT scores, 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:  $FI = SATV + SATM + (HSGPA \times 500)$ \*\* (FI is subject to minimum SAT/ACT scores.) 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 ( $510 + 520 + [3.00 \times 500] = 2,530$ ).

\*\*The HSGPA is calculated on CPC units only.

\*\* For students who took the ACT, the FI is calculated as follows:  $(GPA \times 500) + (ACT \text{ composite} \times 42) + 88$ .

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, two years of foreign language, and one academic elective. The number of mathematics units required will be increased to four in the year 2001. Questions about the CPC should be directed to high school counselors or to an admissions counselor in 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 2000 through Spring 2001, 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 17E/17M regardless of HSGPA.
- **College Preparatory Curriculum (15 units)\***
  - No deficiencies
  - One academic elective is required. (The fourth year of college preparatory math is strongly recommended.)

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

\* For 2001-2002, the fourth year of mathematics and two additional academic units 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 2000-2001, Limited Admission is based on the following minimums:

- **Freshman Index of 1800 or higher**
  - Subject to minimum SAT scores of 410V/380M or ACT scores of 16E/16M regardless of HSGPA.
- **College Preparatory Curriculum**
  - At least 14 of the 15 CPC units.
  - No deficiencies in mathematics or English.

### 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 requirement 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 an admissions counselor in the Office of Admissions for details (770-961-3500).

### CPC DEFICIENCIES

Students who meet the University limited admissions requirements 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 at least five years and who have no (or very little) college credit. Non-traditional students are encouraged to consider taking the "Academic Skills Tune-up" or other courses offered in Continuing Education (770-961-3550) prior to applying for University Admission. 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.

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 original 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, or
  - 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).\*\*

\* Prescreening tests may be required before the student is admitted and given the COMPASS. When this requirement is in effect, applicants are notified.

\*\* Applicants whose Compass scores indicate the need for additional preparation prior to enrolling in Learning Support classes may have their admission deferred pending satisfactory completion of preparation work through Continuing Education at CCSU or another approved source. Applicants in this status will be notified.

## Transfer Students

### TRANSFER APPLICATION PROCEDURE

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

- 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 required by the relevant status.

### TRANSFER ADMISSION STANDARDS – REGULAR ADMISSION

1. Students transferring 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 will be admitted to CCSU. Admission to selective admission programs such as nursing is not guaranteed and requires separate application form.

- \* 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.

### TRANSFER 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

- except ENGL 1101, which requires a grade of C. A minimum grade of C is required for transfer credit in upper division (3000-4000) courses.
4. Some programs of study (majors) at Clayton College & State University require a grade of C or better (or K) in all or some courses in the field. Acceptance of a course with a grade of D by the University does not guarantee acceptance in the specific program.
  5. Due to variations in curricula in specific majors (e.g., nursing, information technology), courses completed at another institution may not apply to the major at Clayton College & State University.
  6. 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.
  7. Transfer students may be required to participate in the University's placement examination process and, based on those results, may be strongly recommended or required to enroll in Learning Support courses or other learning experiences.
  8. 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.

**Important Note:** Transfer students who have questions about the evaluation of their transfer work should contact the Registrar's Office (770-961-5110). Specific concerns about the transfer or degree applicability of core curriculum courses from University System of Georgia institutions should be directed to the Associate Vice President for Academic Affairs (Transfer Ombudsman) 770-961-3538.

## Freshman Scholars Concurrent High School / University Enrollment

The Freshman Scholar Program offers outstanding high school juniors and seniors an opportunity to accelerate their academic programs by taking 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 education 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 each semester. (This program is not available during Summer Term.)

- **The Early Admissions Program** allows qualified high school seniors to accelerate their education 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.

### APPLICATION PROCEDURE

To be considered for Freshman Scholar admission, a student must submit the following documentation by the deadline for the academic term:

- Freshman Scholar application
- CCSU application and immunization form
- official high school transcript(s)
- SAT or ACT scores.

### ADMISSION REQUIREMENTS

To be admissible as a Freshman Scholar at Clayton College & State University, a high school junior or senior must meet all of the following requirements:

1. Have a minimum combined SAT I score of 1060 or ACT composite score of 23.
2. Have a 3.0 or higher grade point average (3.5 if a junior) in required College Preparatory Curriculum (CPC) courses.
3. Have the recommendation of the high school principal or counselor.
4. Have parental or guardian approval (if the student is a minor).
5. Be on schedule to complete CPC courses by the end of the senior year.

### SUBSCORE RESTRICTIONS

Students must have an SAT I subscore of 530 verbal (ACT 23E) to enroll in appropriate college courses for English or social studies CPC high school credit. Students must have an SAT I subscore of 530 M (ACT 22M) to enroll in appropriate college mathematics courses for high school CPC credit. (the minimums also apply to courses for which college-level English or math is prerequisite.) Students who do not meet these subscore minimums may take other college-level courses for elective credit if they have at least SAT 430V/400M or ACT 17E/17M.)

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 an admissions counselor in 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. Transient enrollment is on a space-available basis, and some courses may be closed to transient students at some stages of the registration process.
3. Transients must meet CCSU prerequisite/corequisite requirements for individual courses.
4. A transient student who desires to continue as a transfer student at the University must apply through the Registrar's Office and meet all transfer admissions policies and requirements.

## Non-Native Speakers of English

All students whose native language is not English must demonstrate proficiency in English in one of the following ways:

1. Submission of TOEFL (Test of English as a Foreign Language) score of at least 550 on the paper and pencil test or at least 210 on the new computer-based test.
2. Successful completion of Level 109 at ESL Language Center in Atlanta (404-266-2066).
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 three semester credit hours) in English Rhetoric and Composition at a United States regionally accredited college or university.

Note: Students who show English proficiency with TOEFL scores or ELS Level 109 completion may be eligible for alternate testing for placement tests, exit examinations, and the Regents' Test.

## International Students

All international students must pay the CCSU application fee and provide all of the same documents required of U.S. citizens including a completed

application for admission form, a completed immunization form signed by a health care provider, and official copies of school transcripts, test scores, certificates, and diplomas.\*

Students requiring an F-1 visa to enter the United States:

- Must provide proof that adequate funds are available for educational and living expenses
- Are exempt from the SAT/ACT requirement if the student demonstrates English proficiency as prescribed by the University, has a 2.00 high school GPA, and does not have the opportunity to take the SAT or ACT before entering the US on an F-1 visa.

Permanent residents and applicants in other immigrant/non-immigrant categories must bring their immigration documents to the admissions office. Such documents may include passport, resident alien card, I-94, or EAD.

Non-native speakers of English must demonstrate English proficiency as outlined in the previous section.

Additional information regarding requirements for International Students is available on the Admissions Website (<http://admisservices.clayton.edu/admissions/>).

- \* Certified translations must be provided for any transcripts, test scores, certificates, or diplomas that are not in English.

## Other Admission Categories

### Post-baccalaureate Students

Students who already hold a bachelor's degree from an accredited college or university may be admitted to Clayton College & State University on a post-baccalaureate basis. Applicants in this category must submit an official transcript from the degree-granting institution. (Applicants in categories b, c, and d below must also submit transcripts from any other institution from which they want CCSU to accept credit.)

Post-baccalaureate students may take any courses for which they meet the prerequisites, major restrictions, or other requirements.

Post-baccalaureate students fall into four sub-categories:

- a. **Non-degree/certificate.** This includes students who are taking courses at CCSU for career development or personal enrichment only and who are not seeking a degree or certificate from CCSU.
- b. **Post-baccalaureate Certificate.** (e.g. American Humanics) This includes students who are seeking a post-baccalaureate certificate from CCSU. Such students should follow the curriculum plan for their desired certification as published in this catalog and/or program materials.
- c. **Second Bachelor's Degree.** Students who are seeking a second bachelor's degree must meet the curriculum and residency requirements for the chosen major. Students will not be required to meet specific CCSU general education requirements in Core Areas A-F except when specific Core courses are necessary prerequisites to other program courses. (Note: Post-baccalaureate students seeking the Bachelor of

Information Technology will start courses in the pre-associate level Certificate of Information Technology.

- d. **Associate Degree or Pre-associate Certificate.** (e.g. Information Technology, Computer Networking, Office Specialist) Post-baccalaureate students who are seeking an associate degree or certificate must meet the curriculum and residency requirements for the chosen field. Students will not be required to meet specific CCSU general education requirements in Core Areas A-F except when specific Core courses are necessary prerequisites to other program courses.

### 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 (Senior Citizens)

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, the application fee, 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.

## New Student Orientation

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.

Orientation details are provided in the student's admission acceptance packet. Call 770-961-3510 for additional information.



## READMISSION OF FORMER CCSU STUDENTS

The readmission process is required prior to registration for any student whose enrollment at CCSU has not been continuous **except that a student who is enrolled Spring Semester may register for Fall semester without attending a Summer session.** In other words, if a student sits out for even one Fall or Spring semester, the student must apply for readmission.

Readmission to CCSU for former students is a simple and quick process that is handled by the Registrar's Office in person (STC-214), or on-line (<http://adminservices.clayton.edu/registrar/>).

**Students who were in good standing at the end of their last term at CCSU and who have not attended any other college or university during their absence from CCSU are guaranteed readmission upon completing the process.** (Readmission to the University does not guarantee admission to specific academic programs that have additional requirements and/or space limitations.)

The following additional readmission regulations apply to students who have attended another college or university while absent from CCSU and to students who are not in good academic standing:

- 1) Any student who has enrolled in any other college or university while absent from CCSU must submit to the Registrar official transcripts from the institution(s) attended. Transcripts must be submitted even if the student does not intend to apply credit to a CCSU program. (It is not necessary to resubmit high school records or test scores.)
- 2) If the student was on academic probation or suspension at the end of his or her last term at CCSU, the student will be readmitted on probation regardless of grades earned at another institution. (For students on suspension from CCSU, readmission will not be granted until the term of suspension has elapsed or until the student has successfully appealed to have the duration of his or her suspension reduced.)
- 3) If the student was on academic probation or suspension at the end of his or her last term at the last institution attended while absent from CCSU, the student will be admitted to CCSU on probation regardless of previous grades at CCSU. (For students on suspension from the last institution attended while absent from CCSU, readmission will not be granted until the term of suspension has elapsed or until the student has successfully appealed to have the duration of his or her suspension reduced.)
- 4) If the student was on academic dismissal at the end of his or her last term at CCSU (or if the student has been dismissed\* from the last institution attended while absent from CCSU), the student must file a formal appeal, and readmission to CCSU is not guaranteed. Appeals of dismissal will not be considered until at least one year has elapsed from the dismissal. (Forms are available from the University Registrar.)

\* Dismissal includes equivalent status such as "permanent exclusion," "final suspension," or any other term indicating that the student's return to the institution is not routine.

## 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 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.
- 1.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 that 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.*

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## OTHER ADMISSION INFORMATION

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### 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 proficiency in critical academic areas. In addition, non-traditional students may be subject to screening tests prior to admission. Students will be notified by the Admissions Office if examinations 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 should be sent to the Director of Admissions.

**Chapter 3**  
**FINANCIAL INFORMATION**

GENERAL INFORMATION ON FEES

REQUIRED FEES

REFUND POLICY

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**GENERAL INFORMATION ON FEES**

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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, American Express, and MasterCard subject to validation and approval. (Discover Card is accepted in person but as of publication date, Discover is not accepted on-line.)

**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 1999-2000

(2000-2001 fees were not set at publication time. Current fees will be published in the semester Schedule of Classes.)

#### Semester Matriculation Fees (tuition)

Residents of Georgia	\$904.00 for a student taking 12 semester credit hours or more, or \$76.00 per semester hour for fewer than 12 credit hours.
Non-Residents of Georgia*	\$2,712.00 for a student taking 12 semester credit hours or more, or \$226.00 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

- Student Activities Fee.** A \$27.00 per semester fee will be charged for student activities.
- Athletic Fee.** A \$90.00 per semester fee will be charged to support intercollegiate athletics.
- Parking Fee.** A \$15.00 per semester fee will be charged for operation of parking services.
- Universal Card Access Fee.** A \$15.00 per semester fee will be charged for services associated with the universal card.
- Information Technology Fee** (Universal Personal Information Technology Access)  
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

- Telecourse Fee.** A \$20.00 fee will be charged students who enroll in designated telecourses (non-refundable once classes begin).
- 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).
- 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.

- Application Fee.** A \$20.00 fee will be charged for application processing expenses (non-refundable).
- Orientation Fee.** A student attending an orientation session will be charged a one-time fee at the time of reservation. The fee amount varies with the type of session the student chooses to attend.
- Enrollment Services Fee.** A one-time \$15.00 fee will be charged for diploma, graduation, and transcript expenses (non-refundable).
- 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. Materials may be ordered on-line from CCSU's e-Store, [ccsuestore.com](http://ccsuestore.com). 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 \$250 and \$450 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 (Senior Citizens)

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. Other requirements are included in the Admissions Information chapter.

### Regent's 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 & State University participates fully in this program.

### Continuing Education Course Fees

Continuing Education Courses are offered each semester by the Office of Continuing Education. Academic credit is not awarded for Continuing Education courses. Fees and refund policies for these courses are listed in brochures published by that office.

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## REFUND POLICY

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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. Any changes in policies will be published in the Semester Schedule of Classes.

### NOTICE OF PENDING CHANGES

Beginning Fall Semester 2000, CCSU is required to implement the new United States Department of Education's Return of Title IV Aid Policy for managing federal financial aid funds. At the date that this catalog went to press, the University System of Georgia had not completed the process of altering their refund policy to reflect changes in federal policy.

The most important aspect of the new federal policy is that the date of withdrawal will determine how much of the original aid award the student actually "earned". If the student is found to have earned less aid than was actually received, the student will be required to repay the aid that was disbursed on their behalf.

As soon as the University System of Georgia has completed the process of altering their refund policy, more detailed information will be made available to students. Please refer to your Schedule of Classes for each term and to your financial aid award letter for further details.

**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.

**IMPORTANT NOTE:** No refunds will be issued until the University-owned computer and any other University-owned equipment checked out to the student have been returned in satisfactory condition.

- 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 during the official Late Registration/Drop-Add period.** If the drop-add process results in a reduction of hours, the student's billing for matriculation fees will be adjusted to reflect the hours for which he or she is registered at the end of the Drop-Add period, and a refund will be issued if appropriate. If the student's registration remains at 12 or more hours, no refund will be issued since matriculation fees cap at 12 hours. Consult the Semester Schedule of Classes for additional details and procedures concerning refunds. Please remember that certain fees are non-refundable.

**Important note:** If matriculation fees have been paid by federal or state funds, the refund will be made first to the issuing agency. Students who are receiving financial aid (including loans) must be aware that a reduction in hours during the drop-add period may affect the amount of their financial aid award. Since the financial aid award may be reduced, it is possible that a reduction in hours may actually increase the amount of out-of-pocket funds that the student owes to Clayton College & State University. Students should carefully consider the financial aid implications of drop-add transactions that result in a reduction of hours. Students with questions should contact the Office of Financial Aid.

- 3. After the end of the drop-add period, no refunds are issued for reduction in hours if the student remains enrolled in any course.** After this point, refunds are issued only for complete withdrawal in accordance with the policy in item 4 below.
- 4. 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) as follows:
 

• 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 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 cases: (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

*CHOOSING A MAJOR*

*REGISTERING FOR COURSES*

*INFORMATION TECHNOLOGY PROJECT*

*DISTANCE LEARNING*

*WITHDRAWAL FROM COURSES*

*GRADING SYSTEM*

*LEARNING SUPPORT REQUIREMENTS*

*ACADEMIC STANDING*

*EXPERIENTIAL LEARNING*

*STUDY ABROAD AND INTERNATIONAL EDUCATION*

*ACADEMIC HONORS*

*OTHER ACADEMIC POLICIES*

## CHOOSING A MAJOR (Program of Study)

Students should declare their major programs 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 form or by on-line process. 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. Advisement is optional or required depending on major and/or stage of program. In addition, students who have not selected a program of study will be assisted in the Office of Counseling & Career Services. Faculty advisors maintain regular office hours during the academic term to encourage student conferences whenever questions arise or further information is needed.

### 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 Office of Counseling & Career Services. The office 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 COURSES

### Schedule of Classes

A Schedule of Classes is published in paper form and on the University homepage each semester ([www.clayton.edu](http://www.clayton.edu)). Instructions on how to register are included in this schedule. Registration is accomplished on-line using the CCSU system known as the DUCK (Digital University Campus Kiosk).

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 University also 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.

### Prerequisites and Corequisites

Many courses are listed as having prerequisites, corequisites, or absolute corequisites. See the Course Descriptions chapter of this catalog for definitions and specific listings. In exceptional circumstances, a dean or associate dean may grant a waiver of a prerequisite or corequisite. Faculty members are not permitted to waive prerequisites or corequisites on their own.

In most cases, the University's computer system (DUCK) is programmed to block a student's registration for a course if he or she has not satisfied the prerequisite or corequisite requirements. However, this computer blocking is not perfect, and students personally remain responsible for complying with the prerequisites or corequisites for a course even if they are not electronically blocked from registration. Students who register for courses for which they do not qualify are subject to removal from the course and are responsible for any problems that may result including the loss of course credit and fees.

### 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 (15 in the summer) without special permission. Those who wish to accelerate their study by taking more than 18 hours in a semester (or 15 in the Summer) must have a written overload request approved by the dean of the school of their major, and this form must be 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 than by 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 New College 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 that are audited 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.

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## INFORMATION TECHNOLOGY PROJECT (ITP)

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Through the Information Technology Project (ITP), Clayton College & State University provides all its students with multimedia notebook computers with full Internet/World Wide Web access. Students use their computers in the classroom, on campus, at home, and at other remote locations to obtain information and to stay in touch with their instructors and fellow students. CCSU initiated the ITP to improve dramatically the quality of education for its students and make its programs, courses, and facilities more convenient and accessible. For example, students use their computers to register on-line for their courses each semester using the DUCK, and they can even pay their semester fees on-line by credit card.

In almost all courses at CCSU, instructors require that students use their notebook computers. In some courses, CD-ROMs and the World Wide Web may supplement or replace traditional textbooks. All students receive training in using the standard software load, and specialized instruction is available in software unique to specific programs. Students with questions can contact the

ITP help desk, known as the Hub, on a walk-up, e-mail, or phone-in basis (770-961-HELP).

Through ITP, CCSU offers on-line courses that are available to students by distance learning through the World Wide Web. (See the Distance Learning section below.) In addition, ITP is helping CCSU to expand its degree offerings available in such fields as the Information Technology Career Ladder (ITCL), which leads to the Bachelor of Information Technology (B.I.T.). (See the chapter on the New College for Economic & Community Development.)

The cost of ITP is partially covered by the Information Technology Fee. (See the Financial Information chapter 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 usually apply toward the Information Technology Fee; for more information, students should contact Financial Aid Office.

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## DISTANCE LEARNING

### "On-Line" Courses

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Many courses at Clayton College & State University are offered "on-line" as well as on campus. In on-line courses some or all of the instruction is delivered by on-line computer connection via the Internet (World Wide Web). The Internet may be supplemented by television, video conferencing, or other distance learning methods. Use of this technology allows the University to offer learning experiences that are more convenient for many students.

Courses offered via distance learning are identified in the Schedule of Classes each semester and on the Distance Learning Website <http://distancelearning.clayton.edu>. Additional fees will accompany on-line courses with video components.

### On-Line Courses

On-line courses are often attractive for students who cannot conveniently attend on-campus courses. Students can take all of their courses on-line for a given semester, or they can mix on-line and on-campus sections. It is important to keep in mind, however, that even though on-line courses offer schedule flexibility, the total time commitment and academic expectation for an on-line course is the same as it is for a traditional on-campus class.

Although regular classroom attendance is not required for distance learning courses, some physical presence is usually required on campus or at an approved site for orientation, testing, and, in some cases, "hands-on" experiences (labs, clinicals, observations, etc.). In addition, some distance learning courses may offer optional on-campus sessions for discussion and/or review. For details, please consult the notes in the official Schedule of Classes each semester and the on-line syllabus for each course.

### Registration for On-line Courses

To take an on-line course, students must be admitted to the University and be eligible to register for credit courses, including having met all prerequisites and/or corequisites. Students may register for on-line courses through the



University's on-line registration process, which is called the DUCK. Details about registration are published each semester in printed and on-line versions ([www.clayton.edu](http://www.clayton.edu)).

Students should not register for on-line 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.

### Computer Distribution

Students taking only on-line courses may obtain their notebook computers by the regular distribution process described in the University's Schedule of Classes, or they may call 770-960-4357 to make alternate arrangements. Special arrangements can be made for students who live outside the 404, 770, or 678 Area Codes.

### Course Materials

Some on-line courses will require printed texts or other supporting material that can be obtained in person or from the Campus Store or online at [www.ccsuestore.com](http://www.ccsuestore.com). Many research resources are available on-line through GALILEO, but some projects may require library work at CCSU or elsewhere.

### On-line courses with video components

Some on-line courses include instruction provided via television or video tapes and are called "on-line courses with video components." Some of the content for these courses are broadcast over satellite in cooperation with GPTV. If students do not have access, they can still take these courses by obtaining the videotapes from the CCSU library circulation desk and playing them at their convenience. *There is an additional \$20.00 per course fee for on-line telecourses to cover CCSU's costs for broadcast and distribution rights.*

### Important information about getting started in an on-line course

When students register for an on-line course, they **MUST** contact the instructor by e-mail to confirm that they are registered and to make sure that they have established electronic communication. In some cases students will receive a communication from the instructor, and their response to that message can constitute their initial contact. However, even if students do not receive a message from the instructor, it is their responsibility to contact the instructor **BEFORE** any scheduled orientation session. (If there is no orientation session, students must contact the instructor before the end of the first week of the semester.)

Most on-line courses have a mandatory orientation session. Students must attend any such session in person unless they have made advance arrangements with the instructor. The University's Schedule of Classes usually contains orientation dates for on-line courses, or students can go to the CCSU Distance Learning website at <http://distancelearning.clayton.edu> for room assignments and other information.

**If students do not contact the instructor and meet all orientation requirements during the first week of the semester, they must withdraw from the on-line course or receive an F.**

The instructor's e-mail address and information about orientation sessions are usually included with the appropriate course listing in the CCSU Schedule of Classes or on the Distance Learning Website. If students have difficulty contacting their instructor by e-mail, they should call the school that offers the course (Arts & Sciences, 770-961-3420; Business, 770-961-3410; Health Sciences, 770-961-3484; Technology, 770-361-3415; New College, 770-960-4200).

### On-site attendance requirements.

Most "on-line" courses require physical attendance only for orientation and examinations. However, as mentioned above, some courses that are delivered substantially on-line also require attendance at CCSU (or other sites) for the purposes of laboratories, practica, or other activities that necessitate direct "hands-on" or "face-to-face" experiences. Please note the explanations with each course in the Schedule of Classes and pay careful attention to information in course syllabi.

**Important Note:** If an onsite meeting of an on-line course conflicts with the time of another course, it is the student's responsibility to notify both instructors well in advance so that arrangements can be made to accommodate the conflict.

### GOING THE DISTANCE

Utilizing on-line courses, CCSU students can earn the entire Associate of Arts/Associate of Science and Bachelor of Arts/Bachelor of Science in Integrative Studies by distance learning. Because of this, the University has been designated by the Public Broadcasting System (PBS) as an official "Going the Distance" University.

**Note:** Although the University assures students that enough courses will be available for the completion of the A.A., A.S., B.A., and B.S. in Integrative Studies degrees via distance learning in two years for the Associate degree and four years for the Baccalaureate degree, 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.)

Courses marked by the  in the Course Descriptions chapter of this catalog are offered as on-line courses.

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## WITHDRAWAL FROM COURSES

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After the end of the late registration and drop/add period, 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, (<http://admins-services.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 attends 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 Office of Counseling & Career Services or the Registrar. 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 owned 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 official 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 Registrar on-line (<http://admins-services.clayton.edu/registrar/>), or in person (STC-216). Call 770-961-3504 to obtain a form if in person or on-line is not feasible.

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 a refund.

For purposes of this policy, "passing" is defined to include not only recorded grades but also satisfactory progress toward course assignments (papers, reports, projects, etc.) that have not yet actually been graded at the time the hardship arises. 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 interferes 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 a close relative that requires the student's extended attention, unavoidable, and unexpected 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 Associate 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	minimum passing*	1.00
F	failure	0.00
U	unsatisfactory	0.00

WF                    withdrew, failing                    0.00

\*In many cases, D grades in the major will not count toward graduation; see the specific program for details.

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 it 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 midterm or after midterm with hardship approval. (See the heading above for details on withdrawal policy.)
  
- V — **Audit.** Indicates that a student audited a 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. A grade of IP counts as an attempt for purposes of Learning Support suspension.
  
- 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	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
<hr style="width: 20%; margin: 0 auto;"/>					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. However, only the most recent attempt counts toward graduation and in the Institutional GPA *even if the most recent grade 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. Some courses (Selected Topics, Independent Study, Internship, etc) provide for repeats for credit. In such cases all grades count in GPA.

**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 informally 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 associate dean. The appeal must 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. Written Appeals should be directed to the relevant department head or associate dean with copy to the dean.

Appeals initiated more than one semester following the time that the issue arose will not normally 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 Associate 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 baccalaureate degree. Former Developmental Studies/Learning Support students may apply for Academic Renewal only if they successfully completed all 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 A, B, C, or S grades have 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 Regent's 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.

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## LEARNING SUPPORT REQUIREMENTS

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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 students in certificate programs (excluding C.I.T.) may be advised by School of Technology faculty in conjunction with Learning Support.

**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 chapter 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. Students who are required to take Learning Support math and/or English are restricted from many Core Curriculum courses.
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 0099.

*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.*

**Learning Support Suspension.** Students who are required to take Learning Support courses have a limited number of attempts to pass and complete courses in content areas. An "attempt" is any course enrollment that results in a grade other than *W* or *V*. (For purposes of this policy an *IP* is considered an attempt.)

**Mathematics:** Students are allowed a maximum of *three* attempts to pass the MATH 0096–MATH 0097–MATH 0099 sequence subject to the following conditions:

- Students who begin in MATH 0097 or MATH 0096 and fail twice at this level will be suspended from the University and not allowed to attempt MATH 0097 again or take MATH 0099. (Note: MATH 0096 includes all material from MATH 0097 but begins at a more basic level.) Suspension is for three years.
- Students who begin in MATH 0099 and fail the course twice will not normally be allowed a third attempt and will be suspended for three years. Appeals for a third attempt must be directed to the Head of the Department of Learning Support. Appeals are only approved when there is compelling evidence of a high likelihood of success in the third attempt.

**English, Reading, and College Skills:** Students are allowed a maximum of three attempts in each of the following courses: ENGL 0099, READ 0099, and CSOR 0098. Students who fail any course three times will be suspended from the University for three years.

**Period of 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 the student is granted one more attempt 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.

NOTE: 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.

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## ACADEMIC STANDING

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### 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. GPA is based on CCSU only.

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 by CCSU 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 Probation: Regular and Learning Support

#### 1. Regular 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 Academic 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 Office of Counseling & Career Services can work with students on probation to help them find ways to bring up their grades. If performance does not improve, the student will be suspended from the University.

### Academic Suspension and Dismissal: Regular and Learning Support

#### 1. Regular 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 must apply for readmission and will be on academic probation. The student may be required to consult a special counselor/advisor prior to registration. A readmitted student 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 must apply for readmission and will be on probation. The student 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.

**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 or reduction of the exclusion period. Such appeals are granted only in exceptional cases in which there is clear evidence that the reasons for the suspension have been ameliorated and are not likely to be repeated. If readmission is granted the student will be on probation and enrollment may be restricted. 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 and schedule a personal appeal session. (ADM 28 770-961-3538).

**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 Readmission 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 Appeals 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 on academic probation and 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 this 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.

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## EXPERIENTIAL LEARNING

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Experiential Learning at Clayton College & State University provides students with opportunities to create durable and meaningful connections between education and all other aspects of life. Students complement their academic learning with practical experience in a work setting related to their programs of study or career goals. Experiential learning benefits the local community by encouraging cooperation between the University and area organizations while providing the regional employment community with better prepared employees.

Experiential Learning includes cooperative education, internships, applied learning, service learning, and volunteerism. Many programs of study offer credit for experiential learning. Students should refer to specific program requirements regarding required and optional internships. Students who do not earn credit may receive non-credit transcript documentation for participating in cooperative education or internship.

Students interested in cooperative education and/or internships should work with their academic advisors and the Office of Experiential Learning (TECH 105, 770-960-4279).

Students must have met the following minimum standards to be eligible for participation in Experiential Learning:

- Complete at least one full semester at CCSU;
- Earn the appropriate number of credit hours (baccalaureate program—30 hours; associate program—18 hours; certificate—12 hours);
- Maintain Good Academic Standing;
- Complete all course prerequisites;
- Obtain prior approval from the Director of Experiential Learning and a faculty coordinator. This involves providing evidence that the experience is directly related to the students' area of study.

**Note:** Academic departments as well as local organizations and businesses reserve the right to establish higher minimum requirements. The Grade and Academic Appeals

process described earlier in this chapter applies to appeals related to experiential learning.

After a student is offered and accepts an experiential learning position, he or she must articulate clear learning objectives on the Experiential Learning Agreement Form. The Form provides a statement of understanding between the student, the University, and the host organization and is used to document student progress. Any student who fails to submit a completed Agreement Form by the deadline is subject to being withdrawn from the course.

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## STUDY ABROAD AND INTERNATIONAL EDUCATION

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Clayton College & State University currently participates in study abroad programs sponsored by the European, African, Asian, and Americas Councils of the University System of Georgia. Information on these programs may be obtained from the office of the Campus International Coordinator. These summer programs offer students the opportunity to enjoy up to five weeks of residence in a college environment abroad while earning academic course credit. Financial aid and HOPE scholarship funds may be used for these programs.

The Coordinator also maintains information on numerous other study abroad programs offered by colleges and universities throughout the state and country. Clayton State students have participated in programs in England, France, Italy, Spain, and Russia; a program for South Africa is planned for the future. For complete information on the opportunities available to Clayton State students, contact the Campus International Coordinator, Arts and Sciences Building, Room 205 (770-960-5189).

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## ACADEMIC HONORS

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### 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 semester. 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:

- attain the Regents' Grade Point Average specified for the given level of honors on *all* work attempted at Clayton College & State University; and
- 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

NOTE: Graduation with Honors is officially calculated on all grades up to the point of graduation. However, Honors announcements at the commencement ceremony are normally based on grades earned through the last semester prior to graduation. Student's participating in the ceremony who think that their final semester's grades will qualify them for Honors may file a petition for Honors calculation prior to the ceremony. Contact the Registrar for details.

### 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 overall records of academic excellence.

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## OTHER ACADEMIC POLICIES

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### 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. One semester credit hour presumes 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 on task 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 of class, a student who takes twelve semester hours (four three-hour courses) should be spending approximately 1,800 minutes (30 clock hours) per week on college work. The time required for a fifteen-semester-hour load should be roughly equivalent to a forty-hour work week. 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. (Some programs will require more hours to stay on track.) 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 with approval.

### 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 Assessment Center in 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 a valid Georgia R.N. license. Additional information is available from the School of Health Sciences (BHS-57).
- Certified Professional Secretaries Examination (CPS). Clayton College & State University awards 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 necessarily 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 CCSU 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. (For example, a student with credit for MATH 1113 could not earn credit by examination for MATH 1101. The *only* exception to the sequence rule is for required courses in which a C or K or better is required for graduation. In such cases, a student may use credit by examination to override a D in the first course of a sequence.)
4. Although appropriate credit earned by examination or experience may be applied to meet graduation requirements, such credit may *not* be used to meet the minimum number of hours required "in residence" at Clayton College & State University. This regulation applies even if the credit by examination or experience is earned at the same time that the student is in residence for other courses.
5. Credit by experience must have occurred in a formalized setting that maintains verifiable records. In 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).

#### 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-1 visas are not eligible for transient status.

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

### **Servicemembers Opportunity College**

Clayton College & State University is a member of the Servicemembers Opportunity Colleges (SOC) Program. Participation in this program means that CCSU has shown a special interest in providing higher education options for members of the armed forces. CCSU is listed in the 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 Office of Counseling & Career Services in the Student Center Building for additional information (770-961-3515).

## **Chapter 5 GRADUATION REQUIREMENTS**

*ACADEMIC DEGREES AND CERTIFICATES*

*LEARNING OUTCOMES*

*GENERAL DEGREE REQUIREMENTS*

*GENERAL CERTIFICATE REQUIREMENTS*

*OTHER GRADUATION REGULATIONS*

*REGENTS' TEST POLICY*

*LIST OF ACADEMIC PROGRAMS (MAJORS)*

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## ACADEMIC DEGREES AND CERTIFICATES

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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 five schools and colleges of the University: Arts and Sciences, Business, Health Sciences, Technology, and New College. 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:** Depending on the major of the graduate, the baccalaureate 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.), Bachelor of Information Technology (B.I.T.), or a Bachelor of Applied Science (B.A.S.). Baccalaureates typically take four years of full-time study.
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 baccalaureate degrees (except the B.A.S., B.I.T. or R.N.-B.S.N. track). 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 Integrative Studies or one of the other A.A. or A.S. majors as part of 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. **Applied Associate Degrees:** Associate of Applied Science (A.A.S.), Associate of Science in Information Technology (A.A.S.I.T.), 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 to pursue the Bachelor of Applied Science (B.A.S.) degree. The A.A.S.I.T. is designed to lead directly to the B.I.T.

4. **Academic 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. All courses in the certificate in Information Technology (C.I.T.) apply to the A.A.S.I.T.
5. **Post-baccalaureate certificates:** In certain fields such as American Humanics, health sciences, etc. students who already hold baccalaureate degrees in related fields can earn post-baccalaureate certificates.

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## LEARNING OUTCOMES

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In pursuit of its core mission "to provide superior career-oriented studies that will prepare students to succeed in the world of work in the 21<sup>st</sup> 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.)

### REQUIRED PARTICIPATION IN ASSESSMENTS

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. At a certain point in a student's program, participation in assessment activities may be required prior to continuing registration. 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

### The 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

## GENERAL BACCALAUREATE AND ASSOCIATE DEGREE REQUIREMENTS

In order to graduate with a baccalaureate or associate degree from Clayton College & State University, a student must meet all of the following general requirements. Specific programs may have additional requirements.

1. **Core Curriculum.** All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-F of the Core Curriculum. A.A.S., A.A.S.I.T., 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 acceptance of CCSU courses should contact the Transfer Ombudsperson, Associate V.P., at 770-961-3538.)

The basic areas of the Core are as follows (see the chapters for each school for specific course listings in Areas A-F.):

- 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. **Grade Requirements for ENGL 1101 and other courses.** The student must have a grade of C or better (or K) in ENGL 1101 in order to graduate. In addition, the student must also meet any minimum grade requirements for the student’s major including grade requirements embedded in prerequisites. (See the appropriate chapter of this catalog.)
6. **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 is 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. Passing HIST 3110, Georgia History and Government, at CCSU.
  - b. Passing CITZ 1001, Citizenship, at CCSU.
  - c. Passing American government and U.S. history courses by transfer from a non-University System of Georgia institution or earning credit by examination *and* passing CCSU's Georgia History and Government competency examinations. Contact the Assessment Center in the Learning Center (770-961-3445) for details.
  - d. Meeting the requirement at another institution of the University System of Georgia.
7. **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 residence 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., A.A.S.I.T., 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.

\*\* In exceptional cases credit by exam designed and administered by CCSU may be counted toward residency if the credit is awarded as part of a designed plan approved in advance by the dean of the school of the student's major.

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

8. **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 Assessment Center in 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.

9. **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.*

Students may be graduated at the end of any semester in which they fulfill the degree requirements of the University. Formal commencement ceremonies are held in May and December each year. 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.

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## GENERAL CERTIFICATE REQUIREMENTS

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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. If ENGL 1101 is required in the certificate, the graduate must have earned a grade of C or better (or K).
2. **Residency.** At least one-half of the credit hours applied to the certificate 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.

4. **Graduation Ceremony.** Certificates are not awarded at the University's formal commencement program for degrees; however, a certificate ceremony is normally held each Spring and may be scheduled at other times also. 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 GRADUATION REGULATIONS

### Semester System

Fall Semester 1998 Clayton College & State University and the rest of the University System of Georgia began operating on the semester calendar system. 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.

All graduation evaluations are based on semester requirements. (Students who completed Areas I-IV under quarters will not have the core curriculum reevaluated for semester requirements.) Graduation will be evaluated first in terms of specific course requirements and then in terms of total hours. The student must meet the total hour requirement except that shortages of less than three semester will be waived if the shortage is due to semester conversion calculations on University System of Georgia courses.

Students are encouraged to consult 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 <http://adminservices.clayton.edu/registrar/>.

### 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. Hours counted for residency must apply to the requirements for second degree—free electives do not count toward second degree residency. 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 prerequisite courses or 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.

### Graduation with Honors

See the Academic Honors heading in the Academic Information Chapter.

### 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.) It is possible that the licensing board may change requirements prior to a student's completion of his or her 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 additional courses or, if taken, that such courses will entitle students to take licensure examinations.

### Physical Education

Clayton College & State University encourages students to 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 which courses are 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.\*

There is no time limit on course work completed in Areas A-E of the Core Curriculum. 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.

\* See the Semester System section earlier in this chapter for special transition rules.

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## REGENTS' TEST POLICY

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### Purpose

The Regents' Testing Program (RTP) 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 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 Regent's 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.

**NOTE:** Passing the Regent's Test is not required to earn a certificate from CCSU. Since the Certificate in Information Technology (C.I.T.) is part of the "career ladder" leading to the B.I.T., C.I.T. students are subject to the Regent's Test policies.

### Requirements for what semester the Regent's 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 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 Regent's Test but haven't

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 0199 and RGTR 0198. 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.
3. Students required to take Learning Support courses may not take the Regent's exam until completion of Learning Support courses.

### Requirements for students who have taken the Regent's Test but have not been successful

Any student who fails one or both portions of the Regents' Test must enroll in the appropriate remediation course(s) 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 a 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 Diversity and Disability Services to arrange special test procedures. Appropriate provision for remediation will be made for persons not passing components of the Test. Procedures for the administration of the Test and subsequent remediation, if necessary, will vary depending on the individual handicap. These students are otherwise subject to all provisions of the policy.

### Procedures for review

A student's essay will be reviewed if the essay received at least one passing score among the three scores awarded. The review will be conducted by three faculty members designated by Clayton 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 Regent's 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).

## Programs of Study (Majors)

The details for each program are in the chapters for each school.

### Baccalaureate Degree Programs

Accounting (B.B.A.)  
Administrative Management (B.A.S.)

**Advising School**  
Business  
Technology

Allied Health Administration (B.A.S.)	Health Sciences
Applied Biology (B.S.)	Arts & Sciences
Business - General (B.B.A.)	Business
Dental Hygiene Practice & Administration (B.A.S.)	Health Sciences
Health Care Management (B.S.)	Health Sciences
Information Technology (B.I.T.)*	New College
Integrative Studies (B.A./B.S.)	New College**
Liberal Arts (See Integrative Studies.)	
Management (B.B.A.)	Business
Marketing (B.B.A.)	Business
Middle Level Education (B.A.)	Arts & Sciences
Music - Composition (B.M.)	Arts & Sciences
Music - Performances (B.M.)	Arts & Sciences
Nursing - Basic Licensure (B.S.N.)	Health Sciences
Nursing - For Existing RN's (B.S.N.)	Health Sciences
Pre-Law, Pre-Med, Pre-Vet, Pre-Dentistry	(See Integrative Studies.)
Teacher Education (See Middle Level Education)	
Technology Management (B.A.S.)	Technology

\* There are several emphases available under the B.I.T.

