



A Unit of the University System of Georgia

# 2004-2006 CATALOG

## Volume 35, Number 1



## **PROVISIONS OF THIS CATALOG**

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.

## TABLE OF CONTENTS

PROVISIONS OF THIS CATALOG .....	i
TABLE OF CONTENTS .....	ii
ACADEMIC CALENDAR .....	1
GENERAL INFORMATION .....	5
Mission of the University .....	5
University History .....	7
Accreditation and Approvals .....	8
General University Policies .....	9
SERVICES FOR STUDENTS .....	11
Academic Services .....	11
Library .....	11
Center for Academic Assistance .....	12
Testing Center .....	12
Office of Experiential Learning .....	13
Center for Instructional Development .....	13
Study Abroad and International Education .....	13
Honors Program .....	14
Student Weight Room .....	14
SmartBodies™ Fitness and Wellness .....	15
American Humanics Certification .....	15
Student Support Services .....	15
Office of Financial Aid .....	15
Office of the Registrar .....	17
Office of Counseling and Career Services .....	17
Office of Diversity Services .....	18
Office of Disability Services .....	18
Office of Student Life and Orientation .....	19
Office of Information Technology Services .....	20
Other Student Services .....	21
Intercollegiate Athletics .....	22
ADMISSION INFORMATION .....	23
Requirements for All Applicants .....	23
Recent High School Graduates .....	24
Non-Traditional Students .....	26
Transfer Students .....	27
Freshman Scholars: Concurrent High School - University Enrollment .....	29
Transient Students .....	30
International Students .....	30
Other Admission Categories .....	31
Readmission of Former Clayton State Students .....	32
Georgia Residency Status .....	33
Other Admission Information .....	34
FINANCIAL INFORMATION .....	38
General Regulations on Tuition and Fees .....	38
Required Tuition and Fees 2004-2005 .....	38
Refund Policy .....	40
Bad Check and Delinquent Account Policy .....	41
ACADEMIC POLICIES .....	42
Basic Undergraduate Student Responsibilities .....	42
Notebook Computers at Clayton State .....	43
Choosing a Degree Program and Major (Program of Study) .....	44
Degree Programs Available at Clayton State .....	45
Baccalaureate Degree Majors at Clayton State .....	45

Associate Degrees .....	46
Applied Associate Degrees and Certificates.....	46
Pre-Professional Programs .....	46
Declaring and Changing Majors (Programs of Study) .....	47
Registering for Courses .....	47
Online Instruction .....	49
Withdrawal From Courses.....	50
Credit Hours.....	52
Classification of Students.....	57
Grading System .....	57
Academic Standing.....	59
Learning Support Requirements .....	61
Academic Honors.....	63
R.O.T.C.....	64
<b>GRADUATION REQUIREMENTS.....</b>	<b>65</b>
Associate and Baccalaureate Degrees .....	65
Core Curriculum .....	65
Upper-Division Major Requirements.....	68
Total Hours Requirement .....	68
Grade Point Average.....	68
Grade Requirements for Specific Courses .....	68
Residency Requirement .....	69
Regents' Courses and Testing .....	69
General Certificate Requirements.....	71
Other Graduation Regulations .....	72
Application for Graduation.....	72
<b>SCHOOL OF ARTS AND SCIENCES .....</b>	<b>74</b>
Department of Communicative Arts and Integrative Studies.....	76
Bachelor of Arts in Communication and Media Studies.....	76
Bachelor Degrees in Integrative Studies .....	80
Department of Language and Literature .....	83
Bachelor of Arts in English .....	83
Department of Music.....	87
Bachelor of Arts in Music.....	87
Bachelor of Music in Composition .....	90
Bachelor of Music in Performance.....	93
Bachelor of Music in Music Education.....	97
Department of Natural Sciences .....	100
Bachelor of Science in Biology .....	100
Department of Psychology.....	104
Bachelor of Science in Psychology and Human Services .....	104
Department of Social Sciences .....	108
Bachelor of Science in Criminal Justice .....	108
Bachelor of Science in Political Science.....	111
Bachelor of Arts in History .....	114
Department of Teacher Education .....	119
Bachelor of Arts in Middle Level Education .....	122
<b>SCHOOL OF BUSINESS .....</b>	<b>127</b>
Bachelor of Business Administration in Accounting.....	131
Bachelor of Business Administration in General Business .....	134
Bachelor of Business Administration in Management .....	138
Bachelor of Business Administration in Marketing.....	141
<b>SCHOOL OF HEALTH SCIENCES .....</b>	<b>145</b>
Department of Health Care Management .....	146
Bachelor of Science in Health Care Management.....	147

Bachelor of Applied Science in Allied Health Administration .....	152
Bachelor of Science in Health Fitness Management .....	155
Sample Program of Study -- Junior/Senior Years .....	157
Department of Nursing .....	158
Bachelor of Science in Nursing .....	164
Double Bachelor Degrees in Nursing and Health Care Management .....	168
Department of Dental Hygiene .....	169
Bachelor of Science in Dental Hygiene .....	169
Bachelor of Applied Science in Dental Hygiene Practice and Administration .....	174
Double Bachelor Degrees in Dental Hygiene and Health Care Management .....	177
Health, Fitness, Wellness, and Physical Education .....	178
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES .....	180
Department of Information Technology .....	181
Bachelor of Information Technology .....	182
Bachelor of Science in Information Technology .....	186
Department of Mathematics .....	189
Bachelor of Science in Mathematics .....	189
SCHOOL OF TECHNOLOGY .....	194
Department of Aviation Maintenance .....	197
Associate of Applied Science in Airway Science .....	197
Certificates and Associate of Applied Science in Aviation Maintenance Technology .....	198
Department of Technical Studies .....	201
Bachelor of Applied Science in Administrative Management .....	201
Bachelor of Applied Science in Technology Management .....	203
Certificates and Associate of Applied Science in Computer Networking .....	204
Certificate and Associate of Applied Science in Drafting and Design .....	206
Certificate and Associate of Applied Science in Marketing and Merchandising .....	207
Certificate and Associate of Applied Science in Medical Office Administration .....	209
Certificates and Associate of Applied Science in Office Related Programs .....	211
Certificate and Associate of Applied Science in Paralegal Studies .....	215
COURSE DESCRIPTIONS .....	217
Accounting (ACCT) .....	217
Art (ART) .....	219
Aviation Maintenance Technology (AVMT) .....	220
Biology (BIOL) .....	222
Business (BUSA) .....	226
Business Law (BLAW) .....	226
Career Planning (CAPL) .....	227
Chemistry (CHEM) .....	227
Citizenship (CITZ) .....	228
Clayton State Seminars (CCSU) .....	228
Communication (COMM) .....	229
Communication and Media Studies (CMS) .....	230
Computer Networking (CNET) .....	232
Computer Science (CSCI) .....	235
Computing (CPTG) .....	236
Critical Thinking (CRIT) .....	236
Criminal Justice (CRJU) .....	236

Dental Hygiene (DHYG).....	238
Drafting and Design (DSGN).....	241
Economics (ECON).....	242
Education (EDUC).....	243
Education - Alternative Teacher Preparation Program.....	245
English (ENGL).....	246
Experiential Learning (EXLA, EXLI, EXLP).....	251
Fashion Merchandising (FSMD).....	251
Finance (FINA).....	251
French (FREN).....	252
Health Care Management (HCMG).....	253
Health Fitness Management (HFMG).....	255
Health Sciences (HSCI).....	257
History (HIST).....	259
Humanities (HUMN).....	264
Human Services (HMSV).....	264
Information Technology: Database Administration (ITDB).....	265
Information Technology: Foundations (ITFN).....	266
Information Technology: Information Design and Production (ITMM).....	269
Information Technology: Network Planning, Design and Management (ITNW).....	269
Information Technology: Software Development (ITSD).....	270
Information Technology Skills (ITSK).....	271
Integrative Studies (INTE).....	274
International Studies (INTL).....	275
Internet (INET).....	275
Journalism (JOUR).....	275
Language Arts/Reading (LART).....	276
Learning Support.....	276
Management (MGMT).....	277
Marketing (MKTG).....	279
Marketing & Merchandising (MKMC).....	281
Mathematics (MATH).....	282
Medical Assisting (MEDA).....	287
Medical Transcription (OMED).....	288
Music (MUSC).....	289
Nursing (NURS).....	299
Office (OFFC).....	303
Paralegal Studies (PARA).....	306
Physical Education-Health-Recreation (PHED).....	308
Philosophy (PHIL).....	310
Physics (PHYS).....	311
Political Science (POLS).....	312
Psychology (PSYC).....	315
Reading (READ).....	317
Regents' Essay Skills (RGTE).....	317
Regents' Reading Skills (RGTR).....	317
Science (SCI).....	317
Social Science (SOSC).....	319
Sociology (SOCL).....	320
Spanish (SPAN).....	320
Supervision (SUPR).....	321
Technology (TECH).....	322
Theater (THEA).....	323
WebBSIT (WBIT).....	324

Writing Lab (WLAB) .....	327
UNIVERSITY SYSTEM OF GEORGIA.....	328
Members of the Board of Regents .....	329
Colleges and Universities.....	329
UNIVERSITY PERSONNEL .....	332
Administrative Offices and Staff.....	332
Corps of Instruction -- Faculty with Academic Rank and Librarians .....	333
Brennan Collins, Temporary Instructor of English .....	336
Rebecca Godlasky, Temporary Instructor of English.....	338
Todd Janke, Assistant Professor of Philosophy.....	340
Shondrika Moss, Temporary Instructor of Speech.....	342
Christopher J. Ward, Assistant Professor of History.....	345
Emeriti.....	346
SELECTED INDEX.....	349



## ACADEMIC CALENDAR

### Summer 2004

Last days to register before summer classes begin.....	May 13-14
Weekday classes begin.....	May 17
Last Day for Add/Drop.....	May 19
Tuition and fee payment deadline.....	May 24
Memorial Day holiday.....	May 29-31
Last Day to Apply for Fall 2004 Graduation.....	June 1
Registration for 7-week and second half session.....	June 4
Midterm Grade Submission Period.....	June 7-14
7-week session begins.....	June 9
Midterm, last day to withdraw without accountability and first half semester ends.....	June 17
Second half session begins.....	June 22
Independence Day Holiday.....	July 5-6
Regents' Testing.....	July 10, 12, 13
7-week classes end.....	July 23
Full session classes end.....	July 26
Full session final exams.....	July 27-29
All Faculty Grades Due.....	August 1

### Fall Semester 2004

Faculty Planning Week.....	August 16-20
Last registration before classes begin.....	August 19-20
First weekend classes.....	August 21
First day of weekday classes.....	August 23
Last Day for Add/Drop.....	August 25
Tuition and fee payment deadline.....	August 25
Labor Day Break (no classes).....	September 4-6
Faculty Planning Day (no classes).....	September 7
Last Day to Apply for Spring 2005 Graduation.....	September 15
Midterm Grade Submission Period.....	September 27-October 11
Counselor Luncheon.....	September 29
Part-time Seasonal Job Fair.....	September 31
First half semester ends.....	October 14
Registration for second half semester.....	October 14-15
Midterm - last day to withdraw without accountability.....	October 15
Half semester course final exams.....	October 15-17
Second half semester classes begin.....	October 18
Peachtree City Information Forum.....	October 27
Advance Registration for Spring 2005.....	November 8-January 7
Nontraditional and Transfer Student Information Forum.....	November 11
Open House.....	November 13
Thanksgiving Break (no classes).....	November 24-28
Last weekend classes.....	December 4-5
Last day of classes.....	December 10
Final Exams.....	December 13-18
Fall Commencement.....	December 16
All Faculty Grades Due.....	December 20
Christmas Holidays (campus closed).....	December 24-January 2

### Spring 2005 (Tentative)

Last registration before classes begin .....	January 6-7
First weekend classes .....	January 8
First day of weekday classes .....	January 10
Last Day for Add/Drop .....	January 12
Tuition and fee payment deadline.....	January 12
MLK Holiday (no weekend classes).....	January 15-17
Governor's Honors Program.....	January 28, 29; February 4, 5, 11, 12
Last Day to Apply for Summer 2005 Graduation .....	January 31
Honors Reception.....	February 13
Midterm Grade Submission Period.....	February 15-March 1
Peachtree City Information Forum.....	February 16
First half semester ends .....	March 2
Nontraditional and Transfer Student Information Forum.....	March 3
Half semester final exams .....	March 3-6
Midterm - last day to withdraw without accountability .....	March 4
Spring Break (no classes) .....	March 7-13
Registration for second half semester .....	March 10-11
Second half semester begins .....	March 14
Career Expo .....	March 17
Literary Meet.....	March 18
Open House .....	March 19
Advance Registration for Summer/Fall 2005 .....	April 5-May 20
Honors Convocation.....	April 7
Last full semester weekend classes .....	April 25
Final Exams for full-semester weekend classes; last weekend half semester classes.....	April 29-May 1
Last day of weekday classes.....	May 2
Study day .....	May 3
CCSU Service Awards (Smith Award).....	May 3
Final Exams.....	May 4-9
All Faculty Grades Due.....	May 10
Spring Commencement.....	May 14

### Summer 2005 (Tentative)

Last days to register before summer classes begin.....	May 19-20
Weekday classes begin.....	May 23
Last Day for Add/Drop .....	May 25
Tuition and fee payment deadline.....	May 25
Memorial Day holiday .....	May 28-30
Last Day to Apply for Fall 2005 Graduation .....	June 1
Nontraditional and Transfer Student Information Forum.....	June 9
Registration for 7-week and second half session .....	June 10
7-week session begins .....	June 15
Midterm Grade Submission Period.....	June 17-24
First half session ends.....	June 22
Midterm, last day to withdraw without accountability .....	June 27
Second half session begins.....	June 28
Independence Day Holiday .....	July 4-5
Regents' Testing.....	July 16, 18, 19
7-week classes end .....	August 1
Full session classes end.....	August 2
Full session final exams .....	August 3-5
All Faculty Grades Due.....	August 8

**Fall Semester 2005 (Tentative)**

Faculty Planning Week .....	August 15-19
Last registration before classes begin .....	August 18-19
First weekend classes .....	August 20
First day of weekday classes.....	August 22
Last Day for Add/Drop .....	August 24
Tuition and fee payment deadline.....	August 24
Labor Day Break (no classes) .....	September 3-5
Faculty Planning Day (no classes) .....	September 6
Last Day to Apply for Spring 2006 Graduation .....	September 15
Midterm Grade Submission Period.....	September 27-October 11
Part-time Seasonal Job Fair .....	September 30
First half semester ends .....	October 13
Registration for second half semester .....	October 13-14
Midterm - last day to withdraw without accountability .....	October 14
Half semester course final exams.....	October 14-16
Second half semester classes begin .....	October 17
Open House .....	November 5
Advance Registration for Spring 2006 .....	November 7-January 6
Nontraditional and Transfer Student Information Forum.....	November 10
Thanksgiving Break (no classes).....	November 23-27
Last weekend classes .....	December 3-4
Last day of classes .....	December 8
Final Exams for full semester weekend .....	December 8-9
Final Exams for weekday classes.....	December 12-15
Fall Commencement .....	December 15
Final exams for half semester weekend classes; last weekend half semester classes.....	December 16-17
All Faculty Grades Due.....	December 19
Christmas Holidays (campus closed) .....	December 23-January 1

**Spring 2006 (Tentative)**

Last registration before classes begin .....	January 5-6
First weekend classes .....	January 7
First day of weekday classes.....	January 9
Last Day for Add/Drop .....	January 11
Tuition and fee payment deadline.....	January 11
MLK Holiday (no weekend classes).....	January 14-16
Governor's Honors Program.....	January 27, 28; February 3, 4, 10, 11
Last Day to Apply for Summer 2006 Graduation .....	January 30
Midterm Grade Submission Period.....	February 14-28
First half semester ends .....	March 1
Half semester final exams .....	March 2-5
Midterm - last day to withdraw without accountability .....	March 3
Spring Break (no classes) .....	March 6-12
Registration for second half semester .....	March 9-10
Open House .....	March 11
Second half semester begins .....	March 13
Career Expo .....	March 16
Literary Meet.....	March 17
Honors Convocation .....	April 6
Advance Registration for Summer/Fall 2006 .....	April 10-May 19

Last full-semester weekend classes .....	April 24
Final Exams for weekend classes; last weekend half semester classes .....	April 28-30
Last day of weekday classes .....	May 1
Study day .....	May 2
CCSU Service Awards (Smith Award).....	May 2
Final Exams.....	May 3-8
All Faculty Grades Due.....	May 9
Spring Commencement.....	May 13

#### Summer 2006 (Tentative)

Last days to register before summer classes begin.....	May 18-19
Weekday classes begin .....	May 22
Last Day for Add/Drop .....	May 24
Tuition and fee payment deadline.....	May 24
Memorial Day holiday .....	May 27-29
Last Day to Apply for Fall 2006 Graduation .....	June 1
Registration for 7-week and second half session .....	June 9
7-week session begins .....	June 12
Midterm Grade Submission Period.....	June 14-21
First half session ends.....	June 22
Midterm, last day to withdraw without accountability .....	June 23
Second half session begins .....	June 26
Independence Day Holiday .....	July 5
Regents' Testing.....	July 15, 17, 18
7-week classes end .....	July 25
Full session classes end.....	July 27
Full session final exams .....	July 30-August 2
All Faculty Grades Due.....	August 4

---

## GENERAL INFORMATION

---

---

### Mission of the University

---

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

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

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

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

As a senior institution of the University System of Georgia, Clayton State shares characteristics with all of its sister institutions and with the state universities in particular. The portions of the mission common to all Board of Regents institutions in the state university sector are indicated in the italicized portion of each bullet. Clayton State'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.

- *A commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort.*

As a community-based institution, Clayton State is committed to serving young learners and life-long learners alike. Flexible hours, multiple instructional sites, and distance learning promote access within the context of admission standards that promote excellence. A leader in the assessment of student learning outcomes, Clayton State uses individual assessment results for placement and feedback and draws on aggregate results to inform program improvement.

- *A high-quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or institutional collaborations.*

Defining general education outcomes and explicitly focusing curricula to achieve them has been a hallmark of Clayton State, and the University aspires to continued leadership in this domain. At Clayton State, students will find career-oriented education with a solid liberal arts foundation. Associate and baccalaureate majors, including integrated and interdisciplinary programming, focus on clearly defined student learning outcomes. Graduate programming will be undertaken by the University in collaboration with other institutions as

community needs dictate.

- *A commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the University's scope of influence.*

Clayton College & State University provides a strong resource for the Southern Crescent in these areas through its varied educational programming. The University's continuing education and community services program is one of the state's largest and provides direct educational and technical support to the economic development of the communities served. In addition, Spivey Hall's outreach programs serve the cultural needs of the community and develop future audiences.

- *A commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.*

The University is committed to a continuing investment in its faculty development program, which is specifically designed to enhance areas such as the use of instructional technology and applied research to benefit the campus and community.

---

---

## University History

---

---

Clayton College & State University (Clayton State) opened in 1969 as Clayton Junior College, with Dr. Harry S. Downs as the founding president. The Board of Regents elevated the institution to baccalaureate status in 1986 and established the present name in 1996. The current president, Thomas K. Harden, has been in the position since June of 2000.

The beginning of the University can be traced to 1965 when the Board of Regents authorized three new junior colleges for the University System of Georgia, one of which was designated for south metropolitan Atlanta. The Board considered several locations in the region and chose the present site in Clayton County because of the unique combination of natural beauty and easy access to the then recently completed Interstate 75. The citizens of Clayton County subsidized the initial construction of the state institution by passing a bond issue for nearly five million dollars. Construction of the new campus began in fall 1968, and the doors opened to 942 students less than a year later on September 30, 1969.

In 1981, the University added a technical division offering applied associate degrees and certificates in cooperation with the agency that is now the Georgia Department of Technical and Adult Education. Five years later, Clayton State began its baccalaureate mission with programs in business administration and nursing. The institution has continued to add majors at the bachelor's level while maintaining several technical associate degree and certificate programs. Through the establishment of the Bachelor of Applied Science degree, Clayton State emerged as a national leader in promoting opportunities for graduates from applied associate degree programs to "bridge" to bachelor's degrees with little, if any, loss of credit. Clayton State now leads the state by a substantial margin in the number of BAS degrees awarded. The University also has a large continuing education program.

Upon the retirement of Harry Downs in January 1994, Dr. Richard A. Skinner became the University's second president. In June 1999, Skinner left Clayton State to head the University System of Georgia's new distance learning initiative

known as GLOBE. Michael F. Vollmer, Clayton State's acting Vice President for Fiscal Affairs and former Interim President of Middle Georgia College, served as Interim President for one year until President Harden took office in June 2000.

Clayton College & State University's mission commits it 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 information technology." To that end, in January 1998, Clayton State became the first institution in the Southeast and one of the first in the nation to start issuing notebook computers to all students at all levels in all majors. This "Information Technology Project" (ITP) has transformed the campus and made Clayton College & State University a national pioneer in "ubiquitous computing." Starting in Fall 2001, the University entered a new phase of ubiquitous mobile computing called "ITP-Choice." All students are now required to have access to a notebook computer upon matriculation at Clayton College & State University.

Since coming to Clayton State, President Harden's principal initiatives have been expanded development efforts, vigorous enrollment growth, increased selectivity and retention, and, most important, the addition of more baccalaureate programs. During the first three years of the Harden administration, the Board of Regents authorized Clayton State to add majors in Biology (B.S.), Psychology and Human Services (B.S.), Communication and Media Studies (B.A.), Dental Hygiene (B.S. and B.A.S.), and History (B.A.). In addition, B.A. and B.A.S. options were added to the existing Music and Dental Hygiene programs, respectively. Current bachelors degree majors also include Middle-level Teacher Education (B.A.), Nursing (B.S.N.), Health Care Management/Administration (B.S. and B.A.S.), Music (B.A. and B.M.), Music Education (B.M.), Technology Management (B.A.S.), Administrative Management (B.A.S.), Integrative Studies (B.A. and B.S.), Criminal Justice (B.S.), English (B.A.), Mathematics (B.S.), Government (B.S.) and four fields of business administration (B.B.A.). New baccalaureate programs are under development, and Clayton State's strategic plan calls for the addition of master's degrees in the near future.

The availability of new programs combined with population growth in Atlanta's south suburban region, known as the "Southern Crescent," led to record-breaking enrollments in 2003 and 2004. Clayton State now enrolls over 5,800 students in degree credit programs that, in the words of the University's mission, provide "career-oriented education with a solid liberal arts foundation." Reflecting the changing demographics of the service area, Clayton State has become one of the most ethnically and racially diverse higher education institutions in the South.

---

---

## **Accreditation and Approvals**

---

---

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

---

---

## General University Policies

---

---

**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). Title IX Coordinator, Executive Director of Human Resources, 770-961-3526. Section 504, Disability Services Coordinator, 770-961-3719.

**Notice of Right of Privacy.** 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 within thirty feet of any building on campus.

**Law Enforcement (Campus Police).** It is the purpose of the Department of Public Safety (Campus Police) 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 Division of Campus Life in addition to the appropriate law enforcement agency.

---

## SERVICES FOR STUDENTS

---

---

### Academic Services

---

Academic Services for students and faculty are offered through the following Offices and Centers:

- Center for Academic Assistance
- Library
- Testing Center
- Office of Experiential Learning
- Center for Instructional Development
- Study Abroad and International Education
- Honors Program
- SmartBodies™ Fitness and Wellness
- American Humanics

---

### 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 Center for Academic Assistance, and other offices.

The library has 77,400 reference and circulating volumes and 20,435 bound periodical volumes. 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.

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 other electronic and CD-ROM databases.

The library utilizes an online 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 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 currently 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.

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.

---

## Center for Academic Assistance

---

The Center for Academic Assistance serves students with two programs: Learning Support and Individualized Assistance.

**Learning Support Program.** The Learning Support faculty teach developmental courses in English, reading, mathematics, and college skills designed to prepare students for college-level classes. Based on placement test scores, some students are required to enroll in Learning Support courses. Other students may choose to take Learning Support courses for review and/or to meet prerequisites even though they are not required to do so.

The Center for Academic Assistance also coordinates the Regents Testing Program, and the Learning Support Program conducts formal remediation courses for students who have not passed the Regents' Testing Program.

**Individualized Assistance Program.** Students are offered a comfortable, supportive environment where they work independently or with personalized assistance as needed. The peer-tutor program is the principal focus of individualized assistance. In addition, students may have access to group study sessions, in-person and online workshops, skills-oriented courses, educational software, audio and/or video instructional materials, and text and web resources. Particularly emphasized are those academic skills (reading, writing, and math) important in every major, the use of educational technology, and the development of study strategies for working through difficult concepts and materials. Services are available at no charge to currently registered Clayton State students. Members of the community not enrolled in the University have access to the Center's resources through the *Academic Skills Tune-Up* course offered by the Office of Continuing Education.

---

## Testing Center

---

The Testing Center has facilities for both paper-and-pencil and computerized tests, including:

- Admission and placement exams (SAT, ACT, COMPASS, Accuplacer)
- diagnostic/prescriptive tests
- the Regents' Test
- the College Level Examination Program (CLEP) and other tests providing credit by exam
- competency tests satisfying the Georgia Legislative Requirements
- exit assessments for Learning Support courses in English, reading, and math (COMPASS)
- writing assessments for admission to or progress in major programs (e.g., Nursing), and
- selected outcomes assessments (e.g., ETS Field Test in Business)

---

**Office of Experiential Learning**

---

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. Most programs of study offer credit for experiential learning, and may include experiential learning as a degree requirement. 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.

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

- Complete at least one full semester at Clayton State;
- 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 the appropriate faculty coordinator. This involves providing evidence that the experience is directly related to the student's area of study.

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.

---

**Center for Instructional Development**

---

The Center for Instructional Development works with faculty members to improve instruction in a variety of ways, especially through the use of instructional technology. A state-of-the-art faculty lab and other facilities in the new University Center help keep Clayton State a leader in using technology to enhance teaching and learning. The Center for Instructional Development works especially closely with the faculty of the Communication and Media Studies program in order to give students in that program significant hands-on experience.