\*\* Some Integrative Studies advising occurs in Arts & Sciences.

### Transfer Programs-Core Curriculum

In these fields CCSU offers the first two years of study as approved by the University System of Georgia for baccalaureate degrees to be completed at another public university in Georgia. Since CCSU is fully accredited, most courses will also apply to these fields at private colleges and universities or at public institutions in other states; however, to confirm transferability students should consult the catalogs of the institutions to which they plan to transfer.

Students who complete all courses in a specified program of study (Areas A-F) plus other graduation requirements will be awarded Associate of Arts (A.A.) or Associate of Science (A.S.) degrees in Core Curriculum. However, it is important to note that completion of an A.A. or A.S. is not necessary to transfer.

	<b>Advising School</b>
Agricultural and Environmental Science	Arts & Sciences
Allied Health Professions*	Health Sciences
Anthropology (See Sociology)	
Art	Arts & Sciences
Biology/Biological Sciences	Arts & Sciences
Business Education (see Teacher Education)	
Chemistry	Arts & Sciences
Communications (See Journalism and Mass Communication)	
Computer Science	Arts & Sciences
Criminal Justice	Arts & Sciences
Economics	Arts & Sciences
Engineering	Arts & Sciences
Engineering Technology* (See School of Tech. or A&S)	Arts & Sciences
English	Arts & Sciences
Environmental Science (See Agricultural and Environmental Science)	



Forestry	Arts & Sciences
French	Arts & Sciences
Geography*	Arts & Sciences
Geology*	Arts & Sciences
German*	Arts & Sciences
Health (See a Health Sciences Advisor)	
Health Information Management (See Allied Health.)	Health Sciences
History	Arts & Sciences
Journalism and Mass Communication	Arts & Sciences
Mathematics	Arts & Sciences
Medical Technology*	Health Sciences
Music (for fields not at CCSU)	Arts & Sciences
Occupational Therapy*	Health Sciences
Pharmacy (pre-)	Arts & Sciences
Philosophy	Arts & Sciences
Physical Therapy*	Health Sciences
Physics	Arts & Sciences
Political Science	Arts & Sciences
Psychology	Arts & Sciences
Recreation (See Health Sciences advisor)	
Sociology	Arts & Sciences
Spanish	Arts & Sciences
Speech	Arts & Sciences
Teacher Education	Arts & Sciences
Theater	Arts & Sciences
Undecided (See an advisor in the Counseling & Career Center.)	

\*CCSU may not offer all of the courses necessary for the University System Area F in these fields; however, the University does offer most of the appropriate Core Curriculum classes

### Career Programs -- Applied Associate Degrees and Certificates

**Note:** Certificate programs that lead to career associate degrees are indented under the related associate program.

	<u>Advising School</u>
Administrative Assistant (See Office Technology)	
Airway Science (A.A.S.)	Technology
Architectural Drafting (See Drafting and Design)	
Aviation Maintenance Technology (A.A.S.)	Technology
Airframe	
Powerplant	
Avionics Technology (See Electronics)	
Computer Network Technology (A.A.S.)	Technology
Computer Network Administrator	
Computer Network Technician	
Computer Service Technology (See Electronics)	Technology
Dental Hygiene (A.S.D.H.)	Health Sciences
Drafting and Design (A.A.S.)	Technology
Drafting Technician	

Electronics Technology (A.A.S.)	Technology
Electronics Technician	
Fashion Merchandising (See Marketing & Merchandising)	
Industrial and Services Supervision (A.A.S.)	Technology
Industrial and Services Supervision	
Information Technology (A.A.S.I.T.)*	New College
Information Technology	
Marketing and Merchandising (A.A.S.)	Technology
Marketing and Merchandising	
Mechanical Drafting (See Drafting and Design)	
Medical Office Administration (A.A.S.)	Technology
Medical Assistant	
Medical Transcription (See Office Technology)	
Office Technology (A.A.S.)	Technology
Medical Transcriptionist	
Office Assistant	
Office Specialist (Accounting, Medical, Computer)	
Paralegal Studies (A.A.S.)	Technology
Paralegal	
Paramedic Technology (A.A.S.)	Technology
Emergency Medical Technician	
Paramedic Technician	
Railroad Operations (A.A.S.)	Technology
Telecommunications (See Electronics)	Technology
Wireless Communications (See Electronics)	
Undecided (See an advisor in the counseling & career center.)	

\* The A.A.S.I.T. leads directly to the B.I.T.

## CHAPTER 6 SCHOOL OF ARTS AND SCIENCES

### INTRODUCTION

### TEACHER EDUCATION PROGRAM

*Middle Level Education*

### DEPARTMENT OF MUSIC

*Composition*

*Performance*

### DEPARTMENT OF HUMANITIES

### DEPARTMENT OF NATURAL SCIENCES

### DEPARTMENT OF MATHEMATICS

### DEPARTMENT OF SOCIAL SCIENCES

### DEPARTMENT OF LEARNING SUPPORT

### CORE CURRICULUM FOR TRANSFER PROGRAMS

*General Education Core Curriculum Courses, Areas A-E*

*Area F Courses for Specific Programs of Study (A.A. & A.S.)*

## INTRODUCTION

John H. Kohler, Acting Dean (A&S-210)

<http://a-s.clayton.edu/> (770) 961-3420

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 & Sciences is composed of the following departments and programs.

- Teacher Education: Middle Level
- Music: Performance and Composition
- Humanities
- Natural Sciences
- Mathematics
- Social Sciences
- Learning Support

The School of Arts & Sciences also advises students in the following Integrative Studies curriculum plans:

#### Department of Humanities

- Liberal Arts (general)
- Communication and Media Studies
- Arts Administration

#### Department of Natural Sciences

- Pre-Medical
- Pre-Veterinary
- Pre-Dental
- Professional Science

#### Department of Social Sciences

- Human Services with emphasis on Criminal Justice, Psychology, or American Humanics (may include American Humanics Certification)
- Government and Community Services
- International Studies
- Pre-Law

## TEACHER EDUCATION PROGRAM

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

Larnell Flannagan, Coordinator for Middle Level Education  
 Dawn Owens, Coordinator for Educational Field Experiences  
 Office: TEC-109, 770-961-3578 (The Office of Teacher Education will move to the A&S Building during the 2000-2001 academic year.)  
<http://a-s.clayton.edu/teachered/>

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.

**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 Middle Level Education Advisory 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 (NCATE) and the Professional Standards Commission of the State of Georgia (PSC).

**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 upper-division portion of 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 Upper-Division 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 on CCSU rating scale). 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. (Note: testing requirements will be updated in accordance with GPSC regulations.)
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.
11. A one page essay on why the candidate wants to teach.
12. A background check.

#### APPLICATION PROCEDURES

1. Students who meet the criteria explained 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. Students may submit their applications for Fall semester admission between September 1 and the third Friday in June. Any applications received after the June deadline, 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 complete this assessment successfully (minimum score 555-555-4 on CCSU rating scale). 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.

**Note:** 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 for Educational Field Experiences and/or the Coordinator for 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. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal 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.

### Curriculum for Bachelor of Middle Level Education (B.A.)

**Note:** A grade of C or better (or K) is required in all courses.

#### 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, CPTG 1002, or CPTG 1010.)

COMM 1002 Presentation Applications (1-0-1)

(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

CPTG 1002 Introduction to Web-Page Development (0-2-1)

(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)

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)

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.)

##### 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.)
- b) SCI 1112 Integrated Science II (3-0-3)  
BIOL 1111 Introductory Biology I (3-0-3)  
BIOL 1111L Introductory Biology Laboratory (0-2-1)  
(BIOL 1111 and 1111L are corequisite.)
- c) BIOL 1112 Introductory Biology II (3-0-3)  
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 MATH or SCI courses or the two CPTG 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)\*\*
- CPTG 1111 Introduction to Computing (1-2-2)#
- CPTG 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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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 the following courses:

9 hours

EDUC 2201 Introduction to Education (3-0-3)  
 EDUC 2202 Introduction to Exceptional Children and Youth (3-0-3)  
 PSYC 2103 Introduction to Human Development (3-0-3)

#### B. Courses appropriate to the teaching field

9 hours

1. Students planning to enroll in CCSU's Middle Level Education program must choose the following.
  - Mathematics 1231 required if not taken in Areas A or D.
  - Two courses\* to support the primary and secondary areas of concentration: language arts, mathematics, natural sciences, or social sciences.

\*If MATH 1231 was taken in Area A or D, take 3 courses in this category.
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 field, one minor teaching field, and two basic (non major-minor) teaching fields as follows:

- Basic teaching fields (6 hours each). Take the category A courses in each field.
- Minor teaching field (9 hours). Take the category A courses regardless of minor chosen. If a language arts, mathematics, or social science minor is chosen, also take the category B course. If a science minor is chosen, take 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 must take the following courses.

LART 3010 Communication In and Beyond the Disciplines (3-0-3)  
 LART 3120 Language Arts: Skills and Concepts (3-0-3)

##### B. Students with a major or minor teaching field in language arts must take the following course.

ENGL 4114 Adolescent Literature (3-0-3)

##### C. Students with a major teaching field in language arts must take TWO of the following courses.

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 (3-1-3)  
 MATH 3020 Concepts of Algebra (3-1-3)

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

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 (3-1-3)  
 MATH 4020 Concepts of Discrete Mathematics (3-0-3)

#### 3. Science

6-15 hours

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

SCI 3110/3110L Integrated Science-Physical Science (2-0-2)/(0-2-1)  
 SCI 3120 Integrated Science-Earth Science (3-1-3)

##### B. Students with a major teaching field in science must take the following course.

SCI 3130/3130L 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 3650 Comparative Vertebrate Anatomy Lab (0-6-3)  
 BIOL 4201 Genetics (3-0-3)  
 BIOL 4202/4202L Genetic Biotechnology (2-0-2)/(0-2-1)  
 CHEM 4110 Environmental Chemistry (3-0-3)  
 PHYS 4110 Conceptual Astronomy (3-0-3)

#### 4. Social Studies

6-15 hours

- A. **All teacher education students must take the following courses.**

HIST 3110 Georgia History and Government (3-0-3)  
 HIST 3500 Selected Topics in World History (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 major teaching field in social studies must take the following courses.**

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 (1-6-3)  
 EDUC 4712 Middle Level Internship IIA (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

### DEPARTMENT OF MUSIC Bachelor of Music (B.M.)

John W. Schuster-Craig, Department Head (A&S-110)  
<http://a-s.clayton.edu/music/>, (770-961-3443)

#### INTRODUCTION

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.

#### MUSIC BUSINESS OPTION

The Music Department is also responsible for advising students in the Music/Business track of the B.A. in Integrative Studies. Consult the New College for Economic and Community Development chapter of this catalog for details about the Integrative Studies major.

#### SPECIAL REQUIREMENTS FOR MUSIC MAJORS

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\*, Susan Miltenberger\*  
*Organ:* Richard Morris\*  
*Harpsichord:* Dr. Daniel Pyle\*

##### Voice:

Dr. Cheryl Boyd-Waddell

##### Composition:

Dr. Brent Weaver

##### Choral Ensemble:

Dr. Shaun Amos

##### Brass Instruments:

*Horn:* Alan Brown\*  
*Trumpet:* Phil Elkins\*  
*Trombone and Tuba:* Brent Vokes\*

##### Woodwind Instruments:

*Flute:* Kelly Bryant\*  
*Recorder:* Dr. Lyle Nordstrom  
*Oboe:* Dr. William Graves  
*Clarinet:* Ted Gurch\*  
*Saxophone:* Dr. William Graves  
*Bassoon:* Dr. William Graves

##### Percussion:

Clark Harrell\*

##### Strings:

*Violin:* Judith Cox\*



*Viola:* Elizabeth Derderian-Wood\*

*Violoncello:* Nan Maddox\*

*Guitar:* Dr. William Hearn\*

*Lute:* Dr. Lyle Nordstrom

**Theory/History/Music Appreciation:**

Dr. Daniel Pyle\*

Dr. John W. Schuster-Craig

Joel Williams\*

Dr. Mary Lynn Badarak\*

**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.

# A grade of C or better (or K) is required in ENGL 1101.

**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, CPTG 1002, or CPTG 1010.)

COMM 1002 Presentation Applications (1-0-1)

(Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)

CPTG 1002 Introduction to Web-Page Development (0-2-1)

(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)

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)**

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.)

#### 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.)
- b) SCI 1112 Integrated Science II (3-0-3)  
 BIOL 1111 Introductory Biology I (3-0-3)  
 BIOL 1111L Introductory Biology Laboratory (0-2-1)  
 (BIOL 1111 and 1111L are corequisite.)
- c) BIOL 1112 Introductory Biology II (3-0-3)  
 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 MATH or SCI courses or the two CPTG 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)**
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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.)

**Important Note:** 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). Area F and other program requirements are listed here.

### 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)
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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

MUSC 0890	Recital Attendance ( <i>Each student must complete six semesters with a grade of P.</i> )	52 hours
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

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)

9 hours

### FREE ELECTIVES

(may be music or non-music courses)

Note: Must take MUSC 2301, Introduction to World Music, if not taken in Area C2.

3 hours

Total for Junior-Senior Years 64 hours

Total for Program 124 hours

### PERFORMANCE Bachelor of Music (B.M.)

**Important Note:** 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.) Area F and other program requirements are listed here.

### 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 ( <i>Each student must complete six semesters with a grade of P.</i> )
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**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)

8 hours

**ADDITIONAL SPECIFIC REQUIREMENTS BY PERFORMANCE AREA**(Select **ONE** Area for 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)

12 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

**Department of Humanities**

William A. Pasch, Department Head (A&amp;S-210) 770-961-3499

**Full-time Faculty:** Barnett, 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. 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, Integrative Studies, Journalism/Mass Communication, Philosophy, Spanish, Speech, and Theater. Upper division Humanities courses serve baccalaureate programs in Music, Teacher Education, Integrative Studies, and other fields. (Please refer to the section below for curriculum outlines of the transfer programs administered by the Department of Humanities.)

The department is also responsible for advising students in selected baccalaureate curriculum plans in Integrative Studies as follows:

**B.A. in Integrative Studies** with concentrations in

- Liberal Arts (general)
- Communication and Media Studies
- Arts Administration

Consult the New College for Economic and Community Development chapter of this catalog for details about the Integrative Studies major. Upper-division Humanities courses that may be appropriate for Integrative Studies are listed here. (These courses are not necessarily offered every year.)

ART	3101	The Visual Arts and Society
ART	3401	American Art Visions
COMM	3110	Interactive Communication
COMM	3320	Communication with Families
ENGL	3101	Literature and Society
ENGL	3901	Writing for Digital Media
ENGL	4011	Literary Theory
ENGL	4012	The American Literary Experience
ENGL	4113	Themes in World Literature
ENGL	4114	Adolescent Literature
HUMN	3101	The Humanities, the Arts, and Society
HUMN	3102	International Arts and Culture
JOUR	3011/3012	Journalism/Mass Communication Workshop
PHIL	3101	Philosophy and Society
PHIL	3301	Ethics in Historical and Contemporary Perspective
THEA	3101	Theater, Cinema, and Society

### Department of Natural Sciences

**John G. Campbell, Department Head (A&S-210) 770-961-3568**

**Full-time Faculty:** Braun, Brown, Carpenter, Fisher, Halyard, Hampikian, Hornbuckle, 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 (pre-), 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 section below for curriculum outlines of the transfer programs administered by the Department of Natural Sciences.)

The department is also responsible for advising students in selected Bachelor of Science curriculum plans in Integrative Studies as follows:

**B.S. in Integrative Studies** with concentrations in

- Pre-Medical
- Pre-Veterinary
- Pre-Dental
- Professional Science

Consult the New College for Economic and Community Development chapter of this catalog for details about the Integrative Studies major. Upper-division science courses that may be appropriate for Integrative Studies are listed here. (These courses are not necessarily offered every year.)

BIOL	3650	Comparative Vertebrate Anatomy
BIOL	4201	Genetics
BIOL	4202/4202L	Genetic Biotechnology
CHEM	4110	Environmental Chemistry
CHEM	4202	Biochemistry
PHYS	4110	Conceptual Astronomy
SCI	3222	Internship and/or Cooperative Education

**New Major:** A B.S. in Applied Biology has been approved. Implementation will begin in Fall 2000. Contact the Department of Natural Sciences for up-to-date information. See <http://science.clayton.edu>, or call 770-961-3568.

### Department of Mathematics

**Catherine C. Aust, Department Head (A&S-210) 770-961-3468**

**Full-time Faculty:** Al-Hasan, Borchelt, Hunt, Nash, Robinson, Stephens, Underwood.

The department of Mathematics offers instruction in mathematics, computer science, and computing. 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. Mathematics-specific software is required in almost all mathematics courses. (Please refer to the section below for curriculum outlines of the transfer programs administered by the Department of Mathematics.)

### Department of Social Sciences

**John H. Kohler, Department Head (A&S-110) 770-961-3642**

**Full-time Faculty:** Arnold, Bolander, Demmitt, Fisher, Harrison, Hatfield, Manning, McCarty, Rice, 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 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 section below for curriculum outlines of the transfer programs administered by the Department of Social Sciences.)

The department is also responsible for advising students in selected baccalaureate curriculum plans in Integrative Studies as follows:

**B.A. and B.S. in Integrative Studies** with concentrations in

- Human Services with concentration in Criminal Justice, Psychology, or American Humanics (may include American Humanics Certification)
- Government and Community Service
- International Studies
- Pre-Law and Pre-Ministerial

Consult the New College for Economic and Community Development chapter of this catalog for details about the Integrative Studies major. Upper-division Social Sciences courses that may be appropriate for Integrative Studies are listed here. (These courses are not necessarily offered every year.)

CRJU	3100	Criminology
HIST	3110	Georgia History and Government
HIST	3330	Business and Economic History
HIST	3500	Selected Topics in World History
HIST	4250	History of World Religions
HMSV	3010	Introduction to Human Services
HMSV	3501	Organization and Administration of Human Service Agencies
HMSV	4201	Fund Raising in the Not-for-Profit Sector
INTL	3800	Study Abroad (countries vary)

INTL	3900	Special Topics in International Studies
POLS	3320	Public Policy
POLS	4111	Comparative Political & Economic Systems
POLS	4121	Asian Political & Economic Systems
PSYC	3350	Abnormal Psychology
SOSC	4501	Research Methods in the Social Sciences
SOSC	4800	Selected Topics in Social Sciences
SOSC	4900	Independent Study in Social Sciences
SOCI	3310	Race and Ethnicity

### Department of Learning Support

F. Richard Reynolds, Department Head (LIB-122) 770-961-3470

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

The Department of Learning Support offers developmental regents remediation 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.

### CORE CURRICULUM FOR TRANSFER PROGRAMS Associate of Arts (A.A.) and Associate of Science (A.S.) Areas A-F

#### 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.

It is important to be aware that an A.A. or A.S. with a major (program of study) in a given field does not prepare the graduate for employment in that field. A.A. and A.S. degrees are intended only to prepare students to complete the baccalaureate degree in the field.

Students who complete the core curriculum (or Areas thereof) at CCSU are guaranteed that all courses will apply toward graduation in the same major at any other institution of the University System of Georgia. Students who have difficulty with transfer acceptance of core courses within the System should contact the Associate Vice President for Academic Affairs (Transfer Ombudsman) in ADM-28, 770-961-3538.

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.

**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 advised by an Integrative Studies faculty member unless another major has been specifically declared.

**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 New College chapter of this catalog or consult an Integrative Studies advisor (A&S-110) for further information.

### GENERAL EDUCATION CORE CURRICULUM COURSES AREAS A-E

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 Counseling and Career Services office (STU 223) is equipped to help students select appropriate majors.

The courses in the General Education Core Curriculum are as follows (prerequisites and corequisites are found in the course description chapter of this catalog.):

### ESSENTIAL SKILLS (Area A)

#### 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.

# Consult the Area F listing for specific majors to determine whether MATH higher than 1101 is required or recommended.

## A grade of C or better (or K) is required in ENGL 1101.

### 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, CPTG 1002, or CPTG 1010.)

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

CPTG 1002 Introduction to Web-Page Development (0-2-1)  
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)  
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)

- 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. (The listing for science majors is under the next heading.) 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.)
- b) SCI 1112 Integrated Science II (3-0-3)  
 BIOL 1111 Introductory Biology I (3-0-3)  
 BIOL 1111L Introductory Biology Laboratory (0-2-1)  
 (BIOL 1111 and 1111L are corequisite.)
- c) BIOL 1112 Introductory Biology II (3-0-3)  
 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 MATH or SCI courses or the two CPTG 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)\*\*  
 CPTG 1111 Introduction to Computing (1-2-2)#  
 CPTG 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 CPTG 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 fields listed here. Students should make their Area D choices in conjunction with area requirements:

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 (Take one of the following MATH or SCI courses or the two CPTG 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)\*  
 CPTG 1111 Introduction to Computing (1-2-2)\*\*  
 CPTG 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 CPTG 1010 and CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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.
- 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. (Students who encounter difficulty with acceptance of transfer courses should contact the Transfer Ombudsperson, Associate V.P.A.A., 770-961-3538.)

**AREA F COURSES FOR SPECIFIC PROGRAMS OF STUDY  
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)**

- 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)
  - CPTG 1111 Introduction to Computing (1-2-2)
  - CPTG 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)**

- 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)**

**Note:** A new B.S. in Applied Biology has been approved. Consult the department for details. (<http://science.clayton.edu>) 770-961-3568.

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)       |            |
|   | CPTG  | 1111 Introduction to Computing (1-2-2)                |            |
|   | CPTG  | 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 if selected. |   |   |            |

**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.           | Take the following:            |   | 12 hours        |
|              | EDUC                           | 2201 Introduction to Education (3-0-3)                      |                 |
|              | EDUC                           | 2202 Introduction to Exceptional Children and Youth (3-0-3) |                 |
|              | PSYC                           | 2103 Introduction to Human Development (3-0-3)              |                 |
|              | BUSA                           | 2131 Fundamentals of Computer Applications (3-0-3)          |                 |
| 2.           | Choose two from the following: |   | 6 hours         |
|              | ACCT                           | 2101 Principles of Accounting I (3-0-3)                     |                 |
|              | ACCT                           | 2102 Principles of Accounting II (3-0-3)                    |                 |
|              | BUSA                           | 2016 Introduction to 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)                         |                 |
| <b>Total</b> |                                |   | <b>18 hours</b> |

### 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.  | <b>Note:</b> 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) |         |
| <b>Note:</b> 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)   |         |
|   | CPTG   | 1010 Computing with Spreadsheets (0-2-1)*             |         |
| * One hour of the four-hour MATH 2502 may carry over from Area D; CPTG 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 Bachelor of Information Technology (B.I.T.) program.

### 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  
 CPTG 1111 Introduction to Computing (1-2-2)  
 CPTG 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 or D will apply here.

### CRIMINAL JUSTICE (A.A.)

Total 18 hours

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 Unit: Integrative Studies/Natural Sciences (A&S-210)

Students wishing to prepare to enter a professional school of dentistry should consult an Integrative Studies pre-dentistry advisor.

### 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 approach is more 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 that 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 the program of study for 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. <b>Foreign Language</b>	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. <b>World Literature (Choose ONE or TWO courses)</b>	3-6 hours
ENGL 2111 World Literature I—Pre-Modern (3-0-3)	
ENGL 2112 World Literature II—Modern (3-0-3)	
3. <b>Additional Literature Courses (Choose ONE to THREE courses)</b>	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. <b>Any courses listed in Areas C or E, or any lower division COMM, THEA or JOUR courses.</b>	0-3 hours
<b>Total</b>	<b>18 hours</b>

**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. <b>Choose from the following:</b>	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. <b>Choose from the following:</b>	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)	
CPTG 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 1501 may carry over from Area D; CPTG 1010 can be used for 1 hour if MATH 1501 is not taken in Area D.	
<b>Total</b>	<b>18 hours</b>

**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. <b>French</b>	0-9 hours
Competence in French through completion of the intermediate level (2002) is required.	
2. <b>Courses in other foreign language(s).</b>	0-6 hours
3. <b>Other 2000-level courses in THEA, ENGL, HIST, PHIL, SOCI.</b>	3-18 hours
<b>Total</b>	<b>18 hours</b>

**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)**

**Note:** CCSU does not offer the lower-division geological science sequence necessary to complete the University System Area F. However, CCSU does offer all other necessary courses. Consult a Natural Science advisor for details.

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

**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-V-1)\*  
JOUR 1012 Mass Communication Practicum (0-V-1)\*  
COMM 1110 Spoken Communication (3-0-3)  
\*Repeatable for credit.
  3. **Electives** 3-12 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 Unit: Integrative Studies (A&S-210)

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 to determine the best program of study to suit their needs. Pre-law students are encouraged to consider CCSU's bachelor's program in Integrative Studies.

## MASS COMMUNICATION

See the program of study for Journalism and Mass Communication.

## MATHEMATICS (A.A.)

### Advising Department: Mathematics (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 must take a sequence Area D1 for 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)  
CPTG 1111 Introduction to Computing (1-2-2)  
CPTG 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**

## MEDICINE (Pre-Medicine)

### Advising Unit: Integrative Studies/Natural Sciences (A&S-210)

Students wishing to prepare for medical school at the Medical College of Georgia or other institutions should consult an Integrative Studies pre-med advisor.

## MUSIC

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

## PHARMACY (Pre-Pharmacy) (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 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):   | 3-9 hours |
| PHIL 2201 Introduction to World Philosophy (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.                | 0-9 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.

## 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 2502 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)\*

CPTG 1111 Introduction to Computing (1-2-2)

CPTG 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        |           |
| <b>Note:</b> 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

### SOCIAL WORK

See the program of study in Sociology.

### 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: 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

### 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 courses in Area C except foreign language. 9 hours
3. SOSOC 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, THEA, MUSC 2101, MUSC 2301, PHIL 2401, COMM 1110. 12-18 hours

Total 18 hours

### VETERINARY MEDICINE (Pre-Veterinary Medicine)

Advising: Integrative Studies/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 Integrative Studies advisor in the Department of Natural Sciences.

## CHAPTER 7 SCHOOL OF BUSINESS

### GENERAL INFORMATION

#### BACHELOR OF BUSINESS ADMINISTRATION CURRICULUM

##### *Courses Required For All B.B.A. Majors*

*Accounting Major*

*Management Major*

*Marketing Major*

*General Business Major*

## SCHOOL OF BUSINESS

Ernest Miller, Dean  
Jacob M. Chacko, Associate Dean  
Business and Health Sciences Building, BHS-11  
(770) 961-3410  
<http://business.clayton.edu/>

### 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, 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 four programs leading to the Bachelor of Business Administration (B.B.A.):\*

- Accounting
- Management
- Marketing
- General Business.

#### Office of Student Advisement

This office is responsible for assisting students in the School of Business with the development of an academic plan, teaching a "1000" level orientation and study skills course, and coordinating student services such as scholarships, student clubs, etc. The office exists to provide one-on-one advising to ensure that students meet graduation requirements in a timely fashion and are informed of the programs and services available to them in the college.

\* The School of Business has phased out the major in Computer Information Systems. Students who have taken upper division courses in this major should consult the head of the Department of Information Technology.

\*\* CCSU no longer awards the A.A. with a program of study in Business Administration.

### 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. **CCSU 1000B.** First Year Student Seminar for Business Majors: Success in CCSU. All freshman business majors are required to take this course. It is *strongly* recommended that CCSU 1000B be taken the first semester at Clayton State; the course must be taken before the student completes 30 hours of college credit. (Students who completed CCSU 1000 or CSOR 0098 prior to becoming business majors are exempt from CCSU 1000B, but their advisor may recommend School of Business orientation activities.)
2. **Mathematics Requirement.** All B.B.A. students must complete MATH 1231, Introductory Statistics, or higher numbered math. Students with appropriate placement scores are encouraged to take MATH 1231 or higher in Area A. Other students should take MATH 1231 or higher in Area D or as a non-business elective. MATH 1231 or higher is prerequisite to BUSA 3101, which is a required B.B.A. course.
3. **Writing Assessment.** All B.B.A. students are required to pass the official School of Business writing assessment prior to enrollment in BUSA 4750. The official writing assessment is administered in MGMT 3120, Managerial Communication. 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 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.
4. **Residency Requirements.** Students must complete a minimum of 18 semester hours of upper-division work in residence at CCSU. The 18 hours must be divided as follows:
  - a. 3 hours in any upper-division School of Business courses (no restrictions)
  - b. 12 hours in the major *not counting* the "Required 3000-level Business Core." For specific majors this includes
    - Accounting: 12 hours with ACCT prefix
    - Management: 12 hours with MGMT prefix (excluding MGMT 3101, 3102, and 3120)
    - Marketing: 12 hours with MKTG prefix (excluding MKTG 3101)
    - General Business: 12 hours outside the 3000-level core, no additional restrictions
  - c. 3 hours in BUSA 4750, Strategic Management
5. **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 a *D* are ACCT 2101 or BUSA 2016. If the student has a grade of *D* in ACCT 2101 or BUSA 2016, the student must have at least one grade of *B* or higher in Area F to insure a 2.00 GPA in Area F.)

**Upper-Division Grades.** All upper-division courses (including transfer courses) applied toward graduation (except for non-business electives) must be completed with a grade of *C* or better (or *K*) [*K* grade is given for credit by exam (e.g. CLEP)].

**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.

**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 business prerequisites for School of Business courses require that a student earn a grade of *C* or better (or *K*) in the prerequisite business 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.

## PLACEMENT ASSISTANCE

The CCSU Office of Counseling and Career Services, located in the Student Center, maintains 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 situation, 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 as 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
  - 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)

\* A grade of C or better (or K) is required in ENGL 1101.
- A2. **Mathematics (Choose ONE—Math 1231 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)

5 hours\*

- B1. **ALL students take this course:**

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)
------	------	---
- B2. **Take two hours from the following\*:**

COMM	1001	Presentational Speaking (1-0-1) (Students may exempt this course by demonstration of basic skill and then take COMM 1002, CPTG 1002, or CPTG 1010.)
COMM	1002	Presentation Applications (1-0-1) (Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
CPTG	1002	Introduction to Web-Page Development (0-2-1) (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
CPTG	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 CPTG 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)

\* Business majors may choose to take 8 hours of Science in Area D1 in which case only one hour is required in Area B2.

## 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)
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)

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 that most B.B.A. majors choose. Business majors may choose to take an 8-hour sequence in the principles science courses designed for science majors. See the Arts & Sciences chapter of this catalog. Students who take the 8-hour sequence only need one hour in B-2.

### 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.)
- b) SCI 1112 Integrated Science II (3-0-3)  
 BIOL 1111 Introductory Biology I (3-0-3)  
 BIOL 1111L Introductory Biology Laboratory (0-2-1)  
 (BIOL 1111 and 1111L are corequisite.)
- c) BIOL 1112 Introductory Biology II (3-0-3)  
 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 MATH or SCI courses or the two CPTG courses.)

NOTE: B.B.A. students who did not take MATH 1231 or higher 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)**
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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 Introduction to Business (3-0-3)  
 BUSA 2201 Fundamentals of Computer Applications (3-0-3)\*  
 \* A grade of C or better (or K) is required in these courses.

Freshman and Sophomore Total Hours 60 hours

### REQUIRED 3000-LEVEL BUSINESS CORE 21 hours

Area F courses are prerequisite to ALL upper division core courses for B.B.A. students. Other prerequisites for B.B.A. students are listed with each course.

- BUSA 3101 Business Statistics (3-0-3)  
 [prerequisite: MATH 1231 or higher]  
 BUSA 3370 Business Law (3-0-3)  
 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 27 hours

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

### BUSINESS CAPSTONE 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 satisfactory 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 in each heading as such in the course description section of this catalog (e.g. OFFC, CNET).

IMPORTANT NOTE: B.B.A. students who did not take MATH 1231 or higher 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 THREE upper division business electives 9 hours

At least one 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 4900 Independent Study/Directed Research and Readings (V)  
 BUSA 4850 Internship/Cooperative Education (0-V-3)  
 ECON 4446 Managerial Economics (3-0-3)  
 FINA 3100 Personal Financial Management (3-0-3)  
 FINA 4401 Investments (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 (V)
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 (V)

Total Major Courses & Business Electives 27 hours

### LEARNING OUTCOMES FOR ACCOUNTING:

- ACCOUNTING BASICS.** Graduates will understand basic accounting terminology, principles, and concepts.
- RESEARCH.** Graduates will understand methods of research in accounting.
- PROFESSIONAL COMMUNICATION.** Graduates will be able to communicate accounting information in a professionally appropriate way.
- PROFESSIONAL DEVELOPMENT.** Graduates will be aware of career, advanced study, and certification options.
- MICROCOMPUTERS.** Graduates will be able to make effective use of microcomputers for spreadsheets and other accounting applications.
- SOLVING ACCOUNTING PROBLEMS.** Graduates will be able to develop and defend theoretical and practical solutions to accounting problems.
- COST AND BEHAVIORAL MODELS.** Graduates will be able to apply models to recognize cost and behavioral constraints.
- TAX AND FINANCIAL ACCOUNTING.** Graduates will understand tax and financial accounting implications.
- EARNINGS AND PROFIT.** Graduates will understand the determination of earnings and profits.

### 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 FIVE upper division business electives 15 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 4900	Directed Research and Readings (V)
BUSA 4850	Internship/Cooperative Education (0-V-3)
ECON 4446	Managerial Economics (3-0-3)
FINA 3100	Personal Financial Management (3-0-3)
FINA 4401	Investments (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 27 hours

### LEARNING OUTCOMES FOR MANAGEMENT:

- PLANNING.** Graduates will be able to plan in a management setting.
- ORGANIZING.** Graduates will be able to organize in a management setting.
- LEADING.** Graduates will demonstrate the ability to lead effectively and appropriately in a realistic business environment.
- CONTROLLING.** Graduates will demonstrate the ability to establish and implement appropriate management control systems in business operations.
- 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 FIVE upper-division business electives****15 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	4900	Directed Research and Readings (V)
BUSA	4850	Internship/Cooperative Education (0-V-3)
ECON	4446	Managerial Economics (3-0-3)
FINA	3100	Personal Financial Management (3-0-3)
FINA	4401	Investments (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**      **27 hours**

**LEARNING OUTCOMES FOR MARKETING:**

- PRINCIPLES.** Students will be able to specify the classic principles of marketing and the essential components of a marketing plan.
- 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.
- RESEARCH.** Students will demonstrate the ability to plan and conduct basic marketing research, as appropriate to the development of a marketing plan.
- 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.
- 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.)***Choose NINE courses****27 hours**

**NOTE:** Must include at least *one* course in **MGMT**, *one* in **MKTG**, and *one* in **ACCT** 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	4900	Directed Research and Readings (V)
BUSA	4850	Internship/Cooperative Education (0-V-3)
ECON	4446	Managerial Economics (3-0-3)
FINA	3100	Personal Financial Management (3-0-3)
FINA	4401	Investments (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**      27 hours

### RELATED PROGRAMS IN OTHER SCHOOLS

Students interested in management careers in the health care field may wish to 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 chapter and the Integrative Studies tracks listed in the Arts & Sciences chapter 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 B.B.A. degree programs. See the Integrative Studies chapter for more information.

CCSU offers the Bachelor of Information Technology (B.I.T.) degree through the New College for Economic and Community Development. 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 may wish to consider this program.

## CHAPTER 8 SCHOOL OF HEALTH SCIENCES

### GENERAL INFORMATION

#### HEALTH CARE MANAGEMENT

*Admission & Regulations*

*Curriculum*

#### ALLIED HEALTH ADMINISTRATION

#### NURSING

*General Education Curriculum for B.S.N.*

*Basic Licensure Track (B.S.N.)*

*Degree Completion Track (R.N. - B.S.N.)*

*General Requirements and Information for Both Tracks*

#### DENTAL HYGIENE

*Basic Licensure Program (A.S.D.H.)*

*Dental Hygiene Practice and Administration (B.A.S.)*

#### HEALTH AND WELLNESS

#### TRANSFER PROGRAMS IN ALLIED HEALTH PROFESSIONS

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## GENERAL INFORMATION

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Linda F. Samson, Dean  
 Lydia E. McAllister, Associate Dean  
 Business and Health Sciences Building, BHS-57  
<http://healthsci.clayton.edu/>

### GENERAL INFORMATION

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

- Bachelor of Science in Nursing (B.S.N.) with basic licensure and R.N./B.S.N. tracks\*
- Bachelor of Science (B.S.) with a major in Health Care Management\*
- Bachelor of Applied Science (B.A.S.) with a major in Allied Health Administration\*\*
- Bachelor of Science (B.A.S.) with a major in Dental Hygiene Practice and Administration\*\*
- Associate of Science in Dental Hygiene (A.S.D.H.) leading to eligibility for licensure as a dental hygienist
- Associate of Science in Core Curriculum to provide the first two years of certain health programs offered at other universities.

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.

\* Students can arrange a dual B.S.N./B.S. degree in Nursing and Health Care Management.

\*\* The B.A.S. degrees are offered in conjunction with CCSU's New College for Economic and Community Development.

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## HEALTH CARE MANAGEMENT

### Bachelor of Science (B.S.)

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Amelia Broussard, Principal Advisor  
 Business and Health Sciences Building, BHS-37

## GENERAL INFORMATION

The School of Health Sciences, in cooperation with the School of Business, offers 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, technology, 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.

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## ADMISSION AND REGULATIONS

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### 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 the 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. A minimum 2.00 GPA is required prior to enrollment in any 3000 level course.
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, 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-Internship/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-Internship/Practicum sequence, HCMG 4901-4500-4970.
5. Students must have a 2.00 GPA to enroll in HCMG 4970. No exceptions are permitted.
6. Students are required to assemble a professional portfolio based on the program outcomes. This document will be submitted during the last semester of the student's program of study. Students who are dual majors (B.S.N./H.C.M.G.) need to contact the Health Care Management faculty for instructions pertaining to their requirements.

### 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
<b>Critical thinking:</b> Critical thinking ability sufficient for critical judgments.	Identify cause-effect relationships in health care situations, develop organizational plans, problem-solve health care situations.
<b>Communications:</b> 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.
<b>Visual:</b> Visual ability sufficient for observation in the practice setting.	Able to observe hazards to environmental safety.
<b>Hearing:</b> 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 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 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 as well as the understanding of personal and professional ethics.
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).

## 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 (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 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, CPTG 1002, or CPTG 1010.)