---

**Study Abroad and International Education**

---

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 Director of International Studies. 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. Clayton State also participates in a student exchange program with the University of Northumbria in Newcastle, England, in which students can study for a semester or academic year abroad, with the credit earned counting toward their academic program at Clayton College & State University.

The Director 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.

---

### **Honors Program**

---

The Honors Program at Clayton College & State University is designed to help academically talented students get "a step ahead." Honors Program students enroll in special enriched sections of Core Curriculum courses such as Critical Thinking and American Government in an International Context.

In addition to the special class sections, Honors Program students 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 3.25 in high school college preparatory courses.
- SAT-I of 1100 or ACT equivalent. (Subscores and achievement tests will be considered, but no minimum is established.)

Meeting minimum qualifications does not guarantee acceptance. The program decision 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 Director at 770-961-3463 or the Office of Admissions at 770-961-3500.

A limited number of current Clayton State students who show outstanding academic achievement in their freshman year may also be admitted to the Honors Program. Please contact the Director at 770-961-3463.

---

### **Student Weight Room**

---

Clayton State is committed to supporting the health and well-being of students, faculty, and staff. The Student Weight Room is located in the Athletics & Fitness Building and is a separate facility from SmartBodies Fitness & Wellness Center. This facility is funded by student activity fees and is FREE to all currently enrolled students with a valid campus ID card. Please visit the facility to view the posted hours of operation.

---

### **SmartBodies™ Fitness and Wellness**

---

The SmartBodies™ Fitness & Wellness Center is structured to meet health related needs of the community, students, and employees of Clayton College & State University. Please visit <http://healthsci.clayton.edu/smartbodies> for specific information related to this facility.

---

### **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 nonprofit 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 specified courses and other activities. American Humanics certification is available in several majors but is especially well suited to Integrative Studies. (Students majoring in Psychology and Human Services, Management, Marketing, Accounting, General Business, Administrative Management, Allied Health Administration, Health Care Management, and other majors can also 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.

---

### **Student Support Services**

---

Services that are vital to the success of students enrolled at Clayton College & State University are offered through the following Offices and Centers:

- Financial Aid
- Registrar
- Counseling and Career Services
- Disability Services
- Diversity Programs
- Student Life and Orientation
- Student Information and Advocacy Center
- Information Technology Services

---

### **Office of Financial Aid**

---

The Financial Aid Office at Clayton College & State University is committed to providing quality financial aid services to all eligible students accepted to the University. The Office delivers federal Title IV programs, State of Georgia programs, federal Veterans Affairs benefits, and scholarship assistance to students who seek financial educational funding via these resources.

#### **Types of Financial Aid Offered**

The Financial Aid Office provides federal and state student aid. The Office also administers scholarships and Veterans Affairs benefits. Procedures for applying for assistance can be found at <http://admservices.clayton.edu/financialaid/>.

**Federal Financial Aid** consists of grants, work-study, and loans. Students interested in federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form. This form must be completed each academic year in which the student would require financial assistance. The federal funds are:

Federal Pell Grants  
Federal SEOG  
Federal Work-Study Program  
Federal Subsidized Stafford Loans  
Federal Unsubsidized Stafford Loans  
Federal Parent PLUS Loans

More detailed information on these types of federal funds can be found at <http://studentaid.ed.gov/>. Click "Funding" and then "Federal Student Aid", or pick up *The Student Guide* from the Financial Aid Office.

State Financial Aid consists of scholarships, grants, and loans. Students interested in the HOPE Programs must complete either the Free Application for Federal Student Aid (FAFSA) or the HOPE Application. It is recommended that all students complete the FAFSA form so that the Financial Aid Office can award students both federal and state aid. If a student does not complete a FAFSA form but completes the HOPE Application instead, the Financial Aid Office can only award HOPE funds. Students who wish to be considered for LEAP must complete the FAFSA. Students wishing to apply for PROMISE Scholarships should contact the Georgia Student Finance Commission at 770.724.9000 or 1.800.776.6878. The state funds are:

HOPE Scholarship  
HOPE Grant  
HOPE GED Voucher  
LEAP  
PROMISE Teacher Scholarship  
PROMISE II Teacher Scholarship

More detailed information on these types of funds can be found at the Georgia Student Finance Commission website <http://www.gsfc.org/>.

Scholarships are available to outstanding students based on their scholastic achievement. Scholarships and application information can be found at <http://admservices.clayton.edu/financialaid/scholarships.htm>.

All students should be aware of the following information regarding financial aid eligibility:

- Financial aid will only pay for classes required for a student's major as identified by the Registrar's Office. Students should refer to the course major course requirements before registering for classes.



- All financial aid recipients must maintain Satisfactory Academic Progress (SAP). That includes maintaining at least a 2.0 GPA and a 67% completion rate of all credit hours attempted. Additional information on the Financial Aid SAP policy can be found at <http://adminservices.clayton.edu/financialaid/maintaineligibility.htm>.
- Financial aid will pay up to 150% of Clayton State's programs of study. For example: Associate Degrees are 60 credit hours, financial aid will pay for a total of 90 credit hours, Bachelors Degrees are 120 credit hours and financial aid will pay up to 180 credit hours.
- Students admitted on a joint-enrollment basis are not eligible for financial aid.
- Students admitted on a "vocational only" basis can only receive financial aid if enrolled in a certificate program. Financial aid will not pay for classes that are not listed in the certificate program course outline.
- Financial aid recipients enrolled at two or more colleges/universities at the same time cannot receive duplicate federal financial aid at both schools.
- Students must be enrolled in at least 6 credit hours in their major to be eligible for a student loan.
- Students who register for a second half semester course (mini session) fees will be due at the regular published fee payment deadlines. Even though in some cases federal student loan funds may not be available until the second session has actually begun.
- All financial aid recipients must go to Clayton State's Financial Aid website at <http://adminservices.clayton.edu/financialaid/> for additional updated information on financial aid requirements, procedures, and frequently asked questions.

**Veterans Affairs** assists eligible veterans in utilizing their educational benefits to the fullest advantage. Information on VA services and application information can be found at <http://adminservices.clayton.edu/financialaid/veterans.htm>.

---

### **Office of the Registrar**

---

The Registrar is responsible for maintaining all official student records of the University. Requests for transcripts and verification of enrollment should be directed to this office. The Registrar evaluates transfer credit, reviews graduation applications, participates in the registration process, and performs numerous important functions that are explained in the Academic Policies and Graduation Requirements sections.

---

### **Office of Counseling and Career Services**

---

The Office of Counseling & Career Services provides various services to help currently enrolled students successfully meet the demands of collegiate life, attain their educational goals, and advance themselves through the world of work. The Office of Counseling and Career Services offers Student Success Seminars with useful information on such topics as effective study skills, time management, note-taking, test-taking, and overcoming procrastination.

Freshman Scholars (joint-enrolled students) are advised in The Office of Counseling and Career Services. Advisors assist students with exploring majors and programs of study, developing realistic educational goals and plans,

considering alternatives, evaluating consequences of decisions, and clarifying Clayton State policies.

As Clayton State students approach employment transitions, various job search resources and services are available to help them identify prospective employers and conduct an effective job search campaign. An extensive resource collection of books, job search web sites, and videotapes provides information about employment and professional skills.

Other job search services include the following:

- Career Transition Seminars with advice for conducting a successful job search campaign.
- Résumé critique services.
- On-line access - via MonsterTRAK.com - to employment opportunities as well as experiential work/learn opportunities such as internships.
- Employment services, including on-campus recruiting and interviews.
- Web posting of student and graduate resumes through MonsterTRAK.com/GeorgiaHire.com for access by Georgia employers.
- The Career Expo, held each spring, which brings businesses to campus for a day of career exploration and job search networking.
- Career Opportunities, held each fall, a job fair hosted with 24 small colleges of Georgia representing the Georgia Careers Consortium.
- The Part-Time & Seasonal Job Fair, held each fall, highlighting part-time, temporary, and seasonal employment.

Students and graduates who wish to participate in web posting of resumes and on-line job search opportunities can register and post their resume at [www.monsterTRAK.com](http://www.monsterTRAK.com) free of charge. Request the Clayton State password from the Office of Counseling & Career Services.

---

### **Office of Diversity Services**

---

The Office of Diversity Services is available to address the unique needs of special student populations on the Clayton State campus. 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.

---

### **Office of Disability Services**

---

Disability Services provides appropriate and reasonable individualized accommodations for eligible students with disabilities. Any Clayton State student (or person eligible for enrollment) who can provide appropriate documentation of one or more disabilities may be eligible for services according to the Americans with Disabilities Act, 1990.

The following are examples of the types of disabilities that may require services:

- Motor Impairment

- Health Impairment
- Learning Disability
- Psychological Disability
- Attention Deficit Disorder
- Visual Impairment/Blindness
- Hard of Hearing/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.

---

### **Office of Student Life and Orientation**

---

Clayton State has many clubs related to majors and interest areas. New groups are formed based on student interest. In addition, 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.

Through the Student Life Activities Committee, students work to satisfy the social and entertainment interests of the University community. Each year, Student Life Activities Committee 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 Student Life Activities Committee. More information is available in the Office of Student Life.

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 to various concerts at reduced prices. Many performances by Clayton State students and faculty are free. These co-curricular program offerings are a part of the University's philosophy of educating the whole person.

#### **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.

#### **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 of his or her parents or guardians if the student is a minor.

#### **Student Handbook**

The *Student Handbook* details the rights and responsibilities of students at Clayton College & State University. A copy of the *Student Handbook* is usually given to each student during orientation. The publication also is available online at [www.clayton.edu](http://www.clayton.edu). 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 for Campus Life.

---

### **Office of Information Technology Services**

---

The Office of Information Technology Services maintains the campus communications network and services all University-owned computers. This office also includes Media Services, which supports faculty with audio-visual equipment including digital projectors, and the University's printing services.

The Office of Information Technology Services is especially important to students at Clayton State because of the University's commitment to using information technology to enhance student teaching and learning through the Information Technology Project (Information Technology Project). Clayton State requires that all students own or have ready, on-demand access to a notebook computer plus an Internet Service Provider for academic use. To facilitate this process, the Student Computing Services branch of The Office of Information Technology Services, better known as "the Hub" maintains two facilities.

- The Hub - Hardware Help Desk. University Center. The Hub's Hardware Help Desk can assist students with computer problems and

can perform warranty work on in-warranty computers purchased from preferred vendors.

- The Hub - Student Software Support Services, Library Building, downstairs. This part of the Hub helps students to learn how to use computers and software and can assist students who have problems. The staff will load the University's standard software on student notebook computers.

---

## **Other Student Services**

---

### **Health Services (Nurse-Managed Clinic)**

The mission of the Nurse Managed Clinic (NMC) is to provide accessible, cost effective, quality primary health care services, which in turn promotes work effectiveness and academic success. This is accomplished by providing accessible, cost-effective, quality treatment of minor illnesses/injuries, increasing student knowledge of wellness, and by promoting positive health behaviors and disease prevention.

The NMC clinic provides services in the following areas: primary care, physical exams, allergy shots, selected immunization services, laboratory services, health education, prescription and non-prescription medication, health screenings and individual counseling on health issues.

The NMC staff also provides direct patient care, including diagnosis and treatment of illnesses and injuries. Students may use the NMC for unlimited office visits with the Nurse Practitioner and with the contract doctor by appointment on a fee for service basis, for a wide variety of acute care medical problems.

Clinic services are provided both free and fee for service. The clinic is open Monday through Friday. Refer to website for posting of hours of operation and for the current fee schedule.

The Department of Public Safety handles on-campus emergencies ((770) 961-3540, STC-209).

### **Department of Public Safety**

The department of Public Safety operates the fully certified University Police Department which is committed to preventing crime and promoting safety on and near the campus of Clayton State.

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 (770-961-3540, STC-209) and must display an official Clayton State parking permit. A parking service fee is charged all students.

The campus speed limit is 20 mph, and all vehicles are required to stop for pedestrians. The University police are responsible for enforcing parking and traffic regulations. Emergency telephones are located in the parking lot.

### **Campus Store - 770-961-3480**

The Clayton State Campus Store is a full-service facility located in the University Center (effective late Fall 2003; now STC, downstairs). The campus store features:

- 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
- Online purchases through the e-store (<http://www.ccsuestore.com>).

**Linx Card Center (Universal Card) - 770-961-3686**

The LINX Card is the official Clayton State 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 Clayton State Campus Store, Dining Services, vending machines, student copying and printing, the HUB, and Public Safety.

**Dining Services - 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, snacks, and hot & cold beverages. Dining Services offers catering for student organizations, faculty, staff, and the corporate community. Dining Services accepts cash and the LINX Card for purchases.

**Vending (Linx Card Center) - 770-961-3686**

Vending services are available across campus. Selections include cold drinks, snacks, and coffee. All vending machines accept cash and the LINX Card.

**Smartprint/Copying (Linx Card Center) - 770-961-3686**

SmartPrint is the student printing service on campus. Documents must be queued from computers or GALILEO workstations. Print stations are located in the Library and Copy Center. Photo Copiers are located in the Library and Copy Center. Both services accept the LINX Card only for payment.

---

---

**Intercollegiate Athletics**

---

---

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 face such schools as Kennesaw State, Columbus State, Georgia College, Armstrong Atlantic, and Augusta State. The conference consists of twelve Southeastern schools that have won several national championships.

All students are strongly encouraged to support their teams by attending games, meets, and matches. Admission to home events is free for Clayton State students with a Linx Card ID.

## ADMISSION INFORMATION

### Requirements for All Applicants

To be admitted to Clayton College & State University, a new 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 on-line at [www.clayton.edu](http://www.clayton.edu). If you need assistance or have questions about admission, please contact the Office of Admissions by email at [Clayton\\_State-info@mail.clayton.edu](mailto:Clayton_State-info@mail.clayton.edu) or call 770-961-3500.

#### Application Deadlines

To insure admission consideration for a given term, applicants in all categories must meet the appropriate application deadline as follows:

##### Priority Deadline

Fall Semester .....	April 1
Spring Semester .....	September 1
Summer Semester .....	February 1

##### Final Deadline

Fall Semester .....	July 1
Spring Semester .....	December 1
Summer Semester .....	April 1

Students using the on-line application by the priority deadline pay an application fee of \$5.00. An application fee of \$40.00 is assessed to those who use the paper application at any time or who apply on-line after the priority deadline.

#### Transcripts and Test Scores

High school and/or college transcripts must be official copies in sealed envelopes provided by the high school and/or college; student copies are not acceptable. Test scores (SAT I & II, ACT, AP) must be submitted to Clayton State directly from the testing service or on the official high school transcript; copies provided by the student are not acceptable. In cases requiring the SAT II, the University will provide information about which tests are needed and what scores are acceptable.

#### Admission Categories

Applicants for admission to Clayton State are classified into one of the following categories:

- Recent High School Graduates (graduation class in the past five years)
- Non-traditional (applicants whose high school class graduated more than five years ago).
- Transfer Students
- Freshmen Scholars/Joint Enrollment (concurrent high school/university enrollment)
- Transient Students
- International Students
- Other Categories (post-baccalaureate, auditors, age 62 and older)

These categories and the standards and procedures for them are defined and explained under the headings that follow. The University reserves the right to change admission standards and procedures.

### **Program Admission**

General 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, teacher education, information technology, and business.

---

---

## **Recent High School Graduates**

---

This category is designed for students who have recently graduated from high school or who will do so soon. Students in their senior year of high school who anticipate graduating prior to their admission to Clayton College & State University (Clayton State) are in this category. Applicants in this category must have graduated from high school within the past five years, and if they have been to college they must have completed fewer than 30 semester hours (or quarter equivalent) of college-level credit. Applicants who have 30 or more credit hours of college-level work must apply under the transfer category.

Clayton College & State University's admission standards are based on grade point average, College Preparatory Curriculum, and standardized test scores as explained under the headings below. Depending of their level of achievement in high school, accepted applicants are classified into "regular" or "limited" admission status.

- **"Regular" Admission Status.** This status indicates that the student has met all of the admission standards required by Clayton State of a recent high school graduate (see below) and is ready to begin college level work. (Preparatory work may be needed in mathematics.)
- **"Limited" Admission Status.** A restricted number of students who have not achieved all of the standards for "regular" admission but who do meet the University's minimum admission standards may be admitted on a "limited" basis. Students admitted on this basis may be required to take special placement tests and may be placed in Learning Support courses if indicated by the results.

### **Standards for "Regular" Admission Status**

1. **College Preparatory Curriculum Completed.** To qualify for regular admission to Clayton State, an applicant must have graduated from an accredited high school and completed the "college prep" high school courses specified by the University System of Georgia College Preparatory Curriculum as follows:
  - four years of college prep English
  - four years of college prep mathematics
  - three years of college prep science
  - three years of college prep social studies
  - two years of college prep foreign language

Applicants with questions about the College Preparatory Curriculum should contact their high school counselors or call the Clayton State Office of



Admissions (770-961-3500). Students who graduated from an out-of-state high school and do not meet Georgia's College Preparatory Curriculum requirements (e.g. foreign language) but are otherwise well-prepared may be considered as Presidential Exceptions. (See heading below.)

2. **Freshman Index (FI) of 2200.** The FI is calculated based on a sliding scale between high school grade point average in College Preparatory Curriculum courses (HSGPA) and standardized test scores (SAT or ACT). To qualify for regular admission to Clayton State, an applicant must have achieved the following:
  - **SAT-ACT Minimum:** SAT-I score of at least 830 with subscore minimums of 430 verbal and 400 math (or ACT score of at least 17 English and 17 math).
  - **Freshman Index (FI) of at least 2200.** The FI is calculated as follows:
    - Using SAT-I:  $SATV + SATM + (HSGPA \times 500)$ .
    - Using ACT:  $(ACT \text{ composite score} \times 42) + (HSGPA \times 500) + 88$ .

#### **“Limited” Admission Status**

Students who meet the College Preparatory Curriculum and SAT/ACT minimums for regular admission but whose freshman index (FI) falls in the window between 2000 and 2200 may be reviewed by the Admission Appeals Committee for “limited” admission. Students admitted in this status will be required to take additional placement tests and may be required by the institution to take Learning Support courses if indicated by test results.

#### **Standards for Home School and Non-Accredited Graduates**

In lieu of the Freshman Index and College Preparatory Curriculum requirements, applicants from home schools or graduates of nonaccredited high schools may validate the College Preparatory Curriculum through satisfactory documentation of equivalent competence in each of the College Preparatory Curriculum areas at the college preparatory level. A student whose SAT I Composite (Verbal plus Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman and who has completed the equivalent of each of the College Preparatory Curriculum areas as documented by a portfolio of work and/or other evidence that substantiates College Preparatory Curriculum completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable to the average SAT I total score is required.

Applicants lacking an acceptable College Preparatory Curriculum portfolio may validate College Preparatory Curriculum by the following SAT II scores: English Writing (520), Literature (530), Math IC (500) or Math IIC (570), American History & Social Studies (560), World History (540), Biology (520), and one of the following: Chemistry (540) or Physics (590). Contact the Office of Admissions for details (770-961-3500).

#### **“Limited” Admission to Vocational Programs**

Applicants who wish to enter a certificate or career associate degree program (except Information Technology or Paralegal Studies) may be considered for admission under the limited category if they do not qualify for regular admission. This applies especially to students in “Tech Prep” programs in high school. Certain substitutions in College Preparatory Curriculum requirements may be made for such students. Students entering under limited admission to a vocational program may not change majors to a non-vocational

major until they have exempted or exited from all Learning Support requirements and completed all of the Core Curriculum courses (Area A-E) in an Associate of Applied Science (A.A.S.) degree with a minimum 18 hours and GPA of at least 2.00 in the Core. Contact the Office of Admissions for details (770-961-3500).

### Special Admission Circumstances

A recent high school graduate otherwise not eligible for admission may be considered for admission in two circumstances: (1) if the applicant has standardized test scores (SAT I or ACT) in the upper five percent of national college-bound seniors and shows other evidence of college readiness, and (2) if the President determines that the applicant shows exceptional talent and promise for academic success. Such presidential exceptions are very limited. Contact the Office of Admissions for details.

### College Preparatory Curriculum Deficiencies

Any student admitted who has a deficiency in the 16 required College Preparatory Curriculum units 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 1112.
- Foreign Languages: any course numbered 1001.

*Courses taken to meet College Preparatory Curriculum requirements cannot be used to satisfy any other requirements but may count as prerequisites.*

Students are strongly encouraged to enroll in College Preparatory Curriculum 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 College Preparatory Curriculum 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 College Preparatory Curriculum deficiencies are satisfied.

---

## Non-Traditional Students

---

The non-traditional freshmen category applies to 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 freshmen 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 Diploma (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 to be considered a non-traditional freshmen. (See the transfer section for additional information about special requirements for non-traditional freshmen applicants who have some transfer credit.)
4. Applicants must take the COMPASS test and make an acceptable score.

Prior to being accepted, applicants classified as non-traditional must take the COMPASS test and score at or above the minimum level on all parts of the test. Students who do not make the minimum score will not be admitted. If the COMPASS indicates the need for Learning Support courses, the admitted non-traditional student will be *required* to enroll in such courses and must exit Learning Support in accordance with general Learning Support policy.

Non-traditional students who fail to make a minimum score on the COMPASS have several options available:

- re-take the COMPASS after one or more semesters with evidence of remediation work in the area(s) of deficiency from Clayton State Continuing Education or another approved provider (only one re-take is allowed),
- re-take the COMPASS after a three-year interval or,
- seek admittance to another institution, then transfer to Clayton State based on the transfer standards listed below.

---

## Transfer Students

---

### Transfer Application Procedure

Any student who transfers credit to Clayton State from another college or university is considered a transfer student. Like all applicants, transfers must submit a Clayton State application form and immunization form by published deadlines. In addition, transfer applicants must submit official transcripts from *all* colleges or universities attended regardless of whether the student has any transferable hours from the institution. Official transcripts must arrive in sealed envelopes. (Clayton State will accept electronic transcripts from certain University System institutions.) Student copies of transcripts are not acceptable.

### Transfer Admission Standards - Regular Admission

Transfer students will be granted regular admission if they meet the following standards:

- a. Have 30 or more semester hours of transferable credit. (Transfer applicants with fewer than 30 hours should see the appropriate heading below.)
- b. Have a cumulative transfer GPA of at least 2.00. (Transfer applicants with a GPA below 2.00 should see the limited admission heading below for possible appeal.)
- c. Be in good academic and conduct standing at the last institution from which credit was earned. (Transfer applicants not in good standing should see the limited admission heading below for possible appeal.)

### Transfer Admission Standards - Limited Admission

Transfer applicants who have a GPA below 2.00 and/or who are not in good standing at their last institution may submit an appeal for limited admission. If admission is granted, the student will be on academic probation. Contact the Office of Admissions to obtain the appropriate appeal form.

#### **Transfer Applicants With Fewer Than 30 Semester Hours**

Special considerations apply to transfer applicants who have earned fewer than 30 hours of transferable credit:

- a. if the applicant graduated from high school within the last five years, the applicant must meet standards for recent high school graduates in addition to transfer admission standards. Such applicants must submit all high school transcripts as well as college transcripts.
- b. if the applicant graduated from high school more than five years ago, he or she will be considered a non-traditional transfer applicant. The admission decision will be based on a combination of transfer grades and scores on required admission/placement tests.

#### **General Policies on Transfer Students**

1. **Academic Standing.** A student admitted as a transfer is subject to the academic standing regulations at his or her previous institutions(s) *and* to the academic standing regulations for students already attending Clayton State. This means that all probations, suspensions, and dismissals (exclusions, expulsions, etc.) carry over from the sending institution(s).
2. **Acceptable Credit.** Clayton State will normally and routinely accept credit for all college-level work earned with acceptable grades (see item 3) at regionally accredited colleges and universities provided that the courses are comparable to ones offered at Clayton State or otherwise appropriate for application to the Clayton State curriculum. Credit from non-accredited institutions is not normally accepted.
3. **Grade Requirements.** A minimum grade of *D* will be accepted for transfer credit in lower division (1000-2000) courses except ENGL 1101, CHEM 1211, CHEM 1212, and CHEM 2411 which require a grade of *C*. A minimum grade of *C* is required for transfer credit in upper division (3000-4000) courses. 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, including, in some cases, lower-division courses. Acceptance of a course with a grade of *D* by the University does not guarantee its acceptance in a specific program.
4. **"2 + 2" Programs.** 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 School of Technology and School of Health Sciences sections of the Catalog.
5. **Placement Examinations.** 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 specified courses or other learning experiences. Specifically, any applicant without credit for MATH 1101 MATH 1111, MATH 1113, MATH 1241, or MATH 1501 or higher must take the math placement test before enrolling in a math class at Clayton State.
6. **Learning Support.** 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.

---

### **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** provides outstanding high school students the opportunity 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 but also involves a grant for tuition. PSO is available to 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 but credit does not apply to 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
- Clayton State application and immunization form
- official high school transcript(s)
- SAT or ACT scores.

Because the Freshman Scholar Program involves close cooperation between Clayton College & State University and the high school, it is important that students considering one of these options work closely with their high school counselors and/or principals. For further information, students should contact the Freshman Scholar Advisor in the Office of Counseling and Career Services (770-961-3518).

#### **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 the appropriate GPA in required college Preparatory Curriculum (College Preparatory Curriculum) courses. (3.00 to participate as a senior; 3.50 as a junior.)
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 College Preparatory Curriculum 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 College Preparatory Curriculum high school credit. Students must have an SAT I subscore of 530 Math (ACT 22M) to enroll in appropriate college mathematics courses for high school College Preparatory Curriculum credit. (The minimums also apply to courses for which college-level English or math is a prerequisite.) Students who do not meet these subscore minimums may take other college-level courses for elective credit if they have a total SAT score of at least 1060 (with subscore minimums of 430V/400M) or composite ACT score of at least 23 (with subscore minimums of 17E/17M).

---

---

**Transient Students**

---

---

A student in good academic standing at another college or university may apply for admission and enrollment as a transient student at Clayton State. Transient status is usually limited to one term at a time, and enrollment is subject to the following 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 Clayton State prerequisite/corequisite and major restriction requirements for individual courses even if the sending institution has authorized the course.
4. A transient student who desires to continue as a transfer student at the University must apply through the Admissions Office and meet all transfer admissions policies, deadlines, and requirements.