- COMM 1002 Presentation Applications (1-0-1)  
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
- CPTG 1002 Introduction to Web-Page Development (0-2-1)  
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
- CPTG 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 CPTG 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)  
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)**
- 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 Area D for 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.)
- b) SCI 1112 Integrated Science II (3-0-3)  
 BIOL 1111 Introductory Biology I (3-0-3)  
 BIOL 1111L Introductory Biology I Laboratory (0-2-1)  
 (BIOL 1111 and 1111L are corequisite.)
- c) BIOL 1112 Introductory Biology II (3-0-3)  
 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 MATH or SCI courses or the two CPTG 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)**
CPTG	1111	Introduction to Computing (1-2-2)* #
CPTG	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.)
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- \* 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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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 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 - It is recommended that students take either of the following:

ACCT	2102	Principles of Accounting II (3-0-3)
ECON	2106	Principles of Microeconomics (3-0-3)

- \* Students who choose the Health Care Information Systems speciality follow a modified Area F. See below.  
 \*\* 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 (Pay careful attention to prerequisites in course descriptions.)

27 hours

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)
HCMG	3401	Applied Human Resource Management in Health Care Delivery (3-0-3)
HCMG	3501	Health Care Systems TQM (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)
MKTG	3101	Principles of Marketing (3-0-3)

**SPECIALTY EMPHASIS COURSES****21 hours**

Students are recommended to consult with their advisor on selection of a seven-course specialty emphasis in one of the following areas: International Healthcare; Management in Public Health, Corporate Health, Primary/Long Term Care, Administration in the Managed Care Environment, or Health Care Information Systems. Students who do not wish to follow specialty emphasis or who cannot conveniently schedule all courses in a track may choose general health care management and select courses from any heading.

**INTERNATIONAL HEALTHCARE**

HCMG	4220	International Healthcare (3-0-3)
MKTG	4420	International Marketing (3-0-3)
MGMT	4403	International Management (3-0-3)
MGMT	4111	Leadership (3-0-3)
HSCI	3341	Cultural Diversity (3-0-3)
HSCI	3501	The AIDS Epidemic (3-0-3)
HCMG	4180	Health in Corporate Setting (3-0-3)
HCMG	4310	Public Health Administration (3-0-3)
HSCI	3550	Ethical Issues in Health Care (3-0-3)
HCMG	3601	Future Trends in Health Care (3-0-3)

**PUBLIC HEALTH\***

HCMG	4310	Public Health Administration (3-0-3)
HSCI	3420	Health Education (3-0-3)
HSCI	3501	The AIDS Epidemic (3-0-3)
HSCI	3401	Contemporary Women's Health (3-0-3)
NURS	4153	Gerontology (3-0-3)
MGMT	4111	Leadership (3-0-3)
HSCI	3601	Mental Health/Case Management (3-0-3)
HMSV	3010	Introduction to Human Services (3-0-3)
HMSV	3501	Organization & Administration of Human Services Agencies (3-0-3)

\* Students in this emphasis may be especially interested in American Humanics certification. See the Integrative Studies section in the New College chapter of this catalog for details.

**CORPORATE HEALTH**

HCMG	4180	Health in the Corporate Setting (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MGMT	4111	Leadership (3-0-3)
HSCI	3341	Cultural Diversity (3-0-3)
HSCI	3501	The AIDS Epidemic (3-0-3)
HSCI	3420	Health Education (3-0-3)
HCMG	3801	Future Trends in Health Care (3-0-3)
HMSV	3010	Introduction to Human Services (3-0-3)
HMSV	3501	Organization & Administration of Human Services Agencies (3-0-3)

MKTG	4106	Promotion Strategy (3-0-3)
HSCI	3550	Ethical Issues in Health Care (3-0-3)

**PRIMARY/LONG-TERM HEALTH CARE**

HCMG	4565	Financial Management of Primary/Long-term Care (3-0-3)
MGMT	4111	Leadership (3-0-3)
NURS	4153	Gerontology (3-0-3)
HSCI	3601	Mental Health/Case Management (3-0-3)
HSCI	3501	The AIDS Epidemic (3-0-3)
MGMT	4510	Labor/Law Relations (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)

**MANAGED CARE ADMINISTRATION**

MGMT	4111	Leadership (3-0-3)
MGMT	4510	Labor Law/Relations (3-0-3)
MKTG	4106	Promotion Strategy (3-0-3)
HCMG	3801	Future Trends in Health Care (3-0-3)
HCMG	4310	Public Health Administration (3-0-3)
MGMT	4101	Human Resource Management (3-0-3)
HSCI	3341	Cultural Diversity in Health Care (3-0-3)
MGMT	4311	Entrepreneurship (3-0-3)
MKTG	4207	Sales and Sales Management (3-0-3)

**HEALTH CARE INFORMATION SYSTEMS****Area F**

ACCT	2101	Principles of Accounting (3-0-3)
ITFN	1101	Foundations of Information Systems (3-0-3)
ITFN	1112	Foundations of Systems Analysis (3-0-3)
ECON	2105	Principles of Economics (3-0-3)
HSCI	2111	Introduction to Health Care Environment (2-0-2)
HSCI	2111L	Introduction to Health Care Environment Lab (0-2-1)
HSCI	2201	Measurement Sciences-Statistics (3-0-3)*

\* Students who have credit for MATH 1102 may substitute another course for HSCI 2201.

**Required 3000-Level Course****27 hours**

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)
HCMG	3501	Health Care Systems TQM (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)
MKTG	3101	Principles of Marketing (3-0-3)

**Specialty Emphasis Courses**

Choose SEVEN courses in consultation with a Health Care Management Advisor. Must take all courses marked with asterisk (\*).

ITFN	1201	Foundations of Database Design (3-0-3)*	21 hours
ITSK	1701	Database Applications (1-0-1)*	
ITSK	2211	Intermediate Database Design (3-0-3)*	
ITDB	4201	Advanced Database Modeling (3-0-3)*	
ITDB	4204	Special Topics in Database 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)	

**PRACTICUM/RESEARCH IN HEALTH CARE MANAGEMENT**

HCMG	4901	Applied Research (2-3-3)	9 hours
HCMG	4500	Health Care Policy (3-0-3)	
HCMG	4970	Health Care Management Internship/Practicum (0-15-3)	

**FREE ELECTIVES**

Any courses PHED, except courses identified in the catalog as career courses, and courses offered for institutional credit only.

3 hours

<b>Junior and Senior Total</b>	<b>60 hours</b>
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<b>Grand Total for the B.S.</b>	<b>120 hours</b>
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**ALLIED HEALTH ADMINISTRATION**  
**Bachelor of Applied Science (B.A.S.)**

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**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. 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.

**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 (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 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, CPTG 1002, or CPTG 1010.)

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

CPTG 1002 Introduction to Web-Page Development (0-2-1)  
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)

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

6 hours

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)
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)

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 MATH or SCI courses or the two CPTG 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)\*\*  
CPTG 1111 Introduction to Computing (1-2-2)\* #  
CPTG 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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 1101)

SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)  
HIST 1110 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**

**15 hours**

COMM 3110 Interactive Communication (3-0-3)  
HCMG 3101 Introduction to Health Systems Management (3-0-3)  
HCMG 3401 Applied Human Resource Management in Health Care Delivery (3-0-3)  
HSCI 3501 The AIDS Epidemic (3-0-3)  
HSCI 3520 Legal Issues in Health Care (3-0-3)

**RELATED ELECTIVES**

**9 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)  
FINA 4107 Personal Financial Management (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 3520 Legal Issues in Health Care  
HSCI 3550 Ethical Issues in Health Care (3-0-3)  
HCMG 3301 Introduction to Primary Care/Long Term Care (3-0-3)  
HCMG 3501 Health Care Systems TQM (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)  
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 OR INTERNSHIP**

**3 hours**

HCMG 4901 Applied Research Project (3-0-3)  
HCMG 4970 Internship Practicum (0-15-3)

**FREE ELECTIVE**

Any upper division course.

**3 hours****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**

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

**Bachelor of Science in Nursing (B.S.N.)  
Basic Licensure Track  
Degree Completion Track for Registered Nurses**

Linda F. Samson, Dean

Lydia McAllister, Associate Dean of Nursing  
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, 61 Broadway, 63<sup>rd</sup> Floor, New York, NY 10016.) The program also holds preliminary approval from the Commission on Collegiate Education in Nursing. (For information, contact 1 Dupont Circle, Suite 530, Washington, DC 20336-1120.)

**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 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 program which incorporates modern health care and educational technology; and the provision of community-based, experiential learning.

It is the faculty's 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.

The 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 efforts of promoting health and human development and maintaining standards of professional nursing practice.

The faculty is committed to providing 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, the program plays 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.

The department program's articulation process and awarding of advanced placement credit recognize and support the previous educational experiences of students. The provision of flexible schedules and the use of information technology enhance community participation in the program.

**PROGRAM OUTCOMES FOR THE B.S.N.**

Graduates of the B.S.N. programs at Clayton State will . . .

- Accept human caring as a key philosophical basis for the practice of nursing.
- 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.
- Use systemic process to provide competent professional care to individuals, families, and communities in transition.
- Use communication skills to promote therapeutic nurse-client relationships and effective collegial interactions.
- Use theoretical frameworks to formulate plans and provide for professional practice in diverse settings.
- 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 usually 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 (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 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, CPTG 1002 or CPTG 1010.)
- COMM 1002 Presentation Applications (1-0-1)  
 (Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)
- CPTG 1002 Introduction to Web-Page Development (0-2-1)  
 (Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
- CPTG 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 CPTG 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)  
 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)

- 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 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)

Note: The Chemistry sequence is required for students in the basic licensure track. Students in the R.N.-B.S.N track may substitute another laboratory science sequence. This may result in R.N.-B.S.N. students needing an additional hour in Area B.

#### D2. Additional Science, Math, or Technology (Take one of the following MATH or SCI courses or the two CPTG courses.)

MATH	1113	Precalculus (3-0-3)*
MATH	1231	Introductory Statistics (3-0-3)*
MATH	1241	Survey of Calculus (3-0-3)*
MATH	1501	Calculus I (4-0-4)**
MATH	2502	Calculus II (4-0-4)**
CPTG	1111	Introduction to Computing (1-2-2)* #
CPTG	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 CPTG 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)
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PSYC 1101 Introduction to General Psychology (3-0-3)\*

#### E3. Capstone Course (Choose ONE)

Prerequisite for both options: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 1101)

SOSC 2501 Survey of Social Sciences and Contemporary Issues (3-0-3)##

HIST 1110 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 E.

### BASIC LICENSURE TRACK (B.S.N.)

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 (sometimes called the "generic" 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. **It is usual for the number of qualified applicants to exceed the number of available places in the class; application process is competitive.**

Students planning to enter the nursing program must meet the admission requirements of CCSU and be officially admitted to the B.S.N. program. Admission to CCSU does not constitute admission to the B.S.N. program.

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 (<http://healthsci.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.

The nursing application is in addition to application for admission to Clayton College & State University. The competitive application process includes the following:

- Application and acceptance to Clayton College & State University.
- Completion of the separate application to the basic licensure track B.S.N. Program, including submission of the required essays.
- 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 by the time of application. 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 and grades of C (or K) or better in all natural and behavioral science and math courses 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. (For additional information, consult the "Guidelines for Transfer of Nursing Course Credit" available from the School of Health Sciences.)
- e. Passing the Regents' Test, if required.
- f. Participation in an admissions interview.
- g. completion of the Nursing Entrance Examination (NET).
- h. Evidence of satisfactory overall health status.
- i. The Admission and Progression Committee will review the application of all basic licensure students wishing to reenter the program and all applications of R.N. students with a three-year break in the completion of their program of study.
- j. Submission of letter of good standing from previous nursing program, if required.

**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 administrator 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.

\* Students in good standing in the CCSU Honors Program are guaranteed a place in the nursing program if they apply on time and meet all specific course requirements.

### PROBATION AND ADMISSION POLICY

Students may be granted probationary admission if space is available. Probationary admission may be granted under any of the following conditions:

- a. CCSU GPA of less than 2.50, but not less than 2.25
- b. A grade of D in Area F requirements
- c. A lack of one nursing prerequisite course, which could not be completed prior to admission to the Department of Nursing. The potential for the completion of the course must exist within the individual student's plan of study.

After removing the deficit that resulted in probation admission status, the student's probationary status will be removed and full admission will be granted.

Status of all students on probation will be reviewed at the end of each semester prior to progression in the program.

While on probationary status, a student must achieve a grade of C in all nursing courses and must maintain a GPA of not less than 2.00. Failure to meet these criteria will result in dismissal from the Department of Nursing.

### ACCELERATED POST-BACCALAUREATE NURSING TRACK

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. Admission to the nursing program is competitive. Although holding the baccalaureate or higher degree exempts students from certain requirements, it does not guarantee 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	2250	Microbiology (2-0-2)
BIOL	2250L	Microbiology - Lab (0-4-2)
HSCI	2111	Introduction to Health Care Environment (2-0-2)
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)

### 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	2250	Microbiology (2-0-2)
BIOL	2250L	Microbiology - Lab (0-4-2)
PSYC	2103	Introduction to Human Development (3-0-3)
Elective		Consult with advisor; HSCI 2201 is recommended if statistics (MATH 1231) has not been taken.

**Total Freshman - Sophomore Hours (Areas A-F) 60 hours**

**Required Transition Courses 3 hours**

Note: These courses must be completed prior to enrollment in any 3000-level nursing course.

HSCI	2111	Introduction to the Health Care Environment (2-0-2)
HSCI	2111L	Introduction to Health Care Environment - Lab (0-2-1)

**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
	16 hours	NURS 4500	2
		Free Elective	3
			16 hours

**DEGREE COMPLETION TRACK: R.N. – B.S.N.**

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. CCSU 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, public health home, clinic, hospice, industry, and community. Progression through the track is possible on a full-time or part-time basis. Flexible schedules are designed to help the working R.N. Core and elective classes are offered day and evening. Some elective classes are offered on weekends. 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, nursing theory, interpersonal communication, current issues/trends, nursing research, and an opportunity to select from a variety of electives and to select clinical experiences to meet personal learning goals. Nursing and general college course offerings promote critical thinking, interactive

communication, 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 (<http://healthsci.clayton.edu>), in BHS-57, or by calling 770-961-3484 and requesting that an application be mailed.

Admission requirements are as follows:

- Admission to Clayton College & State University.
- Graduation from a state board-approved associate degree or diploma\* program. (Transcripts must be provided to the Registrar's Office.)
- Current licensure as a registered nurse in Georgia. (Evidence must be provided to the department.)\*\*
- Validation of nursing knowledge by one of the following criteria:
  - Active engagement in professional nursing practice within the past four years (1,000 hours within four years).
  - Graduation from a state board-approved basic licensure R.N. program in the U. S. within the past four years.
  - Successful completion of the 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.

\*\* R.N.'s with a restricted license must disclose the restriction and term of consent decree.

### Policies on Transfer and Credit by Examination and Experience

- Upon successful completion of NURS 3101, R.N.'s will receive 28 semester hours of block credit subsuming the following nursing and health sciences courses: HSCI 2111/2111L, NURS 3220, NURS 3230, NURS 3320, NURS 3330.
- 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.
- Diploma R.N.'s and international R.N. graduates may receive credit for BIOL 1151/1151L, 1152/1152L, and 2250/2250L upon validation by the ACT-PEP examination.
- 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.

- 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.
- Certain professional certificates may be applied elective credit in R.N. - B.S.N track upon approval by the Dean of Health Sciences.

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

**NOTE:** For Areas A-E, see the "General Education for B.S.N." heading above. (Pay special attention to the note for Area D1.)

#### CAREER BLOCK

NURS 3000 (block credit)

**28 hours**

#### NURSING AND RELATED MAJOR COURSES

**35 hours**

**Take the following nursing core courses (22 hours):**

NURS 3101	Professional Issues (2-0-2)
NURS 3110	Interactive Communications (3-0-3)
HSCI 3301	Pathophysiology (4-0-4)
NURS 3201	Health Assessment (2-0-2)
NURS 3202	Health Assessment Practicum for R.N.'s (0-2-1)
NURS 4100	Nursing Research (3-0-3)
NURS 4320	Community Health (3-0-3)
NURS 4420	Nursing Leadership and Management (4-0-4)

**Clinical Practicum (Take both classes for 4 hours.)**

NURS 4501	Clinical Practicum for R.N.'s I (0-3-1)
(Prerequisite NURS 3100. Two 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. Two hours of NURS 4502 must be taken. The hours may be taken in the same term or in different terms.)	

**Major-Specific Electives (9 hours)**

Choose any THREE 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

- No grade lower than C will be counted toward graduation in Area F or for upper division courses.
- 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.
- 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.
- Time Limitation of Nursing Courses Policy.  
Students are expected to progress in the nursing major in a timely fashion. All required upper division nursing courses must be completed within five years of matriculation into the clinical nursing courses. To determine the status of academic credit taken greater than five years ago, the Admissions and Progressions Committee must evaluate the course for credit.
- R.N./B.S.N. students are required to finish all coursework within 7 years, any extension must be approved by the dean.

Basic licensure and R.N. students reentering the program must be able to demonstrate competency in the nursing courses they have completed if:

- The course has been changed in content, and/or;
- The course was taken over 5 years earlier.

This competency may be demonstrated by:

- Successful completion of the final exam (theory and applicable lab), and/or;
- Demonstrating appropriate skills and/or provision of care (clinical courses).

### 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
<b>Critical thinking:</b> Critical thinking abilities sufficient for critical judgments.	Identify cause-effect relationships in clinical situations, develop nursing care plans, calculate medications.
<b>Communication:</b> 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.
<b>Mobility:</b> 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.
<b>Motor:</b> Gross and fine motor function sufficient to provide safe and effective nursing care.	Able to ambulate patient, administer intravenous, intramuscular, subcutaneous and oral medications, calibrate and use equipment.
<b>Hearing:</b> 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.
<b>Visual:</b> Visual ability sufficient for observation and assessment necessary in nursing care.	Able to observe patients, visualize appearance of a surgical wound.
<b>Tactile:</b> Tactile ability sufficient for physical assessment.	Able to perform palpation of a pulse, perceive temperature or other functions of a physical examination.
<b>Behavioral:</b> 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

#### Program Progression

Nursing majors must maintain a minimum cumulative GPA of 2.00 on upper division work attempted at CCSU. Any student whose GPA falls below this average will not be eligible to enroll in NURS designated courses except when repeating a failed nursing course. In addition to minimum grade point average, students must maintain CPR certification for adults and infants, malpractice insurance, immunizations and current physical examination results on file. R.N./B.S.N. students must also maintain current Georgia R.N. licensure.

### 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. University academic probation will result if a student's institutional GPA falls below 2.00. Program probation will result if the student receives a grade lower than C in any nursing course or HSCI 3301. The student must notify the Admission and Progression Committee; the student's academic performance will be reviewed and the student will be allowed to enter the course the next time that it is offered depending on the availability of space. (Students not on probation have priority.)

**Note:** Students enrolled in any nursing course with a clinical component and not making a satisfactory grade at midterm may withdraw; however, for purposes of progression in the program, the withdrawal will count as a clinical failure.

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, and a student will be suspended if he or she again fails to meet the criteria listed above while on probation.

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

1. Students who earn a grade lower than C in any two nursing courses or HSCI 3301 (or in the same course twice) will be dismissed from the nursing program. (A nursing course cannot be taken more than twice.)
2. In addition to dismissal from the nursing program because of inability in the nursing major and failing two courses, grounds for dismissal may include:
  - Plagiarism or cheating.
  - Unsafe clinical performance when the student's conduct or health presents a direct threat to self, patients, peers, health care personnel, faculty or other individuals.
  - Falsification of records, written assignments or misrepresentation of presence at assigned clinical or community activities.
  - Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards which determine acceptable and unacceptable behavior for nurses. The American Nurses' Association

Code for Professional Nurses and Georgia Law Regulating Practice of Registered Nursing are used as standards.

A student dismissal must be approved by the associate dean and dean and communicated to the student in writing.

### Appeal and Readmission

1. Any appeal of suspension or dismissal must be presented in writing to the 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: HCMG 3401, HCMG 3501, HCMG 4560, MKTG 3101, HSCI 3520, BUSA 3370, 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.

### 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 General Health Sciences. Earning this degree does *not* guarantee admission to the B.S.N. program at CCSU.

### 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 Hygiene 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.

### BASIC LICENSURE PROGRAM (A.S.D.H.)

#### 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 forms: Part I: Health History and Part II: Medical 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 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 I Lab (0-2-1) (CHEM 1151 and 1151L are corequisite.)
		or
SCI	1111	Integrated Science I (3-0-3)
SCI	1111L	Integrated Science I Lab (0-2-1) (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	Presentation Applications (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 (0-2-1)
BIOL	1152	Anatomy and Physiology II (3-0-3)
BIOL	1152L	Anatomy and Physiology II - Lab (0-2-1)
BIOL	2250	Microbiology (2-0-2)
BIOL	2250L	Microbiology - Lab (0-4-2)
		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.

\*\* MATH 1111, College Algebra, which is offered only by distance learning, may be substituted. Students may substitute MATH 1113, 1231, or 1501 if they have math placement scores beyond the level of MATH 1101. If MATH 1501 is taken, the extra semester hour will be excess credit.

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

### MAJOR PROGRAM OUTCOMES

The graduate of the Associate of Science Degree in Dental Hygiene Program will be able to do the following:

1. Collect, analyze and accurately record baseline data on the general, oral, and psychosocial health status of a patient using appropriate and consistent methods.
2. Discuss conditions of the oral cavity, identify actual and potential problems and etiological and contributing factors, and recommend appropriate dental hygiene treatment.
3. Provide dental hygiene treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in achieving oral health goals.
4. Provide planned educational services using appropriate interpersonal communication skills and educational strategies needed to promote optimal oral health.
5. Assess, plan, implement, and evaluate community-based oral health programs.
6. Identify and portray ethical behaviors and values associated with dental hygiene practice.
7. Acquire and synthesize oral health information in a critical, scientific, and effective manner.
8. Assume the role of the dental hygiene profession as defined by the American Dental Hygienists' Association.

### 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 chapter 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.

### 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 (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 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, CPTG 1002 or CPTG 1010.)

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

CPTG 1002 Introduction to Web-Page Development (0-2-1)  
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)
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)

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 Area D for 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.)
- b) BIOL 1112 Integrated Science II (3-0-3)  
BIOL 1111 Introductory Biology I (3-0-3)  
BIOL 1111L Introductory Biology Laboratory (0-2-1)  
(BIOL 1111 and 1111L are corequisite.)
- c) BIOL 1112 Introductory Biology II (3-0-3)  
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 MATH or SCI courses or the two CPTG 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)**
CPTG	1111	Introduction to Computing (1-2-2)* @
CPTG	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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 1101)

SOSC	2501	Survey of Social Sciences and Contemporary Issues (3-0-3)#
HIST	1110	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 select 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)  
 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 The AIDS Epidemic (3-0-3)  
 HSCI 3520 Legal Issues in Health Care (3-0-3)  
 HSCI 3550 Ethical Issues in Health Care (3-0-3)  
 HCMG 3401 Applied Human Resource Management in Health Care Delivery (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 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\* (3-0-3)

**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
<b>Critical Thinking:</b> Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop treatment plans.
<b>Communication:</b> 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 baccalaureate 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. If while on probation for this reason, a student will be suspended if he or she again fails to meet the criteria listed above.

#### 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).

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## HEALTH AND WELLNESS

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**Cindy Lauer, Director of SmartBodies™ Fitness & 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.

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 learn about course offerings at CCSU and 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 require a brief medical update; a form may be explained by the faculty conducting the course and completed during the first class meeting. The student is responsible for informing the instructor of any medical conditions (e.g., the development of high blood pressure) that arise during that semester so that they may be noted in his or her file. A brief consultation may be requested by the director regarding a student's medical history. If deemed necessary, the director may suggest that a student follow up with a medical professional to ensure his or her health and well-being. Again, the participant assumes all financial responsibility associated with any medical follow-up. All medical information will be kept strictly confidential. Medical forms are available at the SmartBodies™ Fitness & 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 for participants with physical disabilities so that they can 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 successful participation without causing further harm to the student. 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 states that the participant understand that there are inherent risks associated with the participation in an activity class. It further states that students should 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 \$40.00 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 \$20.00 fee will be charged to defray the costs of materials associated with the course. For other PHED courses, fees may vary, depending upon the activity course selected.

**Facilities and Equipment:** The SmartBodies™ Fitness & Wellness Center is available to students who enroll in PHED 1010, to students who qualify for the student plan, and to individuals in the community (senior citizens, alumni 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 students provide or purchase their 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.

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## TRANSFER PROGRAMS IN ALLIED HEALTH PROFESSIONS

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**Nancy Burley, Principal Advisor  
BHS-57**

**Important Note:** Clayton College & State University offers core curriculum courses required by the University System of Georgia for the majors listed in this section. CCSU does *not* offer career courses qualifying a student to be a Medical Records Administrator, Medical Technologist, Occupational Therapist, or Physical Therapist, nor does it offer courses that qualify a student to be a Registered Health Information Technician, Medical Technology Assistant, Occupational Therapy Assistant, or Physical Therapy Assistant. Students should

consult a Health Sciences advisor or Career Services counselor for suggestions about how to continue their education in these fields.

Pre-Professional courses of study such as Pre-Medice, Pre-Dentistry, Pre-Veterinary Medicine are advised by faculty in the Department of Natural Sciences of the School of Arts & Sciences. Please contact them at 770-961-3420.

## 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 affect or affect choices in 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 (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 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, CPTG 1002 or CPTG 1010.)

COMM 1002 Presentation Applications (1-0-1)

(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

CPTG 1002 Introduction to Web-Page Development (0-2-1)

(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)
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)**

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.)
- b) 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  
MATH or SCI courses or the two CPTG 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)**
CPTG	1111	Introduction to Computing (1-2-2)* @
CPTG	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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 1101) (waived for Dental Hygiene majors)

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, 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**
  - CPTG 1111 Introduction to Computing (1-2-2)
  - CPTG 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)
- B. **Choose one of the following:** **2-3 hours**
  - HSCI 2111/2111L Intro to the Health Care Environment (2-0-2)/(0-2-1)
  - CPTG 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 1231 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 an 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 APPLIED SCIENCES

*Core Curriculum for B.A.S.*

*Technology Management*

*Administrative Management*

#### ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

*Programs in Aviation Maintenance Technology*

*Programs in Drafting and Design*

*Programs in Electronic and Computers*

*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

Jack Moore, Head, Dept. of Aviation Maintenance Technology

Ginny Bass, DTAE Coordinator

Roger King, Tech-Prep/School-to-Work Coordinator

Main Office: TEC-211

Aviation Maintenance: Tara Blvd., Jonesboro

Web: <http://tech.clayton.edu/>

770-961-3415

## 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 levels as follows:

### Bachelor of Applied Science (B.A.S.) with two majors\*

Technology Management  
Administrative Management

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

### Associate of Applied Science (A.A.S.) with several programs of study

Airway Science  
Aviation Maintenance Technology  
Computer Network Technology  
Drafting and Design Technology (Architectural and Mechanical)  
Electronics Technology (Avionics, Computer Service, General Electronics, and Telecommunications)  
Engineering Technology (Transfer Program)  
Industrial and Services Supervision  
Marketing and Merchandising (Fashion emphasis available)  
Medical Office Administration  
Office Technology (Medical Transcription emphasis available)  
Paralegal Studies  
Paramedic Technology  
Railroad Operations

### Certificates

Aviation Maintenance (Powerplant and Airframe)  
Computer Networking (two levels)

Drafting Technician  
Electronics Technician  
Emergency Medical/Paramedic Technician (two levels)  
Industrial and Services Supervision  
Marketing and Merchandising Specialist  
Medical Assistant  
Medical Transcriptionist  
Office Assistant  
Office Specialist (Accounting, Computer, General, Medical Office Specialist)  
Paralegal

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 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 (e.g., A.A.S., or A.A.T.) 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.

### SPECIAL GRADUATION REQUIREMENTS FOR B.A.S. MAJORS

1. **Writing Assessment.** In order to graduate with a School of Technology B.A.S. degree, students must pass the B.A.S. writing assessment. The assessment is normally administered in OFFC 3110 and TECH 3110. Students who fail to pass the assessment administered in one of these classes are *required* to enroll in WLAB 2999, Writing Laboratory II, during their next semester of attendance. Students are required to enroll in WLAB 2999 each semester of attendance 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.** Regular University baccalaureate-level requirements require 30 hours in residency including at least 21 in upper-division hours counted toward program requirements other than free electives. Although the other nine hours do not have to be upper division, for B.A.S. students those nine hours do have to be in courses that are counted toward program requirements other than free electives.
3. **Upper-Division Grades.** B.A.S. students must earn a grade of C or better (or K) in all upper-division courses (numbered 3000 or higher) used to meet program requirements.
4. **Career Associate Degree.** Since holding a career associate degree (A.A.S., A.A.T., etc.) is required for admission to the B.A.S. program, a student may not receive an A.A.S. and B.A.S. in the same semester.

### 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, CPTG 1002, or CPTG 1010.)

COMM 1002 Presentation Applications (1-0-1)

(Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)

CPTG 1002 Introduction to Web-Page Development (0-2-1)

(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 1010 Computing with Spreadsheets (0-2-1)

(Completion of MATH 1101 or higher [or equivalent placement score] and completion of or exemption from CPTG 1002 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 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 Area D for science majors 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)<br>(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)<br>(CHEM 1151 and 1151L are corequisite.)   |
|    | CHEM | 1152  | Survey of Chemistry II (3-0-3)<br>(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)<br>(PHYS 1111 and 1111L are corequisite, and MATH 1101 or higher is prerequisite.) |
|    | PHYS | 1112  | Introductory Physics II (3-0-3)<br>(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 MATH or SCI courses or the two CPTG 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)**
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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 12-21 semester credit hours of general education work that is equivalent to Areas 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 Areas 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 12-21 hours of general education at the associate-degree-granting institution and an additional 21-30 hours at CCSU. Additionally, transfer of Area A-E is subject to the following conditions:

- After hours from the career associate degree and other previous college-level work are applied to Areas A-E, B.A.S. students will be expected to complete all remaining elements of Areas 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.
- Courses that are not core-curriculum equivalent (e.g., Citizenship, Business English, and math lower than Mathematical Modeling or College Algebra) will NOT count toward Areas A-E.
- In some cases, courses transferred are eligible for inclusion either in the block of career courses for the associate degree or in Areas 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.)
- 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.
- 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:

- 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.)
- 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.
- 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.)

- 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.
- 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 (B.A.S.)

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.*

COMM	3110	Interpersonal Communications (3-0-3)
FINA	3100	Personal Financial Management (3-0-3)
HCMG	4110	Administration of Managed Care (3-0-3)
HCMG	4180	Health in the Corporate Setting (3-0-3)
HCMG	4201	Health Care Consulting (3-0-3)
HCMG	4310	Public Health Administration (3-0-3)
HSCI	4800	Directed Readings (3-0-3)
MGMT	3120	Managerial Communications (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 (1-10-3)

**Note:** Students with appropriate backgrounds and prerequisites may take related courses not listed here provided that the student obtains written approval in advance from the School of Technology and from the dean or associate dean of the school that offers the course.

**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. (Depending on their backgrounds and goals, students pursuing careers in medical fields or offices may choose this major or Allied Health Administration from the School of Health Sciences.)

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.*

BUSA	3113	Introduction to Measurement and Analysis (3-0-3)
COMM	3110	Interpersonal Communications (3-0-3)
FINA	3100	Personal Financial Management (3-0-3)
HCMG	3101	Introduction to Health Systems Management (3-0-3)
HCMG	4108	Health in the Corporate Setting (3-0-3)
HCMG	4560	Health Care Finance (3-0-3)
HCMG	4110	Administration of Managed Care (3-0-3)
HCMG	4201	Health Care Consulting (3-0-3)
HCMG	4310	Public Health Administration (3-0-3)
HCMG	3801	Future Trends in Health Care (3-0-3)
HCMG	4220	International Health Systems (3-0-3)
HMSV	3010	Introduction to Human Services (3-0-3)
HMSV	3501	Organizational and Administration of Human Services Agencies (3-0-3)
HMSV	4201	Fund Raising in the Not-for-Profit Sector (3-0-3)
HSCI	3520	Issues in Health Care (3-0-3)
HSCI	4800	Directed Readings (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	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)
OFFC	3810	The Role of the Executive Assistant (3-0-3)
OFFC	4098	Internship (1-10-3)
OFFC	4800	Selected Topics in Administrative Management (1-10-3)

**Note:** Students with appropriate backgrounds and prerequisites may take related courses not listed here provided that the student obtains written approval in advance from the School of Technology and from the dean or associate dean of the school that offers the course.

### FREE ELECTIVE

Any upper division course outside the School of Technology.

**3 hours**

**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 (A.A.S.)

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., CSOR 0098, READ 0099, 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 0099, 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 READ 0099.
2. Students in the following certificate programs must exit from or exempt MATH 0097 and MATH 0099.
  - Aviation Maintenance (Powerplant and Airframe)
  - Drafting Technician
  - Electronics Technician
3. Students in the following certificate programs must exit from or exempt MATH 0097.
  - Computer Network Technician (two levels)

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 or her certificate program, the student must take an additional program elective (approved by the advisor) in lieu of OFFC 2202.

Emergency Medical/Paramedic Technician (two levels)  
 Industrial and Services Supervision  
 Marketing and Merchandising Specialist  
 Medical Assistant  
 Medical Transcriptionist  
 Office Assistant  
 Office Specialist  
 Paralegal

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

**Full-time Faculty:** Moore, Haught, Radford, Woodie.

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.

## 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 bonafide 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)**

6 hours

ENGL	1101	English Composition I (3-0-3)
MATH	1101	Mathematical Modeling (or higher 1000-level MATH course) (3-0-3)

**CRITICAL THINKING AND COMMUNICATION SKILLS****(Area B)**

3 hours

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)
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**NATURAL SCIENCES AND MATHEMATICS (Area D) 8 hours**

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)**

1-6 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

NOTE: Courses from Areas A and E are prerequisite to some AVMT courses. See the Course Description Chapter.

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 78-83 hours

NOTE: General education courses 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)
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**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, CPTG 1002, or CPTG 1010.)
- COMM 1002 Presentation Applications (1-0-1)  
(Completion of or exemption from COMM 1001 is prerequisite to COMM 1001.)
- CPTG 1002 Introduction to Web-Page Development (0-2-1)  
(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)
- CPTG 1010 Computing with Spreadsheets (0-2-1)  
(Completion of MATH 1101 or higher [or equivalent placement score] and completion of or exemption from CPTG 1002 are prerequisite to this course. This course can be used in Area D when taken in conjunction with CPTG 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)

No courses required.

#### 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 Area D for science majors in the Arts & Sciences chapter of this catalog.)

#### D1. Take the following science sequences:

- 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 MATH 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)\*\*

(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.

#### 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)

#### Aviation Maintenance

32 hours

(Take courses in section A or as block credit in section B)

- A. AVMT 2221 General Maintenance Applications (5-2-6)
- AVMT 2223 Airframe Structures Applications (4-2-5)
- AVMT 2225 Airframe Systems & Component Applications (4-2-5)
- AVMT 2227 A&P Electrical & Electronic Applications (5-2-6)
- AVMT 2222 Powerplant Theory Applications (4-2-5)
- AVMT 2224 Propulsion Systems & Applications (4-2-5)
- B. AVMT 2000A Block Credit (32 hours)

#### Economics

6 hours

- 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)

6 hours

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

MATH 1101 Mathematical Modeling (or higher 1000-level MATH course) (3-0-3)

**SOCIAL SCIENCES (Area E) 1-6 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**

NOTE: Courses from Areas A and E are prerequisite to some AVMT courses. See the Course Description Chapter.

- 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 23 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 45-49 hours**

**POWERPLANT  
Certificate**

(Leads to A.A.S. in Aviation Maintenance Technology)

**ESSENTIAL SKILLS (Area A) 6 hours**

- ENGL 1101 English Composition I (3-0-3)  
 MATH 1101 Mathematical Modeling (or higher) (3-0-3)

**SOCIAL SCIENCES (Area E) 1-6 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**

NOTE: Courses from Areas A and E are prerequisite to some AVMT courses. See the Course Description Chapter.

- 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 23 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 45-49 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****(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 DESIGN TECHNOLOGY****Associate of Applied Science**

The Mechanical Design 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****(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 and Computers**

TEC 211, 770- 961-3415

Full-Time Faculty: Becsi, Bladine, Clendenning, Coleman, Honeycutt

CCSU offers two associate degrees in these fields. The A.A.S. in electronics provides for emphasis in avionics, computer service, or Telecommunications/Wireless. There is also a certificate in electronics. The Computer Network Technology associate degree builds on two certificates. (This program should not be confused with the Information Technology program; see the New College chapter of this catalog.)

**Associate Degree in Electronics 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 COMMUNICATION (Area B)****3 hours**

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)
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**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 Math (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)
CNET	1103	Microcomputer Applications (3-0-3)
CNET	1105	Introduction to Networking (2-2-3)

**Electives (Choose six courses)****18-22 hours**

To specialize in an area, it is recommended that a student choose all six electives from one of the groupings as shown; however, it is permissible to take any six of the listed electives.

**Avionics Electives:**

AVEL	2210	Aircraft Systems (3-0-3)
AVEL	2220	Navigation and Air to Ground (3-2-4)
ELEC	2201	Advanced Electronic Circuits (2-2-3)
ELEC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
ELEC	2233	Selected Topics and Problems (1-10-3)
TELE	2210	Analog Communications (3-2-4)
TELE	2212	Specialized Communications (2-2-3)
TELE	2220	FCC Rules and Regulations (3-0-3)

**Computer Service Electives:**

CSER	2224	Computer System Architecture (2-2-3)
CSER	2225	Operating Systems Concepts (2-2-3)
CSER	2226	Advanced Digital Communications (2-2-3)
CSER	2228	Computer Servicing (2-2-3)
ELEC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
ELEC	2233	Selected Topics and Problems (1-10-3)
CNET	—	Any CNET elective(s) (up to 6 hours credit)
ELEC	—	Any ELEC elective(s) (up to 6 hours credit)

**General Electronics Electives**

ELEC	2201	Advanced Electronic Circuits (2-2-3)
TELE	2210	Analog Communications (3-2-4)
TELE	2212	Specialized Communications (2-2-3)
TELE	2220	FCC Rules and Regulations (3-0-3)
CSER	2226	Advanced Digital Communications (2-2-3)
ELEC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
ELEC	2233	Selected Topics and Problems (1-10-3)

**Telecommunications/Wireless Electives**

ELEC	2201	Advanced Electronic Circuits (2-2-3)
TELE	2210	Analog Communications (3-2-4)
TELE	2212	Specialized Communications (2-2-3)
TELE	2220	FCC Rules and Regulations (3-0-3)
CSER	2226	Advanced Digital Communications (2-2-3)
ELEC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
ELEC	2233	Selected Topics and Problems (1-10-3)
WCOM	2210	Basic Wireless Telephony (3-2-4)
WCOM	2220	Advanced Wireless Systems (3-2-4)
WCOM	2230	Global Wireless Applications (3-2-4)

**Total hours for the A.A.S.****62-68 hours****Associate Degree in 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****(Area B)****3 hours**

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)
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**NATURAL SCIENCE (Area D)****4 hours**

Take category A, B, 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)

## A. Program Core

27 hours

- CNET 1101 Introduction to Microcomputer Repair (2-2-3)  
 CNET 1102 Microcomputer Operating Systems (3-0-3)  
 CNET 1103 Microcomputer Applications (3-0-3)  
 CNET 1105 Introduction to Networking (3-0-3)  
 CNET 1107 Network Technologies (3-0-3)  
 CNET 1112 Transmission Media: Installation and Maintenance (3-0-3)
- CNET 1114 Network Servicing (2-2-3)  
 CNET 2220 Internetworking Concepts (3-0-3)  
 CNET 2240 Network Management (3-0-3)

## 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 2235 Protocol Analysis (3-0-3)  
 CNET 2230 Introduction to Unix (3-0-3)  
 ITSK 2611 Intermediate UNIX (3-0-3)  
 ITFN 1301 Foundations of Programming, Visual Basic (3-0-3)  
 ITSK 2311 Intermediate Programming, Visual Basic (3-0-3)  
 ITFN 1302 Foundations of Programming, Java (3-0-3)  
 ITSK 2312 Intermediate programming, Java (3-0-3)  
 ITFN 1303 Foundations of Programming, C/C++ (3-0-3)  
 ITSK 2313 Intermediate Programming, C/C++ (3-0-3)  
 ITSK 1401 Introduction to Webmaster (3-0-3)  
 ITSK 2411 Intermediate Webmaster (3-0-3)  
 CSER 2222 Occupational Internship and/or Cooperative Educational Experience (1-10-3)  
 CSER 2233 Selected Topics and Problems (1-10-3)

Total

60-62 hours

## Certificates in Electronics and Computer Networking

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 (3-0-3)  
 CNET 1103 Microcomputer Applications (3-0-3)  
 CNET 1105 Introduction to Networking (3-0-3)  
 CNET 1107 Network Technologies (3-0-3)

\* 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 (3-0-3)  
 CNET 1103 Microcomputer Applications (3-0-3)  
 CNET 1105 Introduction to Networking (3-0-3)  
 CNET 1107 Network Technologies (3-0-3)  
 CNET 1112 Transmission Media: Installation and Maintenance (3-0-3)  
 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

**ELECTRONICS TECHNICIAN**

(Leads to A.A.S. in electronic Technology)

**Required Electronics Core****24 hours**

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)
ELEC	1107	Introduction to Digital Circuits (3-2-4)
ELEC	1108	Introduction to Microprocessors (3-2-4)

\*Students planning an A.A.S. in Electronics Technology should take ENGL 1101 instead of OFFC 1100.