---

---

**International Students**

---

---

**Admission Procedures**

All international students must pay the Clayton State 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, and
- 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 Office of Admissions. 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 section below.

Additional information regarding requirements for International Students is available on the University website ([www.clayton.edu](http://www.clayton.edu)).

### English Proficiency Requirement

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 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 (non ESL) 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 non remedial, non ESL course (minimum of three semester credit hours) in English Rhetoric and Composition at a United States regionally accredited college or university.

### Medical Insurance

Upon enrollment into the University, all students on F-1 visas are required to provide proof of medical and health insurance coverage.

---

## 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 Clayton State to accept credit.)

Post-baccalaureate students fall into four sub-categories:

- a. **Non-degree/certificate.** This includes students who are taking courses at Clayton State for career development or personal enrichment only and who are *not* seeking a degree or certificate from Clayton State.
- b. **Post-baccalaureate Certificate** (American Humanics, Legal Nurse Consultant, etc.) This includes students who are seeking a post-baccalaureate certificate from Clayton State. 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 Clayton State general education requirements in Core Areas A-F except when specific Core courses are necessary prerequisites to other program courses.
- d. **Associate Degree or Certificate** (e.g., Information Technology, Computer Networking, Office Assistant, Paralegal Studies). 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 Clayton State general education requirements in Core Areas A-F except when Core courses are necessary prerequisites to other program courses.

#### **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.

#### **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 academically successful. Requests for Presidential Exceptions should be sent to the Office of Admissions (770-961-3500).

---

---

### **Readmission of Former Clayton State Students**

---

The readmission process is required prior to registration for any student who has not been enrolled at Clayton State during the previous twelve months.

Readmission to Clayton State for former students is a simple and quick process that is handled by the Registrar's Office in person (STC-214) or on-line ([www.clayton.edu](http://www.clayton.edu)).

Students who were in good standing at the end of their last term at Clayton State and who had exempted or exited Learning Support requirements and who have not attended any other college or university during their absence from Clayton State 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 Clayton State 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 Clayton State 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



Clayton State program. (It is not necessary to resubmit high school records or test scores.)

2. If the student was on academic probation at the end of his or her last term at Clayton State, the student will be readmitted on probation regardless of grades earned at another institution. For students on suspension or dismissal from Clayton State, readmission will not be granted until the student has successfully appealed.
3. If the student was on academic probation at the end of his or her last term at the last institution attended while absent from Clayton State, the student will be admitted to Clayton State on probation regardless of previous grades at Clayton State. For students on probation or suspension from the last institution attended while absent from Clayton State, readmission will not be granted until the student has successfully appealed.

---

### **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.  
Exceptions:
  - i. A student whose parent, spouse or legal guardian is a resident of Georgia may be considered a resident, providing the parent spouse or guardian can provide proof of residency in the State of Georgia for at least 12 consecutive months prior to the date of registration.
  - ii. A student who previously held residency status in the State of Georgia but moved away, then returned to the state within 12 months.
  - iii. A student who is transferred to Georgia by an employer is not, upon proper documentation, subject to the durational residency requirement.
- 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 or has met one or more of the above exceptions.
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, their spouses, 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. Upon proper documentation, those relocating to Georgia immediately upon discharge may register as residents.
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.

**Change in Residency Status**

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.

---

---

**Other Admission Information**

---

---

**New Student Orientation**

The new student 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 to 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 after the student has been accepted to the University. Call 770-961-3510 for additional information.

### **Placement Testing**

Students newly admitted to Clayton College & State University under all categories may be subject to entry placement examinations (assessments), which are designed to measure proficiency in critical academic areas, especially mathematics. In addition, non-traditional students may be subject to screening tests to determine eligibility for admission. Students will be notified at the time of admission 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 if it has not already been reviewed. 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.

Students denied admission to Clayton State may consult with the Clayton State Office of Admissions about the possibilities of admission to other institutions.

### **Servicemembers Opportunity College**

Clayton College & State University is a member of the Servicemembers Opportunity Colleges (SOC) Program. Participation in this program means that Clayton State has shown a special interest in providing higher education options for members of the armed forces. Clayton State 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).

### **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.

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.

## FINANCIAL INFORMATION

### General Regulations on Tuition and Fees

The majority of the operating budget of Clayton College & State University comes from appropriations passed by the Georgia General Assembly and allocated to the institution by the Board of Regents. Other sources of funds include student tuition, fees, contracts, gifts, and grants, including those from the Georgia Department of Technical and Adult Education.

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. It is the student's responsibility to see that his or her tuition and fees are paid even if the funds are provided by financial aid, scholarship, or some other source.

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 online or in person 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 online.) Payment of fees may not be deferred. All fees are due and payable per deadlines published in the Schedule of Classes.

### Required Tuition and Fees 2004-2005

#### TUITION

In-State (Residents of Georgia)	Tuition	\$1,161.00 per semester for a student taking 12 semester credit hours or more (full time), or \$97.00 per semester hour for fewer than 12 credit hours.
Out-of-State Tuition (Non-Residents of Georgia*)		\$4,645.00 per semester for a student taking 12 semester credit hours or more (full time), or \$388.00 per semester hour for fewer than 12 credit hours.

\*Determination of residency for the purpose of tuition is established at the time of admission.

#### Other Per Semester Fees Required of ALL Students (2003-2004)

- Student Activities Fee.** A \$48.00 per semester fee will be charged for student activities.
- Athletic Fee.** A \$114.00 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 (LAKER).
- Information Technology Fee.** A \$38.00 per semester fee will be charged for infrastructure and services relate to information technology.

- f. **Health Fee.** A \$10.00 per semester fee will be charged for limited health services.

**Other Fees - Required for Certain Courses Only (2003-2004)**

- a. **Telecourse Fee.** A \$22.00 fee will be charged students who enroll in designated telecourses (non-refundable once classes begin).
- b. **Wellness Course Fees.** A \$35.00 fee will be charged for individual assessment and orientation and materials for the first semester that a student enrolls in PHED 1010. For subsequent semesters of enrollment in PHED 1020, 1030, and 1040, a \$20.00 fee will be charged for supplies, etc. (non-refundable once classes begin).
- c. **Health Sciences Lab.** A \$35.00 fee will be charged for designated clinical courses to defray costs for immunizations and other health services.
- d. **Natural Sciences Laboratory Fee.** A \$20.00 fee will be charged for each laboratory science course to defray the costs for laboratory supplies, equipment, maintenance, calibration, and breakage (non-refundable once classes begin).
- e. **Applied Music Fee.** A \$20.00 fee will be charged to students who enroll in applied music courses: MUSC 1500, 2400, 2500, 3500, 4400, 4500 (non-refundable once classes begin).
- f. **Standardized Testing and Materials Fees.** Certain courses require students to take standardized tests and/or use standard materials. Fees vary with courses.

**Other Required Fees - One-time fees and late fees. (2003-2004)**

- a. **Application Fee.** Application fee varies depending on time and method of application.
- b. **Orientation Fee.** A student attending an orientation session may 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.
- c. **Enrollment Services Fee.** A one-time \$15.00 fee will be charged for diploma, graduation, and transcript expenses (non-refundable).
- d. **Late Registration Fee.** Any student who registers and pays fees once classes have begun for a semester will be charged a late registration fee of \$25.00 (non-refundable).
- e. **Returned Check Fee.** A \$25 fee will be charged for all returned checks (non-refundable).

**Books, Software, and Other Course-Related Costs (2002-2003)**

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 online from Clayton State's e-Store, [www.ccsuestore.com](http://www.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 or more each semester for course materials.

**Financial Aid and Scholarships**

The Financial Aid Office assists students with financing their education. For information on financial aid and scholarship programs available at Clayton College & State University, go to the Financial Aid website at <http://adminservices.clayton.edu/financialaid/default.htm>.

**Nursing and Dental Hygiene Expenses**

A student enrolling in a program in Nursing or Dental Hygiene should expect additional expenses for uniforms, graduation pins, immunizations, and liability insurance. In the case of Dental Hygiene students, there are costs for instruments. A list of such costs is available from 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.

**Students 62 Or Older (Senior Citizens)**

When space is available students 62 years of age or older may attend Clayton College & State University without payment of fees, except for supplies and laboratory or shop fees.

**Regents' Tuition Remission and Reimbursement Policy**

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

---

---

**Refund Policy**

---

---

Refunds are granted only in limited cases as explained below. All refunds will be issued in the name of the student and by check only. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency.

- 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 tuition caps at 12 hours.)
- 2. Refunds for reduction in hours during the official Drop-Add period.** If the drop-add process results in a reduction of hours, the student's billing for tuition and fees will be adjusted up or down 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. Please remember that certain fees are non-refundable.
- 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 Official Board of Regents' Policy as follows: "The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the



student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.”

**Death and Military Refunds**

A refund of all tuition and fees (except those specifically identified as non-refundable) 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 tuition and 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 orders to active military duty after the first day of classes, 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.)

---

---

**Bad Check and Delinquent Account Policy**

---

---

If a financial institution declines payment of a personal check tendered by a student and returns it to the University, the student will be charged \$15.00. 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. 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. Students who submit bad checks may be required to pay by other methods in the future.

## ACADEMIC POLICIES

---

---

### **Basic Undergraduate Student Responsibilities**

---

---

Students have responsibility for the development of their academic, social, and career goals. As part of their educational experiences at Clayton State, students are responsible and accountable for their academic choices and actions. They are responsible for reviewing, understanding, and abiding by the regulations, procedures, requirements, and deadlines described in official publications including the Catalog, the Student Handbook, Class Schedules, and applicable Departmental Student Handbooks.

#### **Responsibilities in the Classroom**

Each student is expected to:

- attend class regularly unless other arrangements are made;
- arrive for class on time and leave the classroom only at the end of class;
- engage in class discussions and activities when appropriate;
- exhibit classroom behavior that is not disruptive of the learning environment;
- make arrangements so that any children for which they are responsible are not brought into classroom buildings during class time;
- secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor. Any use of a cell phone or other unauthorized electronic device during an examination may lead to an accusation of academic dishonesty, which may ultimately lead to expulsion from the University.

#### **Course Responsibilities**

Each student is expected to:

- observe the prerequisites, co-requisites and other requirements for the course;
- obtain and understand the course syllabus;
- keep up with the coursework, complete all courses requirements, submit all assignments, and take all scheduled examinations;
- address any conflicts in scheduling with the instructor as soon as possible and in accordance with course policies concerning scheduled course activities;
- review all graded material and seek help if necessary;
- notify the instructor of any documented disabilities that might interfere with completion of course work as soon as possible;
- fairly and thoughtfully complete the course evaluation form.

#### **Academic Progress**

Each student is expected to take an active part in assessing his or her academic progress each semester, and to monitor progress towards completion of graduation requirements. Each student is expected to:

- review academic policies and procedures described in the current Catalog as well as in applicable Departmental Student Handbooks.

- know basic University, school or college, and departmental admission, progression and graduation requirements in their chosen majors and minors so they may plan completion of these requirements;
- meet regularly with the academic advisor to review academic progress, program plan and continuing enrollments.
- maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation;
- see that any academic records from other universities are transferred and received by all the appropriate offices for evaluation.

### Interactions with Faculty and Other Students

Each student is expected to:

- understand the concept of academic honesty and adhere to its principles;
- be respectful and polite to all faculty and other students;
- be familiar with and abide by the University's sexual harassment policies as well as University policies regarding consensual relationships between instructors and students;
- consult the Student Conduct Code about other aspects of student conduct in and out of the classroom.

---

## Notebook Computers at Clayton State

---

In 1998, through the Information Technology Project, Clayton College & State University became one of the first public universities in the nation to require *all* of its students to have and use notebook computers. This innovative and exciting approach to learning has been dubbed "ubiquitous mobile computing." Electronic communication between faculty and students and among students has become the normal way of doing business at Clayton State. Over the past five years, Information Technology Project has developed into an unqualified success in its most important measure—the improvement of the teaching and learning process.

In short, it is the policy of Clayton State that every student own or have ready, on demand access to a notebook computer to use for academic assignments and communications. This will often, but not always, require taking the computer to class.

### Notebook Computer Policy

For hardware and software specifications and additional details, go to the University's ITP-Choice website ([www.clayton.edu](http://www.clayton.edu)) and click ITP-Choice).

1. **Computer Access.** Each Clayton State student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access.
  - A student has a variety of options for "access." Student ownership of an appropriate computer will be the most common approach, but a student may also lease, rent, or share a notebook computer that meets minimum requirements as long as the student has regular, unrestricted access to the machine.

- For students who choose ownership, a list of vendors of notebook computers is provided to all students on the University's Information Technology Project Choice website. Note the "Preferred" vendor status next to some of the vendors' names. Vendors are given preferred status only after training and authorizing the Clayton State help desk (the HUB) to perform in-warranty repairs on notebook computers purchased by Clayton State students. Use of a Clayton State preferred vendor is not required.
2. **Standard Software.** The notebook computer that the student has ready access to must include the Clayton State standard software load plus additional software needed for the student's major program.
- Clayton State will make the standard software load available to currently enrolled students as part of the \$38.00 technology fee. It will be the student's responsibility to bring the notebook computer to the help desk (the HUB) to obtain the software.
  - Additional software necessary for specific courses and/or programs will be available for purchase from the Clayton State Campus Store and/or other vendors.
3. **Internet Access.** Each Clayton State student is required to have ready access to the Internet (World Wide Web) and to use a Clayton State e-mail address.
- Each student will be responsible for making his or her own arrangement with an Internet Service Provider (ISP) such as AOL, Juno, Bell South, or Yahoo. No specific ISP is considered preferred by Clayton State although students are cautioned to pay careful attention to the ISP's reputation for reliability and customer service.
  - Clayton State will provide each student with an e-mail address through the Clayton State electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State faculty and administrators.
4. **Computer Skills.** Students will be responsible for having or obtaining basic computer skills including e-mail, Web surfing, and word processing. Higher level skills will be expected for many courses.
- Clayton State will make training opportunities in basic computer skills available to students for no additional cost.
  - Through a variety of means including free workshops, fee-based workshops, for-credit computer courses, and modules in courses, Clayton State will make training opportunities available in the computer skills necessary for the student's chosen program.
  - Clayton State will provide a computer help desk (the HUB). The HUB will assist students with software problems. The HUB will assist with hardware problems only if the machines are under warranty and the HUB is certified by the vendor to service those machines.

---

### Choosing a Degree Program and Major (Program of Study)

---

Clayton State offers several types of degree programs and certificates. Each of these degree programs encompasses a variety of majors, or programs of study. Majors leading to a particular degrees are listed below.

---

## Degree Programs Available at Clayton State

---

Clayton State offers the following types of degree programs 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 Science in Dental Hygiene (B.S.D.H.), Bachelor of Music (B.M.), Bachelor of Information Technology (B.I.T.), Bachelor of Science in Information Technology (B.S.I.T.), or a Bachelor of Applied Science (B.A.S.). Baccalaureates take four years of full-time study or longer for part-time enrollment.
2. **Applied Associate degrees:** The Associate of Applied Science (A.A.S.) is a career-focused degree designed to prepare students with the technical and professional skills necessary to immediately enter the world of work in a chosen field. 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. 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. degrees are eligible to pursue the Bachelor of Applied Science (B.A.S.) degree. The A.A.S. in Information Technology (A.A.S.I.T.) is designed to lead directly to the B.I.T.
3. **Academic certificates in career fields:** Academic certificates are awarded for completion of programs of study similar to career associate degrees but normally with fewer courses. Clayton State offers several certificate programs; the courses taken in most 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.

---

## Baccalaureate Degree Majors at Clayton State

---

Students who wish to complete a baccalaureate degree at Clayton State must choose a major or program of study from the following list. Detailed requirements of these major programs are listed under the appropriate catalog listing for the "Advising School/College."

<b>Baccalaureate Degree Program</b>	<b>Advising School/College</b>
Accounting (B.B.A.) .....	Business
Administrative Management (B.A.S.).....	Technology
Allied Health Administration (B.A.S.) .....	Health Sciences
Biology (B.S.).....	Arts and Sciences
Business - General (B.B.A.).....	Business
Communication and Media Studies (B.A.).....	Arts and Sciences
Criminal Justice (B.S.).....	Arts and Sciences
Dental Hygiene (B.S.D.H.).....	Health Sciences
Dental Hygiene Practice and Administration (B.A.S.).....	Health Sciences
English (B.A.).....	Arts and Sciences
Government (B.S.).....	Arts and Sciences
Health Care Management (B.S.) .....	Health Sciences
History (B.A.).....	Arts and Sciences
Information Technology (B.I.T. and B.S.I.T.) .....	Info/Math Sciences

Integrative Studies (B.A./B.S.).....	Arts and Sciences
Management (B.B.A.).....	Business
Marketing (B.B.A.).....	Business
Mathematics (B.S.).....	Math/Info Sciences
Middle Level Education (B.A.).....	Arts and Sciences
Music (B.A.).....	Arts and Sciences
Music - Composition (B.M.).....	Arts and Sciences
Music - Performance (B.M.).....	Arts and Sciences
Music Education (B.M.).....	Arts and Sciences
Nursing - Basic Licensure (B.S.N.).....	Health Sciences
Nursing - For Existing R.N.'s (B.S.N.).....	Health Sciences
Psychology and Human Services (B.S.).....	Arts and Sciences
Technology Management (B.A.S.).....	Technology

---

### Associate Degrees

---

Associate Degree Program	Advising School
A.A. Core Curriculum (Integrative Studies).....	Arts and Sciences
A.S. Core Curriculum (Integrative Studies).....	Arts and Sciences

---

### Applied Associate Degrees and Certificates

---

Career Program	Advising School
Airway Science (A.A.S.).....	Technology
Aviation Maintenance Technology (A.A.S.).....	Technology
Computer Networking (A.A.S.).....	Technology
Drafting and Design (A.A.S.).....	Technology
Information Technology (A.A.S.I.T.).....	Info/Math Sciences
Marketing and Merchandising Technology (A.A.S.).....	Technology
Medical Office Administration (A.A.S.).....	Technology
Office Administration (A.A.S.).....	Technology
Paralegal Studies (A.A.S.).....	Technology

---

### Pre-Professional Programs

---

Clayton State offers a variety of pre-professional programs for students who anticipate transferring to other institutions to complete degree requirements. Advisors are available within the School of Arts and Sciences assists students in selecting courses appropriate for pre-Dentistry, pre-Engineering, pre-Law, pre-Medicine, pre-Pharmacy, and pre-Physical Therapy. Students interested in these programs must be sure to declare a major in an appropriate field while enrolled at Clayton State.

**Pre-Dentistry:** Students wishing to prepare to enter a professional school of dentistry should select the Biomedical Applications track of the Biology (B.S.) major and consult a Biology advisor in the Department of Natural Sciences.

**Pre-Engineering:** This program of study is designed for students who intend to transfer to Georgia Tech or another university engineering program; students

should check with an Engineering advisor in the Department of Natural Sciences about the latest information on transfer programs.

**Pre-Law:** 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 Clayton State's bachelor's program in Government, Integrative Studies or History.

**Pre-Medicine:** Students wishing to prepare for medical school at the Medical College of Georgia or other institutions should select the Biomedical Applications track of the Biology (B.S.) major and consult a Biology advisor in the Department of Natural Sciences.

**Pre-Pharmacy:** This program of study is designed for students who intend to transfer to another university pharmacy program; students should check with a Pre-Pharmacy advisor in the Department of Natural Sciences about the latest information on transfer programs.

**Pre-Physical Therapy:** Students wishing to prepare to enter a professional school of physical therapy should select the Biomedical Applications track of the Biology (B.S.) major and consult a Biology advisor in the Department of Natural Sciences.

**Pre-Veterinary Medicine:** Students wishing to enter a professional school of veterinary medicine should select the Pre-Veterinary Medicine track of the Biology (B.S.) major and consult a Biology advisor in the Department of Natural Sciences.

---

## **Declaring and Changing Majors (Programs of Study)**

---

Students must declare their major programs of study upon matriculation at Clayton College & State University. Major declarations must be filed with the Registrar by paper form or by online process.

A student must submit a Change of Major form (available online 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's website each semester ([www.clayton.edu](http://www.clayton.edu)). Instructions on how to register are included in this schedule. Registration is accomplished online using the Clayton State system known as the DUCK (Digital University Campus Kiosk).

Classes are scheduled at a wide variety of times during the day, evening, and, to a lesser extent, on weekends. The University endeavors to schedule classes at convenient times, but due to resource constraints the times that individual courses are scheduled are necessarily limited. Students may have to adjust their personal situations to take classes when they are offered.

Students are responsible for all information published in the Schedule of Classes. Policy and program changes that occur during the academic year are announced in the semester Schedule of Classes.

Various departments of the University publish tentative 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 such as staffing, funding, enrollment, and program changes may result in some changes.

#### **“No show” Policy**

A registered student who has failed to attend class (in person or by electronic equivalent) by the final payment deadline for the term, is considered a “no show.” The “no show” student will be administratively withdrawn and will not be reinstated. The “no show” student is obligated to pay for all registration in effect at the end of drop-add even though he or she did not attend. Proportional refund will be made to students who are “no show” in all classes. No refund is made to students who are “no show” in one or more classes but who have attended other classes.

#### **Prerequisites and Corequisites**

Many courses are listed as having prerequisites, corequisites, or absolute corequisites. Faculty members are not permitted to waive prerequisites or corequisites on their own.

In most cases, the University's computer system (the 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 are personally 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). Students are obligated to pay tuition and fees for all courses registered for as of the end of Drop-Add.

#### **Course Overload**

Students may schedule up to 18 hours per semester (15 in the Summer) without special permission. A student who wishes to accelerate his or her 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 or associate dean of the school of the major. 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 although the dean/associate dean may make exceptions in special circumstances.

#### **Cross-Registration in the Atlanta Regional Consortium for Higher Education (ARCHE)**

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. 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.

---

## **Online Instruction**

---

Many courses at Clayton College & State University are offered online as well as on campus. In online courses the majority of the instruction is delivered by online computer connection via the Internet. 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 online instruction are identified in the Schedule of Classes each semester. Additional fees will accompany online courses with video components.

### **Nature of Online Courses**

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

Although routine classroom attendance is not required for online courses, some physical presence is required on campus for orientation, testing, and, in some cases, "hands-on" experiences (labs, clinicals, observations, etc.). In addition, some online courses may have additional, optional, or required, on-campus sessions for discussion and/or review. For details, please consult the official Schedule of Classes each semester and the online syllabus for each course.

### **Registration for Online Courses**

To take an online course, students must be admitted to the University by the normal process and be eligible to register for credit courses, including having met all prerequisites and/or corequisites. Details about registration are published each semester in printed and online versions ([www.clayton.edu](http://www.clayton.edu)).

*Students should not register for online 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. Students may be required to complete *Computer Skills for Online Instruction (Clayton State 1010)* or *Introduction to WebCT (Clayton State 1011)* before registering for some online courses or during the first weeks of the semester. Also, students should be aware that taking online classes requires excellent time management skills and good self-discipline.

**Course Materials**

Printed texts, special software, or other supporting material needed for online courses can be obtained in person from the Campus Store or online at [www.ccsuestore.com](http://www.ccsuestore.com). Many research resources are available online through GALILEO, but some projects may require on-site library work at Clayton State or elsewhere.

**Online Courses with Video Components**

Some online courses include some instruction provided via television or video tapes and are called "online courses with video components." Some of the content for these courses is 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 Clayton State library circulation desk and playing them at their convenience. *There is an additional course fee for online telecourses to cover Clayton State's costs for broadcast and distribution rights.*

**Getting Started in an Online Course**

When students register for an online course, they must communicate with the instructor by the semester payment deadline. This communication may take place in person during the required Orientation Session. If the Orientation Session will be held after Drop-Add, the student MUST contact the instructor by e-mail before the end of Drop-Add.

If a student does not attend the Orientation or make contact with the instructor by the end of Drop-Add, that student will be considered a "No Show" and will encounter the consequences explained in the semester Schedule of Classes.

The instructor's e-mail address and information about orientation sessions are usually included with the appropriate course listing in the Clayton State Schedule of Classes or on the Online Instruction 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; Information & Mathematical Sciences, 770-961-3636; Technology, 770-361-3415).

**On-site Attendance Requirements**

Except for courses offered in the WebBSIT program, all of Clayton State's online courses require physical attendance for orientation and examinations unless a special exception has been established. In addition, as mentioned above, some courses that are delivered substantially online also require attendance at Clayton State (or other sites) for the purposes of review, discussion, 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.

---

---

**Withdrawal From Courses**

---

---

All registrations are final and students are obligated to pay tuition and fees as of the end of the drop-add period. A grade symbol will be placed on the transcript for all courses in which the student is registered as of the end of the drop-add period.

Students who wish to receive a grade of *W* (withdrawal) or, in certain circumstances, *WF* (withdrew failing) must act in accordance with the policies and procedures explained here and in the semester Schedule of Classes.

#### **Official Withdrawal Form Required**

A student desiring to withdraw from a specific class, multiple classes, or all classes must submit an official withdrawal form to the Office of the Registrar. The form can be submitted on paper (Registrar's Office, STC 216, 770-950-5110) or online ([www.clayton.edu](http://www.clayton.edu)). Students are strongly advised to print the confirmation of an online withdrawal.

A withdrawal is not official and will not appear on the transcript unless the official form is properly submitted. Although it is good practice to discuss withdrawal intentions with instructors and other University Officials, the student must be aware that such discussion (whether oral or written) does not constitute official withdrawal. If a student attends class and then quits coming but does not submit an official withdrawal form, the student will be assigned a grade of *F*.

#### **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* is not included in the calculation of the Grade Point Average (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 (accountability) 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. 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 online ([www.clayton.edu](http://www.clayton.edu)) or in person (STC-216). Call 770-960-5110 to obtain a form if in person or online is not feasible.