**Electives (Choose TWO courses)****6-8 hours**

To specialize in an area, it is recommended that a student complete one of the groupings as shown; however, it is permissible to take any two of the listed electives.

**Avionics Electives**

AVEL	2220	Navigation and Air to Ground (3-2-4)
TELE	2210	Analog Communication (3-2-4)

**Telecommunications/Wireless Electives**

TELE	2210	Analog Communications (3-2-4)
WCOM	2210	Basic Wireless Telephony (3-2-4)

**General Electronics Electives**

CNET	1103	Microcomputer Applications (3-0-3)
CNET	1105	Introduction to Networking (2-2-3)

**Total 30-32 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****(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. (See B.A.S. core.)

**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 for the Office (2-2-3)  
OFFC 2214 Database for the Office (2-2-3)  
OFFC 2215 Integrated Software (2-2-3)
- E. OFFC 1101 Computers & the Internet for the Office (1-4-3)
- 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	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)
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 (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** **17-19 hours**

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)
OFFC	1101	Computers & the Internet for the Office (1-4-3)

**Electives (Choose SIX courses)** **18-19 hours**

Choose SIX courses with the approval of your program advisor.

**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** **17-19 hours**

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)
OFFC	1101	Computers & the Internet for the Office (1-4-3)

**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** **18-19 hours**

Choose SIX courses with the approval of your program advisor.

**Total for A.A.S. 62-65 hours**

**OFFICE TECHNOLOGY  
Associate of Applied Science Degree**

The Office of Technology associate degree program prepares students for office careers. Students may select one of two tracks: **Administrative Assistant** or **Medical Transcriptionist**. The program of study emphasizes communication, supervision, and computer skills and should enhance students' employment and advancement opportunities in office-related fields.

- **The Administrative Assistant** track prepares students for positions as administrative assistants or office managers in various industries. Courses in the Office Assistant and Office Specialist certificate programs may apply toward the A.A.S. degree program.
- **The Medical Transcriptionist** track prepares students for supervisory positions in the field of Medical Transcription. Courses in the Medical Transcription certificate program may apply to the A.A.S. degree program.

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****17-19 hours**

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)****6 hours**

- OFFC 1100 Business English (3-0-3)  
OFFC 1111 Word Processing I—Keyboarding (1-4-3)

**ADMINISTRATIVE ASSISTANT TRACK****Required Courses****18 hours**

- OFFC 1101 Introduction to Office Computing (1-4-3)  
OFFC 2203 Office Management (3-0-3)  
OFFC 2205 Business Communication (3-0-3)  
OFFC 2209 Spreadsheet I for the Office (2-2-3)  
OFFC 2214 Database for the Office (2-2-3)  
OFFC 2250 Office Accounting I (3-0-3)

**Choose one course from each of the following pairs 9 hours**

- a. OFFC 1112 Word Processing II - Document Processing (1-4-3)  
OFFC 1116 Medical Word Processing (1-4-3)
- b. OFFC 2207 Administrative Procedures (3-0-3)  
MEDA 1125 Medical Administration Procedures (2-4-3)
- c. OFFC 2222 Occupational Internship and/or Cooperative Educational Experience (1-10-3)  
OFFC 2212 Office Simulation/Transcription (1-4-3)

**Electives (Choose at least 5 courses to total 15 hrs.)****15 hours**

- OFFC 1113 Advanced Word Processing (1-4-3)  
OFFC 2202 Business Math (3-0-3)  
OFFC 2208 Medical Billing (2-2-3)  
OFFC 2210 Spreadsheet II for the Office (2-2-3)  
OFFC 2213 Desktop Publishing (2-2-3)  
OFFC 2215 Integrated Software (2-2-3)  
OFFC 2251 Office Accounting II (2-2-3)  
OFFC 2252 Office Accounting III (1-4-3)  
MEDA 1110 Medical Assisting Procedures (2-4-3)  
MEDT 1100 Medical Terminology I (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)  
MEDT 2220 Medical Coding II (1-2-2)

OMED 2201 Advanced Medical Terminology (3-0-3)

**Total for A.A.S. in Office Technology - Administrative Assistant Track****65-67 hours****MEDICAL TRANSCRIPTIONIST TRACK****Required Courses****33 hours**

- OFFC 1113 Advanced Word Processing (1-4-3)  
OFFC 1116 Medical Terminology (1-4-3)  
MEDT 1100 Medical Terminology I (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)  
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)

**Electives (Choose at least 3 courses)****9 hours**

Any OFFC, MEDA, or MEDT courses.

**Total for A.A.S. in Office Technology - Medical Transcriptionist Track****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****17-19 hours**

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****21 hours**

- PARA 1101 Introduction to Law & Ethics (3-0-3)\*  
PARA 1103 Civil Litigation (3-0-3)  
PARA 1105 Legal Research and writing (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	2222	Occupational Internship (1-10-3)

\* Prerequisite for all other Paralegal courses.

### Other Required Courses

9 hours

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 FIVE from the following)

15 hours

(PARA 1101, 1103, and 1109 are prerequisite to all of the following.)

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)
PARA	2333	Special Topics and Problems (1-4-3)

Any lower division course, up to 2, (OFFC 2214 or OFFC 2211 recommended)

Total for A.A.S. 62-64 hours

### 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 Research and Writing, PARA 1105.
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 or 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

### INDUSTRIAL SERVICES AND SUPERVISION 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)
OFFC	1101	Computers & the Internet for the Office (1-4-3)

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)
OFFC	1101	Computers & the Internet for the Office (1-4-3)

**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 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****39 hours**

MEDT	1100	Medical Terminology I (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)
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)

**Elective**

Any OFFC, MEDT, or MEDA course.

**3 hours****Total 42 hours****OFFICE ASSISTANT****Certificate****(Leads to A.A.S. in Office Technology)**

The Office Assistant Program 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 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)
OFFC	1101	Introduction to Office Computing (1-4-3)

**Electives (Choose at least 12 hours)****12-13 hours**

MEDT	1100	Medical Terminology I (1-0-1)
OFFC	1112	Word Processing II—Document Processing (1-4-3)
OFFC	1113	Advanced Word Processing (1-4-3)
OFFC	2202	Business Math (3-0-3)
OFFC	2207	Administrative Procedures (3-0-3)
OFFC	2208	Medical Billing (2-2-3)
OFFC	2209	Spreadsheet I for the Office
OFFC	2210	Spreadsheet II for the Office (2-2-3)
OFFC	2212	Office Simulation Transcription (1-4-3)
OFFC	2214	Database for the Office (2-2-3)
OFFC	2215	Integrated Software (2-2-3)
OFFC	2205	Business Communication (3-0-3)
OFFC	2250	Office Accounting I (3-0-3)
OFFC	2251	Office Accounting II (2-2-3)
OFFC	2252	Office Accounting III (1-4-3)
OFFC	2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
OFFC	2213	Desktop Publishing (2-2-3)

**Total 21-22 hours**

**OFFICE SPECIALIST****Certificate**

(Leads to A.A.S. in Office Technology)

The Office Specialist certificate program prepares students for office employment using the latest techniques and computer technology. Three specialities and a general track are offered:

- **Accounting Office Specialist** (bookkeeper, accounting clerk)
- **Computer Office Specialist** (operator of computer office applications software)
- **General Office** (secretary, receptionist, office clerk)
- **Medical Office Specialist** (medical coder, medical receptionist, medical insurance/billing specialist, medical secretary)

**Office Specialist Core (Applies to all tracks) 9 hours**

OFFC 1100	Business English (3-0-3)
OFFC 1101	Introduction to Office Computing (1-4-3)
OFFC 1111	Word Processing I—Keyboarding (1-4-3)

**Accounting Office Specialist Track****Required Courses 18 hours**

OFFC 2209	Spreadsheet I for the Office (2-2-3)
OFFC 2210	Spreadsheet II for the Office (2-2-3)
OFFC 2214	Database for the Office (2-2-3)
OFFC 2250	Office Accounting I (3-0-3)
OFFC 2251	Office Accounting II (2-2-3)
OFFC 2252	Office Accounting III (1-4-3)

**Elective Courses (Choose 3 courses) 9 hours**

OFFC 1112	Word Processing II—Document Processing (1-4-3)
OFFC 1113	Advanced Word Processing (1-4-3)
OFFC 2202	Business Math (3-0-3)
OFFC 2203	Office Management (3-0-3)
OFFC 2205	Business Communication (3-0-3)
OFFC 2207	Administrative Procedures (3-0-3)
OFFC 2208	Medical Billing (2-2-3)
OFFC 2215	Integrated Software (2-2-3)
OFFC 2222	Occupational Internship (1-10-3)

**Total for Core and Track 36 hours****Computer Office Specialist Track****Required Courses 21 hours**

OFFC 1112	Word Processing II—Document Processing (1-4-3)
OFFC 1113	Advanced Word Processing (1-4-3)

OFFC 2209	Spreadsheet I for the Office (2-2-3)
OFFC 2210	Spreadsheet II for the Office (2-2-3)
OFFC 2213	Desktop Publishing (2-2-3)
OFFC 2214	Database for the Office (2-2-3)
OFFC 2215	Integrated Software (2-2-3)

**Choose one of the following 3 hours**

OFFC 2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
OFFC 2212	Office Simulation/Transcription (1-4-3)

**Choose one of the following 3 hours**

OFFC 2202	Business Math (3-0-3)
OFFC 2203	Office Management (3-0-3)
OFFC 2205	Business Communication (3-0-3)
OFFC 2207	Administrative Procedures (3-0-3)
OFFC 2208	Medical Billing (2-2-3)
OFFC 2250	Office Accounting I (3-0-3)

**Total for Core and Track 36 hours****General Office Track****Required Courses 18 hours**

OFFC 1112	Word Processing II—Document Processing (1-4-3)
OFFC 1113	Advanced Word Processing (1-4-3)
OFFC 2205	Business Communication (3-0-3)
OFFC 2207	Administrative Procedures (3-0-3)
OFFC 2209	Spreadsheet I for the Office (2-2-3)
OFFC 2214	Database for the Office (2-2-3)

**Choose one of the following 3 hours**

OFFC 2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)
OFFC 2212	Office Simulation/Transcription (1-4-3)

**Choose TWO of the following 6 hours**

OFFC 2202	Business Math (3-0-3)
OFFC 2203	Office Management (3-0-3)
OFFC 2210	Spreadsheet II for the Office (2-2-3)
OFFC 2213	Desktop Publishing (2-2-3)
OFFC 2215	Integrated Software (2-2-3)
OFFC 2250	Office Accounting I (3-0-3)

**Total for Core and Track 36 hours**



**Medical Office Specialist Track****Required Courses****19 hours**

MEDT 1100	Medical Terminology I (1-0-1)
MEDT 1102	Body Structure & Function (3-0-3)
MEDT 1120	Medical Coding I (3-0-3)
MEDA 1125	Medical Administrative Procedures (2-4-3)
MEDT 1140	Diseases of the Human Body (3-0-3)*
OFFC 1116	Medical Word Processing (1-4-3)
OFFC 2208	Medical Billing (2-2-3)

**Choose one of the following****3 hours**

OFFC 2222	Occupational Internship and/or Cooperative Educational Experience (1-10-3)*
OFFC 2212	Office Simulation/Transcription (1-4-3)

**Elective Courses (Choose at least two courses)****5 hours**

MEDT 1101	Introduction to Health Careers (2-0-2)
MEDA 1110	Medical Assisting Procedures (2-4-3)*
MEDT 2220	Medical Coding II (1-2-2)
OFFC 2203	Office Management (3-0-3)
OFFC 2205	Business Communication (3-0-3)
OFFC 2209	Spreadsheet I for the Office (2-2-3)
OFFC 2214	Database for the Office (2-2-3)
OFFC 2250	Office Accounting I (3-0-3)
OMED 2201	Advanced Medical Terminology (3-0-3)

\* Required for Unit Secretary positions.

**Total for Core and Track****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****18 hours**

PARA 1101	Introduction to Law & Ethics (3-0-3)*
PARA 1103	Civil Litigation (3-0-3)
PARA 1105	Legal Research and Writing (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)

**Other Required Courses****9 hours**

OFFC 1100	Business English (3-0-3)
or	
ENGL 1101	English Composition I (3-0-3)**
OFFC 1111	Word Processing I—Keyboarding (1-4-3)
OFFC 2112	Computerized Law Office (1-4-3)

**Electives (Choose TWO of the following)****6 hours**

(PARA 1101, 1103, and 1109 are prerequisite to all of the following.)	
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)
PARA 2333	Special Topics and Problems (1-4-3)
Any lower division elective (OFFC 2214 or OFFC 2211 recommended)	

\* Prerequisite for all other Paralegal courses.

\*\* 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****33 hours****Programs in Medical Careers**

The School of Technology offers programs in Medical Office and EMT/Paramedic 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 (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

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 (3-0-3)  
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**

- OFFC 1101 Computers & the Internet for the Office (1-4-3)  
 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 2222 Intermediate Field Internship (0-4-1)  
 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 (AREA B) 3 hours

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

### Required Courses 40 hours

OFFC 1101 Computers & the Internet for the Office (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)

Total 42 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 Department of Natural Sciences are available to advise students. Certain School of Technology career courses may transfer to Southern Polytechnical State University. Consult the Dean of the School of Technology for details.

### BUSINESS EDUCATION

Business students considering teaching careers in Business Education should consult the Business 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 consult with students about careers in this field.

**CHAPTER 10**  
**NEW COLLEGE FOR ECONOMIC & COMMUNITY**  
**DEVELOPMENT**

*GENERAL INFORMATION*

*DEPARTMENT OF INFORMATION TECHNOLOGY*

*Certificate in Information Technology (C.I.T.)*

*Associate of Applied Science in Information Technology (A.A.S.I.T.)*

*Bachelor of Information Technology (B.I.T.)*

*INTEGRATIVE STUDIES PROGRAMS*

*Integrative Studies Overview*

*Integrative Studies Curriculum (B.A. & B.S.)*

**GENERAL INFORMATION**

Wallace Shakun, Acting Dean  
 Janet Towslee, Associate Dean  
 Angleyn Hayes Cheyne, Director of Experiential Learning  
**New College Office, Technology Building Room 105. (770) 960-4200; Fax (770) 961-3635**

The New College for Economic & Community Development is designed to offer and/or coordinate academic programming that is especially responsive to Clayton College & State University's core mission of preparing students to succeed in the world of work in the 21<sup>st</sup> Century. The College is responsible for direct administration or interdisciplinary coordination for the following programs of study:

• **Information Technology Career Ladder** ([www.IT.clayton.edu](http://www.IT.clayton.edu))

A laddered program that prepares graduates to enter the burgeoning Information Technology field at three levels:

- Certificate in Information Technology (C.I.T.)
- Associate of Applied Science in Information Technology (A.A.S.I.T.)
- Bachelor of Information Technology (B.I.T.)

• **Integrative Studies** ([www.IS.clayton.edu](http://www.IS.clayton.edu))

A degree program (B.A., B.S., A.A., A.S.) that gives students the opportunity to custom design a curriculum that meets their career needs or to choose one of several pre-approved curriculum plans.

This interdisciplinary program is coordinated by the New College but the pre-planned curricula are advised by departments in the School of Arts & Sciences.

• **Bachelor of Applied Science (B.A.S.)**

Individuals who already hold A.A.S., A.A.T., or other career-focused associate degrees can bridge to the baccalaureate through one of four B.A.S. majors:

- Administrative Management
- Technology Management
- Allied Health Administration
- Dental Hygiene Practice & Administration

The New College coordinates the advisory groups for these majors, but they are directly administered by other schools. For details about curriculum and advisement for the four B.A.S. majors, see the School of Technology (Administrative and Technology Management) and the School of Health Sciences (Allied Health and Dental Hygiene) chapters.

**Center for Experiential Learning.**

In addition to academic programs, the New College houses the Center for

Experiential Learning which coordinates internships, cooperative education, and other experiential learning opportunities for the entire University. For information visit the center in TEC-105 (770-960-4279). Specific requirements for participation in experiential learning are included in Chapter 4, Academic Information.

**The New College for Economic & Community Development has a five-fold mission:**

- To focus the academic resources of the institution on economic and community development in keeping with the University's mission emphasis upon preparing students for the world of work.
- To provide an organizational structure which will support and foster institutional change to respond to emerging economic and community development needs.
- To provide administrative support for cross-disciplinary integrative programs designed to prepare students to enter the changing environment of the world of work when these programs do not fit neatly into one of the traditional schools of the University.
- To provide a structure for a two-year cycle of review for programs designed to meet economic and community development needs in order to determine if these programs continue to be relevant to changing economic and community development needs.
- To provide administrative support for the experiential learning requirement of academic programs.

All inquiries related to the New College for Economic & Community Development should be directed to Room 105 of the Technology Building (770-960-4200).

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## DEPARTMENT OF INFORMATION TECHNOLOGY

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Larry D. Booth, Department Chair  
Lora Nichols-Leap, Assistant to the Department Chair

Information Technology Office, TEC-105; [www.IT.clayton.edu](http://www.IT.clayton.edu)  
(770) 961-3636; Fax (770) 961-3635

Fulltime Faculty: Bakhtiarnajed, Bowler, Chastine, Donald, Ganoe, Marcus, and Neblett

The Department of Information Technology administers CCSU's Information Technology Career Ladder (ITCL). The academic programs in this "ladder" are as follows:

- Certificate in Information Technology (C.I.T.)
- Associate of Applied Science in Information Technology (A.A.S.I.T.)
- Bachelor of Information Technology (B.I.T.)

The objective of the Information Technology Career Ladder is to prepare graduates to enter the rapidly expanding Information Technology job market. Based on experience and personal expectations, students can comfortably enter employment after completing the certificate, associate, or baccalaureate levels.

Courses in Information Technology are taught by CCSU full-time faculty members in Information Technology and related fields and by a cadre of expert practitioners who serve as part-time faculty.

The Information Technology Career Ladder is structured such that all requirements of the C.I.T. are included in the A.A.S.I.T., and in turn, all requirements of the A.A.S.I.T. are included in the B.I.T. All students enter at the C.I.T.

### SPECIAL POLICIES FOR THE INFORMATION TECHNOLOGY PROGRAM

All normal CCSU admission, progression, and graduation requirements for certificate, associate degree, and baccalaureate degree apply to the Information Technology Career Ladder. The following additional conditions apply:

1. **Admission and Advising for the Information Technology Ladder Program.** All ITCL students enter the program at certificate level Fall or Spring semesters. Students planning to be admitted to the ITCL curriculum and/or take IT courses must see an advisor before they can register each semester. As part of the first advising process, an "Information Technology Learning Profile" will be initiated for each student. This will enable students to better plan career options in the Information Technology field. The IT Learning Profile should be on file in the New College office before initial registration. Contact the Department of Information Technology in Room 105 of the Technology Building for details (770-961-3636).
2. **Learning Support Requirements.** Students must exempt or successfully exit all Learning Support requirements (mathematics, English, and reading) before enrolling in any courses, with an IT-prefix. This requirement holds for non-IT majors as well as ITCL majors.
3. **Core Curriculum.** The B.I.T. includes the full University System of Georgia General Education Core Curriculum (Areas A-E); however, because of the ladder nature of the program, it does not have a standard Area F, and some parts of Areas A-E are specified more narrowly than in the standard areas. Transfer of IT coursework at 1000 and 2000 to other institutions offering similar course content at 3000 and 4000 levels is not guaranteed.
4. **Grade Requirements.** ITCL students must earn a grade of C or better (or K) in the following courses:
  - a. All courses with a prefix beginning IT (ITFN, ITSK, etc.)
  - b. ENGL 1101
  - c. Any MATH course counted toward graduation
  - d. All upper-division courses counted toward graduation
5. **Residency Requirement.** Normal graduation residency requirements apply for each level of ITCL with the following exception: students who earn Information Technology course credit by examination/experience administered by CCSU may petition the Dean or Associate Dean of the New College to have such credit counted as in-residence. In all cases, the following courses must be taken in residence with Clayton State.
 

C.I.T.: ITFN 2001 (Professional Development Seminar).

A.A.S.I.T.: ITFN 2123 (Project Management), ITFN 2012 (Internship/Cooperative),

B.I.T.: ITFN 4003 (Portfolio), ITFN 4014 (Internship).

6. **Credit by Examination or Certification.** Contact the Office of the New College for information about credit by competency examinations or industry certifications. Availability of these forms of credit is being phased in, and not all courses have competency examinations or certifications available.
7. **Post-Baccalaureate Students.** Students who already hold bachelor's degrees in other fields are encouraged to enter the ITCL program. Such students should initiate the IT Learning Profiles as described in item 1 above. The Core Curriculum (Areas A-E) will be assumed to be complete for post-baccalaureate students except that the requirement to complete MATH 1101 or higher and ENGL 1101 with grades of C or better (or K) and the requirement to complete MATH 1501 or MATH 1241 or higher will apply. Normal University residency rules apply.
8. **Transient Students.** Transient students must meet all transient requirements listed in the Admissions Information chapter of this catalog. Due to the unique nature of the ITCL, all transient students wishing to enroll in IT (ITFN, ITSK, etc.) courses must be approved by the Dean or Associate Dean (contact New College, TEC-105, 770-960-4200).
9. **Experiential Learning.** Experiential Learning is required at all levels of the ITCL. Designated internships, and/or co-ops are required at the associate and baccalaureate level. Application for these experiences must be obtained by the announced deadline prior to registering for the experiential course (i.e., ITFN 2012 or ITFN 4014). To obtain application information, contact the Director of Experiential Learning in Room 105 of the Technology Building (770) 960-4279 the semester before the intended internship or co-op.

## CERTIFICATE IN INFORMATION TECHNOLOGY (C.I.T.)

The Information Technology Career Ladder is structured such that all students enter at the C.I.T. level for Fall or Spring semester. All requirements of the C.I.T. are included in the A.A.S.I.T., and in turn, all requirements of the A.A.S.I.T. are included in the B.I.T.

**Note:** A grade of C or better (or K) must be earned in all courses in the C.I.T.

### I. GENERAL EDUCATION (Core Curriculum) 7 hours

#### ESSENTIAL SKILLS (Area A)

##### A1. Take the following course:

ENGL 1101 English Composition I (3-0-3)\*

##### A2. Take one of the following MATH courses:

MATH 1101 Mathematical Modeling (3-0-3)\*

MATH 1113 Precalculus (3-0-3)\*\*

MATH 1241 Survey of Calculus (3-0-3)\*\*

MATH 1501 Calculus (4-0-4)\*\*

\* MATH 1111, College Algebra (distance learning), can also apply.

\*\* Requires appropriate placement score beyond MATH 1101. If MATH 1501 is chosen, the extra hour will be excess credit.

### CRITICAL THINKING AND COMMUNICATIONS (Area B)

COMM 1001 Presentational Speaking (1-0-1)

### II. REQUIRED FOUNDATION COURSES 7 hours

ITFN 1101 Foundations of Information Systems (3-0-3)  
[Prerequisite: Exit or Exempt Learning Support; initiate IT Learning Profile; Prerequisite or Corequisite: MATH 1101]

ITFN 1112 Foundations of Systems Analysis (3-0-3)  
[Prerequisite: ITFN 1101, MATH 1101. Prerequisite or corequisite: ENGL 1101]

ITFN 2001 Professional Development Seminar (1-0-1)  
[Prerequisite/Corequisite: ITFN 1101, MATH 1101, and ENGL 1101]

### III. REQUIRED APPLICATIONS COURSES 1 hour

ITSK 1701 Database Applications (0-2-1)

### IV. SKILL GROUPS 15 hours

Take FIVE of the following courses: at least one foundations course marked \* must be taken, and at least two skill groups must be completed by taking the appropriate courses numbered higher than 2000. ITFN 1101 and MATH 1101 are prerequisite/corequisite to ITFN 1201, 1301, 1302, 1303, and 1501 and to ITSK 1401 and 1601. All courses, including co/prerequisite, require a grade of C or better. Check course descriptions found in Chapter 11 for specifics.

#### a. Database Design Group

ITFN 1201 Foundations of Database Design (3-0-3)  
[Prerequisite or corequisite: ITSK 1701. Prerequisite: ITFN 1112 and ENGL 1101]

ITSK 2211 Intermediate Database Design (3-0-3)  
[Prerequisite: ITFN 1201]

#### b. Visual Basic Group

\*ITFN 1301 Foundations of Programming, Visual Basic (3-0-3)

ITSK 2311 Intermediate Programming, Visual Basic (3-0-3)  
[Prerequisite: ITFN 1301]

#### c. Java Group

\*ITFN 1302 Foundations of Programming, Java (3-0-3)

ITSK 2312 Intermediate Programming, Java (3-0-3)  
[Prerequisite: ITFN 1302]

#### d. C/C++ Group

\*ITFN 1303 Foundations of Programming, C/C++ (3-0-3)

ITSK 2313 Intermediate Programming, C/C++ (3-0-3)  
[Prerequisite: ITFN 1303]

#### e. Webmaster Group

ITSK 1401 Introduction to Webmaster (3-0-3)

ITSK 2411 Intermediate Webmaster (3-0-3)  
[Prerequisite: ITSK 1401]

#### f. Networking Group

\*ITFN 1501 Foundations of Networking (2-2-3)

ITSK 2511 Intermediate Networking (2-2-3)  
[Prerequisite: ITFN 1501]

g. **UNIX Group**

ITSK	1601	Introduction to UNIX (3-0-3)
ITSK	2611	Intermediate UNIX (3-0-3)
		[Prerequisite: ITSK 1601]

h. **Computer Science Group**

(Choice of this group will result in one extra credit hour.)

CSCI	1301	Computer Science I (3-0-3)
CSCI	1302	Computer Science II (4-0-4)
		[Prerequisite(s): CSCI 1301]

**Total for the C.I.T. 30 hours**

The projected plan of full-time study for the C.I.T. is illustrated by the following sample schedule (30 hours required).

*First Semester*

ITFN 1101 Fnds. Info. Sys.	(3)	<i>Second Semester</i>	ITFN 1112 Fnds. of Sys. Analysis	(3)
Skill Group Course:	(3)	Skill Group Course:		(3)
Skill Group Course:	(3)	Skill Group Course:		(3)
ITSK 1701 Database Appl.	(1)	Skill Group Course:		(3)
COMM 1001 Speech	(1)	ITFN 2001 Prof. Dev. Seminar		(1)
MATH 1101 Math Modeling	(3)	ENGL 1101 Composition I		(3)

14 hours

16 hours

## ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY (A.A.S.I.T.)

**Note:** The Information Technology Career Ladder requires entry at the C.I.T. level (Fall or Spring). The A.A.S.I.T. requires 31 additional credit hours beyond the 30 credit hours in C.I.T. ALL courses that apply to the C.I.T. count in the A.A.S.I.T. In turn, all C.I.T. and A.A.S.I.T. courses will apply to B.I.T. degree. **Courses marked # are requirements or options in the C.I.T. level of the ITCL.** The C or better rule applies to all IT (ITFN, ITSK, etc.) courses MATH 1241 and CPTG 1010. Check course descriptions found in Chapter 11 for specifics.

### I. GENERAL EDUCATION (Core Curriculum) 23 hours

Take five additional Core Curriculum courses (15 hours) beyond the C.I.T.

#### ESSENTIAL SKILLS (Area A) (9 hours)

A1. Take English Composition II for the A.A.S.I.T.

ENGL 1101 English Composition I (3-0-3)#

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

A2. One of the following MATH courses will have been taken for the C.I.T. no additional course required for A.A.S.I.T. in Area A2

MATH 1101 Mathematical Modeling (3-0-3)#

MATH 1113 Precalculus (3-0-3)#

MATH	1241	Survey of Calculus (3-0-3)#
MATH	1501	Calculus (4-0-4)#

### CRITICAL THINKING AND COMMUNICATIONS (Area B) (5 hours)

Take two additional courses beyond the C.I.T.

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)
COMM	1001	Presentational Speaking (1-0-1)#
CPTG	1010	Computing with Spreadsheets (0-2-1)

### NATURAL SCIENCE AND MATHEMATICS (Area D) (3 hours)

Take one of the following:\*

MATH	1241	Survey of Calculus (3-0-3)
MATH	1501	Calculus (4-0-4)**

- \* Students who apply MATH 1241 or MATH 1501 to Area A may take MATH 2020 here (recommended) or may take SCI 1901, Selected Topics in Science.
- \*\* MATH 1501 is 4 hours; if it is chosen, the extra hour will be excess credit.

### SOCIAL SCIENCES (Area E) (6 hours)

Take Both courses.

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

### II. REQUIRED FOUNDATION COURSES 13 hours

Take two additional courses (6 hours) beyond the C.I.T.

ITFN	1101	Foundations of Information Systems (3-0-3)#
ITFN	1112	Foundations of Systems Analysis (3-0-3)#
ITFN	2123	Foundations of Project Management (3-0-3)
		[Prerequisite: ITFN 1112 COMM 1001, and CPTG 1010, Prerequisite or corequisite: MATH 1241 or higher, ENGL 1102]
ITFN	2601	Foundations of Operating Systems (3-0-3)
		[Prerequisite: ENGL 1101, and ITFN 1112]
ITFN	2001	Professional Development Seminar (1-0-1)#

### III. REQUIRED APPLICATIONS COURSES 2 hours

Take ONE additional course beyond C.I.T. (COMM 1002).

ITSK	1701	Database Applications (0-2-1)#
COMM	1002	Presentation Applications (1-0-1)
		[Prerequisite: COMM 1001]

### IV. SKILL GROUPS 21 hours

Take two additional courses (6 hours) beyond the C.I.T.

The following courses must be taken here if they were not taken for the C.I.T.:

- ITFN 1201
- ITFN 1301 or 1302 or 1303
- ITFN 1501

If the above were taken for the C.I.T., then choose appropriate courses from those listed below. Pay careful attention to prerequisites.

#### a. Database Design Group

ITFN	1201	Foundations of Database Design (3-0-3)
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- [Prerequisite or corequisite: ITSK 1701; Prerequisite: ITFN 1112 and ENGL 1101]  
 ITSK 2211 Intermediate Database Design (3-0-3)  
 [Prerequisite: ITFN 1201]
- b. Visual Basic Group**  
 ITFN 1301 Foundations of Programming, Visual Basic (3-0-3)  
 [Prerequisite or Corequisite: ITFN 1101 and MATH 1101]  
 ITSK 2311 Intermediate Programming, Visual Basic (3-0-3)  
 [Prerequisite: ITFN 1301]
- c. Java Group**  
 ITFN 1302 Foundations of Programming, Java (3-0-3)  
 [Prerequisite or Corequisite: ITFN 1101 and MATH 1101]  
 ITSK 2312 Intermediate Programming, Java (3-0-3)  
 [Prerequisite: ITFN 1302]
- d. C/C++ Group**  
 ITFN 1303 Foundations of Programming, C/C++ (3-0-3)  
 [Prerequisite or Corequisite: ITFN 1101 and MATH 1101]  
 ITSK 2313 Intermediate Programming, C/C++ (3-0-3)  
 [Prerequisite: ITFN 1303]
- e. Webmaster Group**  
 ITSK 1401 Introduction to Webmaster (3-0-3)  
 [Prerequisite or Corequisite: ITFN 1101 and MATH 1101]  
 ITSK 2411 Intermediate Webmaster (3-0-3)  
 [Prerequisite: ITSK 1401]
- f. Networking Group**  
 ITFN 1501 Foundations of Networking (2-2-3)  
 [Prerequisite or Corequisite: ITFN 1101 and MATH 1101]  
 ITSK 2511 Intermediate Networking (2-2-3)  
 [Prerequisite: ITFN 1501]
- g. UNIX Group**  
 ITSK 1601 Introduction to UNIX (3-0-3)  
 [Prerequisite or Corequisite: ITFN 1101 and MATH 1101]  
 ITSK 2611 Intermediate UNIX (3-0-3)  
 [Prerequisite: ITSK 1601]
- h. Computer Science Group**  
 (Choice of this group will result in one extra credit hour.)  
 CSCI 1301 Computer Science I (3-0-3)  
 [Prerequisite(s): MATH 1101 or higher (or equivalent placement score).]  
 CSCI 1302 Computer Science II (4-0-4)  
 [Prerequisite(s): CSCI 1301]
- i. PL/SQL Group**  
 ITSK 2222 Introduction to PL/SQL (3-0-3)  
 [Prerequisite: ITSK 2211]  
 ITSK 2232 Intermediate PL/SQL (3-0-3)  
 [Prerequisite: ITSK 2222]
- j. Advanced Network Group**  
 ITSK 2522 Local Area Networks (2-2-3)  
 [Prerequisite: ITSK 2511]  
 ITSK 2532 Wide Area Networks (2-2-3)  
 [Prerequisite: ITSK 2522]
- k. Advanced Visual Basic Group**  
 ITSK 2321 Developing Applications, Visual Basic (3-0-3)  
 [Prerequisite: ITSK 2311]

**l. Advanced C/C++ Group**

- ITSK 2323 Developing Applications, Visual C/C++ (3-0-3)  
 [Prerequisite: ITSK 2313]

**m. Advanced Webmaster Group**

- ITSK 2422 Advanced Webmaster (3-0-3)  
 [Prerequisite: ITFN 1501, ITSK 1701, ITSK 2411]

**V. INTERNSHIP****2 hours**

**Note:** To be taken the last semester of A.A.S.I.T. See item #9 of Special Policies for the Information Technology Program section in this chapter for important information related to internship application deadlines.

- ITFN 2012 Information Technology Internship (0-V-2)  
 [Prerequisite or corequisite: ITFN 2123; Prerequisite: ITFN 2001, and ENGL 1101]

**Total for the A.A.S.I.T. 61 hours**  
 (includes 30 hours from C.I.T.)

The projected plan of study for the A.A.S.I.T. is illustrated in the following sample schedule (30 hours from CIT + 31 hours = 61 total hours required).

<i>Third Semester</i>	<i>Fourth Semester</i>
ITFN 2601 Fnd. Of Operating Sys(3)	ITFN 2123 Fnd. of Project Mgmt (3)
ITFN 130x or 1501 or skill course (3)	ITFN 1201 or skill course (3)
CPTG 1010 Spreadsheets (1)	COMM 1002 Intro Presen. Media (1)
POLS 1101 (3)	ITFN 2012 Internship (2)
CRIT 1101 (3)	ENGL 1102 (1)
MATH 1241 or 1501 (3)	HIST 2110 (3)
16 hours	15 hours

**BACHELOR OF INFORMATION TECHNOLOGY (B.I.T.)**

**Important Note:** The Information Technology Career Ladder requires entry at the C.I.T. level. ALL courses that applied to the C.I.T. and A.A.S.I.T. also apply to the Bachelor of Information Technology. **Courses marked # are included as requirements or options in the C.I.T. and A.A.S.I.T levels of the ITCL.** The C or better policy for C.I.T. and A.A.S.I.T. levels apply to B.I.T. as well as all upper division (3000/4000) IT courses, ENGL 3901 and MATH 3902.

**I. GENERAL EDUCATION (Core Curriculum) 42 hours****ESSENTIAL SKILLS (Area A completed in A.A.S.I.T.)**

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

**A2. Mathematics (Choose ONE)**

One of the following MATH courses will have been taken for the C.I.T.

MATH	1101	Mathematical Modeling (3-0-3)#
MATH	1113	Precalculus (3-0-3)#
MATH	1241	Survey of Calculus (3-0-3)#
MATH	1501	Calculus (4-0-4)#

**CRITICAL THINKING AND COMMUNICATION (Area B completed in A.A.S.I.T.)**

CRIT	1101	Critical Thinking across the Curriculum (3-0-3)#
COMM	1001	Presentational Speaking (1-0-1)#
CPTG	1010	Computing with Spreadsheets (0-2-1)#

**HUMANITIES (Area C)****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)
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)**

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)****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 corequisites; prerequisite or corequisite 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. MATH 1241 or higher# (Completed in A.A.S.I.T.)****SOCIAL SCIENCES (Area E)****E1. History and Government (Take BOTH) (Completed in A.A.S.I.T.)**

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: POLI 1101, HIST 2110, and (SOCI 1101 or PSYC 1101).

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

**II. REQUIRED FOUNDATION COURSES****13 hours**

This entire category is included in the C.I.T. and A.A.S.I.T.

ITFN	1101	Foundations of Information Systems (3-0-3)#
ITFN	1112	Foundations of Systems Analysis (3-0-3)#
ITFN	2001	Professional Development (1-0-1)#
ITFN	2123	Foundations of Project Management (3-0-3)#
ITFN	2601	Foundations of Operating Systems (3-0-3)#

**III. REQUIRED APPLICATIONS COURSES****2 hours**

This entire category is included in the C.I.T. and A.A.S.I.T.

ITSK	1701	Database Applications (0-2-1)#
COMM	1002	Presentation Applications (1-0-1)# [Prerequisite: COMM 1001 or concurrent enrollment in ITSK 1701]

**IV. Skill Groups****21 hours**

This category is fulfilled by the A.A.S.I.T.