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

1. experienced an emergency or other unanticipated 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,
3. acted responsibly by notifying his or her instructors or other University officials about the hardship situation as soon as possible after it arose, and
4. filed the hardship request with the appropriate dean as soon as it is feasible to do so. 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.

Hardship withdrawal does not involve special consideration for refunds. Any refund due will be granted in accordance with the refund regulations and schedule printed in the semester Schedule of Classes booklet.

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.

#### **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.

#### **Returning University-Owned Equipment**

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

---

---

## **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 less extensive out-of-class preparation is 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 invested.

Online courses, including telecourses and Web courses, are also measured by semester hours. 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.

**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 national programs, including the following:

**Advanced Placement Program of the College Board (AP):** In some basic courses, Clayton State accepts an AP grade of 3 for credit. Grades of 4 or 5 are required for some other courses. The current required scores are shown in the table below. 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.)

**Advanced Placement Test Scores  
Accepted by Clayton College & State University**

AP Exam	Score	CCSU Course Credit Awarded	CCSU Credit Hours Awarded
Art History	3, 4, or 5	ART 2301 or 2302	3
Biology	3, 4, or 5	BIOL 1111/111L and BIOL 1112	7
Chemistry	3	CHEM 1151/1151L	4
Chemistry	4	CHEM 1211/1211L	4
Chemistry	5	CHEM 1211/1211L and CHEM 1212/121L	8
Physics B	3, 4, or 5	PHYS 1111/1111L and PHYS 1112/1112L	8
Physics C Mechanics	4 or 5	PHYS 2211/2211L	4
Physics C E&M	4 or 5	PHYS 2212/2212L	4
Environmental Science	3, 4, or 5	SCI 1901E	3
English Language & Composition	3, 4, or 5	ENGL 1101	3
English Literature & Composition	3, 4, or 5	ENGL 1101	3

US Government and Politics	3, 4, or 5	POLS 1101	3
US History	3 or 4	HIST 2112	3
US History	5	HIST 2111 and HIST 2112	6
European History	3, 4, or 5	HIST 1111 or HIST 1112	3
World History	3, 4, or 5	HIST 1111 or HIST 1112	3
Macroeconomics	3, 4, or 5	ECON 2105	3
Microeconomics	3, 4, or 5	ECON 2106	3
Calculus AB	3	MATH 1113	3
Calculus AB	4 or 5	MATH 1501	4
Calculus BC	3	MATH 1501	4
Calculus BC	4 or 5	MATH 1501, 2502	8
Statistics	3, 4, or 5	MATH 1231	3
Computer Science AB	3, 4, or 5	CSCI 1301	3
French Language	3	FREN 1001 & FREN 1002	6
French Language	4	FREN 1001, FREN 1002, & FREN 2001	9
French Language	5	FREN 1001, FREN 1002, FREN 2001, & FREN 2002	12
Spanish Language	3	SPAN 1001 & SPAN 1002	6
Spanish Language	4	SPAN 1001, SPAN 1002, & SPAN 2001	9
Spanish Language	5	SPAN 1001, SPAN 1002, SPAN 2001, & SPAN 2002	12
Psychology	3, 4, or 5	PSYC 1101	3

#### College Level Examination Program (CLEP)

Clayton College & State University awards credit for several CLEP subject examinations. Some programs may limit CLEP credit. (The University does not accept the CLEP general examination.) CLEP examinations are administered by the Testing Center approximately once per month. Scheduled times and other information are available in the Center (LIB-141).

#### Certified Professional Secretaries Examination (CPS)

Clayton College & State University awards credit for the CPS examination program. 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, Clayton State 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-61).
- Other Clayton State 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 Testing 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 Clayton State 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 Clayton State 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.

#### **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). Clayton State will award up to 38 hours of transfer credit for the career courses taken subject to the following considerations:

1. 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 Clayton State. (A maximum of 38 hours of career courses will be applied to the B.A.S. degree regardless of the number of hours actually taken.)
2. 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.
3. Sometimes career courses can also count in Areas A-E. Students should be aware that such courses cannot be counted in two places, so if a career course is applied to Areas A-E, then the student may be required to take additional career work to equal 38 semester credit hours. (See item c. In Notes on Areas A-E.)
4. For transfer students, career courses may be entered on the transcripts with a technology course prefix (TECH) rather than as a specific prefix such as OFFC or EMS.
5. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.



## Classification of Students

Class standing will be determined at the end of each academic semester on the basis of course credits completed. Courses numbered 0099 or less are not included in the count of credits that determine a student's classification. The classification scale is:

Freshman .....	0-29 semester credit hours earned
Sophomore .....	30-59 semester credit hours earned
Junior.....	60-89 semester credit hours earned
Senior .....	90 or more semester credit hours earned

Senior classification does not necessarily imply graduation the following spring.

## Grading System

Every course listed on a student's official semester schedule as of the end of Drop-Add 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):

<u>Grade Symbol</u>	<u>Numerical Equivalent</u>
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

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, associate dean, 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 or associate dean of the school. To remove an I and convert it to a grade, the student must contact the instructor (or department head or associate dean 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 University-owned equipment, 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* — **Withdrawn.** Indicates that a student withdrew before midterm or withdrew after midterm but 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. It is a temporary grade and will be changed by the Registrar upon certification of actual grade by the appropriate dean or associate dean.

#### Grade Point Average (GPA)

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses numbered 1000 or higher at Clayton College & State University. Following is an example:

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

$$38 \div 16 = \text{Grade Point Average of } 2.38$$

Clayton College & State University normally 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 which have numerical equivalents) 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 which have numerical equivalents) attempted at Clayton College & State University. Institutional GPA is used to determine the following:

- academic standing status (good standing, warning, probation, and suspension); and

- b. eligibility for graduation.

**Course Repeat Policy**

A student who has withdrawn (W or WF) or earned a less than satisfactory grade (D, F, or U) a total of three times in a course numbered 1000 or higher at Clayton State will not be allowed to take that course again. *Students must be fully aware that this rule may have the effect of preventing them from graduating in a given major if they exhaust their three tries in a required course.* A student can repeat a course and earn a satisfactory grade without limit. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward graduation and be included in institutional GPA. This policy provides an opportunity for a student to raise his or her GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower.

The “course repeat policy” applies to courses taken at previous institutions except that a student transferring in to Clayton State will be granted one additional try at Clayton State even if the student had exhausted his or her three tries at the previous institution. Students who have already had two or more tries in a course at Clayton State before this policy went into effect (Fall 2003) will be granted one more try.

**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 applicable). 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 student 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 a copy to the dean. The department head/associate dean in consultation with the dean will provide the appellant with a written answer. Students may appeal the school/department-level response by submitting a written statement to the Associate Provost.

Appeals initiated more than one semester following the time that the dispute arose will not be considered. Other details about the appeal process are contained in the *Student Handbook*, which can be obtained from the Office of the Vice President for Campus Life or via the University homepage.

---



---

**Academic Standing**

---

**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 Clayton State only.

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

**Academic Warning**

A student will be given an Academic Warning if at the end of any semester his or her institutional or term GPA falls below 2.00 but the student is not subject to probation or suspension. Although students on “warning” remain in good standing, they should be aware that 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.

**Academic Probation:**

**1. Academic Probation (not Learning Support)**

Any student whose institutional GPA falls below the minimum acceptable GPA of 2.00 (or less than 2.00 for students with fewer than 45 hours as indicated in the chart under the Good Standing heading above) will be placed on academic probation. Probation students are urged to consult the Office of Counseling and Career Services and 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.

**Academic Suspension and Dismissal**

**1. Academic Suspension (not Learning Support)**

A student will be placed on academic suspension and barred from enrollment for the upcoming semester if at the end of any semester *all* of the following criteria apply:

- a. the student is on Academic Probation,
- b. the student’s institutional GPA is below the minimum acceptable level for Good Standing as indicated in the chart above, and
- c. the student’s GPA for the term just completed is below 2.00.

**Consequences of First Suspension:** The first academic suspension bars enrollment for a minimum of one semester. A student who desires to return to the University following at least one Spring or Fall semester (not Summer) out must submit a written appeal for reinstatement to the Center for Academic Assistance (Library, lower level). The appeal will be evaluated by the appropriate administrator, and a personal interview may be required. The decision will be based on previous academic performance and a determination of whether there is strong indication that the reasons for the suspension have been ameliorated and are not likely to be repeated. Reinstatement is not automatic. The student may be required to perform certain remedial activities prior to reinstatement. If reinstated, the student will be on academic probation. The student may be required to consult a special counselor/advisor prior to registration. A reinstated student may have his or her enrollment restricted in total hours or other ways until he or she achieves an institutional GPA of 2.00 or higher.

**Consequences of Second Suspension:** The consequences of and appeal provisions for second suspension are the same as for first suspension except as follows:

- a. the minimum period of exclusion is two semesters (Fall and Spring, summer does not count toward the exclusion period)
- b. a student desiring reinstatement must also apply for readmission.
- c. appeals for reinstatement will be held to a higher standard

- d. if the student has earned no grades of C or higher since the first suspension, then the second suspension constitutes dismissal and the consequences of dismissal apply.

**Consequences of Dismissal:** *Any student receiving a third academic suspension will be dismissed from the University and barred from further enrollment.* However, after at least three full calendar years 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 an admission 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. 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 will 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 below will be dismissed from the University for a minimum of three years. Appeals must be filed with the Registrar's Office. 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.

---

## Learning Support Requirements

---

Students in the limited and non-traditional admission categories must take the entry examination (COMPASS) to determine if they will be required to take Learning Support courses, i.e. any course numbered below 1000. Students who score high enough on the placement examination will be exempted from some or all Learning Support courses; students whose scores indicate the need for remediation will be required to take the appropriate courses. Any combination of the following may be required: READ 0099, ENGL 0099, MATH 0096, MATH 0097, MATH 0099, and CSOR 0098. Once it is determined that a student is *required* to take Learning Support courses, the regulations in this section apply.

### Students not Subject to Learning Support Advisement

Some students who are granted regular admission to the University score below the prerequisite level on the math placement test (Accuplacer). In such cases, the student has the option of taking MATH 0099 or of engaging in an intensive self-remediation plan and then re-testing. The great majority of students in this situation choose to take MATH 0099 to fulfill the MATH 1101 prerequisite. Such students are advised by their regular advisor and not by Learning Support faculty.

Students required to take Learning Support courses who are majoring in a certificate program offered through the School of Technology are advised in the

School of Technology rather than by Learning Support advisors. The Technology advisor will consult with Learning Support advisors as appropriate.

### Learning Support Regulations

The Learning Support Program of the Center for Academic Assistance 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. Learning Support courses are *not* applicable to any degree programs offered by the University; however, they do constitute prerequisites that Learning Support students must satisfy before they are fully accepted into degree or certificate programs.

Students required to take 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 (exited).
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 MATH 0099 or those who have appropriate transfer credit may petition the Director of the Center for Academic Assistance 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 while also taking Learning Support courses.
4. Students who are required to take READ 0099 must exit the reading area before they enroll in any courses in the Core Curriculum (Areas A-F). Students who are required to take Learning Support math and/or English are restricted from many but not all 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 while also remaining in any course numbered 1000 or higher.
7. After students have passed *all* other requirements for their required Learning Support courses, they must then pass the exit examinations (currently COMPASS) for the required content areas. In other words, a student is not allowed to take the exit examination unless he or she has satisfactorily completed all course work up to that point. *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 0096 or MATH 0097 and do not exit this level in two attempts will be suspended from the University and will not be allowed to attempt MATH 0097 again or take MATH 0099. After at least one semester of suspension, students may appeal for one attempt to take and exit MATH 0099. This will constitute the third and final Learning Support math attempt prior to a three-year suspension.
- Students who begin in MATH 0099 and do not pass the course in two attempts will not be allowed a third attempt and will be suspended for three years.

**English, Reading, and College Skills:** Students are allowed a maximum of two attempts in each of the following courses: ENGL 0099, READ 0099, and CSOR 0098. Students who do not exit within two attempts will be suspended for three years.

**Period of Suspension**

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 and is only granted when there is strong evidence of a high likelihood of success upon readmission.

**Academic Honors**

**The 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.

**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:

- a. attain the Regents' Grade Point Average specified for the given level of honors on *all* work attempted at Clayton College & State University; and
- b. attain the grade point average specified for the given level of honors on the Regents' Grade Point Average calculated on all college courses attempted at Clayton State *and* all other institutions attended, including accepted and non-accepted transfer credit.

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

	Associate Degree	
High Honors		3.75 - 4.00
Honors		3.50 - 3.74

**Honors Convocation**

During the latter part of Spring Semester of each year, an Honors Convocation is held to recognize those students from all disciplines who have achieved overall records of academic excellence.

---

**R.O.T.C.**

---

Clayton State offers its students the opportunity to participate in the Army Reserve Officer Training Corps (R.O.T.C.) program at Georgia State University (GSU). The courses are offered by the GSU Department of Military Science, and Clayton State students enroll in R.O.T.C. courses through the Atlanta Regional Consortium for Higher Education (A.R.C.H.E.). Currently all courses are offered at GSU.

For information about registering via A.R.C.H.E., please contact the C.C.S.U. Registrar (STC-216, 770-960-5110). For information about the Army R.O.T.C. program, please call 770-651-2276 or visit the office of the second floor of the Courtland Building on the GSU campus, downtown Atlanta. (Clayton State students may also participate in R.O.T.C. at Georgia Tech: Army, 404-894-9938; Air Force, 404-894-4175; and Navy, 404-894-4771.)



## GRADUATION REQUIREMENTS

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

---

### Associate and Baccalaureate Degrees

---



---

#### Core Curriculum

---

Guidelines for the Core Curriculum are established by the University System of Georgia in order to insure a solid general education foundation for all graduates. Courses taken within the Core are guaranteed to transfer within the University System in accordance with guidelines. To a great extent, Areas A-E of the Core are "major free," meaning that they will apply regardless of major; however, certain majors do have specific mathematics, science, and other requirements in Areas A-E. All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-F of the Core Curriculum, as specified below. The areas of the Core and courses that can satisfy area requirements are as follows:

#### AREA

- |  |                          |
|--|--------------------------|
| <p><b>A. Essential Skills</b></p> <p><b>A1. Two Composition Courses</b></p> <p>ENGL 1101 English Composition I</p> <p>ENGL 1102 English Composition II</p> <p><b>A2. One Mathematics Course from Among</b></p> <p>MATH 1101 Mathematical Modeling</p> <p>MATH 1111 College Algebra</p> <p>MATH 1113 Precalculus</p> <p>MATH 1231 Introductory Statistics</p> <p>MATH 1241 Survey of Calculus</p> <p>MATH 1501 Calculus I</p>           | <p><b>9 hours</b></p>    |
| <p><b>B. Critical Thinking and Communication</b></p> <p><b>B1. One Critical Thinking Course</b></p> <p>CRIT 1101 Critical Thinking</p> <p><b>B2. One or Two Foreign Language or Communication Courses from Among</b></p> <p>COMM 1001 Presentational Speaking</p> <p>COMM 1002 Presentation Applications</p> <p>COMM 1110 Spoken Communication</p> <p>FREN 1002 Elementary French II</p> <p>FREN 1999 French Review and Transition</p> | <p><b>4-5 hours*</b></p> |

---

\* The sum of credits taken in areas B and D must total 15 credits. This means that students taking more than 7 credits in area D1 (e.g., science majors) need to take only one credit in area B2.

- SPAN 1002 Elementary Spanish II  
SPAN 1999 Spanish Review and Transition

**C. Humanities****6 hours****C1. One Literature, Philosophy, or Foreign Language****Course from Among**

- ENGL 2111 World Literature I—Pre-Modern  
ENGL 2112 World Literature II—Modern World  
ENGL 2130 American Literature  
FREN 2001 Intermediate French I  
FREN 2002 Intermediate French II  
PHIL 2201 Introduction to World Philosophy  
SPAN 2001 Intermediate Spanish I  
SPAN 2002 Intermediate Spanish II

**C2. One Fine Arts or Intermediate Foreign Language****Course from Among**

- ART 2301 Art of the Pre-Modern World  
ART 2302 Art of the Modern World  
CMS 2100 Introduction to Film  
FREN 2001 Intermediate French I  
FREN 2002 Intermediate French II  
MUSC 2101 Music Appreciation  
MUSC 2301 Introduction to World Music  
PHIL 2401 Introduction to Aesthetics  
SPAN 2001 Intermediate Spanish I  
SPAN 2002 Intermediate Spanish II  
THEA 1100 Theater Appreciation

**D. Natural Sciences, Mathematics, and Technology****10-11 hours****D1. One Science Sequence from Among**

- a. BIOL 1107 Principles of Biology I  
BIOL 1107L Principles of Biology Laboratory I  
BIOL 1108 Principles of Biology II  
BIOL 1108L Principles of Biology Laboratory II  
b. BIOL 1111 Introductory Biology I  
BIOL 1111L Introductory Biology Laboratory I  
BIOL 1112 Introductory Biology II  
c. CHEM 1151 Survey of Chemistry I  
CHEM 1151L Survey of Chemistry Laboratory I  
CHEM 1152 Survey of Chemistry II  
d. CHEM 1211 Principles of Chemistry I  
CHEM 1211L Principles of Chemistry Laboratory I  
CHEM 1212 Principles of Chemistry II  
CHEM 1212L Principles of Chemistry Laboratory II  
e. PHYS 1111 Introductory Physics I  
PHYS 1111L Introductory Physics Laboratory I  
PHYS 1112 Introductory Physics II  
f. PHYS 2211 Principles of Physics I  
PHYS 2211L Principles of Physics Laboratory I  
PHYS 2212 Principles of Physics II  
PHYS 2212L Principles of Physics Laboratory II  
g. SCI 1111 Integrated Science I  
SCI 1111L Integrated Science Laboratory I  
SCI 1112 Integrated Science II

**D2. Additional Science, Math, or Technology: One Course or Sequence from Among**

- MATH 1221 Finite Mathematics

MATH	1231	Introductory Statistics
MATH	1241	Survey of Calculus
MATH	1113	Precalculus
MATH	1501	Calculus I
MATH	2502	Calculus II
CPTG	1111	Introduction to Computing and CPTG
	1010	Computing with Spreadsheets
CSCI	1301	Computer Science I
SCI	1901	Selected Topics in Science

**E. Social Sciences** **12 hours**

**E1. One American Government Course**

POLS 1101 American Government

**E2. One World History or Social Sciences Course from Among**

HIST 1111 Survey of Pre-Modern World History

HIST 1112 Survey of Modern World History

SOSC 2501 Survey of Social Science and Contemporary Issues

**E3. One American History Course from Among**

HIST 2111 Survey of U.S. History to 1877

HIST 2112 Survey of U.S. History since Reconstruction

**E4. One Behavioral Sciences Course from Among**

SOCI 1101 Introduction to Sociology

PSYC 1101 Introduction to Psychology

**F. Courses Related to the Major Program of Study**

The specific requirements of majors are listed where appropriate in the schools section of the catalog. In all cases, only courses that have not been used to satisfy other Core Curriculum requirements may be used to satisfy Area F requirements.

**Bachelor of Applied Science Core Curriculum Regulations**

Career associate degrees 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.) Clayton State 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 Clayton State 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 Clayton State. Additionally, transfer of Area A-E is subject to the following conditions:

1. 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 (with a C or better in ENGL 1101), Mathematics Modeling (or higher), and a seven-hour science sequence with laboratory. Once a student has been admitted to Clayton State, hours taken to complete the Core must be in accordance with the Clayton College & State University Core Curriculum.

2. 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.
3. In some cases, courses transferred are eligible for inclusion either in the 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 as a career course, but it can be counted in only one place.)
4. Students who do not fulfill the legislative requirement for the study of Georgia and U. S. history and constitution by courses in Area E must meet the requirement by examination or other course work.
5. Transfer students may be required to provide official course descriptions, syllabi, or other documentation of course content to facilitate determination of equivalency.

---

### **Upper-Division Major Requirements**

---

Each graduate must complete all curriculum and related requirements for one specific major as listed in the appropriate section of the catalog. In addition to courses, graduation requirements may include GPA minimums, experiential learning, residency regulations, assessments, examinations, remedial work, or other requirements as explained in the catalog or official program handbooks. Unless otherwise stated, all upper division courses in baccalaureate degree programs require a minimum grade of C.

---

### **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.

---

### **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. Some programs may require a higher GPA.

---

### **Grade Requirements for Specific 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. Students whose degree programs include CHEM 1211, CHEM 1212, or CHEM 2411, must achieve grades of C or higher in all of these courses. Upper-level courses (3000 and 4000 level courses) require grades of C or higher unless specifically indicated in the requirements of individual degree programs.

---

## Residency Requirement

---

Residency refers to courses (including online 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 Clayton State. (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.
- 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 programs of the University may specify additional residency requirements.

---

## Regents' Courses and Testing

---

The University System of Georgia requires that each student receiving a degree must have successfully demonstrated competence in reading comprehension and writing by passing two courses: Regents' Writing Skills and Regents' Reading Skills. Students can satisfy course requirements through examination. The Regents' Testing Program of the University System of Georgia is administered by the Testing Center at Clayton College & State University for three days each semester. Testing dates and registration procedures are in the Class Schedule and Registration Guide each semester under REGE 0001.

The two Regents' courses, Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199), are designed to certify basic college-level competency in reading and writing for all students in institutions of the University System of Georgia. Each course carries three hours of institutional credit. Students who wish to earn an associate or baccalaureate degree from Clayton College & State University must pass both Regents' courses or satisfy the course requirements by examination.

Students enrolled in a Regents' course must pass the appropriate part of the Regents' Test in order to receive a passing grade for the course. A grade of "U" is awarded for those who do not meet course requirement or those who complete the course but do not pass the appropriate portion of the Regents' Test. Students who pass both the course and the test would receive a grade of "S."

Students who choose to take the Regents' Test before they have earned 45 hours of credit but who do not pass both parts may repeat the part(s) not passed without taking the Regents' courses until they have accumulated 45 or more hours of coursework. Students who have 45 or more hours of coursework and have not passed either or both parts are required to take the appropriate Regents' course(s) during each subsequent semester of enrollment.

Any student who has completed at least 45 hours of credit and has not satisfied course requirements for one or both Regents' courses must enroll in the course(s) during the next semester of attendance and must take the appropriate course(s) in every semester of enrollment until both courses are passed. The student will not be allowed to register for any course numbered 1000 or higher unless he or she is also enrolled in the appropriate Regents' course(s). A

student may not withdraw from a Regents' course while remaining in any course numbered 1000 or higher.

Students may satisfy one or both course requirements through examination by passing the Regents' Test before completing 45 hours of credit or by an approved alternative test in reading comprehension or in writing.

#### Satisfying Regents' Course Requirements

- a) Regents' Test. Students who pass the reading portion of the Regents' Test are exempted from RGTR0198, and students who pass the essay portion of the Regents' Test are exempted from RGTE0199. This exemption option is only available to students who have completed fewer than 45 credit hours of course work.
- b) High SAT Verbal/ACT Reading Score. Students who enter Clayton State with standardized test scores at the following level are exempted from RGTR0198: 510V on SAT-I or 23R on ACT. Important note: For this exemption, the SAT or ACT must have been taken at a national administration; in other words, students who have taken the institutional version of the SAT or the residual version of the ACT may not exempt the Regents' courses in this manner.
- c) AP, IB, or SAT II Essay Score. Students who enter Clayton State with standardized test scores at the following level are exempted from RGTE0199: 3 on AP English or 4 on IB English or 650 on SAT II writing.
- d) Bachelor's Degree. Students who already hold a baccalaureate degree from a regionally accredited institution of higher education are exempted from both Regents' courses and from the Regents' Test.

The symbol "K" and three hours of institutional credit will be awarded to students satisfying the course requirements of the Regents' Reading Skills or Regents' Writing Skills course through examination.

#### Students Enrolled in Certificate Programs

Unless otherwise noted in specific program requirements, passing the Regents' courses is not required to earn a certificate from Clayton State; however, since the Regents' courses are required for associate and bachelor's degrees, certificate students who plan to continue studies toward a degree are encouraged to take the Regents' Test after completion of ENGL1101.

#### Students Transferring into Clayton College & State University

Students transferring to Clayton State from within the University System of Georgia shall be subject to all provisions of the Regents' Courses and Testing Policy, stated in full above. Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' courses must take the courses if they have not passed or exempted the courses before their third semester of enrollment at Clayton State.

#### 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 may contact the Registrar's Office to determine eligibility.

Disabled students whose disability prohibits participation in the standard administration of the Test should contact Disability Services to arrange special test procedures. Procedures for the administration of the test will vary depending on the individual disability. These students are otherwise subject to all provisions of the policy.

---

## **General Certificate Requirements**

---

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 counted toward 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 the Residency item of the Degree Requirements section for the definition of residency.)
3. **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.

---

## **Constitution and History Requirement**

---

Georgia law requires that each candidate for a degree demonstrate a knowledge of the history and constitution on the United States and Georgia. These requirements may be met by receiving a passing grade in certain courses, or by passing the appropriate examination. The courses and the requirement(s) each course satisfies are as follows:

1. HIST 2111/2112 satisfies the Georgia and US history.
2. POLS 1101 satisfies the Georgia and US Constitution.
3. HIST 3110 satisfies Georgia history and the Georgia Constitution.
4. CITZ 1001 satisfies Georgia and US history, and Georgia and US Constitution. CITZ 1001 satisfies the legislative requirement only. This course may not be applied towards any other degree requirement, including free electives.
5. **Transfer credit** - students with transfer credit (HIST 2111, HIST 2112 or POLS 1101) from outside the University System of Georgia will need to contact the Testing Center regarding the legislative exams.

---

---

## Other Graduation Regulations

---

### Semester System

Starting 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 hours will be waived if the shortage is due to semester conversion calculations on University System of Georgia courses.

### 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. Specific "dual degree" programs listed in this catalog may have different residency requirements.

### Licensure Programs

Certain programs are designed to satisfy the present educational requirements that enable students to take licensure examinations. (Current programs at Clayton College & State University include Nursing, Dental Hygiene, Middle Level Education, 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.

---

---

## Application for Graduation

---

All students pursuing a certificate or degree from Clayton College & State University must submit an Application for Graduation to the Registrar's Office two semesters in advance of the intended graduation. The deadlines for submitting an application are

June 1, for Fall;  
September 15, for Spring; and  
January 30, for Summer.