**a. Database Design Group**

ITFN	1201	Foundations of Database Design (3-0-3)#
ITSK	2211	Intermediate Database Design (3-0-3)#

- b. **Visual Basic Group**  
 ITFN 1301 Foundations of Programming, Visual Basic (3-0-3)#  
 ITSK 2311 Intermediate Programming, Visual Basic (3-0-3)#
- c. **Java Group**  
 ITFN 1302 Foundations of Programming, Java (3-0-3)#  
 ITSK 2312 Intermediate Programming, Java (3-0-3)#
- d. **C/C++ Group**  
 ITFN 1303 Foundations of Programming, C/C++ (3-0-3)#  
 ITSK 2313 Intermediate Programming, C/C++ (3-0-3)#
- e. **Webmaster Group**  
 ITSK 1401 Introduction to Webmaster (3-0-3)#  
 ITSK 2411 Intermediate Webmaster (3-0-3)#
- f. **Networking Group**  
 ITFN 1501 Foundations of Networking (2-2-3)#  
 ITSK 2511 Intermediate Networking (2-2-3)#
- g. **UNIX Group**  
 ITSK 1601 Introduction to UNIX (3-0-3)#  
 ITSK 2611 Intermediate UNIX (3-0-3)#
- h. **Computer Science Group**  
 (Choice of this group will result in one extra credit hour.)  
 CSCI 1301 Computer Science I (3-0-3)  
 CSCI 1302 Computer Science II (4-0-4)
- i. **PL/SQL Group**  
 ITSK 2222 Introduction to PL/SQL (3-0-3)#  
 ITSK 2232 Intermediate PL/SQL (3-0-3)#
- j. **Advanced Network Group**  
 ITSK 2522 Wide Area Networks (3-0-3)#  
 ITSK 2532 Network Administration (3-0-3)#
- k. **Advanced Visual Basic Group**  
 ITSK 2321 Developing Applications, Visual Basic (3-0-3)#
- l. **Advanced C/C++ Group**  
 ITSK 2323 Developing Applications, Visual C/C++ (3-0-3)#
- m. **Advanced Webmaster Group**  
 ITSK 2422 Advanced Webmaster (3-0-3)#

## V. Internship and Professional Development 2 hours

This entire category is included in the C.I.T. and A.A.S.I.T.  
 ITFN 2012 Internship (0-V-2)#

## VI. Upper Division Information Technology 18 hours

- a. Take the following courses:
- MGMT 3101 Principles of Management (3-0-3)  
 [Prerequisite: ITFN 2123]
- ITFN 3314 Testing & Quality Assurance (3-0-3)  
 [Prerequisite: ITFN 2123, (ITFN 1301 or 1302 or 1303);  
 Prerequisite or corequisite MATH 3902; ITFN 2012]
- ITFN 3134 Business Process Re-Engineering (3-0-3)  
 [Prerequisite: ITFN 2123 and MATH 1241(C) or higher;  
 Prerequisite or corequisite: ENGL 3901, ITFN 2012]
- ENGL 3901 Writing for Digital Media (3-0-3)  
 [Prerequisite: ENGL 1102]
- MATH 3902 Math for Information Technology (3-0-3)  
 [Prerequisite: MATH 1241 or MATH 1501]

- b. Take ONE of the following:
- ITSD 4303 Human Computer Interaction (2-2-3)  
 Prerequisite(s): ITFN 3134(C) and ITFN 3314(C).  
 Prerequisite or Corequisite: ENGL 3901(C) and MATH 3902(C).
- ITMM 4404 Multimedia Production and Development (2-2-3)  
 Prerequisite(s): ITFN 3134 and(C), ITFN 3314(C).  
 Prerequisite or Corequisite: ENGL 3901(C) and MATH 3902(C).

## VII. Major Field 12 hours

Take four courses (12 hours) from your major concentration

**Important Note:** Some courses still are under development and may not be available during the 2000-2001 academic year. See IT department for current offerings. Only the General IT field will be fully implemented as of Fall 2000.

### General Information Technology

Courses may be chosen from any major concentration listed below. In addition, related courses from non-I.T. fields may be taken if they are approved *in advance* by the Chair of the IT Department. Except where noted, pre-requisites for 4000-level IT courses are ITFN 3134, ITFN 3314, ENGL 3901, and MATH 3902.

#### Database/Networking emphasis (General IT):

- ITDB 4201 Advanced Database Modeling (2-2-3)  
 ITDB 4204 Special Topics in Database Administration (2-2-3)  
 ITNW 4501 Network Planning and Design (2-2-3)  
 ITNW 4503 Advanced Network Management (2-2-3)

#### E-commerce emphasis (General IT):

- ITDB 4201 Advanced Database Modeling (2-2-3)  
 ITSK 3413 Infrastructure for E-Commerce (2-2-3)  
 [Prerequisite(s): ITFN 2123, ITSK 2411, BUSA 2106, (ITSK 2311, or ITSK 2312 or ITSK 2313).]  
 ITSK 3423 Security for E-Commerce (2-2-3)  
 [Prerequisite/corequisite: ITSK 3413.]  
 ITMM 4405 Legal Implications of E-Commerce (3-0-3)  
 [Prerequisite(s): MGMT 3101.]

#### Database Administration (Contact department for course availability.)

- ITDB 4201 Advanced Database Modeling (2-2-3)  
 ITDB 4202 Database Maintenance (2-2-3)  
 ITDB 4203 Networking and Distributed Databases (2-2-3)  
 ITDB 4204 Special Topics in Database Administration (2-2-3)

#### Networking Planning, Design & Maintenance (Contact department for course availability.)

- ITNW 4501 Network Planning and Design (2-2-3)  
 ITNW 4502 Communications Protocols and Applications (2-2-3)  
 ITNW 4503 Advanced Network Management (2-2-3)  
 ITNW 4504 Network Administration in Multi-Platform Environments (2-2-3)

#### Software Development (under development)

- ITSD 4301 Advanced Programming I (2-2-3)

ITSD	4303	Human-Computer Interaction (2-2-3)
ITSD	4304	Networking and Client/Server Systems (2-2-3)
ITSD	4305	Special Topics in Software Development (2-2-3)
ITSD	4312	Advanced Programming II (2-2-3) [Prerequisite: ITSD 4301]

**Information Design and Production (under development)**

ITMM	4401	Principles of Information Retrieval (2-2-3)
ITMM	4402	Learning Styles and Techniques Using Technology (2-2-3)
ITMM	4403	Visual and Functional Design (2-2-3)
ITMM	4404	Multimedia Production and Development (2-2-3)
ITMM	4405	Legal Implications of E-Commerce (3-0-3) [Prerequisite: MGMT 3101]

**VIII. Experiential Learning****7 hours**

**Note:** Arrangements must be made in advance. See item #9 of Special Policies for the Information Technology Program found earlier in this chapter.

ITFN	4003	Portfolio (1-0-1) [Prerequisite: ITFN 3314, ENGL 3901, MATH 3902, ITFN 3134]
ITFN	4014	Internship and/or Cooperative Experience Education (0-V-6) [Prerequisite or corequisite: ITFN 4003] Must be taken in last semester of B.I.T. enrollment.

**IX. Elective****3 hours**

Any upper division course.

**Total for B.I.T. 120 hours**  
**(61 from A.A.S.I.T.)**

The projected plan of study for the B.I.T. is illustrated in the following sample schedule:

**Sample Schedule:**

<i>Fifth Semester (Fall)</i>		<i>Sixth Semester (Spring)</i>	
ENGL 3901 Writing for IT	(3)	ITFN 3134 Bus. Process Reengin	(3)
MATH 3902 Math for IT	(3)	ITFN 3314 Testing & Quality Assur.	(3)
MGMT 3101 Prin. of Mgmt.	(3)	SOSC 2501 or HIST 1110	(3)
Humanities course choice:	(3)	Humanities course choice:	(3)
Science course choice:	(4)	Science course choice:	(3-4)

16 hours

16 hours

**B.I.T. (61 hours from AAS + 60 hours = 121 hours total)**

<i>Seventh Semester (Fall)</i>		<i>Eighth Semester (Spring)</i>	
Major field course (3000+)	(3)	Major field course (3000+)	(3)
Major field course (3000+)	(3)	Major field course (3000+)	(3)
ITSD 4303 or ITMM 4404	(3)	ITFN 4003 Portfolio Development	(1)
Free Elective	(3)	ITFN 4014 Internship Coop.	(6)
PSYC 1101 or SOCI 1101	(3)		

16 hours

13 hours

**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.)**

**Integrative Studies Advisor (A&S-210)**

[www.IS.clayton.edu](http://www.IS.clayton.edu)  
770-961-3420

**INTEGRATIVE STUDIES OVERVIEW**

**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 and Upper Division Program Admission.** All students choosing the Integrative Studies program must consult with an Integrative Studies advisor; self-advising is not allowed. Individual programs of study for the baccalaureate degree must be approved by the program coordinator. Some curriculum plans have been pre-approved as tracks, but the student still must contact an advisor to confirm the program. (See the section below for information about tracks.)

In order to be admitted to the upper division level of the Integrative Studies program and participate in seminars and internships, a student must have an institutional grade point average of at least 2.50. For additional details, consult an Integrative Studies advisor in A&S-210 (770-961-3420). Consult the Integrative Studies Program Handbook for details about possible provisional admission and other regulations.

**Integrative Studies Curriculum Pre-Approved Plans:** In addition to customized plans, several pre-approved plans are available for Integrative Studies students who have particular career or educational plans in mind. These focused plans are coordinated by the appropriate department of the School of Arts & Sciences as indicated:

- Pre-Medicine, Pre-Dentistry, Pre-Veterinary Medicine, Professional Science (Natural Sciences)

- General Liberal Arts, Communication and Media Studies, and Arts Administration (Humanities)
- Human Services with concentration in Criminal Justice, Psychology, and American Humanics (may include American Humanics Certification)
- Government and Community Service, International Studies, and Pre-Law.

**On-line Integrative Studies Degrees:** Clayton College & State University has been designated 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 associate or a bachelor's degree in Integrative Studies entirely through distance learning experiences including telecourses, interactive videocourses, and on-line courses. **Note:** Although the University assures students that enough courses will be available for completion of the degree via distance learning in two or four 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 Certification:** Clayton College & State University is affiliated with American Humanics, Inc., an alliance of colleges, universities, and nonprofit institutions that prepares 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.)

Students who already hold a bachelor's degree can also earn post-baccalaureate American Humanics Certification by taking specified courses and completing other requirements. For additional information contact the American Humanics coordinator 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 majors 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, CPTG 1002, or CPTG 1010.)

COMM 1002 Presentation Applications (1-0-1)

(Completion of or exemption from COMM 1001 is prerequisite to COMM 1002.)

CPTG 1002 Introduction to Web-Page Development (0-2-1)

(Completion of or exemption from COMM 1001 is prerequisite to CPTG 1002.)

CPTG 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 CPTG 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)
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)**

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.) Professional Sciences students must take a different version of Area D. See an advisor.

**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 MATH or SCI courses or the two CPTG 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)**
CPTG	1111	Introduction to Computing (1-2-2)#
CPTG	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 CPTG 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: POLI 1101, HIST 2110, and (PSYC 1101 or SOCI 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. Professional Science students should see an advisor for a description of their Area F.

**F1. Humanities (3 to 9 hours)**

Any 2000-level courses with the following prefixes\*: ART, ENGL, FREN, GRMN, HUMN, MUSC, PHIL, SPAN, THEA.

- F2. Social Sciences (3 to 9 hours)**  
Any 2000-level courses with the following prefixes\*: ECON, HIST, POLS, PSYC, SOCI.
- F3. Natural Sciences and Mathematics (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 (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 1001-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. A maximum of six hours of JOUR 1011/1012 may be used.

**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. (Rising juniors may take INTE 3500 along with their last few Area F courses.) 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. *150 clock hours per semester in the work setting may be required. Three credit hours are required; the course may be repeated and applied to category 3 below if approved as part of the individual course of study.* See Chapter 4, Academic Information, for internship requirements.

- 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. See the heading above entitled Integrative Studies Pre-Approved Curriculum Plans for information about special emphasis. See also listings for the departments of

Humanities, Natural Sciences, Music, and Social Sciences in the Arts & Sciences chapter. 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.*

<b>Total for Junior-Senior Years</b>	<b>60 hours</b>
<b>Total for B.A./B.S.</b>	<b>120 hours</b>

**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.

## CHAPTER 11

## COURSE DESCRIPTIONS

All academic courses approved for offering by Clayton College & State University as of press time for this catalog (Spring 2000) are listed below. Listing of a course here does not obligate the University to offer the course in any given semester or academic year. Additional courses may be added during the year and will be reflected on the Clayton State DUCK registration system [www.clayton.edu](http://www.clayton.edu).

**IMPORTANT NOTICE:** It is the student's responsibility to be fully aware of the curricular requirements for his or her program of study. It is also the student's responsibility to be aware of and abide by the course description and any restrictions that may accompany the course.

#### Key to Restrictions and Symbols:

**Prerequisite.** This means that a student may not enroll in a course until he or she has passed the listed course(s). In the course descriptions that follow, prerequisites marked (C) require a grade of C or K or better. Only the dean of a school or his or her designee may waive a prerequisite.

**Corequisite.** This means that a student must take both corequisite courses in the same semester (or short term). However, if a student makes an acceptable grade in one but not both of the corequisite courses, the student only has to re-take the course not satisfactorily completed.

**Prerequisite or Corequisite.** This means that the student may take the course(s) listed as "prerequisite or corequisite" either before or at the same time as the main course.

**Absolute Corequisite.** This means that both "absolute corequisite" courses must be taken at the same time even if one part has previously been satisfactorily completed.


**Junior or Senior Standing.** To enroll in courses limited by class standing, the 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.

**Other Restrictions.** Some courses will have restrictions in addition to course prerequisites. They may include, but are not limited to, Learning Support, major, program admission, faculty or dean permission, etc. The student must abide by these restrictions.

**Recommendations.** Some course descriptions contain recommendations. These are not binding on the student, but they do reflect the faculty's advice about wise choices under usual circumstances.

**Course Hours.** The digits following each course refer to the weekly lecture (didactic) hours, weekly laboratory (practicum, clinical, intern) hours, and total semester credit hours respectively. Thus, for example, a course listed as 2-3-3 would involve two hours per week of lecture and three hours per week in lab and would carry three hours of credit for the semester. Although, on-line courses do not require actual presence in class (except on a limited basis), students should expect to spend an equivalent amount of time on task. 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. Upper-division courses cannot be used in Areas A-F of the Core Curriculum. (Courses numbered lower than 1000 are remedial in nature and do not count toward graduation, grade point, or hours accumulation.)

 **On-Line Courses.** Courses marked with the computer icon are available as distance learning courses offered on-line via the Internet (World Wide Web). Most of these courses are also offered in the on-campus format. Not all courses marked with the icon will be available on-line every semester. Also, additional courses not marked by the icon at press time may become available by Internet during the academic year. Consult the Semester Schedule of Classes for specific courses. (Note: even though on-campus courses do require classroom attendance, most on-campus courses also involve work on the Internet using CCSU's notebook computers.)

On-line courses usually have orientation sessions and examinations that are conducted on the main campus in Morrow. In most cases a student can complete the course without any campus attendance if the student makes acceptable arrangements in advance with the instructor. However, some on-line courses will have physical attendance requirements that cannot be waived. These may include, but are not limited to, clinical, laboratory, or other experiential components that necessitate on-site attendance at CCSU or at other sites in metropolitan Atlanta. Consult the Semester Schedule of Classes and the appropriate faculty member for details about specific courses.

**Career Courses.** The courses in some headings are identified as "career" courses. These courses do not normally count toward a baccalaureate degree (including as electives) except when they are included in the career block of a B.A.S. degree. Any exceptions to this rule must be approved in advance by the dean of the school/college of the student's major. (Note: Courses in information technology [ITFN, ITSK, etc.] are not career courses for purposes of this policy.)

**Institutional Credit.** Courses identified as "institutional credit only" do not count in the semester hours needed for graduation. Passing such courses may, however, sometimes be a requirement for graduation. Normally such courses do not transfer to other institutions, but the final decision on transferability rests with the receiving institution.



## ACCOUNTING (ACCT)

## 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 (C) or BUSA 3112 (C).

## 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 (C)

## 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 (C).

## 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 (C).

## 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 (C).

## 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 (C).

## 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 (C) or BUSA 3112 (C).

## 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 (C).

## 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 (C).

## 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 (C).

## ARCHITECTURAL DRAFTING (ARCH)

Note: Courses with the ARCH prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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.

Prerequisite(s): DRFT 1101 and DRFT 2201.

## 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.

Prerequisite(s): ARCH 2201.

## 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.

Prerequisite(s): MATH 1101 and DRFT 1101 or permission of the instructor.

## 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.

Prerequisite(s): Completion of first year drafting and design courses.

## 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.

Prerequisite(s): DRFT 1102.

## ARCH 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 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 six semester hours. Usually taken during advanced stages of program. Requires program approval.

## ARCH 2233 - Special Topics and Problems (credit varies)

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(s): Technology major and permission of program advisor.

## 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(s): 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(s): 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(s): ART 1301.

## ART 2301 - Art of the Pre-Modern World (3-0-3)

A survey of world art from prehistoric times through approximately 1600, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## ART 2302 - Art of the Modern World (3-0-3)

A survey of world art from approximately 1600 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## ART 3101 - The Visual Arts and Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.

Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3401 - American Art Visions (3-0-3) 

A survey of American Art from the foundation of American identity within the New World - Colonial era, through the multiple trends and identities of Modern America.

Prerequisite: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

## AVIONICS TECHNOLOGY (AVEL)

Note: Courses with the AVEL prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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.

Prerequisite(s): ELEC 1104.

## 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. Requires program approval.

## 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.

## AVIATION MAINTENANCE TECH (AVMT)

Note: Courses with the AVMT prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

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.  
Prerequisite or corequisite: ENGL 1101.

## 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 &amp; 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.  
Prerequisite or corequisite: MATH 1101.

## 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.  
Prerequisite(s): CITZ 1101 or (POLS 1101 and HIST 2110).

## AVMT 2204 - Fluid Power &amp; 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 &amp; 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.  
Prerequisite(s): AVMT 1104 and MATH 1101.

## 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.  
Prerequisite(s): ENGL 1101 and [CITZ 1101 or (POLS 1101 and HIST 2110)].

## 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 reassembly with new and/or serviceable parts to achieve acceptable overhaul tolerance. Included is the removal and installation of the powerplant, rigging controls, test operation and troubleshooting.

## 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.  
Prerequisite(s): AVMT 1104 and ENGL 1101.

## AVMT 2215 - Engine Fuel &amp; Fuel Metering Systems (4-6-5)

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

## AVMT 2221 - General Maintenance Applications (5-2-6)

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 (4-2-5)

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

## AVMT 2223 - Airframe Structures Applications (4-2-5)

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

## AVMT 2224 - Propulsion Systems &amp; Applications (4-2-5)

A comprehensive survey of the principle of operation and function of the lubrication, induction, cooling and exhaust systems; fuel, fuel metering and engine instrument systems; fire protection, ignition and propeller systems.

## AVMT 2225 - Airframe Systems &amp; Component Applications (4-2-5)

Aircraft landing gear systems, hydraulic and pneumatic power systems and cabin atmosphere controls are explained; the course continues with aircraft fuel systems, instruments, position and warning systems. The course concludes with ice and rain control and fire protection systems.

## AVMT 2227 - A&amp;P Electrical &amp; Electronic Application (5-2-6)

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.

## 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 Laboratory I (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 Laboratory II (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 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 1111/1111L.

## 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. Recommend completion of CHEM 1151/1151L Survey of Chemistry I/Lab I before taking BIOL 1151. It is recommended (but not required) that students complete CHEM 1151/1151L prior to enrollment in BIOL 1151.

Corequisite(s): BIOL 1151L.

## BIOL 1151L - Human Anatomy and Physiology Laboratory I (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 1151/1151L.

Corequisite(s): BIOL 1152L.

## BIOL 1152L - Human Anatomy and Physiology Laboratory II (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 1151/1151L.

Corequisite(s): BIOL 2250L.

## BIOL 2250L - Microbiology Laboratory (0-4-2)

Laboratory accompanying BIOL 2250.

Corequisite(s): BIOL 2250.

## BIOL 3650 - Comparative Vertebrate Anatomy (0-6-3)

A experiment-based study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy and phylogeny.

Prerequisite(s): BIOL 1108/11108L or SCI 3130/3130L.

## 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 1108/1108L or SCI 3130/3130L.

## 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 1108/1108L or BIOL 2250/2250L or SCI 3130/3130L.

Corequisite(s): BIOL 4202L.

## BIOL 4202L - Genetic Biotechnology Laboratory (0-2-1)

Laboratory accompanying BIOL 4202.

Corequisite(s): BIOL 4202.

**BUSINESS (BUSA)****BUSA 2016 - Introduction to Business (3-0-3)**

This course is the first step in a well-planned learning agenda that prepares students to become contributing citizens capable of making astute personal economic decisions. Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, information systems, and challenges of business careers. In order to foster students' ability to think critically, this course emphasizes an integrated approach that provides opportunities for study of the synergy among various business functions.

Prerequisite(s): exit or exempt all LS requirements.

**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 are stressed. (Is not equivalent to ITFN 1101.)

**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 1231, MATH 1241 or MATH 1501) and [ACCT 2102(C), BUSA 2201(C), and ECON 2105/2106(C), or BUSA 3111/3112 (C)].

**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 is not open to B.B.A. students and will not count toward a B.B.A. (Not open to students with credit for ECON 2105 and ECON 2106.)

Prerequisite(s): MATH 1101 or higher.

**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 is not open to B.B.A. students and 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 role 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 is not open to B.B.A. students and 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.

Prerequisite(s): [ACCT 2102(C), BUSA 2201(C), and ECON 2105/2106(C)] or BUSA 3111(C), or HCMG 3111(C) or HSCI 2111].

**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 (Variable Credit)**

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 Experiential Learning. May be repeated for credit.

**BUSA 4900 - Independent Study/Directed Research and Readings (Variable Credit)**

Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

**CAREER PLANNING (CAPL)****CAPL 1000 - Career Planning (2-0-2)**

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

**CHEMISTRY (CHEM)****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 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 Laboratory I (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 1151/1151L.

Corequisite(s) for selected Health Science majors only: CHEM 1152L.

**CHEM 1152L - Survey of Chemistry Laboratory II (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 or corequisite: MATH 1101 or higher.

Corequisite(s): CHEM 1211L.

- CHEM 1211L - Principles of Chemistry Laboratory I (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 1211/1211L.  
Corequisite(s): CHEM 1212L.
- CHEM 1212L - Principles of Chemistry Laboratory II (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 1212/1212L.  
Corequisite(s): CHEM 2411L.
- CHEM 2411L - Organic Chemistry Laboratory I (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 2411/2411L.  
Corequisite(s): CHEM 2412L.
- CHEM 2412L - Organic Chemistry Laboratory II (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 1212/1212L or SCI 3110/3110L.
- 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 or corequisite: CHEM 2411/2411L.

### 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).

### CLAYTON STATE SEMINARS (CCSU)

- CCSU 1000 – First Year Student Seminar: Success in CCSU (1-0-1)  
The seminar is an integrated experience which is designed to enhance learning. CCSU 1000 is designed for students who are in their first semester at Clayton College & State University. (Open to students with up to 30 hours). As a result of completing assignments and actively participating in all class activities students will improve skills needed for academic success including study skills, time management, note-taking, active listening, test taking, and knowing how to access and use campus resources. Students will develop an academic plan and determine or reinforce an academic major. Emphasis will be placed on understanding policies and procedures. Attention will be given to increasing student awareness of an appreciation for cultural diversity, visual and performing arts, and challenging points of view. Students will be encouraged to increase their involvement in campus life through leadership activities, membership in clubs and organizations, and service on campus committees. (Not normally appropriate for students who have taken CSOR 0098.) (Institutional credit only; counts in GPA.)
- CCSU 1000B – First Year Student Seminar for Business Majors: Success in CCSU (1-0-1)  
The seminar is an integrated academic experience is designed to enhance learning. CCSU 1000 is required for School of Business students before they complete thirty hours of college-level credit. As a result of completing assignments and actively participating in all class activities students will improve skills needed for academic success including study skills, time management, note-taking, active listening, test taking, and knowing how to access and use campus resources. Students will develop an academic plan for the B.B.A. Emphasis will be placed on understanding policies and procedures. Attention will be given to increasing student awareness of and appreciation for cultural diversity, visual and performing arts, and challenging points of view. Students will be encouraged to increase their involvement in campus life through leadership activities, membership in clubs and organizations, and service on campus committees. (Not normally appropriate for students who have taken CSOR 0098.) (Institutional credit only; counts in GPA.)

### 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 – Presentation Applications (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.

#### COMM 3320 – Communications with Families (3-0-3)

This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, and private nonprofit organizations. The course is designed to introduce students to interdisciplinary assessment and intervention with children, parents, and family members across the life span. Emphasis will be placed on communicating with culturally diverse populations, dysfunctional families, and those experiencing stressful events. (Same as HSCI 3320)

### COMPUTER INFORMATION SYSTEMS (COIS)

The COIS program has been phased out. Consult the Department of Information Technology for details.

### COMPUTER NETWORKING (CNET)

**Note:** Courses with the CNET prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

#### 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 (3-0-3)

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 (3-0-3)

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 (3-0-3)

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 (3-0-3)

A study of fundamental data communication concepts, network topologies, network devices, Ethernet and token-ring LAN standards and protocols.

Prerequisite(s): 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(s): 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(s): CNET 1102 and CNET 1105.

#### CNET 1112 - Transmission Media: Installation and Maintenance (3-0-3)

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(s): 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 Analyzer and Sniffer is also included.

Prerequisite(s): 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(s): CNET 1107.

#### CNET 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 an area related to their specialty. A minimum of 150 hours of work experience is required in an individualized training program. Requires program approval.

#### CNET 2230 - Introduction to UNIX (3-0-3)

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(s): CNET 1102 and CNET 1105.

#### CNET 2235 - Protocol Analysis (3-0-3)

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(s): CNET 1107.

#### CNET 2240 - Network Management (3-0-3)

An introduction to network management systems and Simple Network Management Protocol (SNMP). Students will learn how to install and use SNMP to monitor an manage a multiprotocol environment. Topics covered include network management concepts, SNMP terminology and applications, MIB structures and utilization, and proactive management concepts.  
Prerequisite(s): CNET 1107.

### 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.

### COMPUTER SERVICE TECHNOLOGY (CSER)

**Note:** Courses with the CSER prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

#### 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. Requires program approval.

#### 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(s): ELEC 1108 and CNET 1103.

#### 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 fundamental features of various operating systems and operating environments are introduced with special emphasis on current industry standards.  
Prerequisite(s): CNET 1103.

#### 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(s): 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.  
Prerequisite or 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(s): Technology major and permission of program advisor.

### COMPUTING (CPTG)

#### CPTG 1002 - Introduction to Web Page Development (Replaces ITEC 1001) (0-2-1)

An introductory course in communications using the World-Wide Web with emphasis on the creation of Web pages. This course requires intermediate level computer skills, including facility with file management and using URLs to locate and download resources from the Web. Not for novice computer users. (Previous or concurrent enrollment in ENGL 1101 is recommended.)

#### CPTG 1010 - Computing with Spreadsheets (Replaces ITSK 1702: Spreadsheet Applications) (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 or corequisite: MATH 1101 or higher (or equivalent placement score).

#### CPTG 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).

### 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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]



**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 contemporary trends in the system on the local and national levels.

**CRJU 3100 – Criminology (3-0-3)**

A study of the nature and scope of crime and delinquency with an emphasis on criminological theories and research. The course will introduce students to sociological and psychological explanations for criminal behavior and will allow students to use basic research methods to test theories and measure the incidence of crime in the United States and in other countries.

Prerequisite(s): CRJU 1150

**DENTAL HYGIENE (DHYG)**

**Note:** Lower division courses with the DHYG prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**DHYG 1120 - Dental Hygiene I (3-0-3)**

An introduction to the profession of dental hygiene including topics such 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. Prerequisite(s): 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 of 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 and CHEM 1151L).

**DHYG 1122L - Dental Radiology Lab (0-3-1)**

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 handled. The primary goal of the course is to enhance the student's ability to make clinical judgments 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 problem. Students will be required to teach dental health in a variety of settings and complete a patient using case study methodology.

Prerequisite(s): DHYG 2241.

DHYG 4101 - Management/Marketing in the Dental Environment (3-0-3) 

The principles and practice of dental administration, including the concepts of patient, office and dental team management. An analytical approach to planning, controlling and ordering the inventory/supplies system as well as a study of related financial management concepts. Strategies are also discussed on the marketing/promoting of dental services and dental products to dental professionals and the general public.

Prerequisite(s): DHYG licensure and admission to the B.A.S. program.

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.

Prerequisite(s): 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(s): DHYG licensure in Georgia.

## DHYG 4401 - Independent Study in Dental Hygiene (3-0-3)

This capstone course will allow students to select an area of interest to further enhance through their knowledge, experience and options. Career goals will be enhanced through individually selected project. This course must be taken at Clayton College & State University during the last semester of enrollment in the program.

Prerequisite(s): DHYG licensure in Georgia.

DHYG 4900 - Independent Study in Dental Hygiene (variable (3-0-3) to (0-9-3)) 

This capstone course will allow students 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(s): DHYG licensure in Georgia.

## DRAFTING AND DESIGN (DRFT)

**Note:** Courses with the DRFT prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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.

Prerequisite(s): DRFT 1101 or permission of the instructor.

**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.

Prerequisite or corequisite: DRFT 1101 or permission of the instructor.

**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.

Prerequisite(s): DRFT 1101 or permission of the instructor.

**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.

Prerequisite(s): DRFT 2201 or permission of the instructor.

**ECONOMICS (ECON)****ECON 2105 - Principles of Macroeconomics (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 (C) and ECON 2106(C)] or BUSA 3111 (C).

**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 2202 - Introduction to Exceptional Children and Youth (3-0-3)**

A survey of the basic characteristics and educational needs of children who require special education services in school. The course covers techniques that help the classroom teacher identify and refer students who may need special services. Some in-school observations may be required. (This course is designed to meet the requirements of Georgia House Bill 671.)

**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 (videotaping), use of technology, etc. Required of all middle level teacher education students. May

involve off-campus visitation. Must be taken both semesters of junior year. Institutional Credit only.

Prerequisite: Admission to the teacher education program.

Absolute corequisite: EDUC 3010.

**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.

Absolute corequisite(s): EDUC 3000.

**EDUC 3350 - Instructional Strategies for Individual and Interdisciplinary Teaching (3-0-3)**

This site-based course provides students the opportunity to understand the unique characteristics of the middle school as well as the instructional strategies that teachers in the middle school use to meet the diverse needs of the 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 (videotaping), 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 and Seminar: (Grades 4-8): School Organization and Community Study (2-9-3)**

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 (minimum nine hours) with their assigned school, attend weekly seminars on campus, and visit community organizations and agencies. Special attention at seminars is given to support services for special needs students, classroom management, and effective instruction. EDUC 4711, EDUC 4712, EDUC 4713, EDUC 4714, EDUC 4715, and EDUC 4716 must be taken in consecutive semesters during the same school calendar year.

Absolute Corequisite: EDUC 4000.

**EDUC 4712 - Middle Level Internship II-A: (Grades 4-8): Arts and Sciences Observation Component (0-9-3)**

This course is part of the Spring Semester portion of a full academic year internship (mid August to mid-May). Internship II is a full-time teaching assignment in grades 4-8 in the student's major (mathematics, science, social studies, and/or language arts). Arts and Sciences content-area faculty observe and assess this component of the internship.

Prerequisite: EDUC 4711

Absolute Corequisites: EDUC 4713, EDUC 4714, EDUC 4715, EDUC 4716.

EDUC 4713 - Middle Level Internship II-B: (Grades 4-8): School-Based Educator Observation Component (0-9-3)

This course is part of the Spring Semester portion of a full academic year internship (mid August - mid May). Internship II is a full-time teaching assignment in grades 4-8. Placement will be in grades 4-8 and in the student's major area of concentration, (mathematics, science, social studies, and/or language arts). School-based educators will work with interns in meeting program outcomes through the teaching assignments. Interns will participate in the total school program including after-school activities.

Prerequisite: EDUC 4711

Absolute Corequisites: EDUC 4712, EDUC 4714, EDUC 4715, EDUC 4716.

EDUC 4714 - Middle Level Internship II-C and Seminar: (Grades 4-8): Special Education, Cultural Diversity Emphasis (2-3-3)

This course, part of the Spring Semester portion of a full academic year internship (mid August - mid May), is a full-time teaching assignment in grades 4-8. In addition to the school-based teaching assignments, students will participate in weekly seminars on campus and submit weekly reflections. Seminars will focus on topics related to the internship, working with culturally diverse students and special education students, as well as classroom management, the program portfolio and program outcomes.

Prerequisite: EDUC 4711

Absolute Corequisites: EDUC 4712, EDUC 4713, EDUC 4715, EDUC 4716.

EDUC 4715 - Middle Level Internship II- D: (Grades 4-8) Special Needs Emphasis (0-9-3)

This course, part of the Spring Semester portion of a full academic year internship (mid August - mid May), is a full-time teaching assignment in grades 4-8, designed to acquaint interns with exploratory classes, special needs students, and with feeder elementary schools and high schools. In conjunction with the corequisite seminar, (EDUC 4714), emphasis will be placed on working with special needs students within the regular classroom. Students will visit elementary and high schools.

Prerequisite: EDUC 4711

Absolute Corequisites: EDUC 4712, EDUC 4713, EDUC 4714, EDUC 4716.

EDUC 4716 - Middle Level Internship II- E: (Grades 4-8) Cultural Concepts Emphasis (0-9-3)

This course, part of the Spring Semester portion of a full academic year internship (mid August - mid May), is a full-time teaching assignment in grades 4-8. In conjunction with the corequisite seminar, (EDUC 4714), students will examine the ethnic make-up of students in schools in which they are placed. Emphasis will be placed on students addressing the diversity of needs among the students with whom they work.

Prerequisite EDUC 4711

Absolute Corequisites: EDUC 4712, EDUC 4713, EDUC 4714, EDUC 4715.

### ELECTROMECHANICAL TECHNOLOGY (EMEC)

**Note:** Courses with the EMEC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

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(s): 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(s): 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(s): 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(s): 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. Requires program approval.

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(s): Technology major and permission of program advisor.

### ELECTRONICS TECHNOLOGY (ELEC)

**Note:** Courses with the ELEC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

ELEC 1101 - Fundamentals 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(s): Exemption from or exit from Learning Support mathematics.

Corequisite(s): 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(s): 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(s): 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(s): 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(s): 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(s): 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(s): 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. Requires program approval.

## 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(s): Technology major and permission of program advisor.

## EMERGENCY MEDICAL TECHNOLOGY (EMS)

**Note:** Courses with the EMS prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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.

Prerequisite or corequisite: 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 External Defibrillator; use of airway adjuncts and oxygen therapy. Shock, use of the pneumatic anti-shock garment, IV therapy, and general pharmacology are also reviewed.

Prerequisite or corequisite: 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 altered mental status; chest pain and dyspnea; abdominal pain, poisonings and overdoses, infectious disease and environmental emergencies.

Prerequisite(s): EMS 1100A, EMS 1102 and EMS 1111.

## EMS 1115 - Special Patient Populations &amp; 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 (0-60-1)

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 or corequisite: 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.

Corequisite(s): EMS 2211L.

## EMS 2211L – Prehospital Care Lab I (0-2-1)

Laboratory exercises to accompany EMS 2211.

## EMS 2213 - Shock &amp; 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.

Prerequisite or corequisite: EMS 2211/2211L.

## 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.

Prerequisite or corequisite: 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.

Prerequisite or corequisite: EMS 2235.

## 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 (PHLS); anatomy and physiology of the integumentary system; the major internal organs; the types of soft tissue injuries and their management; the types of internal organs; musculoskeletal injuries, and their management; and the classification and care of burns.

Prerequisite(s): EMS 2211 and EMS 2213.

EMS 2220 - Paramedic Curriculum Update Current Concepts (3-0-3) 

Current concepts utilizes an interactive approach with case studies to refine advanced level assessment and management of realistic 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.

Prerequisite or corequisite: EMS 2213, and EMS 2217.

## EMS 2222 - Intermediate Field Internship (0-4-1)

Provides supervised patient care experiences in a work environment with a licensed E.M.S. agency. Students report to an assigned preceptor for regularly scheduled sessions and will participate in job-related activities. Requires program approval.

## 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.

Prerequisite or corequisite: 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 Hemodynamic 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. Requires program approval.

Prerequisite(s): EMS 2221, EMS 2223.

Prerequisite or corequisite: EMS 2227.

## 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.

## ENGLISH (ENGL)

## ENGL 0099 - English Skills (3-0-3)

See the Learning Support course listings.

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. [Notes: (1) Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course. (2) A grade of C or better (or K) is required in ENGL 1101 prior to enrollment in ENGL 1102. Grades of D in ENGL 1101 will not count toward graduation in any degree program.]

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

A literature based 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(C).

## 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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## ENGL 3101 - Literature and Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship between works of literature and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

## ENGL 3901 - Writing for Digital Media: Theory and Practice (3-0-3)

The course begins with a theoretical investigation of digital text and dispersed computer networks as new media forms. It offers hands-on training using industry-standard tools for the development of electronic documents, including mark-up languages, digital graphics, and multimedia production. The course includes instruction in writing technical manuals and in writing to communicate technical information to a non-specialist audience.

Prerequisite(s): ENGL 1102 (C).

## 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, works of fiction, and other verbal texts.

Prerequisite(s): ENGL 1102.

## 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.

Prerequisite(s): ENGL 1102.

## 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.

Prerequisite(s): ENGL 1102.

## 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 required for all middle level teacher education students with a major concentration in language arts.

Prerequisite(s): ENGL 1102.

## EXPERIENTIAL LEARNING (EXLA, EXLI, EXLP)

Note: These courses provide transcript documentation of experiential learning experiences but no fees are charged and no academic credit is awarded. All require prior approval by the Director of Experiential Learning.

## EXLA 2950/2960/2970/2980 - Alternating Cooperative Education (0-V-0)

Student participates in full-time work experience related to his or 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 semesters of employment.

## EXLI 2950/2960/2970/2980 - Internship (0-V-0)

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.

## EXLP 2950/2960/2970/2980 - Parallel Cooperative Education (0-V-0)

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.

**FASHION MERCHANDISING (FSMD)**

**Note:** Courses with the FSMD prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**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 designing and information; home textiles and accessories and fashion accessories. Fieldwork in the fashion industry is a component of the course.

**FINANCE (FINA)****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.

Prerequisite(s): (ACCT 2102(C), BUSA 2201(C), and ECON 2105/2106(C)) or BUSA 3111(C), or HCMG 3111(C) or HSCI 2111.

**FINA 3100 - 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.

Prerequisite(s): Junior Standing.

**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 (C)

**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. Open to native speakers of French only by permission of the Department of Humanities.

**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. Open to native speakers of French only by permission of the Department of Humanities.

Prerequisite(s): 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. Open to native speakers of French only by permission of the Department of Humanities.

**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. Open to native speakers of French only by permission of the Department of Humanities.

Prerequisite(s): 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. Open to native speakers of French only by permission of the Department of Humanities.