Students may be graduated at the end of any semester in which they fulfill the degree requirements of the University. Currently, 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.

## SCHOOL OF ARTS AND SCIENCES

### ADMINISTRATIVE OFFICERS

Ray Wallace, *Dean*

John G. Campbell, *Associate Dean*

### MISSION AND GOALS

The School of Arts and Sciences has four primary objectives:

- To offer baccalaureate programs.
- To provide students with the sound background in general education that they will need during their college experience and after graduation.
- To provide course work in support of programs of study offered by other schools of the University.
- To offer programs of study for pre-Professional areas of study for transfer to other universities .

All 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.

### INSTRUCTIONAL ORGANIZATION

The School of Arts and Sciences is composed of seven academic departments offering the degree programs listed below:

Department	Degree Program	Degree
Department of Communicative Arts and Integrative Studies	Communication and Media Studies	BA
	Integrative Studies	BA, BS
Department of Language and Literature	English	BA
Department of Music	Composition	BM
	Performance	BM
	Music	BA
	Music Education	BM
Department of Natural Sciences	Biology	BS
Department of Psychology	Psychology and Human Services	BS
Department of Social Sciences	Criminal Justice	BS
	History	BA
	Political Science	BS
Department of Teacher Education	Middle Level Education	BA

In addition to these discipline-specific degree programs, the School of Arts and Sciences offers an interdisciplinary Integrative Studies program through the Department of Communicative Arts and Integrative Studies. The Integrative Studies program requires students to develop and focus their programs of study with special seminars and internships. The associate degree can be earned upon the completion of Areas A-F of the Core Curriculum, with area F satisfying

requirements of the Integrative Studies program. (If the majority of upper division and/or Area F courses earned in the degree program are 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.)

*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 105-I (770-960-2100).*

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:

- Professional Science (Natural Sciences)
- General Liberal Arts and Arts Administration (Communicative Arts and Integrative Studies)
- Governmental Community Service, International Studies, Ministerial and Community Development, and Pre-Law (Social Sciences).

#### **ACCREDITATION STATUS**

The Professional Education Unit of Clayton College & State University is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the Professional Standards Commission of the State of Georgia (PSC).

---

---

## Department of Communicative Arts and Integrative Studies

---

### ADMINISTRATIVE OFFICERS

Thomas V. Barnett, *Interim Department Head*

### FACULTY

Thomas V. Barnett, *English*  
Virginia Bonner, *Media*  
Phillip DePoy, *Theater*  
Mark B. Hovind, *Communication*  
Ronald L. Jackson, *Philosophy*  
Todd Janke, *Philosophy*  
David A. Ludley, *Interdisciplinary Art*  
Shondrika Moss, *Communications*  
Alan Xie, *Art*

### MISSION AND GOALS

The Department of Communicative Arts and Integrative Studies offers instruction in philosophy and the fine and performing arts. The Department also coordinates the Integrative Studies Program, which allows a student, with the approval of an Integrative Studies advisor, to design a personalized program of study.

### HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the *Bent Tree* student newspaper, the *Cygnets* literary/arts magazine, involvement in Clayton State Theater and the Drama Club, and the Art, Film, and Video Club

---

## Bachelor of Arts in Communication and Media Studies

---

The Bachelor of Arts in Communication and Media Studies equips graduates with a solid theoretical and historical understanding of human communication, combined with practical skills in professional writing and speaking.

### ADMISSION AND READMISSION REQUIREMENTS

Before beginning upper-division study in Communications and Media Studies, applicants must

1. Have completed 45 semester credit hours;
2. Have completed ENGL 1101, ENGL 1102, COMM 1110, and CMS 2100 with grades of A, B, C, or K;
3. Have achieved a Grade Point Average (GPA) of at least 2.5 in all ENGL, COMM, and CMS classes applied toward Areas A-F, whether completed at CCSU or at other institutions;

4. Have completed (or be exempt from) both parts of the Regents' Test (Essay and Reading);
5. Have successfully completed the CMS program-entry writing assessment with a Writing Criteria score of at least 5555555.

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

To remain in the Communication and Media Studies program, students must meet the following progress requirements:

1. Program-entry assessments of writing skills are administered as a part of the CMS admissions process. Either at this point of entry or at any other time prior to their being allowed to register for the senior seminar, CMS 4500, students who demonstrate less than satisfactory writing skills (as determined by the CMS program faculty) may be required to enroll in WLAB 2999 (as many times as necessary) and to remain enrolled until demonstrating that the writing deficiencies have been remediated. Program-entry assessments of speaking skills are administered in the junior-level required course COMM 3100 (Professional Speaking). Students with deficiencies in speaking skills may be required to enroll either in WLAB 2999 or in other appropriate non-graduation-credit remediation.
2. Program exit assessments in writing and speaking skills are administered in the senior seminar, CMS 4500 (Global Contexts in Communication and Media Studies). In order to earn a grade of C or higher in CMS 4500, Communication and Media Studies students will need to pass these assessments. Students who need to repeat CMS 4500 may additionally be required to co-enroll in WLAB 2999 or to enroll in other remedial instruction as appropriate.

**BACHELOR OF ARTS IN COMMUNICATION AND MEDIA STUDIES DEGREE PROGRAM REQUIREMENTS**

<b>Core Curriculum (Areas A - E)</b> .....	<b>42 hours</b>
All Communication and Media Studies Core Curriculum requirements are shown in the suggested degree program.	
<b>Lower Division Core Requirements (Core Curriculum Area F)</b> .....	<b>6 hours</b>
COMM 1110 Spoken Communication .....	3 hours
CMS 2100 Introduction to Film .....	3 hours
<b>Lower Division Major Electives (Core Curriculum Area F)</b> .....	<b>12 hours</b>
Foreign Language .....	0-9 hours
International Languages .....	0-9 hours
Competence in a language other than English through the intermediate level (e.g., SPAN 2002) is required here or by competency assessment (i.e., CLEP).	
Communication and Performance Arts and Related Fields .....	0-6 hours
Select from: THEA 1100, THEA 1880	
Art, Art History, or Aesthetics.....	3-6 hours
Select from: ART 1101, ART 1102, ART 1104, ART 1301, ART 1302, ART 2301, ART 2302, ART 2001, PHIL 2401	
Literature .....	3-6 hours
Select from: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2130	

<b>Upper Division Major Requirements</b> .....	<b>24 hours</b>
CMS 3101 Media and Culture .....	3 hours
CMS 3200 History of Communication.....	3 hours
CMS 4500 Global Contexts in Communication and Media Studies .....	3 hours
COMM 3010 Research Design and Analysis.....	3 hours
COMM 3100 Professional Speaking.....	3 hours
ENGL 3900 Professional and Technical Writing.....	3 hours
ENGL 3901 Writing for Digital Media .....	3 hours
PHIL 3301 Ethics in Historical and Contemporary Perspective .....	3 hours

**Upper Division Major Electives** ..... **18-27 hours**

Select from among:

ART 3101 The Visual Arts and Society
ART 3401 American Art Visions
CMS 3500 Writing and Editing for Mass Media
CMS 3502 New Media Design
CMS 4310 Film Analysis and Criticism
CMS 4410 Digital Video Production
CMS 4800 Selected Topics in Communication and Media Studies
CMS 4900 Directed Research in Communication and Media Studies
COMM 3110 Interactive Communication
COMM 3320 Communication with Families
COMM 4100 Organizational Communication
ENGL 3101 Literature and Society
ENGL 3800 Introduction to Creative Writing
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
PHIL 3101 Philosophy and Society
THEA 3101 Theater, Cinema, and Society

**Guided Electives**..... **6-18 hours**

Choose two to five courses in consultation with the program coordinator or department head. All courses must be offered by departments within the School of Arts and Sciences; courses selected must include at least two different prefixes (e.g. HIST and THEA); and no more than 12 hours may be 1000- or 2000-level.

**Internship Requirements** ..... **3-12 hours**

CMS 3901 Internship/Practicum in Communication and Media Studies .....	3-9 hours
Select from: CCSU 2500, JOUR 3011, JOUR 3012 .....	0-9 hours

**Total Degree Requirements** ..... **120 hours**

**Other Program-Specific Graduation Requirements**

Communication and Media Studies students must earn a grade of C or higher for all courses applied toward upper-division requirements.

**BACHELOR OF ARTS IN COMMUNICATION AND MEDIA STUDIES  
SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

<b>FRESHMAN YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Course</b>	<b>Title</b>	<b>Hours</b>
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SPAN 1002	Elementary Spanish II	3
SPAN 1001	Elementary Spanish I	3	COMM 1110*	Spoken Communication	3
PSYC 1101	Intro General Psychology		POLS 1101*	American Government	3
Or SOCI 1101	Introduction to Sociology	3	HIST 1111	Pre-Modern World History	3
MATH 1101*	Intro to Math Modeling	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>SOPHOMORE YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Course</b>	<b>Title</b>	<b>Hours</b>
SPAN 2001	Intermediate Spanish I	3	SPAN 2002	Intermediate Spanish II	3
HIST 2111	US History to 1877		CMS 2100*	Introduction to Film	3
Or HIST 2112	US Since Reconstruction	3	BIOL 1112	Introductory Biology II	3
ENGL*	Literature Requirement	3	ART 2302	Art of the Modern World	3
BIOL 1111	Introductory Biology I	3	PHIL 2401	Introduction to Aesthetics	3
BIOL 1111L	Intro to Biology Laboratory	1			
MATH 1231	Introductory Statistics	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Course</b>	<b>Title</b>	<b>Hours</b>
ITSK 1401	Intro to Webmaster	3	ENGL 3901*	Writing for Digital Media	3
CMS 3101*	Media and Culture	3	CMS 3200*	History of Communication	3
COMM 3100*	Professional Speaking	3	CMS 3901*	Internship/Practicum	3
ENGL 3900*	Prof. & Tech. Writing	3	COMM 3010*	Research Design /Analysis	3
PHIL 3301	Ethics/Hist./Cntrmpy. Pers	3		Guided Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Course</b>	<b>Title</b>	<b>Hours</b>
CMS 3901	Internship/Practicum	2	CMS 4500*	Global Contexts	3

	Upper Division Electives	9		Upper Division Electives	9
	Guided Elective	3		Guided Elective	3
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>15</b>

### Bachelor Degrees in Integrative Studies

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.

#### ADMISSION AND READMISSION REQUIREMENTS

Before beginning upper-division study in Integrative Studies, applicants must

1. Have completed 45 semester credit hours;
2. Have achieved an overall institutional Grade Point Average (GPA) of at least 2.5 (If a student has no Clayton State GPA, admission is based on transfer grades.);
3. Have completed ENGL 1101 with a grade of A, B, C, or K.

#### BACHELOR OF ARTS/BACHELOR OF SCIENCE IN INTEGRATIVE STUDIES DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All Integrative Studies Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

Humanities..... 3-9 hours

Select from: ART 1101, ART 1102, ART 1104, ART 1301, ART 1302, ART 2001, ART 2301, ART 2302, CMS 2100, COMM 1001, COMM 1002, COMM 1110, ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2130, FREN 1999, FREN 2001, FREN 2002, MUSC 1001, MUSC 1011, MUSC 1012, MUSC 1111, MUSC 1112, MUSC 1151, MUSC 1152, MUSC 1310, MUSC 1330, MUSC 1500, MUSC 1601, MUSC 1602, MUSC 1710, MUSC 1761, MUSC 2011, MUSC 2012, MUSC 2101, MUSC 2111, MUSC 2112, MUSC 2151, MUSC 2152, MUSC 2301, MUSC 2400, MUSC 2500, MUSC 2600, MUSC 2611, MUSC 2762, MUSC 2763, MUSC 2911, MUSC 2912, PHIL 2401, PHIL 2501, SPAN 1999, SPAN 2001, SPAN 2002, THEA 1100, THEA 1880, THEA 1990

Social Sciences ..... 3-9 hours

Select from: ECON 2106, EDUC 2201, EDUC 2202, HIST 2265, POLS 2101, POLS 2301, POLS 2401, PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI 2293

Natural Sciences and Mathematics ..... 0-6 hours

Select from: MATH 1113, MATH 1221, MATH 1231, MATH 1241, MATH 1501, MATH 2020, MATH 2140, MATH 2502, MATH 2503, MATH 2900, BIOL 1107, BIOL 1107L, BIOL 1108, BIOL 1108L, BIOL 1111, BIOL 1111L,



BIOL 1112, BIOL 1151, BIOL 1151L, BIOL 1152, BIOL 1152L, BIOL 2250, BIOL 2250L, BIOL 2500, CHEM 1151, CHEM 1151L, CHEM 1152, CHEM 1152L, CHEM 1211, CHEM 1211L, CHEM 1212, CHEM 1212L, CHEM 2411, CHEM 2411L, CHEM 2412, CHEM 2412L, PHYS 1111, PHYS 1111L, PHYS 1112, PHYS 1112L, PHYS 2211, PHYS 2211L, PHYS 2212, PHYS 2212L

Area Major Courses..... 0-12 hours  
 Courses from Area F of any major that have not been used to satisfy other Core Curriculum category requirements.

**Upper Division Required Courses ..... 9-15 hours**  
 INTE 3500, Integrative Studies Seminar I ..... 3 hours  
 INTE 4500, Integrative Studies Seminar II ..... 3 hours  
 INTE 3901, Integrative Studies Practicum/Internship ..... 3-9 hours

**Upper Division Area Major Courses ..... 45-51 hours**  
 Courses may be drawn from any field, but must be in the student's approved program of study. No more than 18 lower division hours may be applied to this category.

**Total Degree Requirements ..... 120 hours**

**Other Program-Specific Graduation Requirements**

1. A minimum of 42 hours must be completed in upper-division courses.
2. All INTE courses must be taken in residence at Clayton State.
3. A grade of C or higher is required in all INTE courses.
4. 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.

**BACHELOR OF ARTS/BACHELOR OF SCIENCE IN INTEGRATIVE STUDIES SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	ART 2301	Art - Pre-Modern World	3
MATH 1101	Intro to Math Modeling	3	COMM 1001*	Presentational Speaking	1
PSYC 1101	Intro General Psychology		COMM 1002*	Presentation Applications	1
Or SOCI 1101	Introduction to Sociology	3	POLS 1101*	American Government	3
HIST 2111	US History to 1877		HIST 1111	Pre-Modern World History	
Or HIST 2112	US Since Reconstruction	3	Or HIST 1112	Survey of Modern History	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>14</b>

SOPHOMORE YEAR					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
ENGL 2111	World Literature I	3	SCI 1901*	Selected Topics in Science	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1		Lower Division Courses	9
	Lower Division Courses	9			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
INTE 3500*	Integrative Studies Sem I	3	INTE 3901*	Practicum/Internship	3
	Upper Division Courses	12		Upper Division Courses	12
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
INTE 4500*	Integrative Studies Sem II	3		Upper Division Courses	15
	Upper Division Courses	12			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

**Department of Language and Literature**

**ADMINISTRATIVE OFFICER**

Gwendolyn Jones, *Department Head*

**FACULTY**

- Sandra H. Blythe, *Reading*
- Brennan Collins, *English*
- Debra F. Durden, *English*
- Rebecca S. Godlasky, *English*
- Jose I. Gonzalez, *Spanish*
- Glenice Graves, *English*
- Jennifer P. Griffith, *English*
- Susan C. Henry, *English*
- Joe Johnson, *French*
- Gwendolyn Jones, *English*
- Henrietta C. Miller, *Reading*
- William A. Pasch, *English*
- Steven A. Spence, *English*
- Joyce C. Swofford, *English*
- Ted S. Walkup, *English*

**MISSION AND GOALS**

The Department of Language and Literature offers instruction in humanities, languages, and literature.

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the *Cygnets* literary/arts magazine and a number of departmental student award competitions.

**Bachelor of Arts in English**

Students may pursue one of two paths through the English curriculum, focusing either on writing or on literary studies.

**BACHELOR OF ARTS IN ENGLISH DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E) ..... 42 hours**

All English Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

International Languages ..... 0-9 hours

Competence in a language other than English through the intermediate level (e.g., SPAN 2002) is required, here, in Areas B and/or C, or by competency assessment (i.e., CLEP).

World Literature .....	3-6 hours
Select from: ENGL 2111, ENGL 2112	
Literature Courses .....	3-9 hours
Select from: ENGL 2121, ENGL 2122, ENGL 2130	
Elective Courses.....	0-3 hours
Select from: ART 2301, ART 2302, CMS 2100, COMM 1001, COMM 1002, COMM 1110, ENGL 2111, ENGL 2112, ENGL 2130, FREN 2001, FREN 2002, FREN 2001, FREN 2002, HIST 1111, HIST 1112, HIST 2111, HIST 2112, JOUR 1011, JOUR 1012, MUSC 2101, MUSC 2301, PHIL 2201, PHIL 2401, PSYC 1101, SOCI 1101, SOSC 2501, SPAN 2001, SPAN 2002, THEA 1100, THEA 1880, THEA 1990	
<b>Upper Division English Core Requirements .....</b>	<b>9 hours</b>
ENGL 3100 Introduction to English Studies .....	3 hours
ENGL 4011 Critical Theory.....	3 hours
ENGL 4700 Senior Thesis.....	3 hours
<b>Upper Division Emphasis Requirements.....</b>	<b>51 hours</b>
Writing Emphasis: Core Requirements.....	18 hours
ENGL 3210 Advanced Grammar and Composition	
ENGL 3500 Writing and Editing for Mass Media	
ENGL 3800 Introduction to Creative Writing	
ENGL 3900 Professional and Technical Writing	
ENGL 3901 Writing for Digital Media	
ENGL 4310 Film Analysis and Criticism	
Writing Emphasis: English Electives.....	21 hours
Select from:	
ENGL 3101 Literature and Society	
ENGL 3200 History of the English Language	
ENGL 3300 Women and Literature	
ENGL 3400 African-American Literature	
ENGL 4012 American Literary Experience	
ENGL 4113 Themes in World Literature	
ENGL 4114 Adolescent Literature	
ENGL 4200 Medieval and Early Renaissance	
ENGL 4220 17th & 18th Century	
ENGL 4240 Romantic and Victorian	
ENGL 4500 American Literature before 1900	
ENGL 4610 Modern Poetry	
ENGL 4620 Modern Fiction	
ENGL 4800 Selected Topics in English	
ENGL 4900 Directed Research	
Writing Emphasis: Guided Electives.....	12 hours
Courses applied to guided electives must be relevant to the student's educational or career goals, must be offered by the School of Arts & Sciences, and must include at least two different prefixes (e.g., HIST and CMS).	
Literature Emphasis: Cultural Studies .....	6 hours
Select from:	
ENGL 3300 Women and Literature	
ENGL 3400 African-American Literature	
ENGL 4012 American Literary Experience	
ENGL 4113 Themes in World Literature	

- Literature Emphasis: Literature before 1900 ..... 6 hours
  - Select from:
  - ENGL 4200 Medieval and Early Renaissance
  - ENGL 4220 17th and 18th Century
  - ENGL 4240 Romantic and Victorian
  - ENGL 4500 American Literature before 1900
- Literature Emphasis: Literature after 1900 ..... 6 hours
  - ENGL 4610 Modern Fiction
  - ENGL 4620 Modern Poetry
- Literature Emphasis: English Electives..... 21 hours
  - Select from:
  - Courses listed above under “Cultural Studies” or “Literature before 1900” but not applied in those categories
  - ENGL 3200 History of the English Language
  - ENGL 3210 Advanced Grammar & Composition
  - ENGL 3500 Writing and Editing for Mass Media
  - ENGL 3800 Introduction to Creative Writing
  - ENGL 3900 Professional and Technical Writing
  - ENGL 3901 Writing for Digital Media
  - ENGL 3101 Literature and Society
  - ENGL 4114 Adolescent Literature
  - ENGL 4310 Film Analysis and Criticism
  - ENGL 4800 Selected Topics in English
  - ENGL 4900 Directed Research
- Literature Emphasis: Guided Electives..... 12 hours
  - Courses applied to guided electives must be relevant to the student’s educational or career goals, must be offered by the School of Arts and Sciences, and must include at least two different prefixes (e.g., HIST and CMS).

**Total Degree Requirements ..... 120 hours**

**BACHELOR OF ARTS IN ENGLISH - WRITING TRACK SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SPAN 1002	Elementary Spanish II	3
SPAN 1001	Elementary Spanish I	3	COMM 1110*	Spoken Communication	3
PSYC 1101	Intro General Psychology	3	POLS 1101*	American Government	3
Or SOCI 1101	Introduction to Sociology		HIST 1111	Pre-Modern World History	3
MATH 1101*	Intro to Math Modeling	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

**SOPHOMORE YEAR**

<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
SPAN 2001	Intermediate Spanish I	3	SPAN 2002	Intermediate Spanish II	3
HIST 2111	US History to 1877		CMS 2100*	Introduction to Film	3
Or HIST 2112	US Since Reconstruction	3	BIOL 1112	Introductory Biology II	3
ENGL 2111	World Literature I	3	ENGL 2121	British Literature I	3
BIOL 1111	Introductory Biology I	3	ENGL 2130	American Literature	3
BIOL 1111L	Intro to Biology Laboratory	1			
MATH 1231	Introductory Statistics	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
ENGL 3100*	Intro to English Studies	3	ENGL 4011*	Critical Theory	3
ENGL 3210*	Adv Grammar & Comp	3	ENGL 3800*	Creative Writing	3
ENGL 3900*	Prof. & Tech. Writing	3		English Electives	6
	English Electives	6		Guided Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
ENGL 4700	Senior Thesis	3	ENGL 3901*	Writing for Digital Media	3
ENGL 3500	Writing & Editing Mass Med	9		English Electives	9
ENGL 4310	Film Analysis & Criticism	3		Guided Elective	3
	English Elective	3			
	Guided Elective	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

---

---

## Department of Music

---

---

### ADMINISTRATIVE OFFICER

Douglas Wheeler, *Department Head*

### FACULTY

Shaun M. Amos, *Choral Music*  
Christopher A. Arrell, *Composition/Theory*  
Sharyne L. Battersby, *Music Education*  
Maya F. Hoover, *Vocal Music*  
Michiko Otaki, *Piano*  
Douglas Wheeler, *Music History/Percussion*  
Kurt-Alexander N. Zeller, *Vocal Music, Opera*

### MISSION AND GOALS

The Department of Music seeks to serve the Southern Crescent region of Atlanta as the leader for the study of music in the areas of performance, composition, and education. The faculty are committed to the personal growth of their students by sharing their skills and knowledge and continuing their own professional development as artists, scholars, and educators. The Department of Music strives to be an artistic and cultural resource for the region by presenting concerts, lectures, theatrical performances, and community education.

The Department of Music offers the Bachelor of Arts and the Bachelor of Music with majors in Composition or Performance. The Performance major includes emphases in Instrumental Performance, Vocal Performance, and Keyboard Performance.

### HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are Mu Phi Epsilon and the CCSU Student Chapter of the Society of Composers.

### ADMISSION AND READMISSION REQUIREMENTS

Students who wish to major in music must audition for members of the music faculty. Audition dates are available from the office of the Department of Music. Entering students also must take placement tests in music theory, aural skills, and piano. A qualifying 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.

---

---

## Bachelor of Arts in Music

---

---

### BACHELOR OF ARTS IN MUSIC DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All Music Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

MUSC 1001 Introduction to Music Theory or MUSC 1011 Music Theory I.....	3 hours
MUSC 1012 Music Theory II.....	3 hours
MUSC 1111 Aural Skills I.....	1 hour
MUSC 1112 Aural Skills II.....	1 hour
MUSC 1710 Major Ensemble.....	4 hours
MUSC 2500 Applied Music.....	6 hours

**Major Area Requirements ..... 25 hours**

MUSC 0890 Recital Attendance.....	4 semesters (0 hours)
MUSC 2011 Music Theory III.....	3 hours
MUSC 2012 Music Theory IV.....	3 hours
MUSC 2111 Aural Skills III.....	1 hour
MUSC 2112 Aural Skills IV.....	1 hour
MUSC 2500 Applied Music.....	2 hours
MUSC 2611 Music History I.....	3 hours
MUSC 3612 Music History II.....	3 hours
MUSC 3613 Music History III.....	3 hours
MUSC 3220 Introduction to Music Technology.....	3 hours
MUSC 3820 Improvisation or MUSC 3510 Chamber Ensembles (Jazz Combo).....	1 hour
MUSC 3410, 3510, 3530, 3540, 3550, 3560 Ensemble.....	2 hours
MUSC 4990 Music Capstone.....	0 hours

**Upper Division Major Electives ..... 9 hours**

Select from among:

MUSC 3070 Counterpoint
MUSC 3080 Scoring and Arranging
MUSC 3101 History of Jazz
MUSC 3410 Major Ensembles
MUSC 3430 Conducting
MUSC 3500 Applied Music
MUSC 3510 Chamber Ensembles
MUSC 3530 Opera Production
MUSC 3540 Musical Theater
MUSC 3550 Accompanying
MUSC 3560 Chamber Choir
MUSC 3711-3712 Art Song Literature I-II
MUSC 3750 Choral Literature
MUSC 3760 Orchestral Literature
MUSC 3770 Chamber Music Literature
MUSC 3780 Organ Literature
MUSC 3790 Guitar Literature
MUSC 3811 Piano Literature I
MUSC 3812 Piano Literature II
MUSC 3970 Form and Analysis
MUSC 4160 Music Business
MUSC 4700 Vocal Pedagogy
MUSC 4710 Piano Pedagogy



**Non-Music Electives..... 9 hours**

Students will select from any non-music courses beyond Areas A-E with the exception of 1000- and 2000-level PHED, WLAB, or courses identified in the catalog as career or institutional credit courses. The following are strongly recommended:

- ART 3101 The Visual Arts and Society
- ART 3401 American Art Vision
- ENGL 3101 Literature and Society
- ENGL 4011 Literary World
- ENGL 4113 Themes in World Literature
- HUMN 3102 International Arts and Culture
- THEA 3101 Theater, Cinema and Society

**Guided Electives.....17 hours**

In consultation with their academic advisor, students may choose music or non-music courses for the guided elective component of the degree, provided that at least 39 total credit hours are at the 3000-4000 level.

**Total Degree Requirements ..... 120 hours**

**Other Program-Specific Graduation Requirements**

1. MUSC 2301 Introduction to World Music must be taken as an elective if not taken in Area C of the Core Curriculum.
2. All music courses in the major must be completed with a grade of C or better.
3. To graduate with a B.A. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance and must attend performances and forums. The B.A. degree requires successful completion of the music capstone.
4. No more than 27 credit hours of business courses can be used to satisfy graduation requirements under this program. Business courses are defined as any course with the following prefixes: ACCT, BUSA, FINA, MGMT, and MKTG.

**BACHELOR OF ARTS IN MUSIC SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 1011	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1
MUSC 1151*	Class Piano I	1	MUSC 1152*	Class Piano II	1
MUSC 1710*	Music Ensemble	1	MUSC 1710*	Music Ensemble	1
MUSC 2500*	Applied Music	2	MUSC 2500*	Applied Music	2
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3

CRIT 1101*	Critical Thinking	3	COMM 1001	Presentation Speaking	1
MATH 1101	Intro to Math Modeling	3	COMM 1002	Presentation Applications	1
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>13</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1
MUSC 1710*	Music Ensemble	1	MUSC 1710*	Music Ensemble	1
MUSC 2500*	Applied Music	2	MUSC 2500*	Applied Music	2
MUSC 2301*	Introduction to World Music	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	MATH 1231	Introductory Statistics	3
HIST 1111	Pre-Modern World History	3	POLS 1101*	American Government	3
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
	MUSC Ensemble	1		MUSC Ensemble	1
MUSC 3220*	Music Technology	3		Non-Music Electives	6
MUSC 3820*	Improvisation	1	HIST 2111	US History to 1877	
ENGL 2111	World Literature I	3	Or HIST 2112	US Since Reconstruction	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1			
	MUSC Elective	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>16</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
	MUSC Electives	6	MUSC 4990*	Music Capstone	0
	Non-Music Elective	3		Guided Electives	12
	Guided Electives	5			
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>12</b>

## Bachelor of Music in Composition

### BACHELOR OF MUSIC IN COMPOSITION DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All Composition Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

MUSC 1001 Introduction to Music Theory or MUSC 1011 Music Theory I .....	3 hours
MUSC 1012 Music Theory II.....	3 hours
MUSC 1111 Aural Skills I .....	1 hour
MUSC 1112 Aural Skills II .....	1 hour
MUSC 1601 Composition I .....	1 hour
MUSC 1602 Composition II .....	1 hour
MUSC 1710 Major Ensemble .....	4 hours
MUSC 2500 Applied Music.....	4 hours

**Major Area Requirements ..... 56 hours**

MUSC 0890 Recital Attendance .....	6 semesters (0 hours)
MUSC 1710 or MUSC 3410 Major Ensemble.....	2 hours
MUSC 2011 Music Theory III.....	3 hours
MUSC 2012 Music Theory IV .....	3 hours
MUSC 2111 Aural Skills III .....	1 hour
MUSC 2112 Aural Skills IV .....	1 hour
MUSC 2151 Intermediate Piano Skills I.....	1 hour
MUSC 2152 Intermediate Piano Skills II.....	1 hour
MUSC 2400 or MUSC 4400 Applied Music .....	6 hours
MUSC 2611 Music History I.....	3 hours
MUSC 3070 Counterpoint .....	3 hours
MUSC 3080 Scoring and Arranging .....	3 hours
MUSC 3220 Introduction to Music Technology.....	3 hours
MUSC 3410, 3510, 3530, 3540, 3550, 3560 Ensemble .....	2 hours
MUSC 3430 Conducting .....	3 hours
MUSC 3612 Music History II.....	3 hours
MUSC 3613 Music History III.....	3 hours
MUSC 3820 Improvisation.....	1 hour
MUSC 3970 Form and Analysis .....	3 hours
MUSC 4180 Advanced Scoring and Arranging.....	2 hours
MUSC 4220 Techniques in Electroacoustic Composition.....	2 hours
MUSC 4600 Composition IV.....	8 hours
MUSC 4890 Senior Recital.....	0 hours

**Major Electives ..... 5 hours**

Select from among:

- MUSC 2911-2912 Jazz Theory I-II
- MUSC 3150 Advanced Piano Skills
- MUSC 3510 Chamber Ensembles
- MUSC 3530 Opera Production
- MUSC 3540 Musical Theater
- MUSC 3550 Accompanying
- MUSC 3560 Chamber Choir
- MUSC 3711 Art Song Literature I
- MUSC 3712 Art Song Literature II
- MUSC 3760 Orchestral Literature
- MUSC 3770 Chamber Music Literature
- MUSC 3811 Piano Literature I

MUSC 3812 Piano Literature II  
 MUSC 4160 Music Business  
 MUSC 4430 Advanced Conducting

**Free Electives** ..... **3 hours**

May be music or non-music courses with the exception of 1000- and 2000-level PHED, WLAB, or courses identified in the catalog as career or institutional credit courses.

**Total Degree Requirements** ..... **124 hours**

#### Other Program-Specific Graduation Requirements

1. MUSC 2301 Introduction to World Music must be taken as an elective if not taken in Area C of the Core Curriculum.
2. All music courses in the major must be completed with a grade of C or better.
3. To graduate with a B.M. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, including senior recital, and must attend performances and forums.

#### BACHELOR OF MUSIC IN COMPOSITION SUGGESTED DEGREE PROGRAM SEQUENCE

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 1011	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1
MUSC 1151*	Class Piano I	1	MUSC 1152*	Class Piano II	1
MUSC 1710*	Music Ensemble	1	MUSC 1710*	Music Ensemble	1
MUSC 2500*	Applied Music	2	MUSC 2500*	Applied Music	2
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
MATH 1101	Intro to Math Modeling	3	COMM 1001	Presentational Speaking	1
MUSC 0890*	Recital Attendance	0	HIST 2111	US History to 1877	3
CRIT 1101*	Critical Thinking	3	COMM 1002	Presentation Applications	1
			MUSC 0890*	Recital Attendance	0
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 1601*	Composition I	1	MUSC 1602*	Composition II	1
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1

MUSC 1710*	Music Ensemble	1	MUSC 1710*	Music Ensemble	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
MUSC 2301*	Introduction to World Music	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	MATH 1231	Introductory Statistics	3
HIST 1111	Pre-Modern World History	3	POLS 1101*	American Government	3
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
MUSC 2151	Intermediate Piano Skills I	1	MUSC 2152	Intermediate Piano Skills II	1
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 0890	Recital Attendance	0	MUSC 0890	Recital Attendance	0
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
MUSC 3070*	Counterpoint	3	MUSC 4220*	Tech Electroacoustic Comp	2
MUSC 3220*	Music Technology	3	MUSC 4400	Applied Music	1
MUSC 4400	Applied Music	1	MUSC 4600*	Composition	2
MUSC 4600*	Composition	2	MUSC 3970*	Form and Analysis	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1	MUSC 3410	Major Ensemble	1
MUSC 3410	Major Ensemble	1			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 3080*	Scoring and Arranging	3	MUSC 4180*	Adv Scoring and Arranging	2
	MUSC Elective	2	MUSC 4400	Applied Music	1
MUSC 4400	Applied Music	1		MUSC Ensemble	1
	MUSC Ensemble	1		MUSC Elective	3
MUSC 3430*	Conducting	2	MUSC 4890*	Senior Recital	0
MUSC 4600*	Composition	2	MUSC 4600*	Composition	2
MUSC 3820*	Improvisation	1		Free Electives	3
ENGL 2111	World Literature I	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

## Bachelor of Music in Performance

### BACHELOR OF MUSIC IN PERFORMANCE DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Performance Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

MUSC 1001 Introduction to Music Theory or MUSC 1011 Music Theory I .....	3 hours
MUSC 1012 Music Theory II.....	3 hours
MUSC 1111 Aural Skills I.....	1 hour
MUSC 1112 Aural Skills II.....	1 hour
MUSC 1710 Major Ensemble.....	4 hours
MUSC 2500 Applied Music.....	6 hours

**Major Area Requirements ..... 44 hours**

MUSC 0890 Recital Attendance.....	6 semesters (0 hours)
MUSC 1710 or MUSC 3410 Major Ensemble.....	4 hours
MUSC 2011 Music Theory III.....	3 hours
MUSC 2012 Music Theory IV.....	3 hours
MUSC 2111 Aural Skills III.....	1 hour
MUSC 2112 Aural Skills IV.....	1 hour
MUSC 2500 or MUSC 4500 Applied Music.....	10 hours
MUSC 2611 Music History I.....	3 hours
MUSC 3220 Introduction to Music Technology.....	3 hours
MUSC 3510, 3530, 3540, 3550, 3560 Ensemble.....	4 hours
MUSC 3430 Conducting.....	2 hours
MUSC 3612 Music History II.....	3 hours
MUSC 3613 Music History III.....	3 hours
MUSC 3820 Improvisation.....	1 hour
MUSC 3970 Form and Analysis.....	3 hours
MUSC 3890 Junior Recital.....	0 hours
MUSC 4890 Senior Recital.....	0 hours

**Major Electives ..... 5 hours**

Select from among:

MUSC 2911-2912 Jazz Theory I-II
MUSC 3070 Counterpoint
MUSC 3080 Scoring and Arranging
MUSC 4160 Music Business
MUSC 4180 Advanced Scoring and Arranging
MUSC 4430 Advanced Conducting

**Advanced Performance Requirements..... 12 hours**

Select all 12 hours from one of the following areas:

## Vocal Performance

MUSC 1761 Diction I.....	1 hour
MUSC 2762 Diction II.....	1 hour
MUSC 2763 Diction III.....	1 hour
MUSC 3711 Art Song Literature I.....	2 hours
MUSC 3712 Art Song Literature II.....	2 hours
MUSC 4700 Vocal Pedagogy.....	3 hours
MUSC electives.....	2 hours

## Piano Performance

MUSC 2151 Intermediate Piano Skills I.....	1 hour
MUSC 2152 Intermediate Piano Skills II.....	1 hour
MUSC 3150 Advanced Piano Skills.....	2 hours
MUSC 3811 Piano Literature I.....	2 hours
MUSC 3812 Piano Literature II.....	2 hours
MUSC 4710 Piano Pedagogy.....	3 hours

MUSC Electives .....	1 hour
Organ Performance	
MUSC 2151 Intermediate Piano Skills I.....	1 hour
MUSC 2152 Intermediate Piano Skills II.....	1 hour
MUSC 3150 Advanced Piano Skills .....	2 hours
MUSC 3780 Organ Literature.....	3 hours
MUSC Electives .....	5 hours
Orchestral Instruments, Guitar	
Choose two of the following three courses:	
MUSC 3760 Orchestral Literature .....	3 hours
MUSC 3770 Chamber Music Literature.....	3 hours
MUSC 3790 Guitar Literature .....	3 hours
MUSC Electives .....	6 hours

**Free Electives ..... 3 hours**

May be music or non-music courses with the exception of 1000- and 2000-level PHED, WLAB, or courses identified in the catalog as career or institutional credit courses.

**Total Degree Requirements ..... 124 hours**

**Other Program-Specific Graduation Requirements**

1. MUSC 2301 Introduction to World Music must be taken as an elective if not taken in Area C of the Core Curriculum.
2. All music courses in the major must be completed with a grade of C or better.
3. 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.

**BACHELOR OF MUSIC IN PERFORMANCE SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 1011	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1
MUSC 1151	Class Piano I		MUSC 1152	Class Piano II	
Or MUSC 2151	Inter Piano Skills I	1	Or MUSC 2152	Inter Piano Skills II	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2500*	Applied Music	2	MUSC 2500*	Applied Music	2
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
MATH 1101	Intro to Math Modeling	3	FREN 1002	Elementary French II	3
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
HIST 2111	US History to 1877	3	MUSC 1761	Diction I (Voice majors)	1

			CRIT 1101*	Critical Thinking	3
--	--	--	------------	-------------------	---

**Total** **17** **Total** **17-18**

<b>SOPHOMORE YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2500*	Applied Music	2	MUSC 2500*	Applied Music	2
MUSC 2301*	Introduction to World Music	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	FREN 2002	Intermediate French II	3
HIST 1111	Pre-Modern World History	3	POLS 1101*	American Government	3
MUSC 0890*	Recital Attendance	0	MUSC 0890*	Recital Attendance	0
MUSC 2762	Diction II (Voice majors)	1	MUSC 2673	Diction III (Voice majors)	1
<b>Total</b>		<b>16-17</b>	<b>Total</b>		<b>16-17</b>

<b>JUNIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
MUSC 3410	Major Ensemble	1	MUSC 3410	Major Ensemble	1
MUSC 3220*	Music Technology	3	MUSC 4500	Applied Music	2
MUSC 4500	Applied Music	2		Adv Perf Requirement (non-voice majors)	3
MUSC 3820*	Improvisation	1	MUSC 3890*	Junior Recital	0
MUSC	Required Ensemble	1	MUSC	Required Ensemble	1
BIOL 1111	Introductory Biology I	3	MUSC 0890*	Recital Attendance	0
BIOL 1111L	Intro to Biology Laboratory	1	BIOL 1112	Introductory Biology II	3
MUSC 0890*	Recital Attendance	0	MUSC 3970*	Form Analysis	3
	Adv Perf Requirement	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>13-16</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
MUSC 3410	Major Ensemble	1	MUSC 3410	Major Ensemble	1
MUSC 4500	Applied Music	2	MUSC 4500	Applied Music	2
	Adv Perf Requirements	2		Adv Perf Requirements	4
MUSC 3430*	Conducting	2	MUSC	Required Ensemble	1
MUSC	Required Ensemble	1	MUSC 4890*	Senior Recital	0
SCI 1901	Selected Topics in Science	3	MUSC	Major Electives	2
MUSC	Major Electives	3		Free Electives	3
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>13</b>



---

## Bachelor of Music in Music Education

---

### BACHELOR OF MUSIC IN MUSIC EDUCATION DEGREE PROGRAM REQUIREMENTS (VOICE/GENERAL MUSIC)

**Core Curriculum (Areas A - E)..... 42 hours**

All Music Education Core Curriculum requirements are shown  
in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

EDUC 2201 Introduction to Education.....	3 hours
EDUC 2202 Introduction to Exceptional Children and Youth.....	3 hours
MUSC 1011 Music Theory I.....	3 hours
Or MUSC 1001 Introduction to Music Theory	
MUSC 1012 Music Theory II.....	3 hours
MUSC 1111 Aural Skills I.....	1 hour
MUSC 1112 Aural Skills II.....	1 hour
MUSC 1761 Diction I.....	1 hour
PSYC 2103 Introduction to Human Development.....	3 hours

**Major Area Requirements ..... 68 hours**

MUSC 0890 Recital Attendance.....	6 semesters (0 hours)
MUSC 1710 Major Ensemble.....	4 hours
MUSC 2011 Music Theory III.....	3 hours
MUSC 2012 Music Theory IV.....	3 hours
MUSC 2111 Aural Skills III.....	1 hour
MUSC 2112 Aural Skills IV.....	1 hour
MUSC 2151 Intermediate Piano Skills I.....	1 hour
MUSC 2152 Intermediate Piano Skills II.....	1 hour
MUSC 2400 Applied Music.....	4 hours
MUSC 2611 Music History I.....	3 hours
MUSC 2762 Diction II or MUSC 2763 Diction III.....	1 hour
MUSC 2900 Introduction to Music Education and Technology.....	3 hours
MUSC 3080 Scoring and Arranging.....	3 hours
MUSC 3410 Major Ensemble.....	3 hours
MUSC 3430 Conducting.....	2 hours
MUSC 3612 Music History II.....	3 hours
MUSC 3613 Music History III.....	3 hours
MUSC 3820 Improvisation.....	1 hour
MUSC 3910 Elementary Music Methods.....	3 hours
MUSC 3920 Secondary Music Methods.....	3 hours
MUSC 4400 Applied Music.....	2 hours
MUSC 4430 Advanced Conducting.....	2 hours
MUSC 4700 Vocal Pedagogy.....	3 hours
MUSC 4910 Choral Methods and Literature.....	3 hours
MUSC 4930 Student Teaching.....	12 hours

**Total Degree Requirements ..... 128 hours**

#### Other Program-Specific Graduation Requirements

1. MUSC 2301 Introduction to World Music must be taken as an elective if not taken in Area C of the Core Curriculum.

2. All music courses in the major must be completed with a grade of C or better.

### BACHELOR OF MUSIC IN MUSIC EDUCATION SUGGESTED DEGREE PROGRAM SEQUENCE

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 1011	Music Theory I	3	MUSC 1012*	Music Theory II	3
MUSC 1111*	Aural Skills I	1	MUSC 1112*	Aural Skills II	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	MATH 1101	Intro to Math Modeling	3
POLS 1101*	American Government	3	BIOL 1111	Introductory Biology I	3
COMM 1001	Presentational Speaking	1	BIOL 1111L	Intro to Biology Laboratory	1
COMM 1002	Presentation Applications	1	MUSC 0890*	Recital Attendance	0
MUSC 0890*	Recital Attendance	0	MUSC 1710	Major Ensemble	1
MUSC 1710	Major Ensemble	1			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 2011*	Music Theory III	3	MUSC 2012*	Music Theory IV	3
MUSC 2111*	Aural Skills III	1	MUSC 2112*	Aural Skills IV	1
MUSC 1710*	Major Ensemble	1	MUSC 1710*	Major Ensemble	1
MUSC 2400*	Applied Music	1	MUSC 2400*	Applied Music	1
EDUC 2201*	Intro to Education	3	MUSC 2611*	Music History I	3
PSYC 1101	Intro General Psychology	3	MUSC 1761*	Diction I	1
BIOL 1112	Introductory Biology II	3	MUSC 2152*	Inter Piano Skills II	1
MUSC 2151*	Inter Piano Skills I	1	MUSC 2900*	Intro to Music Education	3
			EDUC 2202*	Intro to Exceptional Child	3
			MUSC 0890*	Recital Attendance	0
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>17</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MUSC 3612*	Music History II	3	MUSC 3613*	Music History III	3
MUSC 3410*	Major Ensemble	1	MUSC 3410*	Major Ensemble	1

MUSC 3430*	Conducting	2	MUSC 4430*	Advanced Conducting	2
MUSC 4400*	Applied Music	1	MUSC 4400*	Applied Music	1
MUSC 3910	Elementary Music Methods	3	MUSC 3920*	Secondary Music Methods	3
MATH 1231	Introductory Statistics	3	PSYC 2103	Intro to Human Development	3
MUSC 3080*	Scoring and Arranging	3	MUSC 0890*	Recital Attendance	0
MUSC 0890*	Recital Attendance	0	MUSC 4430	Scoring and Arranging	3
MUSC 2762	Diction II	1	ENGL 2111	World Literature I	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>16</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
MUSC 3410*	Major Ensemble	1	MUSC 4930*	Student Teaching	12
MUSC 4700*	Vocal Pedagogy	3			
MUSC 4910*	Choral Methods & Lit	3			
MUSC 3820*	Improvisation	1			
MUSC 2301*	Introduction to World Music	3			
HIST 1111	Pre-Modern World History	3			
HIST 2111	US History to 1877				
Or HIST 2112	US Since Reconstruction	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>12</b>

---

---

**Department of Natural Sciences**

---

**ADMINISTRATIVE OFFICER**

John G. Campbell, *Department Head*

**FACULTY**

Harold R. Banke, *Science Education*

Jere A. Boudell, *Biology*

James R. Braun, *Chemistry*

Stephen C. Burnett, *Biology*

John G. Campbell, *Physics*

Angela Nicole Cauthen, *Biology*

Caroline E. Clower, *Chemistry*

Michelle A. Furlong, *Biology*

Jutta Y. Gardner-Johnson, *Biology*

Susan F. Hornbuckle, *Chemistry*

Jacqueline A. Jordan, *Biology*

Christopher H. Kodani, *Biology*

Tatiana A. Krivosheev, *Physics*

HoSeong La, *Physics*

Jonathan Lindzey, *Biology*

Renee E. Samuel, *Biology*

Shirley A. Stone, *Chemistry*

Patricia Todebush, *Chemistry*

**MISSION AND GOALS**

The Department of Natural Sciences delivers instruction in biology, chemistry, physics, and science and is responsible for the following programs and courses:

- Bachelor of Science (B.S.) degree in Biology.
- Area D courses in the Core Curriculum.
- Service courses that support Teacher Education, Integrative Studies, and Health Sciences and that may serve other programs as general electives.
- Courses that support a variety of pre-professional programs of study for transfer to another university (see page 74 for listing).

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the Clayton State Science Association and a chapter of the American Medical Students' Association.

---

---

**Bachelor of Science in Biology**

---

The Bachelor of Science (B.S.) degree in Biology has been designed in consultation with Georgia employers to fit present and emerging needs in the State of Georgia. The program features an emphasis on careers in Bioregulatory

Affairs/Science Management, Biomedical Applications, Biotechnology/Biocomputing, Pre-Veterinary, Medicine, and Forensic Sciences. In addition, students can choose appropriate electives to prepare for graduate work in the biological sciences and related fields.

Biology is also an appropriate major for students planning to apply to professional school in medicine, dentistry, veterinary medicine, or physical therapy.

### **BACHELOR OF SCIENCE IN BIOLOGY DEGREE PROGRAM REQUIREMENTS**

#### **Core Curriculum (Areas A - E)..... 42 hours**

All Biology Core Curriculum requirements are shown in the suggested degree program sequence.

#### **Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

BIOL 1107 Principles of Biology I .....	3 hours
BIOL 1107L Principles of Biology Laboratory I .....	1 hour
BIOL 1108 Principles of Biology II .....	3 hours
BIOL 1108L Principles of Biology Laboratory II .....	1 hour
BIOL 2500 Botany .....	2 hours
CHEM 2411 Organic Chemistry I .....	3 hours
CHEM 2411L Organic Chemistry Laboratory I .....	1 hour
CHEM 2412 Organic Chemistry II .....	3 hours
CHEM 2412L Organic Chemistry Laboratory II .....	1 hour

#### **Upper Division Major Core Requirements..... 47 hours**

BIOL 3100 Biocomputing.....	3 hours
BIOL 3200 Cell Biology .....	3 hours
BIOL 3250 Introductory Microbiology .....	3 hours
BIOL 3250L Introductory Microbiology Laboratory .....	1 hour
BIOL 3400 Biobusiness and Regulatory Affairs.....	2 hours
BIOL 3500 Ecology.....	3 hours
BIOL 3650 Comparative Vertebrate Anatomy .....	3 hours
BIOL 3650L Comparative Vertebrate Anatomy Laboratory .....	1 hour
BIOL 4201 Genetics .....	3 hours
BIOL 4202 Genetic Biotechnology.....	2 hours
BIOL 4202L Genetic Biotechnology Laboratory.....	2 hours
CHEM 4110 Environmental Chemistry.....	3 hours
CHEM 4202 Biochemistry .....	3 hours
ENGL 3900 Professional and Technical Writing.....	3 hours
PHYS 1111 Introductory Physics I .....	3 hours
PHYS 1111L Introductory Physics Laboratory I .....	1 hour
PHYS 1112 Introductory Physics II.....	3 hours
PHYS 1112L Introductory Physics Laboratory II.....	1 hour
BIOL 3222 Internship and/or Cooperative Education or BIOL 4222 Biology Research Practicum .....	3 hours
BIOL 4500 Biology Seminar .....	1 hour

#### **Biology Emphasis Area Requirements..... 13-15 hours**

Select all 13-15 hours from one of the following areas:

Bioregulatory Affairs/Science Management.....	<b>15 hours</b>
BSUR 3111 Survey of Economics.....	3 hours
BUSA 3370 Business Law .....	3 hours
HCMG 3112 Introduction to Allied Health Administration .....	2 hours

HCMG 3112L Introduction to Allied Health Administration Lab .....	1 hour
HSCI 3520 Legal Issues in Health Care .....	3 hours
MGMT 3101 Principles of Management .....	3 hours
<b>Biomedical Applications .....</b>	<b>14 hours</b>
BIOL 1151 Human Anatomy and Physiology I .....	3 hours
BIOL 1151L Human Anatomy and Physiology I Laboratory .....	1 hour
BIOL 1152 Human Anatomy and Physiology II .....	3 hours
BIOL 1152L Human Anatomy and Physiology II Laboratory .....	1 hour
HCMG 3112 Introduction to Allied Health Administration .....	2 hours
HCMG 3112L Introduction to Allied Health Administration Lab .....	1 hour
PHYS 3650 Modern Physics .....	3 hours
<b>Biotechnology/Biocomputing .....</b>	<b>13 hours</b>
CHEM 4204 Criminalistics .....	3 hours
CSCI 1301 Computer Science I .....	3 hours
CSCI 1302 Computer Science II .....	4 hours
PHYS 3650 Modern Physics .....	3 hours
<b>Pre-Veterinary Medicine .....</b>	<b>14 hours</b>
BIOL 1151 Human Anatomy and Physiology I .....	3 hours
BIOL 1151L Human Anatomy and Physiology I Laboratory .....	1 hour
BIOL 1152 Human Anatomy and Physiology II .....	3 hours
BIOL 1152L Human Anatomy and Physiology II Laboratory .....	1 hour
HSCI 4330 Nutrition .....	3 hours
PHYS 3650 Modern Physics .....	3 hours
<b>Forensic Science .....</b>	<b>15 hours</b>
CRJU 1150 Introduction to Criminal Justice .....	3 hours
CRJU 3100 Criminology .....	3 hours
CHEM 4204 Criminalistics .....	3 hours
PHYS 3650 Modern Physics .....	3 hours
PSYC 3350 Abnormal Psychology .....	3 hours
<b>Total Degree Requirements .....</b>	<b>120 hours</b>

#### Other Program-Specific Graduation Requirements

1. MATH 1113 Precalculus must be taken to satisfy the area A2 requirement in the Core Curriculum.
2. CHEM 1211, CHEM 1211L, CHEM 1212, CHEM 1212L, and MATH 1231 must be taken to satisfy area D requirements in the Core Curriculum.