Prerequisite(s): 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. Open to native speakers of German only by permission of the Department of Humanities.

**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. Open to native speakers of German only by permission of the Department of Humanities.

Prerequisite(s): GRMN 1001 or two years of high school German.

**GRMN 1999 - German Review and Transition (1-0-1)**

A review of German for students who have strong elementary skills but need review before entering intermediate level courses. Open to native speakers of German only by permission of the Department of Humanities.

**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. Open to native speakers of German only by permission of the Department of Humanities.

Prerequisite(s): 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. Open to native speakers of German only by permission of the Department of Humanities.  
Prerequisite(s): GRMN 2001.

### HEALTH CARE MANAGEMENT (HCMG)

#### 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.  
Prerequisite(s): HSCI 2111 or HCMG 3111.

#### 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.  
Corequisite(s): HCMG 3111L.

#### 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.  
Prerequisite or corequisite: HCMG 3101.

#### HCMG 3401 - Applied Human Resource Management in Health Care Delivery (3-0-3)

This course is provides students with the basic skills and applications of human resource management in the health care delivery field. Students will study the basics of recruitment, selection, training, retention, motivation, and conflict resolution. Legal and ethical issues in health care as well as timely topics and problems in today's health care environment will be focused.  
Prerequisite(s): HSCI 2111 or HCMG 3111.

#### HCMG 3501 - Health Care Systems TQM (3-0-3)

This course is designed to apply principles of total quality management to health care organizations.  
Prerequisite(s): HCMG 3101.

#### HCMG 3601 - Introduction to Mental Health/Case Management (3-0-3)

This course will provide 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.  
Prerequisite(s): Junior Standing.

#### 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(s): 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(s): 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. Prerequisite(s): 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.  
Prerequisite or corequisite: HCMG 3101.

#### 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.  
Prerequisite(s): Junior Standing.

#### 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(s): 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.  
Prerequisite(s): Senior Standing.

#### 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(s): 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.  
Prerequisite(s): Senior Standing.

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(s): 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.

Prerequisite: All first-year courses in Areas A & B of the Core.

Corequisite(s): HSCI 2111L.

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 2111.

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.

HSCI 3320 - Communications with Families (3-0-3)

This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, or private nonprofit organizations. The course is designed to introduce students to interdisciplinary assessment and intervention with children, parents, and family members across the life span. Emphasis will be placed on communicating with culturally diverse populations, dysfunctional families, and those experiencing stressful events. (Same as HSCI 3320)

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 adaptation to specific environments. Several international health

system models are analyzed. Cultural diversity within the United States is emphasized.

Prerequisite(s): Junior Standing.

HSCI 3380 - Advanced Clinical Pharmacology

This course provides nursing students with an in-depth and comprehensive knowledge and understanding of pharmacotherapy as it relates to clinical application for clients experiencing acute and chronic health conditions. The course will highlight major drug classifications with emphasis on the general therapeutic rationale for drug therapy, mechanisms of action, pharmacokinetic concepts, and pharmacodynamic principles. Students will identify important considerations in the health maintenance and management of clients (across the lifespan) as recipients of pharmacotherapy.

Prerequisite(s): NURS 3201, NURS 3220 or RN/BSN major.

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(s): 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(s): 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, signs and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention.

Prerequisite(s): 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, NURS 3100, or permission of the instructor.

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(s): Junior Standing.

## HSCI 4800 - Directed Readings in Health Sciences (variable credit 1-3)

This is a directed readings course with a faculty mentor. Permission of the instructor and faculty mentor required prior to registration.

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.] Prerequisite(s): POLS 1101 and HIST 2110 and (PSYC 1101 or SOCI 1101).

## HIST 1112 - Survey of Modern World History (3-0-3)

A survey of world history from early modern times to the present. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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.) [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. Prerequisite(s): HIST 2110.

## HIST 3330 - Business &amp; 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.

## HIST 3500 - Selected Topics in World History (3-0-3)

This course examines selected periods of significant development in world history. While topics may vary from semester to semester, a consistent focus of the course will be the interaction between Western and non-Western cultures and the impact of these interactions on the evolution of the modern world. Prerequisite(s): HIST 1110 or SOSC 2501 or HIST 1112.

## 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. Prerequisite(s): HIST 1110 or SOSC 2501 or HIST 1112.

## HUMANITIES (HUMN)

## HUMN 3101 - The Humanities, the Arts, and Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on English-speaking cultures. Critical thinking and communication skills are emphasized. (Not open to students with credit for HUMV 2101.) Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

## HUMN 3102 - International Arts and Culture (3-0-3)

A topical or thematic approach to the study of the networks of relationship among a variety of works in the humanities and the fine and performing arts with the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Principal focus on non-English-speaking cultures outside the United States. Critical thinking and communication skills are emphasized. Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

## 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)


Independent study in humanities (credit varies). Prerequisite(s): Permission of Humanities Department Head.

## 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 and 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.

**INFORMATION TECHNOLOGY: DATABASE ADMINISTRATION (ITDB)**

## ITDB 4201 - Advanced Database Modeling (2-2-3)

An advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Entity-Relationship Modeling, Semantic-Object Modeling, Relational Algebra, Normalization and Relational Database Modeling, Object Databases and Object Modeling. Additional topics include SQL, PL/SQL, procedures, functions, packages and triggers. Team project integrates with other courses in the discipline.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3901 (C), and MATH 3902 (C).

## ITDB 4202 - Database Maintenance (2-2-3)

An advanced course in update processing and database maintenance. Topics include serializability, locking, levels of isolation, transaction recovery, checkpoints and media recovery. Additional topics include database tuning, performance, benchmarks, and benchmark specifications. Team project integrates with other courses in the discipline.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3901 (C), and MATH 3902 (C).

## ITDB 4203 - Networking and Distributed Databases (2-2-3)

An advanced course in network terminology, concepts and applications of database processing with emphasis on client-server architectures, distributed and parallel database systems and concurrency control. Additional topics include advanced SQL, PL/SQL and ODBC. Team project integrates with other courses in the discipline.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3901 (C), and MATH 3902 (C).

## ITDB 4204 - Special Topics in Database Administration (2-2-3)

This course addresses new developments in the field, bleeding edge topics which may not yet be mainstream, yet are deserving of attention as forces which shape the discipline.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3901 (C), and MATH 3902 (C).

**INFORMATION TECHNOLOGY: FOUNDATIONS (ITFN)**

## ITFN 1101 - Foundations of Information Systems (3-0-3)

An introductory course for students majoring in information technology. Topics include foundations in hardware, software, data, and procedures. Students are introduced to structured programming techniques, systems development, database design and networking. Aspects of appropriate business ethics are discussed. Interpersonal skills and team building emphasized. Students should initiate the IT Learning Profile prior to beginning this course.

Prerequisite or corequisite: MATH 1101 (C), and Exit or Exempt from Learning Support Reading and English.

## ITFN 1112 - Foundations of Systems Analysis (3-0-3)

Survey of established and evolving methods of information system design and implementation. A project based class which demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies contrasted with object oriented analysis and prototyping.

Prerequisite(s): ITFN 1101 (C) and MATH 1101 (C).

Prerequisite or corequisite: ENGL 1101 (C).

## ITFN 1201 - Foundations of Database Design (3-0-3)

A foundation course in terminology, concepts, and applications of database processing including file organization and data structures. Course emphasizes database design using various modeling techniques including Entity-Relationship and Semantic-Object models; database implementation using the relational model, normalization, and SQL; database application design including control mechanisms, forms, reports and menus. Students will design, create and process a database to demonstrate competency in the course content.

Prerequisite(s): ITFN 1112 (C) and ENGL 1101 (C).

Prerequisite or corequisite: ITSK 1701(C).

## ITFN 1301 - Foundations of Programming, Visual Basic (3-0-3)

An introductory programming course using Visual Basic. The course contains a "practicum" and a "best practices" didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.

Prerequisite or corequisite: ITFN 1101 (C) and MATH 1101 (C).

## ITFN 1302 - Foundations of Programming, Java (3-0-3)

An introductory programming course using Java. The course contains a "practicum" and a "best practices" didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.

Prerequisite or corequisite: ITFN 1101 (C) and MATH 1101 (C).

## ITFN 1303 - Foundations of Programming, C/C++ (3-0-3)

An introductory programming course using C and C++. The course contains a "practicum" and a "best practices" didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures.

Prerequisite or corequisite: ITFN 1101 (C) and MATH 1101 (C).

## ITFN 1501 - Foundations of Networking (2-2-3)

Introduction to terminology and applications of communications and networking as essential elements of computer and business information systems. Students gain familiarity with communications hardware, software, media, LAN and WAN systems through hands-on experience.

Prerequisite or corequisite: ITFN 1101 (C) and MATH 1101 (C).

**ITFN 2001 - Professional Development Seminar (1-0-1)**

Develop skills necessary to function competently in the business world of information technology; resume writing, electronic resumes, cover letters, group and individual interviewing techniques, job research, portfolio development, business ethics and an overview of professional organizations.

Prerequisite or corequisite: ENGL 1101 (C), ITFN 1101 (C), and MATH 1101 (C).

**ITFN 2012 - Internship (0-V-2)**

Students apply for internships with local businesses to focus and apply information technology skills. Hours may vary, but generally range between 15-30 hours per week, for a minimum of 225 hours per semester. Employers evaluate student performance in the workplace in coordination with the University. Students must articulate clear goals and objectives and document their progress. Requires program approval by deadline.

Prerequisite(s): ITFN 2001 (C) and ENGL 1101 (C).

Prerequisite or corequisite: ITFN 2123 (C).

**ITFN 2123 - Foundations of Project Management (3-0-3)**

Project management techniques and tools as applied to information systems projects including resource and personnel management and allocation, product testing, scheduling, and project management software. Small teams will be assigned actual projects to design and manage.

Prerequisite(s): ITFN 1112 (C), COMM 1001 (C), and CPTG 1010 (C).

Prerequisite or corequisite: MATH 1241 (C) or higher and ENGL 1102.

**ITFN 2601 - Foundations of Operating Systems (3-0-3)**

A conceptual and hands-on study of operating systems. Major areas discussed include operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered are files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution.

Prerequisite(s): ENGL 1101(C) and ITFN 1112(C).

**ITFN 3012 - Information Technology Entrepreneur (2-2-3)**

This course may substitute for ITFN 2012 or 4014. Formal approval by the department head is required. A limited number of students will be accepted. The course covers the set-up and operation of a small business enterprise in the information technology field. Emphasis is placed on production of a business plan including market research and financial analysis.

Prerequisite: Application to IT Department for permission and formal acceptance after application.

**ITFN 3134 - Business Process Reengineering (3-0-3)**

An advanced course in systems development which focuses on the cross-functional roll of the systems analyst when advancing fundamental change through information systems development.

Prerequisite(s): ITFN 2123(C) and MATH 1241(C) or higher.

Prerequisite or corequisite: ENGL 3901(C) and ITFN 2012(C).

**ITFN 3314 - Testing and Quality Assurance in Software Development (3-0-3)**

An advanced class in testing and quality assurance emphasizing the planned development of software and the nature of test development and implementation. Topics include test strategies, test planning, functionality testing, stability testing and debugging techniques.

Prerequisite(s): ITFN 2123(C), [ITFN 1301(C) or 1302(C) or 1303(C)].

Prerequisite or corequisite: MATH 3902(C) and ITFN 2012(C).

**ITFN 4003 - Portfolio Development and Presentation (1-0-1)**

Student progress will be measured not so much by courses completed as by demonstrated abilities. Each student will assemble a portfolio representing skills acquired and projects completed. This portfolio will be continuously reviewed by faculty until completion of B.I.T.

Prerequisite(s): ITFN 3314(C), ENGL 3901(C), MATH 3902(C), and ITFN 3134(C).

**ITFN 4014 - Internship Cooperative (0-V-6)**

All students will complete projects in cooperation with local industry. Working with business partners, student teams will develop meaningful projects which integrate and apply their knowledge in an actual work environment. These projects will be presented at the end of the year to faculty, students and industry partners at an annual Information Technology Conference. Requires program approval by deadline.

Prerequisite or corequisite: ITFN 4003 (C).

**INFORMATION TECHNOLOGY: INFORMATION DESIGN AND PRODUCTION (ITMM)****ITMM 4401 - Principles of Information Retrieval (2-2-3)**

A study of research materials sources and availability and methods of effective selection, validation and utilization. Focus on theories of information retrieval with emphasis on design and development of information systems.

Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITMM 4402 - Learning Styles and Techniques Using Technology (2-2-3)**

A study of learning style theory and application with emphasis on the design and implementation of electronic delivery systems. Team project integrates with other courses in the discipline.

Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITMM 4403 - Visual and Functional Design (2-2-3)**

A study of the integration of visual and functional design integrating human factors and evaluating user interfaces to information systems. Visual design factors include color, 3-D shapes and texture and development of simulations. Functional design factors include specifications, media types, delivery platforms, and system architectures. Students will participate in iterative project development with clients and team members.

Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITMM 4404 - Multimedia Production and Development (2-2-3)**

A course on acquisition, development, and production of media elements such as graphics, animation, audio, video, virtual space, and simulations. Students will integrate content with functional design criteria and organize the major and minor components of a multimedia production project.

Prerequisite(s): ITFN 3134 and(C), ITFN 3314(C).

Prerequisite or Corequisite: ENGL 3901(C) and MATH 3902(C).

**ITMM 4405 - Legal Implications of E-Commerce (3-0-3)**

This course will focus on the legal implications of conducting business over the Internet, including current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will critically examine cutting-edge cases relating to e-commerce and emerging ethical issues and trends.

Prerequisite(s): MGMT 3101

**INFORMATION TECHNOLOGY: NETWORK PLANNING, DESIGN AND MANAGEMENT (ITNW)****ITNW 4501 - Network Planning and Design (2-2-3)**

High-level approach to network planning and design. Topics include gathering, interpreting, and evaluating customer requirements; defining the scope of work and analyzing resource and technology constraints and system interdependencies; analyzing facilities bandwidth requirements and capacity planning; researching product and vendor architecture and equipment specifications and limitations; finally, preparing an overall integration plan for new processes, protocols and equipment. Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITNW 4502 - Communications Protocols and Applications (2-2-3)**

Topics include hardware and software diagnostic tools and utilities, LAN's, MAN's, WAN's and the Internet, OSI protocol stack, flow control, switching, data compression, application program-network interface, and security issues. Also included are basic electronics topics such as electrical measurements, DC and AC circuits, diodes, transistors and OP amps, digital electronics and microprocessors. Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITNW 4503 - Advanced Network Management (2-2-3)**

Definition of the role of the network manager in organizational network architecture; includes organizational objectives, network accounting policies, inventory considerations, controls and charging practices; in-depth coverage of traffic engineering and traffic management to size the network correctly; addresses regulation tariffs of local and long haul services, switching hierarchy and ISDN in the public network. Additional topics include maintaining reliable service, managing costs, providing security, anticipating future needs and monitoring legislative and regulatory activity. Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITNW 4504 - Network Administration in Multi-Platform Environments (2-2-3)**

Management, administrative and support issues of multi-platform, networked information systems. Topics include procedures for backups, virus prevention, software distribution and security ensuring the recoverability of systems and services; maintenance of documentation, trends analysis, audits and performance monitoring. Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**INFORMATION TECHNOLOGY: SOFTWARE DEVELOPMENT (ITSD)****ITSD 4301 - Advanced Programming I (2-2-3)**

An advanced course in the specification and development of complex data structures. Programming projects address the cross-platform nature required of today's business solutions, with emphasis on the graphical user interface and development of custom controls. Object-oriented design and programming will be stressed. Project teams will manage a software development project using a variety of tools and techniques. Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITSD 4303 - Human-Computer Interaction (2-2-3)**

Fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect hardware and software development. Project in this class will integrate with Advanced Programming I and II. Prerequisite(s): ITFN 3134(C) and ITFN 3314(C).

Prerequisite or Corequisite: ENGL 3901(C) and MATH 3902(C).

**ITSD 4312 - Advanced Programming II (2-2-3)**

An advanced course in the specification and development of complex data structures. Programming projects address the cross-platform nature required of today's business solutions, with emphasis on the graphical user interface and development of custom controls. Object-oriented design and programming will be stressed. Project teams will manage a software development project using a variety of tools and techniques. Prerequisite(s): ITSD 4301(C).

**ITSD 4304 - Networking and Client-Server Systems (2-2-3)**

An advanced course in network terminology, concepts and programming with emphasis on client-server architectures, web-based applications, customized programming, applets and agents.

Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**ITSD 4305 - Special Topics in Software Development (2-2-3)**

This course addresses new developments in the field, bleeding edge topics which may not yet be mainstream, yet are deserving of attention as forces which shape the discipline.

Prerequisite(s): ITFN 3134(C), ITFN 3314(C), ENGL 3901(C), and MATH 3902(C).

**INFORMATION TECHNOLOGY SKILLS (ITSK)****ITSK 1401 - Introduction to Webmaster (3-0-3)**

The course contains a "practicum" and a "best practices" didactic. The practicum focuses on the hands-on business of writing HTML code, knowledge of basic control structures, language syntax, file structures. Also covered; the business of planning and designing web pages for target audiences. Students will learn techniques for client interfacing, project development, paper mock-up, and on-line mock-up of web pages. The best practices didactic focuses on hypertext design and navigation, application interface, copyright and ownership issues, ethics, and privacy, licensing and trademark issues.

Prerequisite or corequisite: ITFN 1101(C) and MATH 1101(C).

**ITSK 1601 - Introduction to UNIX (3-0-3)**

An overview of current versions of the UNIX operating system reinforced with examples and exercises performed on a UNIX system. Introductory elements of shell programming and system administration will be covered.

Prerequisite or corequisite: ITFN 1101(C) and MATH 1101(C).

**ITSK 1701 - Database Applications (0-2-1)**

An intermediate level skills course in Microsoft Access. Topics include reports, forms, OLE fields, subforms, macros, VBA and the switchboard manager. An introduction to relational database theory and database design is included.

**ITSK 1704 - Word Processing Applications (0-2-1)**

An intermediate level skills course in Microsoft Word. Topics include title pages, tables, form letters, mailing labels, graphics and word art, and OLE.

**ITSK 2211 - Intermediate Database Design (3-0-3)**

This course continues the study of relational databases adding these additional topics: Relational algebra, set-theoretic operations, and relational operations. The course contains a complete description of the SQL select syntax, sub-selects, SQL unions and divisions. The database description features of SQL are introduced as well as insert, update and delete statements. Set functions in SQL are covered and handling of null values is discussed. Student teams create a database using SQL.

Prerequisite(s): ITFN 1201(C).

## ITSK 2222 - Introduction to PL/SQL (3-0-3)

A practicum unit consists of a review of the SQL select with an introduction to advanced features of SQL. The non-procedural select is compared to the power of procedural SQL programs. Imbedded SQL is introduced with examples of embedded SQL in C. Students manipulate an existing database to cement skills.

Prerequisite(s): ITSK 2211(C).

## ITSK 2232 - Intermediate PL/SQL (3-0-3)

This course adds additional exercises in procedures, functions, packages and triggers. A study of query processing includes indexed access, filter factors and statistics, methods for joining tables and performance benchmarks. Update processing is covered in detail including serializability, levels of isolation, transaction recovery, checkpoints and media recovery. Students manipulate an existing database to cement skills.

Prerequisite or corequisite: ITSK 2222(C).

## ITSK 2311 - Intermediate Programming, Visual Basic (3-0-3)

An intermediate class in object oriented programming using Visual Basic. Students will understand the nature of object-oriented programming via objects, classes and methods. Students will learn the tools and techniques of programming in and for a graphical user interface. Discussion includes the windows API and dynamic link libraries, error trapping and error handling, and a variety of data structures and file access methods. Also covered: Active X components, procedures, subclassing, forms and controls.

Prerequisite(s): ITFN 1101(C), ITFN 1301(C), MATH 1101(C).

## ITSK 2312 - Intermediate Programming, Java (3-0-3)

An intermediate class in object-oriented programming using Java. Students will understand the nature of object-oriented programming via objects, classes and methods. Students will learn the tools and techniques of programming in and for a graphical user interface. Discussion includes the windows API and dynamic link libraries, error trapping and error handling, and a variety of data structures and file access methods. Also covered: networking tools and techniques, Java utilities package, and multimedia.

Prerequisite(s): ITFN 1101(C), ITFN 1302(C), MATH 1101(C).

## ITSK 2313 - Intermediate Programming, C/C++ (3-0-3)

An intermediate class in object-oriented programming using C++. Students will understand the nature of object oriented programming via objects, classes and methods. Students will learn the tools and techniques of programming in and for a graphical user interface. Discussion includes the windows API and dynamic link libraries, error trapping and error handling, and a variety of data structures and file access methods. Also covered: stream I/O, virtual functions, operator overloading, and templates.

Prerequisite(s): ITFN 1101(C), ITFN 1303(C), MATH 1101(C).

## ITSK 2321 - Developing Applications, Visual Basic (3-0-3)

Advanced topics in application development using Visual Basic and the Developer Studio. Topics include API and MFC. Also covered advanced testing and debugging and development of release versions.

Prerequisite(s): ITSK 2311(C).

## ITSK 2323 - Developing Applications, Visual C++ (3-0-3)

Advanced topics in application development using Visual C++ and the Developer Studio. Topics include API and MFC. Also covered advanced testing and debugging, and development of release versions.

Prerequisite(s): ITSK 2313(C).

## ITSK 2411 - Intermediate Webmaster (3-0-3)

An intermediate course in web page production. Topics include the application of graphics, sound, video, and animation in the creation of interactive multimedia web sites. Students will gain familiarity with a variety of browsers and plug-ins and will focus on the skill of analyzing leading edge software tools. Students will examine graphic and image formats and processing using leading edge software tools.

Prerequisite(s): ITSK 1401(C), ITFN 1101(C), MATH 1101(C).

## ITSK 2422 - Advanced Webmaster (3-0-3)

An advanced course in web page and site production including the development of back-end applications for web sites, data capture using forms, site searching and indexing.

Prerequisite(s): ITFN 1501(C), ITSK 1701(C), and ITSK 2411(C).

## ITSK 2511 - Intermediate Networking (2-2-3)

An intermediate course in terminology, concepts and applications of data communications technology including network topologies, network devices, standards and protocol analysis. Hands-on experience provided in the use of data communications hardware, software, facilities, and media.

Prerequisite(s): ITFN 1101(C), ITFN 1501(C), MATH 1101(C).

## ITSK 2522 - Local Area Networks (2-2-3)

An intermediate class in network design and administration. Topics include: server installation, user administration, security, printer configuration, network monitoring, network services, and workstation automation.

Prerequisite(s): ITSK 2511 (C).

## ITSK 2532 - Wide Area Networks (2-2-3)

An advanced class in network design and administration. Topics include routing, switching, firewalls, web servers, virtual circuits, and wireless networks. A variety of protocols, standards, and architectures are discussed and compared. Additional special topics will be added for capstone discussions.

Prerequisite(s): ITSK 2522(C).

## ITSK 2611 - Intermediate UNIX (3-0-3)

Provides an in-depth view of current and future mainstream features of the UNIX operating system. Shell programming techniques are covered with examples and hands-on exercises using Bourne, C SHELL and Korn command processors. Project management tools and other UNIX facilities as well as additional system administration tools will be discussed.

Prerequisite(s): ITFN 1101(C), ITSK 1601(C), MATH 1101(C).

## ITSK 3413 - Infrastructure for E-Commerce (2-2-3)

This course concentrates on the infrastructure necessary to develop e-commerce websites. Topic includes e-commerce business models, network architectures and security, and e-commerce architectures. The relationship between web clients, web/commerce servers and back-end systems will be covered as well as the design elements of storefront implementation. Also discussed: tuning and load balancing, server management tools, and secure electronic transactions. Students will evaluate a variety of vendor solutions.

Prerequisite(s): ITFN 2123(C), BUSA 2016(C), ITSK 2411(C), and [ITSK 2311(C) or 2312(C) or 2313(C)].

## ITSK 3423 - Security for E-Commerce (2-2-3)

This course addresses network and web-based security issues in general: network intruders (hackers), security policies and procedures, firewall, encryption, authentication and access control, and viruses. In addition, security issues unique to

e-commerce systems are covered: electronic payments, secure transactions, secure sockets layer, digital signatures and auditing.  
Prerequisite/corequisite: ITSK 3413.

### 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/Internship (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 following completion of INTE 3500, 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. Requires program approval. Course is repeatable for credit.  
Prerequisite(s): INTE 3500.

#### INTE 4500 - Integrative Studies 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.

### INTERNATIONAL STUDIES (INTL)

NOTE: Student who study outside the United States often receive credit for specific courses listed elsewhere in this catalog. The INTL numbers are reserved for study that does not directly match other courses.

#### INTL 2800 - Study Abroad (credit varies)

Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the lower division level. May be repeated for credit when topics vary.  
Prerequisite(s): approval by CCSU International Coordinator and dean of the school of the student's major.

#### INTL 3800 - Study Abroad (credit varies)

Organized academic study outside the United States. Study normally focuses on the culture, language, history, or economics of a nation or region. Depth and scope at the upper division level. May be repeated for credit when topics vary.

Prerequisite(s): approval by CCSU International Coordinator and dean of the school of the student's major.

#### INTL 3900 - Special Topics in International Studies (credit varies)

Seminar or individual directed study of a special topic of international significance. The special topics do not necessarily entail travel outside the United States. May be repeated for credit when topics vary.

Prerequisite(s): approval by the dean of the school of the student's major.

### JOURNALISM (JOUR)

#### JOUR 1011 - Journalism Practicum (0-V-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. Requires approval of the Head of the Department of Humanities.

#### JOUR 1012 - Mass Communication Practicum (0-V-1)

Supervised practical experience with University multimedia systems. May be repeated for credit, not to exceed four semester credit hours. Requires approval of the Head of the Department of Humanities.

#### JOUR 3011 - Journalism Workshop (0-V-1)

A workshop for upper-division students who participate in the production of student publications or other campus print-oriented media. May be repeated for credit, not to exceed four semester hours. Requires approval of the head of the Department of Humanities.

#### JOUR 3012 - Mass Communication Workshop (0-V-1)

A workshop for upper-division students who participate in the production of student or other campus multi-media publications (emphasizing non-print media). May be repeated for credit, not to exceed four semester hours. Requires approval of the head of the Department of Humanities.

### 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.

Prerequisite(s): Admission to the Middle Level Teacher Education Program.

#### 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

## 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).

## 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.)

## MATH 0096 - Arithmetic and Elementary Algebra (5-0-5)

A course designed to review arithmetic and to introduce topics from elementary algebra. Topics covered are decimals; fractions; percents; operations with signed numbers; operations with polynomials; solving linear equations and inequalities; graphing linear equations; slope of a line; linear systems; factoring trinomials; word problems involving arithmetic, ratio, proportion, percent, and linear equations. Note: Students may not repeat this course.

## 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).

## 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.)


## SARS 0099 - Study and Research Skills (2-0-2)

A course designed for students who have an 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.

## MANAGEMENT (MGMT)

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.  
Prerequisite(s): [ACCT 2102 (C), BUSA 2201 (C), and ECON 2105/2106 (C)] or BUSA 3111 (C), or HCMG 3111 (C) or HSCI 2111 (C) or ITFN 2123 (C).

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 (C) or HCMG 3101 (C) or NURS 4420 (C)] and MATH 1101 or higher.

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 (C) or HCMG 3101 (C).

## 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(C) or HCMG 3101 (C).

## 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 (C) or HCMG 3101 (C).

## MGMT 4302 - Case Studies in Performance Quality Management (3-0-3)

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 (C).

## 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 (C) or HCMG 3101(C).

## 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 (C).

#### 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, contract negotiations, and sexual harassment.

Prerequisite: MGMT 3101 (C).

#### 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 3101 (C).

#### 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 (C).

### MARKETING (MKTG)

#### MKTG 3100 - Personal Marketing (3-0-3)

An introduction to the concept of marketing and its relevance to individuals in various career tracks. Particular emphasis is placed on the application of the marketing concept in professional career initiation and on the development and delivery of marketing presentations. The course also includes an overview of business etiquette and the development of a comprehensive self-marketing plan.

#### 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.

Prerequisite(s): [ACCT 2102 (C), BUSA 2201 (C), and ECON 2105/2106 (C)] or BUSA 3111 (C), or HCMG 3111 (C) or HSCI 2111 (C).

#### 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 (C).

#### 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 (C).

#### 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 (C) or BUSA 3113 (C)] and MKTG 3101 (C).

#### 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 synchronized, multi-channel marketing communications to consistently reach every market segment with a single, unified relationship-building message across all elements of the marketing mix.

Prerequisite(s): MKTG 3101 (C).

#### 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 (C).

#### 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 (C).

#### 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 (C).

#### 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 (C).

#### 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 (C).

**MARKETING & MERCHANDISING (MKMC)**

**Note:** Courses with the MKMC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**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)**

Students 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 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Requires program approval.

**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.

**MATHEMATICS (MATH)****MATH 0096 - Arithmetic and Elementary Algebra (3-0-3)**

See the Learning Support course listings.

**MATH 0097 - Elementary Algebra (3-0-3)**

See the Learning Support course listings.

**MATH 0099 - Intermediate Algebra (3-0-3)**

See the Learning Support course listings.

**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; matrix algebra; basic linear programming; and an introduction to probability and statistics. This course is designed for students in certain technical programs; it does not count toward a baccalaureate degree, in the core curriculum or as an elective, except as part of the B.A.S. career block.

Prerequisite(s): 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; systems of 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 and sequences and series. Other topics from single variable calculus include parametric equations and polar coordinates. Applications 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, the calculus of vector-valued functions and multivariable calculus. Topics include vector-valued functions, their derivatives, integrals, and applications; limits, continuity, partial derivatives, and extrema of multivariable functions; multiple and line integrals.

Prerequisite: Math 2502

**MATH 2900 - Directed Study in Mathematics (Variable Credit)**

Special work arranged in consultation with instructor. Requires approval of the Department of Mathematics.

**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 3902 - Mathematical Applications for Information Technology (3-0-3)**

An applications-driven study of various topics needed in the field of information technology. Specific topics include integral calculus, differential equations, probability and statistics, the predicate calculus, and selected concepts from discrete mathematics.

Prerequisite(s): MATH 1241 or MATH 1501.

**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 3020.

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 combinatorics, 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 3030.

Prerequisite or corequisite(s): MATH 4010.

**MECHANICAL DRAFTING (MECH)**

**Note:** Courses with the MECH prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**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.

Prerequisite(s): DRFT 1101 or permission of the instructor.

**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.

Prerequisite(s): DRFT 1101 and MECH 2201 or permission of the instructor.

**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 offsets, power transmission appliances, coefficients of expansion, stress, strain diagrams, and cam design.  
Prerequisite(s): MECH 2201 or permission of the instructor.

**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.  
Prerequisite(s): DRFT 1102 and MECH 2201 or permission of the instructor

**MECH 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 an area related to their specialty. A minimum of 150 hours of work experience is required in a individualized training program. May be repeated for a maximum of six semester hours. Usually taken during advanced stages of program.  
Prerequisite(s): Employment, Mechanical Design major, and permission 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.  
Prerequisite(s): Mechanical Design major and permission of program.

**MEDICAL ASSISTING (MEDA)**

**Note:** Courses with the MEDA prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**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

**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.  
Corequisite(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.  
Corequisite(s): MEDA 1125, MEDA 1130, MEDT 1140.

**MEDA 2222 - Occupational Internship and/or Cooperative Education 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.  
Prerequisite: Completion of all certificate courses and/or approval of program. 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 RELATED (MEDT)**

**Note:** Courses with the MEDT prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**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 they pertain to medical practices.  
Prerequisite(s): MEDT 1100.

**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 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.

**MEDICAL TRANSCRIPTION (OMED)**

**Note:** Courses with the OMED prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**OMED 2201 – Advanced Medical Terminology (3-0-3)**

A study of medical terminology beyond the basic level as used in the modern medical office.

Prerequisite(s): MEDT 1100.

**OMED 2222 – Occupational Internship and/or Cooperative Education Experience (1-20-6)**

A minimum of 300 hours of on-the-job medical transcription in an approved work situation. Students work an average of 20 hours each week.

Prerequisite(s): Completion of Medical Transcription curriculum and program approval.

**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.

Prerequisite(s): OMED 2201, OFFC 1116.

**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(s): OMED 2231.

**MUSIC (MUSC)****MUSC 0890 – Recital Attendance**

Monitors student attendance at recitals.

Prerequisite(s): 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. Binary and Ternary forms 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): 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(s): 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

Corequisite(s): MUSC 1710 or 3410.

**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. Fugue, variation, and rondo forms 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 repertoires. Sonata form 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 by listening to recordings, reading, and concert attendance designed to develop the skills of perceptive listening. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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 repertoire 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). Corequisite(s): MUSC 1710 or 3410.

## 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): 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 repertoire 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.

Prerequisite(s): Completion of Baccalaureate Candidacy Examination for MUSC 3410 A-D.

**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 20<sup>th</sup> 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)**

Prerequisite(s): Completion of Baccalaureate Candidacy Examination.

**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 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.

Corequisite(s): MUSC 1710 or 3410.

**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.

Prerequisite(s): Completion of Baccalaureate Candidacy Examination.

**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.

**NURSING (NURS)****NURS 3101 - Professional Issues (2-0-2)** 

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(s): 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.

Corequisite(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.

Corequisite(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.

Corequisite(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.

Absolute Corequisite(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.

Absolute corequisite: NURS 3220.

**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 3201L, NURS 3220, and NURS 3230.

Absolute corequisite: 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 3201L, NURS 3220, and NURS 3230.

Absolute corequisite: NURS 3320.

**NURS 4100 - Nursing Research (3-0-3)** 

Provides an introduction to the research process and the skills necessary to become an informed consumer of research. Provides the knowledge base required to critique nursing research. Human subject rights and ethical aspects of research are included. Scientific investigation is applied to nursing practice to enhance the quality of care. For basic licensure students, completion of all 300-level NURS courses is recommended prior to taking this course.

Prerequisite(s): MATH 1231 or HSCI 2201 or NURS 3100.

**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. Completion of all 3000-level NURS courses is required prior to taking this course.

Prerequisite(s): NURS 3320 and NURS 3330.

**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 students only.

Absolute Corequisite: 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 or NURS 3101.

**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.

Absolute corequisite: 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. For basic licensure students, completion of all 300-level NURS courses is recommended prior to taking this course.

Prerequisite(s): NURS 4220 or NURS 3101.

**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.

Absolute corequisite: 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. This course is for students in the basic licensure major only. It is to be taken during the student's final semester in the nursing program.

Prerequisite(s): NURS 4220 and NURS 4230.

Corequisite(s): NURS 4320 and NURS 4420.

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 2 semester hours.

Prerequisite(s): NURS 3101, NURS 3110 and (NURS 3201 or 3202).

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 2 semester hours.

Prerequisite(s): NURS 4501.

Corequisite(s): NURS 4420.

## NURS 4800 - Directed Study Practicum in Nursing (0-9-3)

## NURS 4950 - Independent Study [variable (1-3)]

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.

Prerequisite: Consent of the instructor and dean or associate dean.

## OFFICE ADMINISTRATION &amp; TECHNOLOGY (OFFC)

**Note:** Lower division courses with the OFFC prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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 1101 - Introduction to Office Computing (1-4-3)

Basic computer skills using Windows operating system software, including managing Windows files and folders. Introduction to e-mail and the Internet. Tutorials on word processing, spreadsheet, database, and presentation software.

## OFFC 1111 - Word Processing I—Keyboarding (1-4-3)

Introductory course for students who have had little or 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.

OFFC 1112 - Word Processing II—Document Processing (1-4-3) 

Continues development 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.

Prerequisite(s): OFFC 1111 or successful completion of the placement test.

OFFC 1113 - Advanced Word Processing III (1-4-3) 

Word processing functions using WordPerfect software. Emphasis on mastery of software and document processing skills along with further development of speed and accuracy in keyboarding.

Prerequisite(s): OFFC 1112 or OFFC 1116.

OFFC 1116 - Medical Word Processing (1-4-3) 

Development of medical word processing skills, and introduction to transcribing. 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. Word or WordPerfect software used.

Prerequisite(s): MEDT 1100, OFFC 1111, OFFC 1100.

OFFC 2112 - Computerized Law Office (1-4-3) 

Emphasis on mastery of software and document processing skills using WordPerfect software. Production of legal documents in appropriate formats and introduction to transcription of legal documents.

Prerequisite(s): (OFFC 1111 or placement score) 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(s): 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.

Prerequisite(s): OFFC 1100 or ENGL 1101. 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.

Prerequisite(s): Ability to keyboard.

## OFFC 2208 - Medical Billing (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.

Prerequisite(s): OFFC 1111.

## OFFC 2209 - Spreadsheet I for the Office(2-2-3)

Hands-on computer applications of beginning and intermediate spreadsheet topics using Microsoft Excel. Emphasis is on using basic functions, applying formatting, writing formulas, creating charts and links.

Prerequisite or corequisite: OFFC 1101

## OFFC 2210 - Spreadsheet II for the Office(2-2-3)

Hands-on computer applications of advanced spreadsheet topics using Microsoft Excel. Topics covered are advanced functions, including auditing, tracking, scenarios, and other advanced formulas. Emphasis is on troubleshooting spreadsheets and using critical thinking skills.

Prerequisite(s): OFFC 2209 or successful completion of the placement test (see OFFC advisor).

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.

Prerequisite(s): OFFC 1100 and (OFFC 1112 or OFFC 1116).

## OFFC 2213 - Desktop Publishing (2-2-3)

Desktop publishing functions in which students design and produce complex documents using Microsoft Word software. Documents include reports, newsletters, brochures, flyers, and forms using desktop publishing software. Also includes a brief study of PowerPoint software used to prepare presentations, transparencies and slides.

Prerequisite(s): OFFC 1112.

## OFFC 2214 - Database for the Office (2-2-3)

Hands-on computer applications of database topics using Microsoft Access. Emphasis is on using the software to organize, store, maintain, retrieve, and sort information so a business can find and use that information effectively.

Prerequisite or Corequisite: OFFC 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.

Prerequisite(s): OFFC 1112, 2209.

## OFFC 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 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.

Prerequisite(s): Employment and program approval.

## OFFC 2250 - Office 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 - Office Accounting II (2-2-3)

A continuation of the basic accounting procedures with emphasis on accounting typical of partnerships and corporations. Computer applications emphasized.

Prerequisite(s): OFFC 2250.

## OFFC 2252 - Office Accounting III (1-4-3)

Advanced accounting procedures including manufacturing accounting procedures. Computer and Spreadsheet applications continued.

Prerequisite(s): OFFC 2251.

## 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(s): Permission of program advisor.

OFFC 3110 - Introduction to Administrative Management (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 B.B.A.

## 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 150 hours of work experience related to Administrative Management is required. Program approval required.

## OFFC 4800 - Selected Topics in Administrative Management (3-0-3)

A study of selected topics/problems to student needs under the guidance and supervision of a faculty member.

## OMED - See Medical Transcription heading.

## PARALEGAL STUDIES (PARA)

**Note:** Courses with the PARA prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## PARA 1101 - Introduction to Law &amp; 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. Must exit from or be exempt from Learning Support Reading and English.

## 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 and Writing (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, Shepard's, 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 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, 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, 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.

Prerequisite(s): PARA 1101, PARA 1103, 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, 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, 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.

Prerequisite(s): PARA 1101, PARA 1103, 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, 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, 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(s): Completion of at least 75% of all Paralegal career courses and program approval.

PARA 2333 - Special Paralegal Topics and Problems (credit varies 1-3)

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(s): PARA 1101 and permission of program advisor.

PHYSICAL EDUCATION/HEALTH/RECREATION (PHED)

PHED 1010 - Fitness & Wellness I (0-2-2)

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. Students 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 or 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 recommended to students with previous credit for any quarter system PHED 202 class.)

PHED 1020 - Fitness & Wellness II (0-2-1)

A continuation of 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. Students 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 or her medical history and have it reviewed by a designated staff member prior to participating in this course. An orientation to the course may be required during the first week of class.

Prerequisite(s): PHED 1010.

PHED 1030 - Fitness & Wellness III (0-2-1)

A continuation of 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. Students 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 or her medical history and have it reviewed by a designated staff member prior to participating in this course. An orientation to the course may be required during the first week of class.

Prerequisite(s): PHED 1020.

**PHED 1040 - Fitness & Wellness IV (0-2-1)**

A continuation of 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. Students 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 or her medical history and have it reviewed by a designated staff member prior to participating in this course. An orientation to the course may be required during the first week of class.

Prerequisite(s): PHED 1030.

**PHED 1060 - Aerobics (0-2-1)**

This course is designed to increase the knowledge, understanding, and values of aerobic activity. This course is composed of a nonstop series of routines, which emphasize continuous, 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 racquet. Additional fees may be required.

**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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

**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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

**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.

**PHIL 3101 - Philosophy and Society (3-0-3)**

A topical or thematic approach to the study of the networks of relationship between philosophical ideas and the social structures in which those ideas arise and are interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.

Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

**PHIL 3301 - Ethics in Historical and Contemporary Perspective (3-0-3)**

A course which will examine the central questions of moral philosophy through the reading and discussion of representative texts of major philosophers. It will also examine the application of moral reasoning to contemporary ethical issues and problems in fields such as communications, medicine, business, 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.

Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

Restriction: PHIL 3301 is not open to students with previous credit for PHIL 2301.

**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 higher.

Corequisite(s): PHYS 1111L.

**PHYS 1111L - Introductory Physics Laboratory I (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 1111/1111L.

Corequisite(s) for selected Life Science majors only: PHYS 1112L.

**PHYS 1112L - Introductory Physics Laboratory II (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.

Corequisite(s): PHYS 2211L.

Prerequisite or corequisite: MATH 2502.

**PHYS 2211L - Principles of Physics Laboratory I (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 2211/2211L.  
Corequisite(s): PHYS 2212L.

## PHYS 2212L - Principles of Physics Laboratory II (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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## POLS 2401 - Introduction to Global Issues (3-0-3)

An examination of current global issues. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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): HIST 2110 and POLS 1101.

## POLS 4121 - Asian Political and Economic Systems (3-0-3)

A study of the political and economic systems of Asia in historical and contemporary perspective. Considers historical, political, and economic development as well as inter-regional relations and relations with the West. Also includes perspectives on the Vietnam War and its aftermath.  
Prerequisite(s): HIST 1110 or SOSC 2501.

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

PSYC 2103 - Introduction to Human Development (3-0-3) 

An introductory, non-laboratory-based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development. It is recommended that PSYC 1101 be taken prior to PSYC 2103. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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.  
Prerequisite(s): PSYC 1101.

## RAILROAD OPERATIONS (RAIL)

**Note:** Courses with the RAIL prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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)

## READING (READ)

## READ 0099 - Reading Skills (3-0-3)

See the Learning Support course listings.

## 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.

Prerequisite(s): Exempt OR Exit Learning Support Math.

Prerequisite(s): Exemption or exit from Learning Support Math.

Corequisite(s): SCI 1111L.

## SCI 1111L - Integrated Science 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 1111/1111L.

## 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 buckminsterfullerenes. 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 2222 – Internship and/or Cooperative Education I (credit varies)

Internship program for selected students who perform science-based work in conjunction with faculty or off-campus professionals. Credit hours are determined by an agreement between faculty sponsor and internship supervisor (if appropriate).

Prerequisite(s): Completion of a science sequence from Area D of the Core Curriculum and consent of the Head of the Department of Natural Sciences.

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(s): 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(s): 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 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(s): 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 II (credit varies)

Internship Program for selected students who perform scientific work in conjunction with faculty or off-campus professionals. Credit hours are determined by an agreement between faculty sponsor and internship supervisor (if appropriate).

Prerequisite(s): Completion of Area D of the Core Curriculum, consent of the Head of the Department of Natural Sciences and Junior or Senior status.

**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): POLS 1101 and HIST 2110 and (PSYC 1101 or SOCI 1101).

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(s): 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. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

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 2293. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.] Note: SOCI 1101 is recommended prior to taking this course.

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. Open to native speakers of Spanish only by permission of the Department of Humanities.

**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. Open to native speakers of Spanish only by permission of the Department of Humanities.

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. Open to native speakers of Spanish only by permission of the Department of Humanities.

**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. Open to native speakers of Spanish only by permission of the Department of Humanities.

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. Open to native speakers of Spanish only by permission of the Department of Humanities.

Prerequisite(s): SPAN 2001.

**SUPERVISION (SUPR)**

**Note:** Courses with the SUPR prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

**SUPR 1101 - Interpersonal Employee Relations (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 Cooperative Education Experience (1-10-3)**

Students 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 150 hours of work experience is required in an individualized training program. May be repeated for a maximum of six semester hours. Requires program approval.

**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 (TECH)****TECH 2333 - Special Topics/Problems in Technology (credit variable 1-3 hours)**

A study of selected topics or problems under the guidance and supervision of a faculty member. Requires approval of dean or department head.

**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 B.B.A.

**TECH 4098 - Internship (1-10-3)**

Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Technology Management is required. Requires program approval.

**TECH 4800 - Selected Topics in Technology Management (3-0-3)**

A study of selected topics/problems under the guidance and supervision of a faculty member.

**TELECOMMUNICATIONS (TELE)**

**Note:** Courses with the TELE prefix are career courses that do not normally apply toward the baccalaureate degree except as part of a career block applied to a B.A.S.

## 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(s): ELEC 1107.

Corequisite(s): 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(s): 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(s): 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(s): ELEC 1104.

## 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. Requires program approval.

## 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(s): Technology major and permission of program advisor.

## 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. [Note: Learning Support students who are *required* to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

## 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.

## THEA 3101 - Theater, Cinema, and Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship between the dramatic arts (including both live performance and film) and the social structures in which those works are created and interpreted, considering both historical and

contemporary perspectives. Critical thinking and communication skills are emphasized.

Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

## WIRELESS COMMUNICATIONS (WCOM)

## WCOM 2210 - Basic Wireless Telephony (3-2-4)

An introduction to wireless applications. Topics covered include basic telephony, public switched networks, multiplex concepts, cellular system Theory, pagers, and personal communications services.

Prerequisite(s): TELE 2210

## WCOM 2220 - Advanced Wireless Systems (3-2-4)

A continuation of Basic Wireless Telephony, WCOM 2210. Topics covered include mobile switching, transmission testing, cellular networks, digital speech encoding, Time Division Multiple Access (TDMA), Code Division Multiple Access (DDMA), and Cellular Digital Packet Data System (CDPD).

Prerequisite(s): WCOM 2210

## WCOM 2230 - Global Wireless Applications (3-2-4)

Topics covered include Satellite communications, transponders, satellite equipment, orbits and footprints, Inmarsat, Globalstar, Iridium, and Global Positioning Systems.

Prerequisite(s): WCOM 2210

## WRITING LAB (WLAB)

## WLAB 1999 - Writing Skills Laboratory I (1-0-1)

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. (Institutional credit only; does not count toward a degree.)

## WLAB 2999 - Writing Skills Laboratory II (1-0-1)

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 registration for other courses cancelled. This course is open only to students who are referred by the school/college of their major. (Institutional credit only; does not count toward a degree.)

## Chapter 12 SERVICES FOR STUDENTS

### GENERAL INFORMATION

#### ACADEMIC SUPPORT SERVICES

#### STUDENT COMPUTING SERVICES

*The Information Technology Project*

#### COUNSELING AND CAREER SERVICES

#### DIVERSITY AND DISABILITY SERVICES

#### STUDENT LIFE

#### OTHER STUDENT SERVICES

#### AUXILIARY SERVICES FOR STUDENTS

#### INTERCOLLEGIATE ATHLETICS

#### STUDENT HANDBOOK

## 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.

## ACADEMIC SUPPORT SERVICES Library Building

### LIBRARY

Clayton College & State University's Library, 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 nearly 90,000 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 180,000 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.

The library utilizes an on-line catalog. Over 100,000 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 AND PRINTING SERVICES

Media and Printing Services, located on the lower level of the Library Building, provides audio-visual, multimedia, tape duplication, and printing support and services to the University community. Student printing is available in the lower level of the Student Center.

### LEARNING CENTER

The Learning Center provides academic support services, including assessment and instructional assistance. Located on the lower level of the Library, the Center has a professional staff of specialists in communications, math, basic software skills, and testing.

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 Academic Skills Tuneup course through the Office of Continuing Education.

The Learning Center provides a supportive environment where motivated students can 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. The 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

Students using the Center have access to educational software programs, hardcopy materials such as worksheets, audio and/or video instructional materials, workshops, and personal direction. Lists of the instructional resources

helpful in specific courses may be picked up from the kiosk inside the 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	listening
algebra	physics
anatomy & physiology	political science
basic mathematics	psychology
biology	reading
calculus	Regents' Test preparation
chemistry	Spanish
CLEP test preparation	speaking
critical thinking	statistics
economics	study skills
ESL	trigonometry
French	U.S. history
German	writing
human growth & development	

Learning Center staff conduct the WLAB 1999 and WLAB 2999 writing skills labs, which make extensive use of the Center's resources. Computer skill workshops are also provided by the Center at the beginning of each semester.

Testing is the second major function of the Learning Center. Assessment Services regularly administers a variety of paper and pencil and computerized assessments, including:

- entry placement exams
- the Regents' Test
- the College Level Examination Program (CLEP) and other tests for credit by examination
- competency exams for the Georgia legislative requirements
- diagnostic/prescriptive tests
- selected outcomes assessments, such as the ETS test for the Business major
- exit assessments for Learning Support courses in English, reading, and math
- preparatory exams in Teacher Education and Nursing writing assessments for admission to major programs
- independent study exams for college-level courses taken by citizens within the Clayton College & State University service area
- writing assessments for admission to or progression in major programs

## STUDENT COMPUTING SERVICES

### The Information Technology Project (ITP)

Through the Information Technology Project (ITP), Clayton College & State University provides all its students with powerful multimedia notebook computers with full Internet/World Wide Web access. Students use their computers in the classroom, on campus, at home, and at other remote locations to obtain information and to stay in touch with their instructors and fellow students. CCSU initiated the ITP to improve dramatically the quality of education for its students and make its programs, courses, and facilities more convenient and accessible.

In almost all courses at CCSU, instructors require that students use their laptop computers. In some courses, CD-ROMs and the World Wide Web may supplement or replace traditional textbooks. All students receive training in using the standard software load, and specialized instruction is available in software unique to specific programs. Students with questions can contact the ITP help desk, known as The Hub, on a walk-up, e-mail, or phone-in basis (770-961-HELP).

Through ITP, CCSU offers on-line courses that are available to students by distance learning through the World Wide Web. In addition, ITP is helping to expand degree offerings available at CCSU, especially in new programs such as the Information Technology Career Ladder (ITCL), which leads to the Bachelor of Information Technology (B.I.T.). (See the chapter on the New College for Economic & Community Development.) Students may also register on-line for their courses each semester and even pay their semester fees on-line.

The ITP Project also includes the LINX Card. The LINX Card serves as the official student ID card for such purposes as library use. Students can deposit money into the LINX Account, allowing them to use the card as an on-campus debit card at the CCSU Campus Store, Dining Services, vending machines, student copying and printing, the HUB, and Public Safety. The LINX Card can also act as an ATM card when connected to your Wachovia Bank Account. For more information, contact the LINX Card Center in the Student Center (770-961-3686) or on line at <http://auxiliaries.clayton.edu/linx>.

The cost of ITP is partially covered by the Information Technology Fee. (See the Financial Information chapter 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 usually apply toward the Information Technology Fee; for more information, students should contact the Financial Aid Office.

## COUNSELING & CAREER SERVICES

### Student Center Building

The Office of Counseling & Career Services (CCS) is available to help currently enrolled students successfully meet the demands of collegiate life, attain their educational goals, and advance themselves through the world of

work. Services include Career Exploration; Academic Planning & Advising; Career, Academic, & Personal Counseling; and Job Search Services. Selected services also are available for accepted applicants (Career Exploration) as well as CCSU graduates (Job Search Services). More information may be found on the web at <http://admins-services.clayton.edu/CCS>.

### CAREER EXPLORATION

College is a time for exploration, so naturally many students at Clayton State are considering their plans for the future: What's the best career for me? What can I do with a major in . . . ? Do I go for what I want (e.g., making lots of money) or do what I like (e.g., helping other people or working with computers), or both? Career exploration activities allow students the opportunity to explore themselves and their options as well as gather information about the decision-making process. The Georgia Career Information System (GCIS) along with other computer and general reference materials also are available to assist students with making informed decisions. In addition, students may choose to enroll in CAPL 1000, a career planning course that incorporates a self-assessment component with instruction in writing cover letters and resumes and conducting job search activities. Career assessments supplement exploration activities, and some require a nominal fee to defray expenses.

### ACADEMIC PLANNING & ADVISING

When students who are undecided want to develop an academic plan--or when things aren't going according to plan--CCS advisors may be able to help. CCS is the official advising center for **undeclared** students, who are served in close partnership with Arts & Sciences faculty advisors. In addition, **Freshman Scholars** (joint-enrolled students) also are advised in CCS. Advisors assist students with exploring majors and programs of study, developing realistic educational goals and plans, considering alternatives, evaluating consequences of decisions, and clarifying CCSU policies. Once students declare a major, they are advised in the appropriate school.

Each semester, the Student Success Series' seminars provide students with valuable information on effective study skills, time management, note-taking, test-taking, and overcoming procrastination.

### CAREER, ACADEMIC, & PERSONAL COUNSELING

If career indecision, low academic confidence, personal issues, or work conflicts interfere with getting an education, counseling services may be part of the solution. Counselors help students with reducing stress and anxiety, addressing depression, balancing roles and responsibilities, developing academic confidence and improving performance, making effective decisions, and getting along with others. Counseling is primarily short-term in nature and strictly confidential. Referrals to other helping professionals and community agencies are made as appropriate.

Seminars encouraging exploration of choices and alternatives to the personal and sometimes difficult issues facing college students today are available each semester through the Personal Development Series.

### JOB SEARCH SERVICES

When Clayton State students and graduates approach employment transitions, various job search resources and services are available to help them identify prospective employers and conduct an effective job search campaign. Each semester, professional staff members provide the Career Achievement Series, which covers such topics as resume preparation, effective interviewing techniques, wardrobe planning and business etiquette. Many students also utilize the resume critique services. An extensive resource collection of books, job search web sites, and videotapes provides thorough information about employment and professional skills. In addition, students can access a variety of employment opportunity links from the Counseling & Career Services' web page at <http://adminservices.clayton.edu/CCS>.

Other job search services include the following:

- On-line and hard copy listings of employment opportunities for full-time, part-time, summer, seasonal, temporary, and on-campus positions.
- Employment services, including on-campus recruiting and interviews and electronic resume referrals to employers.
- Web posting of student and alumni resumes through CareerConnections & GeorgiaHire.
- Business In Review—a Career Expo, which brings more than one hundred businesses and agencies to campus each spring.
- Part-Time Job Fair—held each fall—highlighting part-time, temporary, or seasonal employment.

Students and graduates who wish to register for resume referral and web posting for employers must purchase a CareerConnections web account from the CCSU Campus Bookstore.

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## DIVERSITY AND DISABILITY SERVICES

### Student Center Building

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#### DIVERSITY SERVICES

The Office of Diversity and Disability Services is available to address the unique needs of special student populations on the CCSU campus. The office assists minority students in their adjustment to student life and provides appropriate and reasonable individualized accommodations for eligible students with disabilities. The office 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 Cultural Diversity Training, The Tradition Series of Campus Programming, Lyceum, and Spivey Hall events. The director 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.

#### DISABILITY SERVICES

Any Clayton State student (or person eligible for enrollment) who can provide documentation of one or more disabilities may be eligible for services according to the Americans with Disabilities Act, 1990. Disability Services provides appropriate and reasonable individualized accommodations for eligible students with disabilities.

The following are examples of the types of disabilities that may require services:

- Motor Impairment
- Health Impairment
- Learning Disability
- Psychological Disability
- Attention Deficit Disorder
- Visual Impairment/Blindness
- Hearing Impairment/Deafness
- Speech/Language Impairment
- Traumatic Brain Injury (Acquired Brain Impairment)
- Any other condition that substantially limits one or more of life's major activities.

Disability Services include the following:

- Extended test time
- Taped lectures
- Note-taking assistance
- Ability to enter and exit classroom
- Separate/quiet testing environment
- Use of word processor, dictionary, spell check, or other equipment
- Assistive listening devices
- TDD – Telecommunication Device for the Deaf
- Interpreter services
- Special seating
- Enlarged materials
- Close captioning
- Assistance obtaining books on tape
- Braille
- Special arrangements for attendants
- Other special services may be necessary and will be coordinated with appropriate faculty and staff.



Disability Services' policy requires students with disabilities to request services in writing as soon as possible prior to the semester services are needed. See the Disability Services Handbook at <http://adminservices.clayton.edu/disabilityservices/handbook.htm>.

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## STUDENT LIFE

### Student Center Building

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#### 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 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 (770) 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 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 it with necessary information that may be of concern and providing 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 Admissions Chapter of this catalog for details about orientation.

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## OTHER STUDENT SERVICES

### Student Center Building

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#### 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.

Requests for official transcripts and verification of enrollment should be directed to this office. ([www.clayton.edu](http://www.clayton.edu)) 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. (See Admission Chapter.)

**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 the 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 (STC-226). New housing immediately adjacent to campus is specifically designed with students in mind including computer hook-ups and roommate plans. However, the University neither approves nor disapproves specific housing arrangements, 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.

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## AUXILIARY SERVICES FOR STUDENTS

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### Campus Store - Student Center Building, lower level (770-961-3480)

The CCSU Campus Store is a full-service facility for the following:

- New and used textbooks
- General and special order books
- School and office supplies
- Computer software and guidebooks
- Backpacks
- Gifts and cards
- University insignia merchandise
- Book buy back

**Payments:** The store accepts cash, check, Visa, MasterCard, Discover, American Express and the LINX Card.

**Hours:** Monday - Thursday, 8:00am - 8:00pm; Friday, 8:00am - 2:00pm  
For updated information about hours, visit:

[www.ccsucampusstore.com/events](http://www.ccsucampusstore.com/events)

**Refund Policy:** Textbooks may be returned during the first two weeks of the term for which they were purchased. To receive a full refund, the books must be in the same condition as they were when purchased. If any textbook or textbook component is sealed, it must be returned unopened. The original CCSU register receipt is required.

### LINX Card Center - Student Center Building, lower level (770-961-3686)

The LINX Card is the official CCSU student ID. It is accepted as photo identification to access an array of services on campus. Students can deposit money into the LINX Account, allowing them to use the card as an on-campus debit card at the CCSU Campus Store, Dining Services, vending machines, student copying and printing, the HUB, and Public Safety. The LINX Card can also act as an ATM card when connected to your Wachovia Bank Account.

**Hours:** Monday - Thursday, 8:00am - 8:00pm; Friday, 8:00am - 2:00pm

### Dining Services - Student Center Building, lower level (770-961-3560)

Dining 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 & cold beverages. Dining Services accepts cash and the LINX Card for purchases. **Hours:** Monday - Thursday, 7:30am - 8:00pm; Friday, 7:30am - 2:00pm

### Vending

Vending services are available across campus. Selections include cold drinks, snacks, and coffee. All vending machines accept cash and the LINX Card.

### SmartPrint/Copying

SmartPrint is the student printing service on campus. Documents must be queued from the notebook computers or GALILEO workstations. Print stations are located in the Library, the Computer Lab and Student Center Copy Center. Photo Copiers are located in the Library and Copy Center. Both services accept the LINX Card only for payment.

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## INTERCOLLEGIATE ATHLETICS

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Clayton College & State University Athletics program features 10 sports and competes at the NCAA Division II-level in the Peach Belt Athletic Conference. The University has five male and five female teams, 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.

In the Peach Belt Conference, 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 Southeastern schools that 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 to support the teams. For more about Clayton State Athletics, the Athletic Web Pages, part of the Clayton State web site at <http://athletics.clayton.edu>.

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### STUDENT HANDBOOK

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The *Student Handbook* details the rights and responsibilities of a student at Clayton College & State University. A copy of the *Student Handbook* is usually given to each student during orientation. The publication also is available on-line at [adminservices.clayton.edu/studentlife](http://adminservices.clayton.edu/studentlife). Students at Clayton College & State University are expected to 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 & Enrollment Services.

## Chapter 13 FINANCIAL AID, SCHOLARSHIPS AND THE HONORS PROGRAM

FINANCIAL AID

SCHOLARSHIPS

HONORS PROGRAM

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## FINANCIAL AID

### Student Center Building

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#### 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 afford to attend college. Clayton State has established the guideline that the primary responsibility for financing a college education lies with 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 be expected to contribute and the actual cost of attending CCSU. 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). Students may also apply via the official Clayton College & State University website. Go to [www.clayton.edu/financialaid](http://www.clayton.edu/financialaid). Click on "How to Apply." Select the appropriate academic year. Carefully follow all directions. This website also contains useful information about financial aid programs, eligibility requirements, and a calendar of events.

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

*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.*

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#### 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 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 local high schools, and on the web at [www.clayton.edu/financialaid](http://www.clayton.edu/financialaid). Click on "How to Apply." Select the appropriate academic year. Carefully follow all directions.

##### Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant that is available to students who demonstrate financial need. To apply for the FSEOG, 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 FSEOG.

#### FEDERAL WORK-STUDY PROGRAM

The work-study program is a federal financial aid program that provides part-time jobs to students with financial need. Work-study positions are available in most on-campus offices. There are also reading mentor positions in local elementary schools.

Since funds are earned, no repayment is necessary. To determine eligibility, students must complete the Free Application for Federal Student Aid (FAFSA) for the appropriate academic year. More information is available at <http://www.clayton.edu/financialaid>. Then click "work study."

#### 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.

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. Students who are awarded a Stafford Loan must complete a Loan Acceptance Form.

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.

### 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 institutions 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. Students must commit to teach as an employee of the Georgia public school system within 12 months of graduation.

Applications for the PROMISE Teacher Education Program are available at the Teacher Education Office at Clayton College & State University.

### Emergency Loans

A student may apply for an emergency loan to cover all or part of the cost of in-state tuition and fees in case of exceptional circumstances. To apply for an emergency loan, a student must be in good academic standing with the University and must not have had returned checks or previous financial problems with the University. A copy of the guidelines and an application may be obtained from 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 eligible veterans in utilizing their educational benefits to the fullest advantage. Federal, state, and institutional policies and procedures concerning standards of progress (i.e., attendance, length of program, and specific classes pursued) are currently in effect for all students receiving veteran benefits. 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. You must list Clayton College & State University as one of the colleges you plan to attend. Clayton State's school code is 008976. You may also apply via the Web at [www.clayton.edu/financialaid](http://www.clayton.edu/financialaid). Click on "How To Apply." Select the appropriate academic year. Carefully follow all directions.
3. **Transfer Students:** If you have attended any school since June 2000, 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).
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 2000,
    - 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. Enrolled students may receive an e-mail in lieu of a letter giving them instructions on how to access their award information.
  5. Students who are eligible for one of the loan programs must complete a Loan Acceptance Form after they have been awarded.
- 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 or certificate 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 24 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 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 48 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 repeat courses or 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. 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.
  - f. 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 semester hours of Learning Support and deficiency courses.
  - g. When a student's financial aid eligibility has been suspended, the student may appeal this decision if specific circumstances have prevented the student from meeting the Standards of Academic Progress. The appeals process will be as follows:
    - (1) The student must complete a Financial Aid Appeal Form.
    - (2) The Vice President of Student Enrollment Services 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:
- Financial Aid is awarded for multiple semesters but is disbursed each semester after the student has registered for classes. Students who are eligible for grants, scholarships, and loans will have these funds credited to their accounts each semester.
- E. Information regarding the refunding of student fees may be found in the Financial Information chapter of this catalog.
- F. The Cost of Attendance (financial aid budget) can be found on the official CCSU website. Go to [www.clayton.edu/financialaid](http://www.clayton.edu/financialaid). Click on "Cost Of Attendance."
- G. The official procedures for making sure that financial aid is credited to the student account at the time of registration for classes are published in the Semester Schedule of Classes.

#### Important Notice Concerning Refunds for Students on Financial Aid

Beginning Fall Semester 2000, CCSU is required to implement the new United States Department of Education's Return of Title IV Aid Policy for managing federal financial aid funds. At the date that this catalog went to press,

the University System of Georgia had not completed the process of altering their refund policy to reflect changes in federal policy.

The most important aspect of the new federal policy is that the date of withdrawal will determine how much of the original aid award the student actually "earned". If the student is found to have earned less aid than was actually received, the student will be required to repay the aid that was disbursed on their behalf.

As soon as the University System of Georgia has completed the process of altering their refund policy, more detailed information will be made available to students. Please refer to your Schedule of Classes for each term and to your financial aid award letter for further details.

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## SCHOLARSHIPS

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### 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 HOPE-approved mandatory fees. 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. Students enrolled in a degree program will also qualify for HOPE if, after attempting 60 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. 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.)

### 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.

### PROCEDURES TO APPLY FOR SCHOLARSHIPS

Clayton College & State University scholarship packets are available in late fall each year. The priority application deadline is in April for the upcoming academic year. Some scholarships, such as Spivey Music Scholarships and private scholarships, have different application deadlines and require a separate application.

Some scholarships require demonstration of financial need as well as academic potential. The Free Application for Federal Student Aid (FAFSA) must be completed when any merit-based scholarship is based on financial need.

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.

More information, including details about specific scholarships, is available at <http://www.clayton.edu/financialaid>. Then click "scholarships" or contact the Scholarship/Work-Study Coordinator at [sherrybarwick@mail.clayton.edu](mailto:sherrybarwick@mail.clayton.edu) or (770) 961-3730.

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## HONORS PROGRAM

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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 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 an ongoing scholarship. Honors Program students are also encouraged to apply for HOPE scholarships, which may be awarded in addition to the Honors Program Scholarship.

### APPLICATION PROCEDURES

To be eligible to apply for the Honors Program, an entering student must complete the foundation Honors Program scholarship application and meet the following minimum qualifications:

- Academic GPA of 3.00 in high school college preparatory courses.
- SAT-I of 1100 (Subscores and achievement tests will be considered, but no minimum is established.)

Meeting minimum qualifications does *not* guarantee acceptance.

Acceptance is based on demonstrated potential for the following:

- 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 770-961-3463 or the Office of Admissions at 770-961-3500.

A limited number of current CCSU freshman students will be admitted to the Honors Program also. Please contact the coordinator at 770-961-3463.

**Chapter 14**  
**CONTINUING EDUCATION**  
**AND**  
**COMMUNITY OUTREACH**

*WORKSHOPS, SEMINARS, CONFERENCES, AND MEETINGS*

*BUSINESS RESOURCE CENTER*

*SMALL BUSINESS DEVELOPMENT CENTER*

*FACILITIES USE*

*JOB TRAINING PARTNERSHIP ACT (JTPA)*



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## CONTINUING EDUCATION AND COMMUNITY OUTREACH

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Bryan Edwards, Dean of Continuing Education & Executive Director of Community Outreach  
<http://conted.clayton.edu/>, phone 770-961-3550

### GENERAL INFORMATION

Clayton College & State University is dedicated to serving the educational and cultural needs of Atlanta's Southern Crescent. As an institution of the University System of Georgia, the University shares with its sister institutions the philosophy that such service extends beyond purely academic offerings to the special educational and cultural needs of the community itself, especially through continuing education for adults. It is the mission of Continuing Education and Community Outreach to provide for adults high-quality learning experiences which are affordable and accessible. Through the educational resources of the University, Continuing Education and Community Outreach works with community organizations and area businesses to foster economic development and improve the quality of life. Clayton College & State University contributes most significantly to economic growth by educating the area's work force. The University has demonstrated this commitment by training Georgia workers from more than 1,000 companies, both large and small, 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 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 community groups some of the 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. More than 18,000 persons participated in continuing education courses offered through Continuing Education and Community Outreach annually.

### PROGRAMS

Continuing Education courses have several purposes. Career-oriented courses are designed to help individuals improve skills and move toward new occupational opportunities. Personal growth courses provide individuals the

opportunity for greater self-awareness and progress toward their full potential. Courses in the area of sports and recreation provide physical activity and the development of a sound physical condition while leisure 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, Continuing Education offers special opportunities for young people in music, sports, language, and mathematics as well as an extensive summer program.

Programs are offered both on the Morrow campus and at off-campus instructional centers in Clayton, Henry, Fulton, Fayette, Spalding, and Rockdale counties. During the past year, the department has worked closely with school systems in Henry, Fayette, Clayton, Rockdale, Spalding, and Fulton counties to design and offer dozens of programs at locations convenient to residents.

### REGISTRATION INFORMATION

The Office of Continuing Education mails its semester schedule of programs to more than 380,000 homes in the south metropolitan Atlanta area. The schedule describes classes and lists program times and fees.

Registration for each semester 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. 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.

To receive a schedule of course offerings or to register for a course, call (770) 961-3550.

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## WORKSHOPS, SEMINARS, CONFERENCES, AND MEETINGS

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The Harry S. Downs Center for Continuing Education staff works with groups of individuals within the community to generate continuing education workshops and seminars to meet other special educational needs. For example, continuing professional education workshops have been conducted for nurses, teachers, managers, public officials, and social workers. The Center also provides professional, personal, meeting and conference services to meet the educational goals of local companies and has the ability to downlink satellite transmissions using a C-Band and KU Band satellite dish.

To obtain more information on seminar, conference or meeting services, call (770) 961-3558.

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## BUSINESS RESOURCE CENTER

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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, including 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 more information on contact training or services offered by the Business Resource Center, call (770) 961-3438

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## SMALL BUSINESS DEVELOPMENT CENTER

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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, in cooperation with the University of Georgia, the SBDC provides small business owners, managers, and chambers of commerce with information and advice at no charge.

Periodically throughout the year, the Center offers a series of management seminars for small businesses.

The SBDC staff of professional consultants 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:

- startup and development of business plans;
- 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 management series.

To schedule an appointment or to obtain more information, applicants should call the Small Business Development Center at 770-961-3440.

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## FACILITIES USE

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Continuing Education and Community Outreach is responsible for sanctioning the use of University facilities by groups external to the University. Activities and events of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purpose of the University are usually approved and co-sponsored by the University. To inquire about using campus facilities, call 770-961-3559.

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## JOB TRAINING PARTNERSHIP ACT (JTPA)

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The Clayton College & State University Job Training Program is federally funded through the Job Training Partnership Act (JTPA), which is 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, based on Federal income guidelines, must be designated as economically disadvantaged 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 participants commitment to look for, accept, and keep appropriate employment.

For information call the JTPA Career Resources Center at 770-473-2121.

*Chapter 15*  
**UNIVERSITY HISTORY  
AND OTHER INFORMATION**

*UNIVERSITY HISTORY**UNIVERSITY SYSTEM OF GEORGIA**CLAYTON COLLEGE & STATE UNIVERSITY  
FOUNDATION, INC.**UNIVERSITY FACILITIES*


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**UNIVERSITY HISTORY**

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|----------------|---|
| 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.  |
| September 1981 | College establishes the Division of Technology (changed to the School of Technology in 1986).   |
| September 1983 | College receives a three-year \$237,000 grant from the U.S. Department of Education to develop a comprehensive general education program.       |
| May 1985       | Board of Regents authorizes conversion of Clayton from a two-year to a four-year institution.   |
| May 1985       | College receives \$1 million gift honoring the late Dr. Walter P. Spivey to be used to design and construct a music recital hall on the campus. |

- June 1985 The Charles Schmidlapp Conklin Chair of Finance, the 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 College opens first off-campus facility with classes beginning in the Aircraft Mechanics Program in Jonesboro.
- June 1988 College opens the Technology Building as the ninth building on campus.
- September 1988 Upper-level classes leading to the Bachelor of Science in Nursing degree are added to the curriculum.
- June 1989 Clayton State College awards its first Bachelor of Business Administration degrees.
- June 1990 College awards its first Bachelor of Science in Nursing degrees.
- June 1990 College awards its first Associate of Applied Science in Aviation Maintenance Technology degrees.
- November 1990 Clayton State College enters into intercollegiate athletic competition with men's basketball.
- December 1990 College opens the Continuing Education Center.
- January 1991 College opens Spivey Hall.
- September 1991 Upper-level classes leading to the Bachelor of Music are added to the curriculum.
- November 1991 Clayton State expands intercollegiate athletic program with addition of women's basketball.
- May 1992 College holds inaugural concerts dedicating the Albert Schweitzer Memorial Organ in Spivey Hall.
- May 1992 Clayton State receives \$150,000 grant from BellSouth Foundation to design and implement a baccalaureate degree program in teacher education.

- June 1993 Clayton College awards its first Bachelor of Music degrees.
- August 1993 College opens Clayton State Boulevard, a new entrance road from Highway 54 to the main entrance of the campus.
- January 1994 Dr. Richard A. Skinner is named Clayton State's second President.
- Spring 1995 Clayton State 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 College adds five sports (women's tennis and soccer, cross country, and golf).
- February 1996 Board of Regents approves Bachelor of Applied Science degree with majors in Technology Management, Administrative Management, Allied Health Administration and Dental Hygiene Practice and Administration.
- August 1996 College receives \$100,000 grant from CSX Transportation to fund continuing education Rail Training Institute.
- November 1996 Board of Regents authorizes change to university status and name change to Clayton College & State University.
- December 1996 Board of Regents approves Information Technology Project in principle.
- March 1997 Board of Regents gives final approval to Information Technology Project.
- March 1997 Board of Regents approves Bachelor of Arts and Bachelor of Sciences Integrative Studies major.
- April 1997 Continuing Education Center rededicated and renamed after President Emeritus Harry S. Downs.
- January 1998 Distribution of notebook computers to all students completed.
- March 1998 Men's and women's track added as ninth and tenth sports.
- May 1998 Board of Regents approves Information Technology degrees and New College.

August 1998	University goes to Semester system of classes.
August 1998	First Information Technology students enrolled.
Fall 1998	Construction begins on Music Building.
November 1998	University receives \$200,000 grant from AT&T to develop Wireless Technology Curriculum.
June 1999	Michael F. Vollmer named Interim President.
June 1999	G. Robert Oliver named chairman of Clayton College & State University Foundation Board of Trustees.
July 1999	University opens Roswell Center.
August 1999	Gateway Village project approved by Clayton County.
September 1999	University celebrates 30 <sup>th</sup> Anniversary
November 1999	CCSU Distance Learning program named second-best in nation by United States Distance Learning Association.
December 1999	University holds first Winter Commencement ceremony.
December 1999	U.S. Government funds \$1,000,000 CCSU military training program.
March 2000	Campus lake named "Swan Lake."
March 2000	University Learning Center funded by State Legislature.
April 2000	Dr. Thomas K. Harden named CCSU President.
May 2000	Music Building Opens.

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## THE UNIVERSITY SYSTEM OF GEORGIA

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Thirty-four public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

Fifteen two-year colleges offer the first two years of studies leading to bachelor degrees and professional degrees, as well as one- and two-year career programs designed to prepare students for immediate employment. Career programs are available in fields such as accounting, computer science, agricultural equipment technology, electronics, drafting, dental hygiene, nursing, secretarial studies, and over fifty other fields.

The 13 state colleges and universities offer bachelor degrees and, in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music.

Some of these institutions also offer many of the two-year career programs offered by junior colleges.

The six regional and research universities offer graduate programs leading to master's and doctor's degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology; economics and health administration at Georgia State University; medicine and dentistry at the Medical College of Georgia; to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the 34 colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia.

The thirty-four institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years.

## MEMBERS OF THE BOARD OF REGENTS

			Current Term
THOMAS F. ALLGOOD, SR.	Augusta	Tenth District	1993-2000
JUANITA POWELL BARANCO	Lilburn	Fourth District	1997-2005
KENNETH W. CANNESTRA	Atlanta	Sixth District	1994-2001
CONNIE CATER	Macon	Eighth District	1999-2006
J. TOM COLEMAN, JR.	Savannah	State-at-Large	1995-2002
JOE FRANK HARRIS	Cartersville	Seventh	1999-2006
HILTON H. HOWELL, JR.	Atlanta	State-at-Large	1998-2004
JOHN HUNT	Tifton	Second District	1997-2004
EDGAR L. JENKINS	Jasper	Ninth District	1994-2001
CHARLES H. JONES	Macon	State-at-Large	1995-2002
DONALD M. LEEBERN, Jr.	Atlanta	State-at-Large	1998-2005
ELRIDGE W. McMILLAN	Atlanta	Fifth District	1996-2003
MARTIN W. NeSMITH	Claxton	First District	1999-2006
GLENN S. WHITE	Lawrenceville	Eleventh District	1998-2005
JOEL O. WOOTEN, JR.	Columbus	State-at-Large	1999-2006
JAMES D. YANCEY	Columbus	Third District	1999-2000

## 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 – 15<sup>th</sup> 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

## STATE UNIVERSITIES

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 N. 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

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

## STATE COLLEGES

Dalton State College  
213 N. College Avenue  
Dalton, Georgia 30720  
(706) 272-4438—GIST 235-4438

Macon State College  
College Station Drive  
Macon, Georgia 31297  
(912) 471-2712—GIST 323-2712

## 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

Darton College  
2400 Gillionville Road  
Albany, Georgia 31707  
(912) 430-6705—GIST 341-6705

Georgia Perimeter 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

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**THE CLAYTON COLLEGE & STATE UNIVERSITY  
FOUNDATION, INC.**


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The Clayton College & State University Foundation, Inc., was chartered in September of 1974. A non-profit corporation, the Foundation was established primarily to assist and support Clayton College & State University in the pursuit of excellence in programs and services and to assist and encourage citizens of our community in their pursuit of an education.

An annual program of work established by the Board of Trustees of the Foundation focuses on scholarships for area high school students to attend Clayton College & State University; awards for outstanding students, faculty and staff already associated with the University; and the establishment of an Endowment Fund to insure support of programs of the Foundation in future years.

The Foundation welcomes interest in its programs and goals and is in a position to accept support for special programs that citizens may wish to identify.