#### BACHELOR OF SCIENCE IN BIOLOGY SUGGESTED DEGREE PROGRAM SEQUENCE

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
MATH 1113*	Precalculus	3	HIST 2111	Pre-Modern World History	3
BIOL 1107*	Principles of Biology I	3	BIOL 1108*	Principles of Biology II	3
BIOL 1107L*	Principles of Biology Lab I	1	BIOL 1108L*	Principles of Biology Lab II	1

CHEM 1211*	Principles of Chemistry I	3	CHEM 1212*	Principles of Chemistry II	3
CHEM 1211L*	Principles of Chem Lab I	1	CHEM 1212L*	Principles of Chem Lab II	1
POLS 1101*	American Government	3	COMM 1001*	Presentational Speaking	1
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
	Literature	3	ART 2301	Art of the Pre-Modern World	3
CHEM 2411*	Organic Chemistry I	3	CHEM 2412*	Organic Chemistry II	3
CHEM 2411L*	Organic Chemistry Lab I	1	CHEM 2412L*	Organic Chemistry Lab II	1
PSYC 1101	Intro General Psychology	3	MATH 1231*	Introductory Statistics	3
CRIT 1101*	Critical Thinking	3	HIST 1111	Themes in World History	
			BIOL 2500*	Botany	2
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
PHYS 1111*	Introductory Physics I	3	PHYS 1112*	Introductory Physics II	3
PHYS 1111L*	Introductory Physics Lab I	1	PHYS 1112L*	Introductory Physics Lab II	1
BIOL 3650*	Comparative Vert Anatomy	3	BIOL 3500*	Ecology	2
BIOL 3650L*	Comparative Vert Anat Lab	1	BIOL 3250*	Microbiology	2
BIOL 3200*	Cell Biology	3	BIOL 3250L*	Microbiology Laboratory	2
CHEM 4110*	Environmental Chemistry	3	CHEM 4202*	Biochemistry	2
			BIOL 4201*	Genetics	3
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>17</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
BIOL 3100*	Biocomputing	3	BIOL 4222	Biology Research Practicum	3
BIOL 3400*	Biobusiness & Regul Affairs	2	ENGL 3900	Prof and Technical Writing	3
CSCI 1301	Computer Science I	3	CSCI 1302	Computer Science II	4
BIOL 4202*	Genetic Biotechnology	2	BIOL 4500*	Biology Seminar	1
BIOL 4202L*	Genetic Biotechnology Lab	2	CHEM 4204	Criminalistics	3
PHYS 3650	Modern Physics				
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>14</b>

---



---

## Department of Psychology

---

**ADMINISTRATIVE OFFICER**

Donna W. McCarty, *Interim Department Head*

**FACULTY**

Catherine G. Deering, *Psychology*

Erica J. Gannon, *Psychology*

Sandra M. Harrison, *Psychology*

William Hooper, *Psychology*

Donna W. McCarty, *Psychology*

Antoinette R. Miller, *Psychology*

William S. Ragsdale, *Psychology*

Bethany D. Stillion, *Psychology*

**MISSION AND GOALS**

The Mission of the Department of Psychology is to provide students with the highest quality instructional preparation for immediate employment in occupations such as human services or for graduate programs in areas such as counseling, social work, and psychology. The program faculty are dedicated to providing academically sound instruction in an environment that models for students the highest standards of professional, ethical, and caring behaviors.

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students is the Clayton State Psychology Club.

---

## Bachelor of Science in Psychology and Human Services

---

The Bachelor of Science (B.S.) degree program in Psychology and Human Services is firmly grounded in the discipline of psychology while at the same time stressing realistic career opportunities in human services fields for graduates. The curriculum design allows students to integrate the disciplines of psychology, sociology, social services, youth services, health care, nonprofit management, multicultural studies, education, and business into an academic and experiential program that will prepare them for vocations in diverse areas of the helping professions. The major also prepares students for graduate work in psychology, counseling, social work, and related fields.

**BACHELOR OF SCIENCE IN PSYCHOLOGY AND HUMAN SERVICES  
DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)**..... **42 hours**  
All Psychology and Human Services Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F)** ..... **18 hours**  
Required Courses..... 12 hours



PSYC 1101 Introduction to General Psychology .....	3 hours
PSYC 2101 Psychology of Adjustment .....	3 hours
PSYC 2103 Introduction to Human Development .....	3 hours
SOCI 2293 Introduction to Marriage & the Family .....	3 hours
Major Options .....	6 hours
Select from: FREN 1999, FREN 2001, FREN 2002, HIST 2265, MATH 1231, PHIL 2401, PHIL 2501, POLS 2301, SPAN 1999, SPAN 2001, SPAN 2002	

<b>Upper Division Major Requirements .....</b>	<b>24 hours</b>
COMM 3110 Interactive Communications .....	3 hours
HMSV 3010 Introduction to Human Services .....	3 hours
HMSV 3501 Organization & Administration of Human Service Agencies.....	3 hours
PSYC 3110 Applied Psychology.....	3 hours
PSYC 3120 Introduction to Therapeutic Intervention.....	3 hours
PSYC 3130 Social Psychology.....	3 hours
PSYC 3350 Abnormal Psychology .....	3 hours
SOSC 4501 Research Methods in the Social Sciences .....	3 hours

**Upper Division Major Electives .....** **12-15 hours**  
Select from among:

PSYC 3510 Psychological Testing and Measurement
PSYC 3520 Theories of Personality
PSYC 3530 Health Psychology
PSYC 3540 Introduction to Learning and Behavior
PSYC 4110 Psychology of Gender and Sexuality
PSYC 4120 Physiological Psychology
PSYC 4130 Introduction to Cognitive Psychology
PSYC 4140 Crisis Intervention
PSYC 4800 Selected Topics in Psychology
PSYC 4900 Directed Readings in Psychology

**Upper Division Related Electives .....** **12-18 hours**  
Select from among:

BSUR 3111 Survey of Economics
CRJU 1150 Introduction to Criminal Justice
CRJU 3100 Criminology
COMM 3320 Communications with Families
EDUC 2202 Introduction to Exceptional Children and Youth
HCMG 3101 Introduction to Health Systems Management
HCMG 3601 Introduction to Mental Health/Case Management
HCMG 3801 Future Trends in Health Care
HCMG 4180 Health in the Corporate Setting
HMSV 4201 Fund Raising in the Not-for-Profit Sector
HSCI 2111 Introduction to the Health Care Environment
HSCI 2111L Introduction to the Health Care Environment Laboratory
HSCI 2201 Measurement Science
HSCI 2232 Nutrition
HSCI 3341 Cultural Diversity in Health and Illness
HSCI 3401 Contemporary Women's Health
HSCI 3420 Health Education
HSCI 3501 The AIDS Epidemic
HSCI 3520 Legal Issues in Health Care
HIST 2265 Minorities in United States History

HIST 4250 History of World Religions  
 MATH 1231 Introductory Statistics  
 NURS 4153 Gerontology  
 PHIL 3101 Philosophy and Society  
 PHIL 3301 Ethics in Historical and Contemporary Perspective  
 POLS 3320 Public Policy  
 SOSC 2501 Survey of Social Sciences  
 SOCI 3310 Race and Ethnicity

**Free Elective ..... 3 hours**

Any course numbered 2000 or higher (except PHED, WLAB, or courses identified in the catalog as career or institutional credit courses). A foreign language course numbered 1001 or 1002 may be used.

**Internship Requirement ..... 3 hours**

Select from:  
 HMSV 4490 Internship/Practicum in Psychology I  
 PSYC 4490 Internship/Practicum in Human Services I

**Internship Option ..... 3 hours**

Students seeking American Humanics, Inc., certification should consult the American Humanics director or assistant director when arranging an appropriate internship with a not-for-profit agency through the following:

- HMSV 4500 Senior Seminar and Internship/Practicum in Human Services II
- PSYC 4500 Senior Seminar and Internship/Practicum in Psychology II

**Total Degree Requirements ..... 120 hours**

**BACHELOR OF SCIENCE IN AND HUMAN SERVICES SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	PSYC 1101*	Intro General Psychology	3
COMM 1110*	Spoken Communication	3	POLS 1101*	American Government	3
SOCI 1101*	Introduction to Sociology	3	HIST 2111	US History to 1877	
MATH 1101*	Intro to Math Modeling	3	Or HIST 2112	US Since Reconstruction	3
			SOCI 2293*	Intro Marriage & the Family	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SOPHOMORE YEAR	
First Semester	Second Semester

<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
HIST 2265	Minorities in Amer History	3	SOSC 2501	Survey of Social Sciences	3
PHIL 2201	Intro to World Philosophy	3	SCI 1901 G	Sex and Gender	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1	ART 2302	Art of the Modern World	3
MATH 1231	Introductory Statistics	3	PSYC 2103*	Intro Human Development	3
PSYC 2101*	Psychology of Adjustment	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
PSYC 3110*	Applied Psychology	3	HMSV 3501*	Org & Admin Human Service	3
	Psychology Elective	3	PSYC 3130*	Social Psychology	3
HMSV 3010*	Intro to Human Services	3	PSYC 3120*	Intro Therapeutic Intervention	3
COMM 3110*	Interactive Communications	3		Psychology Elective	3
PSYC 3350	Abnormal Psychology	3		Related Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
PSYC 4490	Internship/Practicum I	3	SOSC 4501*	Research Methods	3
	Psychology Electives	6	PSYC 4500	Internship/Practicum II	3
	Related Electives	6		Psychology Elective	3
				Related Elective	3
				Free Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

## Department of Social Sciences

### ADMINISTRATIVE OFFICER

Eugene A. Hatfield, *Department Head*

### FACULTY

Hugh M. Arnold, *Political Science*  
 Frank Brandon, *History*  
 Kevin P. Demmitt, *Sociology*  
 Eugene A. Hatfield, *History*  
 Kathryn W. Kemp, *History*  
 Victoria Pasley, *History*  
 R.B. Rosenburg, *History*  
 Adam Tate, *History*  
 Joseph S. Trachtenberg, *Political Science*  
 Chris Ward, *History*  
 Robert H. Welborn, *History*

### MISSION AND GOALS

The Department of Social Sciences delivers instruction in disciplines focused on the systematic study of society, past and present, including history, political science, and sociology. The department is responsible for the following programs and courses:

- Bachelor of Science (B.S.) degree in Criminal Justice
- Bachelor of Science (B.S.) degree in Political Science.
- Bachelor or Arts (B.A.) degree in History
- Service courses that support Teacher Education and Integrative Studies and that may serve other programs as general electives.
- Area E courses in the Core Curriculum.

### HONOR SOCIETIES AND CLUBS

Membership in the History Society is open to all students and faculty who share an interest in learning more about the past. The purpose of the organization is to promote the teaching of history, to provide activities and events to learn more about history both on campus and in the community, and to provide opportunities for fellowship among organization members.

## Bachelor of Science in Criminal Justice

The criminal justice curriculum includes a basic core of courses essential for all criminal justice related careers plus specialized elective coursework in computer forensics, economic crime investigation, and homeland security.

### BACHELOR OF SCIENCE IN CRIMINAL JUSTICE DEGREE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Criminal Justice Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 6 hours**

- CRJU 1150 Introduction to Criminal Justice ..... 3 hours
- SOCI 1101 Introduction to Sociology..... 3 hours

**Lower Division Core Electives (Core Curriculum Area F)..... 12 hours**

Select from among: CSCI 1301, ECON 2106, HIST 1111, HIST 1112, HIST 2111, HIST 2112, HIST 2265, ITFN 1101, ITFN 1501, POLS 2101, POLS 2301, POLS 2401, PSYC 2101, PSYC 2103, SOCI 2293, SPAN 1001, SPAN 1002, SPAN 1999, SPAN 2001, SPAN 2002

**Upper Division Major Requirements ..... 12 hours**

- CRJU 3100 Criminology ..... 3 hours
- CRJU 3410 Survey of Criminal Law and Procedures ..... 3 hours
- CRJU 3200 Law Enforcement ..... 3 hours
- CRJU 3300 Corrections..... 3 hours

**Upper Division Major Electives ..... 3-15 hours**

- Select from among:
- CRJU 3210 Criminal Investigations
  - CRJU 3420 Constitutional Law
  - CRJU 3220 Domestic Security
  - CRJU 4510 Cybercrime Law and Investigation
  - CRJU 4800 Selected Topics in Criminal Justice

**Upper Division Major-Related Courses ..... 0-42 hours**

- Select from among:
- HMSV 3010 Introduction to Human Services
  - HMSV 3501 Organization and Administration of Human Service Agencies
  - MGMT 3101 Principles of Management
  - POLS 2101 Introduction to Political Science
  - POLS 3320 Public Policy
  - PSYC 2101 Psychology of Adjustment
  - PSYC 2103 Introduction to Human Development
  - PSYC 3350 Abnormal Psychology
  - PSYC 3120 Introduction to Therapeutic Intervention
  - PSYC 3130 Social Psychology
  - PSYC 4110 The Psychology of Gender and Sexuality
  - SOCI 3310 Race and Ethnicity
  - SOCI 4501 Social Research Methods
  - COMM 3320 Communication with Families
  - PHIL 3301 Ethics in Historical and Contemporary Perspective
  - SPAN 1002 Elementary Spanish II
  - SPAN 2001 Intermediate Spanish I
  - SPAN 2002 Intermediate Spanish II

**Optional Areas of Concentration ..... 0-24 hours**

- Select all courses from one of the following areas:
- Computer Crime Concentration ..... 0-15 hours
    - CRJU 3510 Basic Data Recovery and Analysis ..... 3 hours
    - CRJU 4510 Cybercrime Law and Investigation ..... 3 hours
    - ITFN 1101 Foundations of Information Technology ..... 3 hours

ITFN 1501 Foundations of Networking and Security .....	3 hours
Choose one of the following courses:	
CSCI 1301 Computer Science 1	
ITFN 1301 Foundations of Programming - Visual Basic	
ITFN 1302 Foundations of Programming - Java	
ITFN 1303 Foundations of Programming - C#	
Economic Crimes .....	0-9 hours
TECH 3112 Financial and Managerial Decisions for Technology.....	3 hours
TECH 3115 Legal Issues for Technology Managers.....	3 hours
CRJU 4520 Economic Crime Law and Investigation .....	3 hours

**Internship or Clinical Requirements .....** 0-6 hours

Select from among:

CRJU 4901 Criminal Justice Internship I
CRJU 4902 Criminal Justice Internship II

**Free Elective .....** 3 hours

Excludes PHED activity courses, courses offered for institutional credit only, and career program courses (unless specifically approved in advance).

**Total Degree Requirements .....** 120 hours

**BACHELOR OF SCIENCE IN CRIMINAL JUSTICE SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SOCI 1101*	Introduction to Sociology	3
COMM 1001	Presentational Speaking	1	BIOL 1111	Introductory Biology I	3
POLS 1101*	American Government	3	BIOL 1111L	Intro to Biology Laboratory	1
MATH 1101	Intro to Math Modeling	3	MUSC 2101	Music Appreciation	3
CRJU 1150*	Intro Criminal Justice	3	HIST 1111	Pre-Modern World History	3
			COMM 1002	Presentation Applications	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>17</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HIST 2111	US History to 1877	3	PSYC 2101	Psychology of Adjustment	3
PSYC 1101	Intro General Psychology	3	PSYC 2103	Intro to Human Development	3
BIOL 1112	Introductory Biology II	3	HIST 2265	Minorities in Amer History	3
POLS 2101	Intro to Political Science	3	MATH 1231	Introductory Statistics	3
PHIL 2201	Intro to World Philosophy	3	SCI 1901 F	Forensics	3

<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>
--------------	--	-----------	--------------	--	-----------

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HIST 4250	History of World Religions	3	CRJU 3200*	Law Enforcement	3
CRJU 3100*	Criminology	3	CRJU 3300*	Corrections	3
CRJU 3410*	Survey Criminal Law Proc	3	CRJU 3420	Constitutional Law	3
CRJU 3210*	Criminal Investigations	3	PSYC 3350	Abnormal Psychology	3
CRJU 3220	Domestic Security	3	HMSV 3010	Intro to Human Services	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
CRJU 4510	Cybercrime Law	3	SOCI 3310	Race and Ethnicity	3
CRJU 4800	Selected Topics	3	PSYC 4110	Psychology of Gender	3
HMSV 3501	Org Admin Human Service	3	PHIL 3301	Ethics in Historical Perspect	3
SOCI 4501	Social Research Methods	3	CRJU 4901	Criminal Justice Internship	3
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>15</b>

**Bachelor of Science in Political Science**

The government curriculum at Clayton College & State University includes a basic core of courses essential for all public sector related careers plus specialized coursework in archival studies in conjunction with the State of Georgia Archives and Federal Southeast Regional Archives adjacent to the Clayton State campus. There is a significant and growing need for trained professionals in the non-profit sector, political science, and business equipped to deal with public policy and community services issues in areas such as transportation, health care, the environment, aging, and education. This need is particularly acute in local political science and small and moderate-sized businesses which are affected by the implementation of public policies. Nowhere in the Atlanta Region is there a greater need for potential employees with this expertise than in the Clayton College & State University service area. All of these needs and opportunities require expertise in relevant uses of technology. Graduates of this program will be highly proficient in information technology.

**BACHELOR OF SCIENCE IN POLITICAL SCIENCE DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**  
 All Political science Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 3 hours**  
 ITFN 1101 Foundations of Information Technology..... 3 hours

**Lower Division Major Electives (Core Curriculum Area F) ..... 9-12 hours**

Select from among:

HIST 2265 Minorities in American History  
 PHIL 2201 Introduction to World Philosophy  
 POLS 2101 Introduction to Political Science  
 POLS 2401 Introduction to Global Issues

**Lower Division Related Electives (Core Curriculum Area F) ..... 3-6 hours**

Select from: CRJU 1150, ECON 2106, FREN 1001, FREN 1002, FREN 1999, FREN 2001, FREN 2002, HIST 2111, 2112, ITFN 1112, ITFN 1201, ITFN 1301, ITFN 1302, ITFN 1303, ITFN 1501, ITFN 2001, ITFN 2012, ITFN 2123, ITFN 2601, ITFN 2700, ITFN 2800, ITFN 2900, MATH 1231, POLS 1101, POLS 2301, PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI 2293, SOSC 2501, SPAN 1001, SPAN 1002, SPAN 1999, SPAN 2001, SPAN 2002

**Upper Division Major Requirements ..... 6 hours**

POLS 4500 Senior Seminar ..... 3 hours  
 SOCI 4501 Social Research Methods ..... 3 hours

**Upper Division Major Electives ..... 27-33 hours**

Select from among:

POLS 3110 Georgia History and Government  
 POLS 3212 State and Local Government  
 POLS 3323 Comparative Politics  
 POLS 3343 Principles of Public Administration  
 POLS 3350 International Relations  
 POLS 3360 The U.S. Congress  
 POLS 3370 The Presidency  
 POLS 3380 Interest Groups and Political Parties  
 POLS 3382 Women and Politics  
 POLS 3385 Campaigns and Elections  
 POLS 4421 American Political Thought  
 POLS 4424 Judicial Process  
 POLS 4425 Constitutional Law  
 POLS 4426 Civil Liberties  
 POLS 4451 Politics of Europe  
 POLS 4453 Politics of Africa  
 POLS 4454 Politics of the Middle East  
 POLS 4900 Independent Study in Government with Directed Research and Readings

**Upper Division Related Electives ..... 0-18 hours**

Select from among:

CRJU 1150 Introduction to Criminal Justice  
 CRJU 3410 Survey of Criminal Law and Procedures  
 CRJU 3200 Law Enforcement  
 CRJU 3300 Corrections  
 HIST 3120 Establishment of the U.S., 1607-1800  
 HIST 3140 Themes of Twentieth Century U.S. History  
 HIST 3210 The Twentieth Century World  
 HIST 3220 Latin American History  
 HIST 3230 History of Sub Saharan Africa  
 HIST 3240 History of the Middle East and North Africa



HIST 3250 History of China, the Pacific Rim, and Southeast Asia  
 HIST 3260 History of India and South Asia  
 HIST 4001 African American History  
 HIST 4002 History of the American South  
 HIST 4003 Women's History  
 HIST 4250 History of World Religions  
 HMSV 3010 Introduction to Human Services  
 PHIL 3301 Ethics in Historical and Contemporary Perspective  
 PSYC 2103 Introduction to Human Development  
 PSYC 3350 Abnormal Psychology  
 PSYC 3130 Social Psychology  
 PSYC 4110 The Psychology of Gender and Sexuality  
 SOCI 3310 Race and Ethnicity

**Free Electives** ..... **6-9 hours**  
 Excludes PHED activity courses, courses offered for institutional credit only, and career program courses (unless specifically approved in advance).

**Internship or Clinical Requirements** ..... **3 hours**  
 POLS 4490 Internship/Practicum in Political science ..... 3 hours

**Total Degree Requirements** ..... **120 hours**

**BACHELOR OF SCIENCE IN POLITICAL SCIENCE SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	SOCI 1101*	Introduction to Sociology	3
COMM 1001	Presentational Speaking	1	BIOL 1111	Introductory Biology I	3
POLS 1101*	American Government	3	BIOL 1111L	Intro to Biology Laboratory	1
MATH 1101	Intro to Math Modeling	3	MUSC 2101	Music Appreciation	3
ITFN 1101*	Foundations Info Tech	3	POLS 2401	Introduction to Global Issues	3
			COMM 1002	Presentation Applications	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>17</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HIST 2111	US History to 1877	3	PSYC 2101	Psychology of Adjustment	3
PSYC 1101	Intro General Psychology	3	PSYC 2103	Intro to Human Development	3
BIOL 1112	Introductory Biology II	3	HIST 2265	Minorities in Amer History	3
POLS 2101	Intro to Political Science	3	MATH 1231	Introductory Statistics	3

PHIL 2201	Intro to World Philosophy	3	ECON 2105	Prin of Macroeconomics	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
POLS 3xxx	Georgia History/Govt	3	POLS 3320	Public Policy	3
HIST 3210	Twentieth Century World	3	POLS 3xxx	Judicial Process	3
POLS 4xxx	Constitutional Law	3	CRJU 1150	Intro to Criminal Justice	3
PSYC 3130	Social Psychology	3	HIST 4003	Women's History	3
SOCI 3310	Race and Ethnicity	3	HMSV 3010	Intro to Human Services	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
POLS 4xxx	Internship	3	POLS 3xxx	American Political Thought	3
POLS 4xxx	Civil Liberties	3	PSYC 4110	Psychology of Gender	3
HIST 4001	African American History	3	PHIL 3301	Ethics in Historical Perspec	3
SOCI 4501*	Social Research Methods	3	POLS 4xxx*	Senior Seminar	3
POLS 4xxx	Independent Study	3	POLS 3xxx	State and Local Government	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

## Bachelor of Arts in History

Graduates with a B.A. in history have several options including entry-level positions in history-related fields, graduate study in history, and solid liberal arts preparation for a variety of careers. For example, history has traditionally provided a strong background for graduates who go on to law school.

History majors at Clayton State have an experience unique in the nation, because no other campus has a state archives and a regional national archives located immediately adjacent to campus. Clayton State students will have the opportunity to conduct research and arrange internships in these brand new facilities.

History majors may choose from three concentrations:

- General history
- Archives
- Public History

### BACHELOR OF ARTS IN HISTORY DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All History Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

Foreign Language ..... 0-6 hours

Competence is required in a language other than English, through the 2002-level in the language used to fulfill College Preparatory Curriculum requirements or through the 1002-level in a new language.

- Major Options ..... 6-9 hours
  - Select from among:
    - HIST 1111 or 1112 World History
    - HIST 2111 or 2112 U. S. History
    - HIST 2265 Minorities in American History
- Lower Division Major Electives ..... 3-12 hours
  - Select from: ECON 2106, MATH 1231, PHIL 2201, POLS 1101, POLS 2101, POLS 2301, POLS 2401, PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI 2293, SOSC 2501

- Upper Division Major Requirements ..... 12 hours**
  - HIST 3001 Historiography and Historical Methods ..... 3 hours
  - HIST 3010 Introduction to Public History ..... 3 hours
  - HIST 3110 Georgia History and Government ..... 3 hours
  - HIST 4850 Senior History ..... 3 hours

- Required Upper Division United States History Core ..... 12 Hours**
  - Select from among:
    - HIST 3120 The Establishment of the U.S., 1607-1807
    - HIST 3130 Sectionalism, Civil War, and Reconstruction 1845-1877
    - HIST 3140 Themes of 20th Century U.S.
    - HIST 3150 War and Diplomacy 1898-Present
    - HIST 3330 Business and Economic History of the U.S.
    - HIST 3420 Family History & Genealogical Resources
    - HIST 3501 Selected Topics in U.S. History
    - HIST 4001 African-American History
    - HIST 4002 History of the American South
    - HIST 4003 Women's History
    - HIST 4440 Historical Exhibitions & Public Programming
    - HIST 4450 Intro to Historic Preservation
    - HIST 4900 Independent Study in History

- Required Upper Division World History Core ..... 6 Hours**
  - Select from among:
    - HIST 3210 The Twentieth Century World
    - HIST 3220 Latin American History
    - HIST 3230 History of Sub-Sahara Africa
    - HIST 3240 History of Middle East and North Africa
    - HIST 3250 History of China, Pacific Rim, and Southeast Asia
    - HIST 3260 History of India and South Asia
    - HIST 3500 Selected Topics in World History
    - HIST 4100 Origins of the Western World
    - HIST 4120 Renaissance, Reformation
    - HIST 4130 The Age of European Expansionism and Industrialization
    - HIST 4250 History of World Religions
    - HIST 4900 Independent Study in History

- Upper Division Major Concentration ..... 15-21 hours**
  - History majors must select one of the following concentrations:
    - Archival Concentration ..... 21 hours

HIST 3030 Archival Internship I  
 HIST 3401 Introduction to Archival Theory and Practice  
 HIST 3410 Introduction to Electronic Records  
 HIST 3420 Family History and Genealogical Resources  
 HIST 4902 Archival Internship II  
 Select two additional relevant courses as approved by  
 advisor: Courses in Information Technology are  
 encouraged.