Current members of the Board are:

**Trustees**

Dr. Manolo B. Apanay, Jonesboro  
Dr. James L. Askew, Riverdale  
Ms. Kathlyn F. Barksdale, Conyers  
Ms. Vicki T. Borders, Fayetteville  
Dr. John G. Campbell, Peachtree City  
Mrs. Lata Chinnan, Riverdale  
Mr. Thomas B. Clonts, Jonesboro  
Mr. J. Daniel Colwell, Fayetteville, *Ex Officio*  
Mr. C.S. Conklin II, Atlanta  
Mrs. Claire H. Crumbley, McDonough  
Mr. William Ronald Duffey, Newnan  
Mr. Bruce B. Gant, Jr., Jonesboro  
Mr. Michael A. Gray, Fayetteville, *Ex Officio*  
Mrs. Sherry D. Hamilton, Jonesboro  
Dr. Thomas K. Harden, Jonesboro  
Mr. Booker T. Izell, East Point  
Dr. Elizabeth H. Marshall, Jonesboro  
Mr. Charles J. Martin, Forest Park  
Mr. James V. Mottola, Newnan  
Mr. G. Robert Oliver, Jonesboro  
Mr. John E. Parkerson, Jr. Jonesboro  
Mr. Carl G. Rhodenizer, Lake City  
Mr. H. Lindy Rogers, Lovejoy  
Ms. Diane Shubert, Stockbridge  
Mr. Roderick A. Suarez, Jonesboro  
Mr. M. Allan Vigil, Fayetteville  
Mr. Thomas J. Wicker, McDonough

Mr. James M. Wood, Jr., Forest Park  
Mr. Sam J. Zamarripa, Atlanta

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## UNIVERSITY FACILITIES

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### 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 in keeping with the mission of the University and whether the University has the resources to co-sponsor the activity as one of its own educational programs. Groups external to the University will be assessed a fee based on the particular facility and services delivered.

Activities of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purposes of the University are usually approved and co-sponsored by the University.

The Continuing Education Center, the Wellness Center, and Spivey Hall are special-use training and performance facilities and have specific policies and procedures developed stating priorities of use.

Requests to use facilities by chartered student organizations shall be approved in accordance with guidelines set in the Clayton College & State University handbook Student Organization Rights and Responsibilities, Section IIIB.

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 not administered under this policy statement.

Procedural documents and facilities agreements have been developed to establish the terms of use of University facilities and equipment and must be executed when appropriate.

### CAMPUS FACILITIES

The ADMINISTRATION BUILDING (ADM) houses the President; the Vice President for Academic Affairs; the Vice President for Operations, Planning, and Budgeting. The Bursar's Office (Student Accounts) is also in this building.

The LECTURE HALL (LEC) is a round building containing large lecture rooms. Renovation into a multimedia learning center is scheduled to be completed during the 2000-2001 academic year.

The BUSINESS AND HEALTH SCIENCES BUILDING (BHS) 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.

The HARRY S. DOWNS CENTER FOR CONTINUING EDUCATION (CEC) contains offices for Continuing Education and rooms for conferences and short courses.

The STUDENT CENTER (STC) houses the Office of the Vice President and 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, CCSU Campus Store, LINX Card Center, Dining Services, Student Lounge, game room, Student Government Association, and student publications offices.

The ATHLETICS AND FITNESS CENTER (A&F) 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*.

The MAINTENANCE BUILDING (MNT) contains the offices of the Director of Plant Operations and a storage area for the University's inventory of operating supplies.

The ARTS AND SCIENCES (A&S) building includes generalized classrooms, specialized areas for art, offices for faculty in the School of Arts and Sciences, and the University's 230-seat Lecture Hall.

The LIBRARY (LIB) 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.

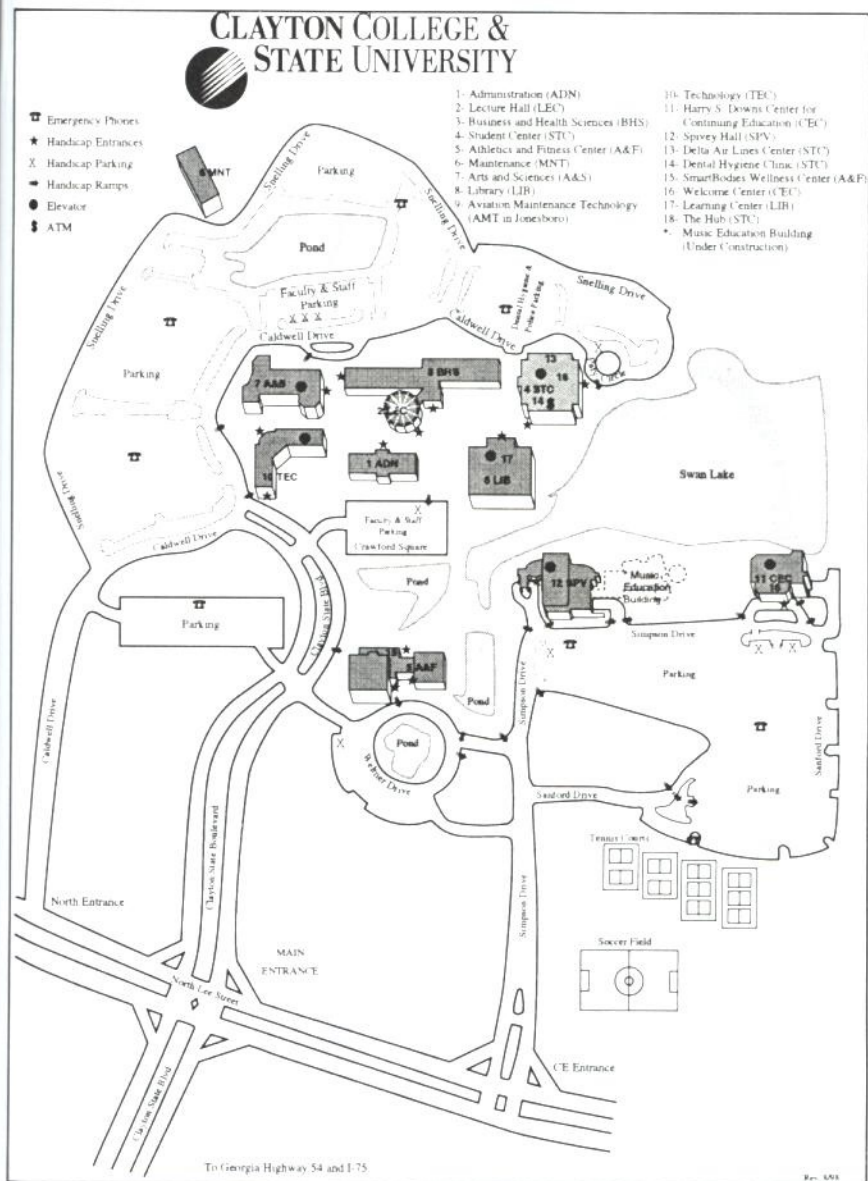
SPIVEY HALL (SPV) dedicated in 1991, has earned a reputation as one of the finest recital halls in the Southeast. The stage of the 400-seat hall accommodates a 100-voice choir, and the orchestra pit seats a 50-piece orchestra. Included in the magnificent structure is a grand staircase leading into a 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.

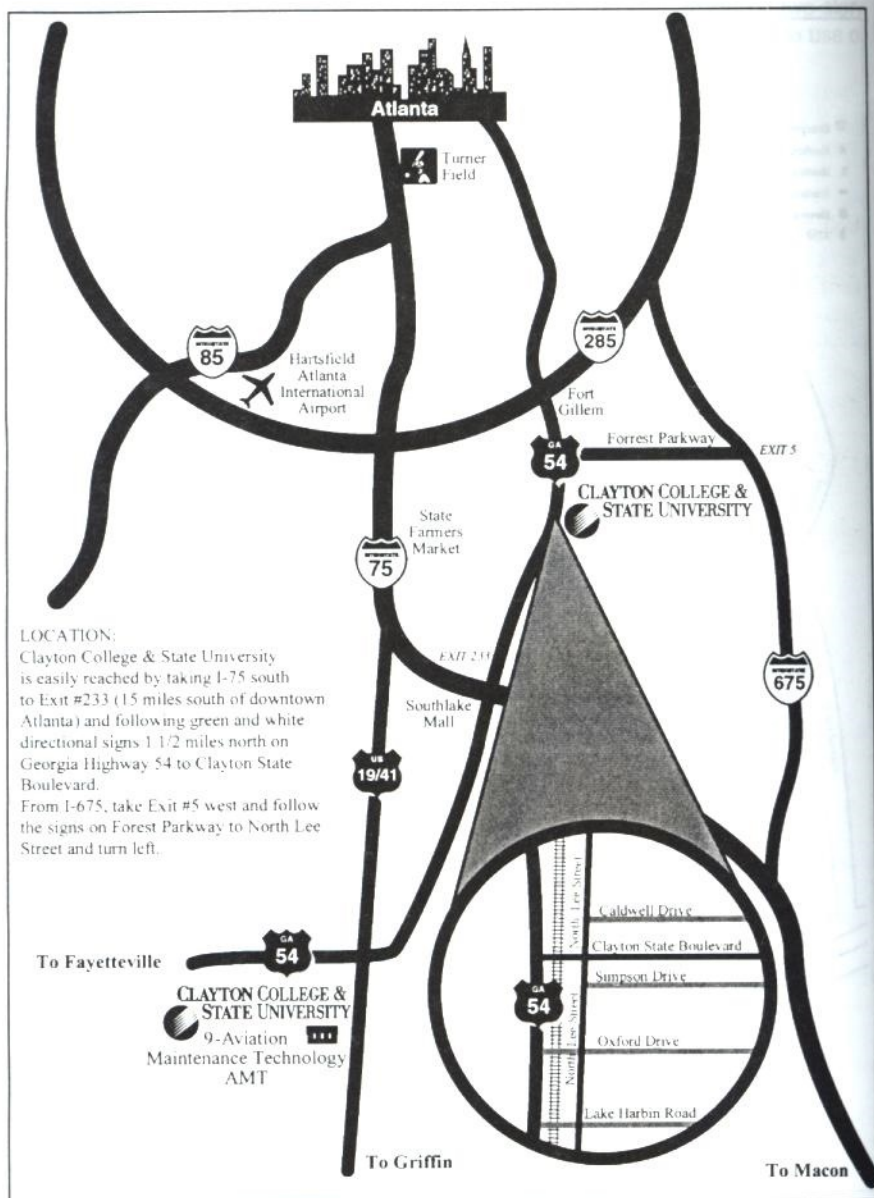
The TECHNOLOGY BUILDING (TEC) includes laboratories, classrooms, and faculty offices for programs offered through the School of Technology and the New College for Economic & Community Development, and classrooms and office spaces for the Department of Teacher Education.

The AVIATION MAINTENANCE BUILDING (AVM) is located on Tara Boulevard in Jonesboro.



The new MUSIC BUILDING (MUS) Scheduled to open by Summer 2000. Features classrooms, offices, and practice facilities arranged around a two-story atrium. The Music Building is located adjacent to Spivey Hall to facilitate use of the Hall by music students.





## CHAPTER 16 UNIVERSITY PERSONNEL LISTINGS

PRESIDENT'S ADMINISTRATIVE COUNCIL

CORPS OF INSTRUCTION—Faculty with Academic Rank and Librarians

EMERITI

ADJUNCT

TEMPORARY AND PART-TIME FACULTY

ADMINISTRATIVE OFFICES

**PRESIDENT'S ADMINISTRATIVE COUNCIL**

THOMAS K. HARDEN, President

ELLIOTT W. McELROY, Vice President for Academic Affairs

PATRICK J. O'HARE, Vice President for Operations, Planning, and Budgeting

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

RONALD W. BARDEN, Executive Director, Office of Information Technology and Services

H. MASON BARFIELD, Executive Director of Athletics and Instructor of Physical Education

SHERRYL NELSON, Executive Director of Spivey Hall

**CORPS OF INSTRUCTION --****Faculty with Academic Rank and Librarians**

JANNIE R. ADAMS, Assistant Professor of Medical Assisting  
B.S.N., Albany State University, 1978; M.S.A., Central Michigan University, 1987.

ABDELNASER J. AL-HASAN, Assistant Professor of Mathematics  
B.A., University of Wisconsin-Milwaukee, 1992; M.S., University of Wisconsin-Milwaukee, 1994; Ph.D., University of Wisconsin-Milwaukee, 1998.

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.

GLENDIA 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.

ESFANDIAR BAKHTIAR, Instructor of Information Technology  
B.A., Iran National University, 1978; M.S. University of Dallas, 1980; M.B.A., University of Dallas.

H. MASON BARFIELD, Director of Athletics and Instructor of Physical Education  
B.S.Ed., Valdosta State University, 1982; M.Ed., Valdosta State University, 1985.

KATRINA R. BARNES, Assistant Professor of Nursing  
B.S.N., Emory University, 1972; M.S., Georgia State University, 1979.

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.

GINNY W. BASS, Coordinator of DTAE/IES and Assistant Professor of Technical Education  
B.S., University of Georgia, 1976; M.S., Georgia Southwestern State University, 1991; Ed.S., Columbus State University, 1994.

JOAN W. BASS, Assistant Professor of Office Administration Technology  
B.S.Ed., University of Georgia, 1974; M.Ed., Georgia State University, 1979.

EUGENIA S. BEARDEN, Associate Professor of Dental Hygiene  
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- FAYE T. BARR, Professor Emerita of Sociology
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- KATHRYN N. DONOVAN, Associate Professor Emerita of Nursing
- HARRY S. DOWNS, President Emeritus
- MARY F. ESTES, Professor and Dean Emerita of Arts and Sciences
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- AVERY H. HARVILL, Professor Emeritus of Physical Education
- OSCAR C. LAM III, Professor Emeritus of Biology
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- JEANNINE R. MORRISON, Professor Emerita of Music
- BILLY R. NAIL, Professor Emeritus of Mathematics
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- ANGELYN H. CHEYNE, Director of Experiential Learning
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LORA N. LEAP, Assistant to the Department Head, Information Technology

S. ELIZABETH MITCHELL, Counselor

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### **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 1999-2000 year.

Roy W. Adams, Dental Hygiene  
 Ejem N. Ahanotu, Biology  
 Renee I. Ahmann, Office Admin.  
 Mukhtar A. Alas, Economics  
 Wm. Mark Amos, Paralegal Studies  
 Patricia Angeli, Political Science  
 Mary L. Badarak, Music  
 Michael P. Baird, Business Law  
 Janice S. Bales, Mathematics  
 Steven H. Ballard, Business Law  
 Harold R. Banke, Physics  
 Miriam H. Barge, College Skills  
 Leslie Bartman, Med. Transcription  
 Theo M. Belvin, Mathematics  
 Donald Blackwell, College Skills  
 Bettye C. Blount, German  
 Sandra H. Blythe, Reading  
 Joseph L. Bowler, Information Tech.  
 Helen L. Brackett, Office Admin.  
 Frank W. Brandon, History  
 Anthony J. Braswell, Health Care Mgt  
 Richard L. Bray, Political Science  
 Barbara E. Briggs, Dental Hygiene  
 Marilyn S. Bright, Paralegal Studies  
 Kathryn L. Brooks, Nursing  
 Tara L. Brooks, Dental Hygiene  
 Corretta S. Brown, Dental Hygiene  
 Judy C. Brown, English  
 Kelly S. Bryant, Music  
 Lenora C. Bryant, English  
 Mara A. Burgar, Paralegal Studies  
 Patricia Buttaro, Paralegal Studies  
 Alan B. Cambeira, Spanish  
 Helen J. Cameron, Reading  
 Lillie M. Canty, Computer Networking  
 David Chang, Mathematics

Daniel R. Chitty, Aviation Maint.  
 Emory T. Clark, College Skills  
 Daniel H. Cohen, Sociology  
 Gary B. Cohen, English  
 Susan B. Connally, Nursing  
 Edward L. Conner, Critical Thinking  
 J. Judith Cox, Music  
 Elizabeth Derderian-Wood, Music  
 Quinn K. Dickerson, Political Science  
 Noel Anthony DoHarris, Mathematics  
 Kathleen A. Dolan, Sociology  
 Laura K. Doyle, Aerobics  
 Barbara J. Donald, Networking  
 Christopher Dunbar, Comp. Network.  
 Glenda A. Elkins, Medical Assisting  
 Phillip Elkins, Music  
 Tonya J. Etherton, Dental Hygiene  
 Christopher B. Fairchild, Theater  
 Maria C. Fermin-Ennis, Chemistry  
 Daniel H. Fernald, Philosophy  
 Onice Fields, English  
 Brian D. Flagler, Paralegal Studies  
 Linda Foltz, Psychology  
 Robert O. Forrest, Marketing  
 Michael R. Frady, Medical Assisting  
 Connie L. Frank, English  
 Shane R. Freed, Computer Net.  
 George D. Fuller, College Skills  
 William J. Geib, Marketing  
 Glenice A. Graves, English  
 Larry Grier, Computer Networking  
 William L. Griffin, Mathematics  
 John O. Griffith, Information Tech.  
 Ted A. Gurch, Music  
 Christine M. Haer, Dental Hygiene  
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Dianne W. Hammock, Networking  
 David M. Hanson, Biology  
 Clark J. Harrell, Music  
 Stanley M. Harris, Nursing  
 William B. Hearn, Music  
 Susan C. Henry, English  
 Peter J. Higgins, English  
 Brenda J. Hoard, Marketing/Merch  
 Richard D. Hobbs, Paralegal Studies  
 William M. Hooper, Psychology  
 Stacey Allen Houghton, Music  
 Steven R. Hurley, Electronics  
 Ellen M. Jackson, History  
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 Kaili Jiao, Information Technology  
 Janice L. Johnson, Nursing  
 Gene D. Kleese, Management  
 Terri Kyle, Nursing  
 John Joseph Lamb, Political Science  
 Edward W. Lawrence, Philosophy  
 Harold M. Leaver, Drama  
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 Eldridge L. Lee, Philosophy  
 Morgan R. Lee, Physics  
 Rhonda L. Lemons, Dental Hygiene  
 James D. Lester, English  
 Steven J. Lewengrub, Paralegal St.  
 Susan M. Lipsett, Accounting  
 Catherine Mammola, English  
 Margaret M. Martelly, Dental Hygiene  
 Michael A. McCullough, EMT  
 Sandra M. McKay, Nursing  
 Betty E. Meachum, Nursing  
 Christopher A. Menard, Info. Tech.  
 Thomas E. Merriwether, Marketing  
 Cheryl L. Mills, Dental Hygiene  
 Susan Miltenberger, Music  
 James F. Missroon, Mathematics  
 S. Faye Monroe, Information Tech.  
 Nellie M. Monsrud, Mathematics  
 Rebecca S. Montgomery, History  
 William H. Moon, Economics  
 James R. Morris, Music  
 Cecelia M. Murray, Management  
 Carole B. Nation, Mathematics  
 William P. Neal, College Skills  
 Jason G. Neese, Computer Networ  
 Amy M. Nix, EMT  
 Peter O. Ogunbiyi, Biology  
 Gayle Anne Owen, Medical Assisting  
 Dawn B. Owens, Education  
 Diana B. Palma, Comp. Networking  
 D. Scott Parker, Management  
 Daniel C. Paschal, Chemistry  
 Vipul T. Patel, Chemistry

Paul L. Peeler, Accounting  
 Lee J. Peterson, Paralegal Studies  
 Julie A. Petherbridge, Accounting  
 Patricia W. Pitts, Mathematics  
 Wolfgang M. Platt, Comp. Networking  
 Peggy L. Ponder, Nursing  
 Walter F. Prince, Management  
 Reathea E. Ramsey, Med. Trans.  
 Marcia L. Reid, Medical Transcription  
 Dorothy J. Rocklin, Music  
 Robert T. Romeo, Paralegal Studies  
 James W. Ryan, Electronics  
 Anna M. Serrell, Reading  
 David W. Shaw, Mathematics  
 Sharon B. Shaw, Mathematics  
 George R. Shirley, Mathematics  
 Michael J. Shook, Mathematics  
 Alicia Lasha Simon, Sociology  
 William E. Skutans, History  
 Lynne H. Slim, Dental Hygiene  
 Kenny L. Smith, Criminal Justice  
 Margaret A. Solazzo, Nursing  
 Nouri Soued, Comp. Networking  
 Madeleine D. St. Romain, Reading  
 R. Wayne Stewart, English  
 Tanya E. Straws, Comp. Networking  
 Virginia N. Suty, Mathematics  
 Kesha D. Swint, Medical Assisting  
 Vernita K. Swinton, Nursing  
 Caterina C. Tang, History  
 Joylene M. Taylor, Music  
 Richard C. Tsou, Biology  
 Earl G. Turner, Biology  
 Elsie J. Vaughn, Mathematics  
 MaryAnn G. Velasco, Spanish  
 Susan B. Vervaet, English  
 Brent A. Vokes, Music  
 Angelia L. Wade, Mathematics  
 Linda M. Walker, Mathematics  
 Lisa J. Wallis, Psychology  
 Ephraim L. Wheeler, Office Admin.  
 Suzette Wheeler, Nursing  
 Larry Joe Wiley, Speech/English  
 Yvonne M. Wiley, Dental Hygiene  
 Angelyn S. Williams, Office Admin.  
 Joel E. Williams, Music  
 William Spencer Willis, Mathematics  
 James E. Woods, Mathematics  
 Daniel Worley, Music  
 Gregory C. Wright, Mathematics  
 Jennifer J. Wynot, History  
 Jane S. Yearwood, Medical Assisting  
 Mary W. Zaglewski, English  
 Deborah M. Zeringue, English  
 Ximena Zornosa, Dental Hygiene

## ADMINISTRATIVE OFFICES

Following is a list of the key administrators who are most relevant to the needs of CCSU students:

### PRESIDENT'S OFFICE

Thomas K. Harden, President  
Robert C. Bolander, Community Liaison

### ACADEMIC AFFAIRS

Elliott W. McElroy, Vice President  
Bradley R. Rice, Associate Vice President  
C. Blaine Carpenter, Director of Distance Learning (on leave)  
Eugene A. Hatfield, Honors Program Coordinator  
Donna W. McCarty, Coordinator of Academic Assessment and Faculty Development  
Robert H. Welborn, Campus International Coordinator

### SCHOOL OF ARTS AND SCIENCES

John H. Kohler III, Dean  
William A. Pasch, Head, Department of Humanities  
F. Richard Reynolds, Interim Head, Department of Learning Support  
Catherine C. Aust, Head, Department of Mathematics  
John W. Schuster-Craig, Head, Department of Music  
John G. Campbell, Head, Department of Natural Sciences  
John H. Kohler III, Head, Department of Social Sciences  
Larnell D. Flannagan, Coordinator, Middle Level Education

### SCHOOL OF BUSINESS

Ernest M. Miller, Jr., Dean  
Jacob M. Chacko, Associate Dean

### SCHOOL OF HEALTH SCIENCES

Linda F. Samson, Dean  
Nancy Burley, Program Coordinator, Advisement  
Lois M. Poss, Head, Department of Dental Hygiene  
Lydia E. McAllister, Associate Dean of Nursing  
Cynthia L. Lauer, Director of SmartBodies Wellness Center

### SCHOOL OF TECHNOLOGY

Wallace Shakun, Dean  
Jack R. Moore, Head, Department of Aviation Maintenance Technology  
Benita H. Moore, Head, Department of Technical Studies

### NEW COLLEGE FOR ECONOMIC AND COMMUNITY DEVELOPMENT

Wallace Shakun, Acting Dean  
Janet L. Towslee, Associate Dean  
Larry D. Booth, Head, Department of Information Technology

### LEARNING CENTER

Sandra M. Harrison, Director

### LIBRARY

Robert E. Fox, Director

### STUDENT AND ENROLLMENT SERVICES

M. Jane Thompson, Vice President and Dean  
Tonya Lam, Assistant Vice President, University Registrar (on leave)  
Diane Burns, Director of Admissions  
Bates Canon, Director of Counseling and Career Services  
Rebecca Gmeiner, Acting Registrar  
Deborah Greer, Director of Diversity and Disability Services  
Jeff Jacobs, of Student Life Programs  
Catherine McClarin, Director of Financial Aid, Acting Assistant Vice President

### OTHER KEY ADMINISTRATORS

#### ATHLETICS

H. Mason Barfield, Executive Director

#### CONTINUING EDUCATION

Bryan P. Edwards, Dean, and Executive Director of Community Outreach  
Jerri H. Hager, Manager, Harry S. Downs Center for Continuing Education

#### OFFICE OF INFORMATION TECHNOLOGY AND SERVICES

Ronald W. Barden, Executive Director  
Paul Bailey, Director of Media Services

#### OPERATIONS, PLANNING, AND BUDGETING

Patrick J. O'Hare, Vice President  
Scott A. Bailey, Director of Business Services  
Robert M. Pultz, Director of Institutional Research and Planning  
Eunice M. Glover, Director of Human Resources and Services  
Robert E. Holmes, Director of Auxiliary Services  
G. Bruce Holmes, Director of Public Safety  
Shawn Mashburn, Director of Development/Alumni Relations  
John Shiffert, Director of University Relations  
Cecil A. Smith, Director of Plant Operations

#### SPIVEY HALL

Sherryl Nelson, Executive Director

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## QUICK REFERENCE TELEPHONE DIRECTORY

<b>UNIVERSITY INFORMATION LINE</b> .....	<b>770-961-3400</b>
Fax .....	770-961-3700
Academic Affairs, Vice President for .....	770-961-3485
Admissions.....	770-961-3500
Fax .....	770-961-3752
Administrative Systems .....	770-961-3490
Affirmative Action Officer.....	770-961-3526
Alumni Relations.....	770-961-3580
Arts and Sciences, Dean of .....	770-961-3420
Athletics .....	770-961-3450
Aviation Maintenance, Dept. of.....	770-961-3569
Business Services.....	770-961-3525
Fax .....	770-961-3769
Business, School of.....	770-961-3410
Campus Store .....	770-961-3480
Central Stores.....	770-961-3545
Conference Planning/Meetings.....	770-961-3550
Continuing Education .....	770-961-3550
Fax .....	770-961-3428
Counseling & Advising.....	770-961-3515
Dental Hygiene Clinic.....	770-961-3441
Dental Hygiene, Dept. of.....	770-961-3590
Development .....	770-961-3580
Electronics & Drafting, Dept. of.....	770-961-3415
Financial Aid.....	770-961-3511
Food Service .....	770-961-3560
Health Care Management.....	770-961-3701
Health Sciences, School of.....	770-961-3430
Humanities, Dept. of.....	770-961-3460
Industrial & Business Training .....	770-961-3685
Information Technology, Department.....	770-961-3636
Information Technology & Services.....	770-960-2096
Institutional Research.....	770-961-3680
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
LINX Card .....	770-961-3686
Lost & Found.....	770-961-3510
Mail Services.....	770-961-3692
Mathematics, Dept. of.....	770-961-3613
Media Services.....	770-961-3522
Multicultural Affairs .....	770-961-3515
Music, Dept. of .....	770-961-3609
Natural Sciences, Dept. of.....	770-961-3613
New College of Economic and Community Development.....	770-961-3636

Night Coordinator Information.....	770-961-3751
Nursing, Dept. of.....	770-961-3484
Operations, Planning, and Budgeting, Vice President for.....	770-961-3528
Fax .....	770-961-3769
Payroll Services.....	770-961-3717
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.....	770-961-3522
Purchasing.....	770-960-4344
Fax .....	770-960-4339
Registrar.....	770-961-5110
Small Business Development Center .....	770-961-3440
Fax .....	770-961-3428
Social Science, Dept. of.....	770-961-3460
Spivey Recital Hall .....	770-961-3683
Sports Information .....	770-960-4319
Student & Enrollment Services, Dean & Vice President for .....	770-961-3730
Student Government .....	770-961-3740
Student Life.....	770-961-3510
Student Records.....	770-960-5110
Teacher Education, Program.....	770-961-3578
Technology, School of.....	770-961-3415
Fax .....	770-961-3565
Telecommunications .....	770-961-3446
University Publications.....	770-960-2109
University Relations.....	770-960-2109
Fax .....	770-960-2106
Veterans Affairs .....	770-961-3511
Welcome/Information Center.....	770-960-3405
Wellness Center (SmartBodies).....	770-961-3408

## APPLICATION

**Application Fee.** . . All students must submit a \$20 non-refundable application fee with the Application for Admission. Payment may be made by check or money order. **Deadlines are: July 17 for Fall, December 1 for Spring and April 1 for Summer. If the deadline falls on a Saturday or Sunday, deadlines will be the following Monday.** Acceptance to Clayton College & State University cannot be determined until all required documents have been received nor can consideration for admission to CCSU be guaranteed for any applications received after the stated deadline date.

**Immunization information** is required of all students and must be provided on the Certificate of Immunization. Do not submit school shot records, health history, or other immunization records. **Transcripts** must be official. That is, the transcript must bear the institution's seal, and must be presented in an **unopened envelope bearing the institution's letterhead return address.** It is the student's responsibility to obtain transcripts. Transcripts may be delivered to the Student Center or mailed to the Office of Admissions.

**Testing** will be scheduled for new students after acceptance to the University has been determined. Transfer students may be required to take a placement exam. Your acceptance letter will advise if testing is required and will provide information on orientation and registration. **Orientation and Registration** will take place after you have been accepted and when all required testing has been completed. New students and transfer students will be invited. At orientation you will meet your faculty advisor and register for classes. Tuition and fee payments are due at this time, or at the latest, on the posted fee payment deadline.

**Class Schedules, the College Catalog** and other Admissions information are available on the Internet at [www.clayton.edu](http://www.clayton.edu)

**Financial Aid** . . . If you are considering applying for Financial Aid, do so at this time. Do not wait to be accepted to the University. Contact the Financial Aid office in the Student Center or telephone 770.961.3511 for information.

**ROTC** . . . CCSU offers the Army ROTC program in cooperation with Georgia State University. To receive information, please call 404.651.2275.

### CATEGORIES OF ADMISSION (See catalog for additional information)

**Recent high school graduate** . . . 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. Submit your official high school transcript, all college transcripts and SAT or ACT scores. The SAT is administered periodically at Clayton College & State University. Call 770.961.3445 for testing information. Applicants who are currently attending high school should submit a "preliminary" transcript. Upon high school graduation, submit an **official final transcript.**

**Non-Traditional Student** . . . has been out of high school for at least five years and has earned

fewer than 30 semester hours of transferable credit. Submit official high school transcript, and official transcript(s) for **each** college or university attended. If you are not a high school graduate, submit **official copy** of GED results.

**Former CCSU Student** . . . For re-admission information, please consult the catalog or contact the Registrar's Office at 770.960.5110 or [www.clayton.edu/registrar](http://www.clayton.edu/registrar).

**Transfer Student** . . . will transfer 30 or more semester credit hours from an accredited college or university. You are required to submit an official transcript from **EACH** college or university previously attended. **Transfer students with fewer than 30 transferrable semester hours must meet recent freshman or non-traditional standards.** Additional documents will be required. Transfer students may be required to take a placement exam. Students currently attending college should submit a "preliminary" transcript. At the end of the term, submit an official, final transcript.

**Special Student** . . . has been awarded a Bachelor or higher degree, and is not seeking a degree or certificate from Clayton College & State University. Submit an official transcript indicating the degree earned.

**Transient Student** . . . Your transcript(s) will not be required. Instead, submit an official **Letter of Transient Permission** from the university of your present enrollment, the CCSU Application for Admission, and Certificate of Immunization.

**Freshman Scholars, International Students, Auditors, and Students 62 Years of Age or Older** . . . Refer to the current catalog for specific information or consult with an Admissions Counselor.

## CERTIFICATE OF IMMUNIZATION

**The Board of Regents of the University System of Georgia requires all beginning students to submit a Certificate of Immunization (measles, mumps, rubella) before attending classes at any University System college or University.**

**Part A . . . to be completed by student**

---

Last Name First Name Middle Initial

---

Social Security Number

---

Street Address

---

City State Zip

---

Date of Birth Semester / Year of Enrollment

Part B ... to be completed and signed by a health care provider. Dates must include month and year.

**Required Immunization:**

1. For students born before 1957, Rubella immunity, as in IV.
2. For all students, either
  - a) MMR immunity, as in I; OR
  - b) measles, mumps and rubella immunity, as in II, III, and IV.

**I. MMR (Measles, Mumps, Rubella) - Note: Date must be after 1970**

1.  Dose 1 - immunized at 12 months of age or later, AND (MO/DAY/YR) \_\_\_/\_\_\_/\_\_\_
2.  Dose 2 - immunized at least 30 days after Dose 1 (MO/DAY/YR) \_\_\_/\_\_\_/\_\_\_

**II. MEASLES - Note: Date must be after March 4, 1963, but not before first birthday.**

1.  Had disease; confirmed by physician diagnosis in office record, OR (MO/YR) \_\_\_/\_\_\_
2.  Born before 1957 and therefore considered immune, OR (MO/YR) \_\_\_/\_\_\_
3.  Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) \_\_\_/\_\_\_
4.  Immunized with live measles vaccine at 12 months of age or later, AND (MO/DAY/YR) \_\_\_/\_\_\_/\_\_\_
5.  Immunized with 2nd dose of live measles vaccine at least 30 days after 1st dose (MO/DAY/YR) \_\_\_/\_\_\_/\_\_\_

**III. MUMPS - Note: Date must be after April 22, 1971**

1.  Had disease; confirmed by physician diagnosis in office record, OR (MO/YR) \_\_\_/\_\_\_
2.  Born before 1957 and therefore considered immune, OR (MO/YR) \_\_\_/\_\_\_
3.  Has laboratory evidence of immune titer (specify date of titer), OR (MO/YR) \_\_\_/\_\_\_
4.  Immunized with vaccine at 12 months of age or later (MO/DAY/YR) \_\_\_/\_\_\_/\_\_\_

**IV. RUBELLA - Note: Date must be after June 9, 1969**

1.  Has laboratory evidence of immune titer (specify date of titer) OR (MO/YR) \_\_\_/\_\_\_
2.  Immunized with vaccine at 12 months of age or later (MO/DAY/YR) \_\_\_/\_\_\_/\_\_\_

Exemption of grounds of permanent medical contraindication  
Exemption of grounds of temporary medical contraindication

- a)  pregnancy ... expected date of confinement (MO/YR) \_\_\_/\_\_\_
- b)  other ... anticipated date of end of contraindication (MO/YR) \_\_\_/\_\_\_

Immunization status indicated above is certified by:

signature of physician or health facility official \_\_\_\_\_ date \_\_\_\_\_

name and address of physician or public health facility \_\_\_\_\_

- Religious Exemption (student signature required only for religious exemption)

signature of student \_\_\_\_\_

date \_\_\_\_\_

**NOTE: Students are advised to keep a photocopy of this form for future use.**

## APPLICATION FOR ADMISSION



A non-refundable \$20 application fee must accompany this application. Applications submitted without the required fee will be returned.



All students must submit a Certificate of Immunization as part of the admission process.



Failure to submit all required documents will delay admission decision.



Some Clayton College & State University programs require a separate, additional application (Nursing, Dental Hygiene, Middle Grades Education, Freshman Scholar). Contact the appropriate department for specific information.



TERM ENTERING (circle one):

Fall Spring Summer Year \_\_\_\_\_

PLEASE PRINT Social Security Number \_\_\_\_\_

Last Name First Name Middle

(Other last names that may appear on transcripts)

Street Address Apt. No. City State

Zip County

Home Telephone ( ) Work Telephone ( )

Message Telephone ( )

E-mail address \_\_\_\_\_

Permanent Mailing Address and Phone Number ( )

Street Address Apt. No. City State

Zip County

Male Female Date of Birth \_\_\_/\_\_\_/\_\_\_\_\_

Place of Birth: City State

Indicating your major is important. Please locate your major in the appropriate school. Consult the University catalog, or call the Office of Admissions if you need assistance.

DEGREE OBJECTIVE

You must check one

- BA, BS, BBA, BAS, BIT, BM, BSN, Undecided, AA, AS, AAS, AASIT, ASDH, Certificate, None

SCHOOL

You must check one

- Business, Arts & Sciences, Health Sciences\*, Technology, New College for Economic & Community Development, Undecided

\*For Nursing Majors Only: Do you hold licensure as a Registered Nurse (RN)?

ENTERING STATUS:

- Freshman, Freshman Scholar, Transient, Transfer, 62 Years or Older, Non-Traditional, Special Student, Auditor

Georgia residence for fee-paying purposes requires 12 continuous months of domicile and residency in the State of Georgia immediately prior to enrollment. A complete definition of the residency regulation may be found in the CCSU catalog.

Do you consider yourself a resident of Georgia as defined by the Board of Regents for fee-paying purposes? Yes No

How long have you resided in Georgia? Year(s) Months

Citizenship Status: U.S. citizen, Alien, resident, Alien, non-resident

Ethnic Status: This question is optional for admission, but required for enrollment. The information is requested for statistical record keeping only. If you choose to answer, your answer will not be considered in any admissions decision.

- Black, Multi-racial, American Indian, Hispanic, Asian, White, Native Hawaiian or other Pacific Islander

CCSU is required to report sex and race/ethnic group to certain federal and state agencies as those data relate to civil rights compliance.

In case of emergency notify

( )

Name Relationship Telephone

Street Address City State Zip

List All Colleges Attended (Attach Additional Sheets if Necessary)

	Complete Name of School	Location City & State	Did you Graduate? If so Degree Earned	Attended From - To
Last High School				
College				
College				
College				
College				
Last College				

Are you attending classes at the last institution listed above?  No  Yes  
When will you finish? \_\_\_\_\_

Have you attended Clayton College & State University before?  No  Yes  
When? \_\_\_\_\_

Were courses for:  Credit  Continuing Education  
Name while in attendance: \_\_\_\_\_

Have you taken the SAT?  No  Yes  
When? \_\_\_\_\_ Where? \_\_\_\_\_

Have you taken the ACT?  No  Yes  
When? \_\_\_\_\_ Where? \_\_\_\_\_

You may schedule to take the Institutional SAT at CCSU. Call Assessment Services at 770.961.3445.

Have you been CONVICTED of a felony?  No  Yes  
When? \_\_\_\_\_ Where? \_\_\_\_\_

Brief description of charges which resulted in conviction: \_\_\_\_\_

**INTERNATIONAL STUDENTS ONLY**

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

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

Have you taken the test of English as a Foreign Language (TOEFL)  No  Yes  
When? \_\_\_\_\_

or the Georgia State English Proficiency Examination (G-STEP)?  No  Yes  
When? \_\_\_\_\_

I certify that the preceding statements are complete and correct. I hereby give permission to release my educational record to any institution within the University System of Georgia. I understand that if I do not enroll for the term indicated, I may update for no more than two subsequent terms by contacting the Office of Admissions. After this time, a new application and fee are required.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Clayton College & State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Director of Human Resources 770-961-3526 and Coordinator for Disability Services 770-961-3515 have been designated to handle inquiries regarding nondiscrimination policies. To obtain this document in an alternative format call the Office of Diversity and Disability Services at 770-961-3704 or write at 5900 N. Lee Str., Morrow, Georgia, 30260.

Office Use Only: App. Fee rec'd with App. on \_\_\_/\_\_\_/\_\_\_ Check No. \_\_\_/\_\_\_/\_\_\_ Money Order/Cash By \_\_\_\_\_

NOTES

NOTES



**CLAYTON COLLEGE &  
STATE UNIVERSITY**

**Morrow, Georgia 30260-0285**

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Morrow, GA

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