Public History Concentration ..... 12-18 hours

HIST 3901 Archival Internship I  
 HIST 4901 History Internship or HIST 4903 History  
 Practicum

Take four to six of the following courses:  
 HIST 3401 Introduction to Archival Theory and Practice  
 HIST 3410 Introduction to Electronic Records  
 HIST 3420 Family History and Genealogical Resources  
 HIST 4440 Historical Exhibitions & Public Programming  
 HIST 4450 Introduction to Historic Preservation  
 HIST 4900 Independent Study in History

Take one or two additional related courses as approved by  
 the advisor.

General History Concentration ..... 15-21 hours

Choose five to seven courses that are not already taken  
 from those listed in the Required Upper Division U.S.  
 History Core or the Required Upper Division World History  
 Core.

**Major Related Electives ..... 3-12 hours**

Select from among:

ART 3401 American Art Visions  
 CMS 3200 History of Communication  
 ECON 2105 Principles of Macroeconomics  
 ECON 2106 Principles of Microeconomics  
 ENGL 2111 World Literature Pre-Modern  
 ENGL 2112 World Literature Modern  
 ENGL 2121 World Literature I  
 ENGL 2122 World Literature II  
 ENGL 2130 American Literature  
 ENGL 3101 Literature and Society  
 ENGL 4012 The American Literary Experience  
 ENGL 4113 Themes in World Literature  
 HMSV 3010 Introduction to Human Services  
 HUMN 3101 The Humanities, Arts, and Society  
 HUMN 3102 International Arts and Culture  
 MATH 1231 Introductory Statistics  
 MUSC 3101 History of Jazz  
 PHIL 3101 Philosophy and Society  
 PHIL 3301 Ethics in Historical and Contemporary Perspective  
 POLS 2101 Introduction to Political Science  
 POLS 2301 Introduction to Comparative Politics  
 POLS 2401 Introduction to Global Issues  
 POLS 4111 Comparative Political and Economic Systems  
 POLS 4121 Asian Political and Economic Systems  
 SOCI 3310 Race and Ethnicity  
 SOSOC 3110 Themes in World Geography

SOSC 4800 Selected Topics in Social Sciences  
 STAB 3000 Studies Abroad  
 STAB 4000 Studies Abroad  
 THEA 3101 Theater, Cinema, and Society

**Free Elective ..... 3 hours**

Another course from Related Electives list or any course numbered 2000 or higher (except PHED, WLAB, or courses identified in the catalog as career or institutional credit courses).

**Internship Requirement ..... 3 hours**

Select from among:  
 HIST 3901 Archival Internship I  
 HIST 4901 History Internship  
 HIST 4902 Archival Internship II  
 HIST 4903 History Practicum

**BACHELOR OF ARTS IN HISTORY SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	PSYC 1101*	Intro General Psychology	3
COMM 1110*	Spoken Communication	3	POLS 1101*	American Government	3
SOCI 1101*	Introduction to Sociology	3	HIST 2111	US History to 1877	
MATH 1101*	Intro to Math Modeling	3	Or HIST 2112	US Since Reconstruction	3
			HIST 1111	Pre-Modern World History	
			Or HIST 1112	Survey of Modern History	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
SPAN 2001	Intermediate Spanish I	3	SPAN 2002	Intermediate Spanish II	3
ENGL 2111	World Literature I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111	Introductory Biology I	3	PHIL 2401	Introduction to Aesthetics	3
BIOL 1111L	Intro to Biology Laboratory	1	MUSC 2101	Music Appreciation	3
MATH 1231	Introductory Statistics	3		Lower Division Elective	3
	Lower Division Elective	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
HIST 3001	Historiography	3	HIST 3110	Georgia History	3
HIST 3140	Themes of 20 <sup>th</sup> Century US	3	HIST 3130	Civil War and Reconstruction	3
HIST 3220	Latin American History	3	HIST 3150	War and Diplomacy	3
HIST 3330	Business History	3	HIST 3120	Establishment of the U.S.	3
POLS 2301	Intro to Political Science	3	HIST 4001	African-American History	
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
HIST 4901	Internship	3	HIST 3010	Introduction to Public History	3
HIST 4850	Senior Seminar	3	HIST 4002	History American South	3
HIST 4003	Women's History	3	HIST 4120	Renaissance and Reform	3
ENGL 4012	American Literary Exp	3	SOCI 3310	Race and Ethnicity	3
HIST 4100	Origins of Western World	3	SOSC 3110	Geography	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

---

---

**Department of Teacher Education**

---

---

**ADMINISTRATIVE OFFICER**

Larnell D. Flannagan, *Department Head*

**FACULTY**

M. Linda Broughton, *Education*  
Larnell D. Flannagan, *Education*  
Kelli L. Nipper, *Education*

**MISSION AND GOALS**

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.

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the CCSU Teacher Education Club, the Student Georgia Association of Educators (SGAE), and the Student Professional Association of Georgia Educators (SPAGE).

**ADMISSION AND READMISSION REQUIREMENTS**

Students must meet the following criteria before submitting their applications for admission to the upper division portion of the program in teacher education. (More information about the application is available at general information sessions. Contact the Department 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. A cumulative Institutional Grade Point Average of 2.50.
5. A Program Grade Point Average of 2.50 based upon all coursework attempted in Areas A-F.

In order for a student to be eligible to begin taking upper-division courses in teacher education, the following requirements must be met:

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 Program Grade Point Average as explained above and a 2.5 or better institutional Grade Point Average.
4. Teacher education writing assessment with at least a minimum passing writing profile score. Contact the Department of Teacher Education for information about the writing assessment.
5. Passing both the reading and writing portions of the Regents' Testing Program.
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 Department 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 Department of Teacher Education for specific dates of information sessions.)
9. Completion of the PRAXIS I test. The Georgia Professional Standards Commission (GPSC) 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). Contact the Department 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. (Conducted by Clayton State Public Safety. A \$10.00 processing fee is required.)

#### 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 Department of Teacher Education. (Application forms are available from the Department of Teacher Education.)
2. The application deadline for the Teacher Education program is posted in the Department of Teacher Education. (The deadline period is called an admission cycle.)
3. 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.)



4. 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.
5. Students may submit their applications for Fall Semester admission between September 1 and the last Friday in May. Any applications received after the May deadline will be placed on a waiting list in the event a slot in the program becomes available.
6. 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 for the junior and senior years.
7. 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 3120, MATH 3010, SCI 3110, SOSC 3110, EDUC 3000, 3010, 3020, 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. If a student's scores indicate a weakness in some area, provisional admission status may be granted.

Students' writing skills will be reassessed in Language Arts (LART 3120) 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) concurrently with LART 3120. This requirement for additional individualized help in writing will be in effect regardless of the student's grade in LART 3120 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 Center for Academic Assistance, 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).

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education program (except that for teacher education the standard is a 2.50 cumulative Program GPA on all attempts of courses taken to meet program requirements rather than the 2.00 Institutional GPA). 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 Department Head for Teacher Education will investigate the case in an expeditious manner. The department head will issue a written ruling to the student with copies to the Dean of Arts and Sciences and the Provost/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.*

In order to be placed in the senior year internship, which begins in August and follows the school calendars of the six partnership school districts, students must have in place the following:

1. A cumulative Program GPA of 2.50 or higher.
2. A cumulative Institutional GPA of 2.50 or higher.
3. Completion of each course in the program sequence with a grade of C or higher (or K).
4. Successful completion of the program writing profile.
5. Endorsement of the junior year by the Professional Education Program Committee (PEPC).

Course overloads will not be permitted during enrollment in the full-time senior internship.

**TEACHER CERTIFICATION**

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

---

**Bachelor of Arts in Middle Level Education**

---

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 Teacher Education Advisory Council serves as an external advisory group for teacher education.

**BACHELOR OF ARTS IN MIDDLE LEVEL EDUCATION DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**  
 All Middle Level Education Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Major Requirements (Core Curriculum Area F)..... 18 hours**  
 EDUC 2201 Introduction to Education I..... 3 hours  
 EDUC 2202 Intro to Exceptional Children and Youth ..... 3 hours  
 PSYC 2103 Introduction to Human Development..... 3 hours  
 Courses appropriate to the teaching field ..... 9 hours  
 Three courses must be chosen upon consultation with an advisor to support the first and second area of teaching concentrations. The following courses are recommended:  
 Language Arts: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, or ENGL 2130;  
 Mathematics: MATH 1221, MATH 1231, MATH 1241, MATH 1112 and CPTG 1010, or CSCI 1301;  
 Natural Sciences: SCI 1901 (any topic not already taken in Area D2) or CHEM 1151/1151L (lab hour is excess credit);  
 Social Studies: HIST 1111, HIST 1112, HIST 2111, HIST 2112

**Upper Division Requirements ..... 26 hours**  
 EDUC 3000 Teacher Education Seminar I..... 1 hour  
 EDUC 4000 Teacher Education Seminar II..... 1 hour  
 EDUC 3010 Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner ..... 3 hours  
 EDUC 3020 Instructional Technology for Teachers..... 3 hours  
 EDUC 3350 Instructional Strategies for Individual and Interdisciplinary Teaching..... 3 hours  
 HIST 3110 Georgia History and Government..... 3 hours  
 LART 3010 Teaching Reading and Writing in the Content Areas..... 3 hours  
 LART 3120 Language Arts: Skills and Concepts..... 3 hours  
 MATH 3010 Number Concepts and Relationships ..... 3 hours  
 SCI 3110 Integrated Science-Physical Science I..... 2 hours  
 SCI 3110L Integrated Science-Physical Science I Laboratory ..... 1 hour

**First Teaching Field Requirements..... 12 hours**  
 Select all 12 hours from one of the following areas:  
 Language Arts/Reading  
 ENGL 4114 Adolescent Literature..... 3 hours  
 ENGL 3210 Advanced Grammar..... 3 hours  
 ENGL 4012 The American Literary Experience or ENGL 4113 Themes in World Literature ..... 3 hours  
 ENGL 4011 Literary Theory..... 3 hours  
 Mathematics  
 MATH 3020 Concepts of Algebra..... 3 hours

MATH 4010 Mathematical Problem Solving: Advanced	
Concepts .....	3 hours
MATH 3030 Concepts of Geometry .....	3 hours
MATH 4020 Concepts of Discrete Mathematics .....	3 hours
Science	
SCI 3120 Integrated Science-Physical Science II .....	3 hours
PHYS 4110 Conceptual Astronomy .....	3 hours
BIOL 3500 Ecology .....	3 hours
BIOL 3650 Comparative Vertebrate Anatomy .....	3 hours
Social Studies	
SOSC 3110 Themes in World Geography.....	3 hours
HIST 3500 Selected Topics in World History.....	3 hours
HIST 4250 History of World Religions .....	3 hours
SOSC 4501 Research Methods in the Social Sciences .....	3 hours

**Second Teaching Field Requirements ..... 6 hours**

Select all 6 hours from one of the following areas:

Language Arts/Reading	
ENGL 4114 Adolescent Literature.....	3 hours
ENGL 3210 Advanced Grammar.....	3 hours
Mathematics	
MATH 3020 Concepts of Algebra.....	3 hours
MATH 4010 Mathematical Problem Solving: Advanced	
Concepts .....	3 hours
Science	
SCI 3120 Integrated Science-Physical Science II .....	3 hours
PHYS 4110 Conceptual Astronomy .....	3 hours
Social Studies	
SOSC 3110 Themes in World Geography.....	3 hours
HIST 3500 Selected Topics in World History.....	3 hours

**Internship Requirements ..... 18 hours**

The following courses must be taken in sequence during the same school calendar year:

EDUC 4711 Middle Level Internship I.....	3 hours
EDUC 4712 Middle Level Internship IIA .....	3 hours
EDUC 4713 Middle Level Internship IIB Grades 4-8.....	3 hours
EDUC 4714 Middle Level Internship IIC Grades 4-8 .....	3 hours
EDUC 4715 Middle Level Internship IID Grades 4-8 .....	3 hours
EDUC 4716 Middle Level Internship IIE Grades 4-8.....	3 hours

**Total Degree Requirements ..... 120 hours**

**Other Program-Specific Graduation Requirements**

1. Grades of A, B, C, or K in all courses used to meet program requirements and a minimum 2.50 Program GPA.
2. Minimum of 55 hours in residence at Clayton College & State University, including the following courses: LART 3120, MATH 3010, SCI 3110, SOSC 3110, EDUC 3000, 3010, 3020, 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. Participation in examinations, surveys, and any other required activities administered for purposes of program evaluation and program exit.

**BACHELOR OF ARTS IN MIDDLE LEVEL EDUCATION SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
CRIT 1101*	Critical Thinking	3	PSYC 1101	Intro General Psychology	3
COMM 1110	Spoken Communication	3	POLS 1101*	American Government	3
SOCI 1101	Introduction to Sociology	3	HIST 2111	US History to 1877	
MATH 1101	Intro to Math Modeling	3	Or HIST 2112	US Since Reconstruction	3
			HIST 1111	Pre-Modern World History	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
SPAN 2001	Intermediate Spanish I	3	SPAN 2002	Intermediate Spanish II	3
BIOL 1111	Introductory Biology I	3	BIOL 1112	Introductory Biology II	3
BIOL 1111L	Intro to Biology Laboratory	1	PSYC 2103*	Intro to Human Development	3
MATH 1231	Introductory Statistics	3	MATH 1221	Finite Mathematics	3
MATH 1241	Survey of Calculus	3	EDUC 2202*	Intro Exceptional Children	3
EDUC 2201*	Introduction to Education	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
EDUC 3000*	Teacher Ed Seminar I	1	EDUC 3350*	Instructional Strategies	3
EDUC 3010*	Middle Level Learner	3	LART 3010*	Reading and Writing	3
LART 3120*	Skills and Concepts	3		Major Field Courses	3
SCI 3110*	Physical Science I	3		Minor Field Course	3
SCI 3110L*	Physical Science Lab I	1		Major or Minor Field Course	3
HIST 3110*	Georgia History and Gov	3			
MATH 3010*	Number Concepts	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>
--------------------

<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
EDUC 4000*	Teacher Ed Seminar II	1	EDUC 4712*	Middle Level Internship IIA	3
EDUC 4711*	Middle Level Internship I	3	EDUC 4713*	Middle Level Internship IIB	3
	Major Field Courses	6	EDUC 4714*	Middle Level Internship IIC	3
	Minor Field Course	3	EDUC 4715*	Middle Level Internship IID	3
			EDUC 4716*	Middle Level Internship IIE	3
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>15</b>

## SCHOOL OF BUSINESS

### ADMINISTRATIVE OFFICERS

Ernest M. Miller, *Dean*  
Jacob M. Chacko, *Associate Dean*

### FACULTY

H. Lari Arjomand, *Economics*  
James D. Bogert, *Management*  
Michael H. Deis, *Management*  
Juliet D'Souza, *Finance*  
Nikki M. Finlay, *Economics*  
David Furman, *Marketing*  
Louis F. Jourdan, *Management*  
Teresa King, *Accounting*  
Gregory S. Kordecki, *Accounting*  
Gary L. May, *Management*  
George H. Messer, Jr., *Management*  
George E. Nakos, *Marketing*  
C. R. Narayanaswamy, *Finance & Economics*  
Adel M. Novin, *Accounting*  
Judith Ogden, *Business Law & Taxation*  
Anita Whiting, *Marketing*  
Evelyn Winston, *Management*

### MISSION AND GOALS

The mission of the School of Business is to:

- **Prepare** a diverse student body for business and professional careers by providing a quality education.
- **Provide** a student-centered environment, using technology to enhance student learning.
- **Support** faculty in applied and instructional research and service to the profession.
- **Serve** primarily the southern metropolitan Atlanta area.

Our goals are to:

- Produce students who can demonstrate the knowledge, skills, and attitudes required for success:
  - written and oral communication skills,
  - ethical and corporate social responsibility,
  - thinking skills,
  - interpersonal skills and appreciation of diversity,
  - knowledge of the business environment, and
  - use of technology in business.
- Provide a student-centered learning environment for traditional, non-traditional, full-time, and part-time students characterized by:
  - accessible faculty,
  - smaller classes taught by faculty members (not teaching assistants),
  - flexible delivery of course offerings (on-campus, online, or hybrid),
  - personalized academic and career advisement, and

- active teaching methods.
- Recruit and retain a diverse and qualified faculty.
- Be responsive to the changing needs of the employers of our graduates.

Our Values are: Integrity, appreciation of diversity, accountability, collegiality, and excellence.

The B.B.A. curriculum is designed to enable all graduates to meet the following learning outcomes that apply to all majors. In addition, each major within the B.B.A. has additional field-specific learning outcomes that are listed with the appropriate curricula later in this section. B.B.A. graduates will demonstrate:

- **Written and Oral Communication Skills:** writing clearly, concisely, and correctly; planning, designing, and delivering persuasive oral presentations.
- **Ethical and Corporate Social Responsibility:** assessing the ethical and social impact of decisions on the organization and its stakeholders.
- **Thinking Skills:** thinking critically and analytically to evaluate organizational effectiveness, to make decisions, and to develop strategy.
- **Interpersonal Skills and Appreciation for Diversity:** using interpersonal and cross-cultural knowledge and skills to lead and manage collaborative activities and to work effectively in teams that have a diverse membership.
- **Knowledge of the Business Environment:** understanding how business disciplines integrate to compete successfully in the global business environment.
- **Use of Technology in Business:** using computers to analyze data and solve problems, to communicate, and to make effective presentations.

#### INSTRUCTIONAL ORGANIZATION

The School of Business offers the Bachelor of Business Administration in the areas listed below:

Degree Program	Degree
Accounting	BBA
General Business	BBA
Management	BBA
Marketing	BBA

The Office of Student Advisement is responsible for assisting business and pre-business students with the development of an academic plan, career plan, and teaching the CCSU 1000B orientation course. The office exists to provide one-on-one advising to ensure that students meet graduating requirements in a timely fashion and are informed of the program and services available to them at Clayton State (BHS-11 770-961-3737).

#### HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the Accounting Club, Society for the Advancement of Management, and the Sigma Beta Delta.

#### ADMISSION AND READMISSION REQUIREMENTS



Students intending to enroll in the B.B.A. program must meet all University admission and academic requirements. In addition, applicants must satisfy the following additional requirements in order to be admitted to the B.B.A. program:

- a. Have an overall institutional Grade Point Average (GPA) of 2.00. (If a student has no Clayton State GPA, admission is based on transfer grades.)
- b. Have completed 45 semester credit hours.
- c. Satisfactory performance on all subject modules of the School of Business Entrance Examination. Students who have a GPA of 3.0 or higher in the six Area F courses and Math 1231 are exempted from taking the entrance exam.
- d. Satisfactorily complete the six Area F business courses with grades of C or better in all courses.
- e. Satisfactorily complete MATH 1231 with a grade of C or better.
- f. Earn a GPA of at least 2.28 in the six Area F business courses and MATH 1231. (Grades of K will not be counted in this GPA calculation.)
- g. Successfully complete (or be exempt from) both parts of the Regents' Test (Essay and Reading).

Students who plan to major in business will be admitted to Clayton State as pre-business majors. Upon meeting the aforementioned requirements, pre-business students are required to apply for admission into a business major in the School of Business.

Transfer students will be required to meet the same criteria as Clayton State students. For transfer students who meet the admissions requirements, the application deadline for the School of Business will be the same as the application deadline for the University.

An application form may be obtained on the web at <http://business.clayton.edu>, from the School of Business in BHS-11 (770-961-3410), or from the Office of Student Advisement. Information on the School of Business Entrance Examination can be obtained on the web at <http://business.clayton.edu>. Students will be notified of acceptance both by formal letter and by e-mail.

A student not admitted into the B.B.A. program may elect to retake the entrance exam (up to three times) and/or repeat courses that were not satisfactorily completed and that disqualified him or her from admission subject to the University's course repeat policy. If a student elects to repeat such courses and receives grades that meet the above criteria, the student may reapply for admission to the B.B.A. program.

### COLLEGE-SPECIFIC ACADEMIC REQUIREMENTS

Students in the School of Business must meet all University admission, academic progression, and graduation requirements (see the Graduation Requirements section). 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 Clayton State. 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, and MATH 1241, Survey of Calculus. Students with appropriate placement scores are encouraged to take MATH 1231 or MATH 1241 in Area A. Other students should take either of the math courses in Area D or and the other as a non-business elective. MATH 1231 is prerequisite to BUSA 3101 and MATH 1241 is prerequisite to FINA 3101 and a prerequisite/corequisite to BUSA 3101, which are required B.B.A. courses.
3. **Writing Assessment.** All B.B.A. students are required to pass the official School of Business writing assessment prior to enrollment in MGMT 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 Clayton State 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.** In addition to general Clayton State baccalaureate residency requirements, the B.B.A. has the following additional restrictions:
  - a. At least 30 hours of business courses must be taken from Clayton State. Business courses are defined as any course with the following prefixes:
    - ACCT, FINA, MGMT, MKTG, BUSA
  - b. ECON 2105 and 2106 cannot be counted toward the residency requirement.
  - c. At least 21 of the 30 hours of business courses must be upper division.
  - d. Of the 21 upper division business hours that must be taken from Clayton State, the following *must* be included:
    - MGMT 4750, Strategic Management;
    - for Accounting majors, at least 12 hours of ACCT prefix numbered higher than ACCT 2102;
    - for Management majors, at least 12 hours of MGMT prefix numbered higher than MGMT 3101;
    - for Marketing majors, at least 12 hours of MKTG prefix numbered higher than MKTG 3101;
    - for General Business majors, at least 12 hours of business courses numbered higher than 3101 (not counting MGMT 4750).
5. **Area F Grades.** Students must earn a grade of C or better in all Area F courses.
6. **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 examination, e.g., CLEP).
7. **Transfer Credit.** The School of Business normally accepts equivalent or substitutable transfer courses toward graduation at Clayton State; 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 Clayton State 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.

8. **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. *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.
9. **Policy on credit by exam in business courses for BBA majors.** For the BBA, grades of K (credit by exam such as CLEP) will be accepted only for microeconomics (ECON 2106), macroeconomics (ECON 2106), and Financial Accounting (ACCT 2101). Transfer students will be required to meet the same criteria as Clayton State students. (CLEP credit for other business courses may be allowed in non BBA majors. Contact the appropriate school or college for details.)

#### SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

All normal University policies on academic standing (probation, suspension, and dismissal) and course repeats apply to the School of Business. In addition, students may attempt a given School of Business course a maximum of only three (3) times. In other words, a student will not be allowed to attempt a course a fourth time. An attempt is defined as receiving W, WF, F, U, or D. (Excludes W\$ and WM). Transfer and transient attempts count in the maximum of attempts for purposes of this policy. (Students who have already had two or more tries in a course at CCSU before this policy went into effect (Fall 2003) will be granted one more try.)

---

### Bachelor of Business Administration in Accounting

---

Consistent with the mission of the School of Business, the mission of the Accounting Program is to provide broad-based undergraduate curriculum leading to professional careers in accounting and related fields. Upon successful completion of the program, the student should attain the following *learning outcomes*:

1. A broad-based general education supplemented by a strong supporting business background
2. A thorough foundation in the diversified fields of accounting—i.e., financial accounting, managerial and cost accounting, auditing, taxation, accounting information systems, international accounting, and governmental and non-profit accounting
3. Specialized accounting education in the student's chosen career track in accounting or related fields - i.e., public accounting, industry, governmental and not-for-profit, or financial services
4. Requisite skills to apply the knowledge gained to real world settings

5. Awareness of ongoing issues and practices in the accounting profession.

**BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**  
All Accounting Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Major Requirements (Core Curriculum Area F)..... 18 hours**  
ACCT 2101 Principles of Financial Accounting ..... 3 hours  
ACCT 2102 Principles of Managerial Accounting ..... 3 hours  
BLAW 2106 Legal Environment of Business ..... 3 hours  
CPTG 2201 Advanced Computer Application..... 3 hours  
ECON 2105 Principles of Macroeconomics..... 3 hours  
ECON 2106 Principles of Microeconomics..... 3 hours

**Upper Division Business Core Requirements ..... 24 hours**  
BUSA 3101 Business Statistics ..... 3 hours  
BUSA 3700 Business Ethics and Corporate Social Responsibility ..... 3 hours  
FINA 3101 Managerial Finance ..... 3 hours  
MGMT 3101 Management Principles and Organizational Behavior ..... 3 hours  
MGMT 3102 Performance/Quality Management ..... 3 hours  
MGMT 3120 Managerial Communications ..... 3 hours  
MKTG 3101 Principles of Marketing ..... 3 hours  
MKTG 3420 Global Business ..... 3 hours

**Required Accounting Major Courses ..... 15 hours**

ACCT 3110 Managerial Cost Accounting ..... 3 hours  
ACCT 3250 Income Taxation ..... 3 hours  
ACCT 3351 Intermediate Financial Accounting I ..... 3 hours  
ACCT 3352 Intermediate Financial Accounting II ..... 3 hours  
ACCT 4330 Introduction to Accounting Information Systems & Auditing... 3 hours

**Accounting Electives ..... 9 hours**

Select from among:

ACCT 4110 Advanced Managerial Cost Accounting  
ACCT 4250 Advanced Income Taxation  
ACCT 4352 Advanced Financial Accounting  
ACCT 4440 Governmental and Non-Profit Accounting  
ACCT 4480 Advanced Assurance Services  
ACCT 4800 Selected Topics in Accounting  
ACCT 4850 Accounting Internship/Cooperative Education  
ACCT 4900 Independent Study/Directed Research & Readings  
BLAW 3370 Intermediate Business Law  
FINA 3100 Personal Financial Management  
FINA 4101 Investments  
FINA 4102 Intermediate Finance  
FINA 4103 Money and Banking: Domestic and International

**Business Capstone ..... 3 hours**

MGMT 4750 Strategic Management..... 3 hours

**Non-Business Courses ..... 9 hours**

MATH 1241 Survey of Calculus..... 3 hours  
 Free Electives from Outside the School of Business ..... 6 hours  
 The following courses may not be applied here: all courses  
 with the prefix TECH, MKMC PHED, CCSU, and WLAB, HSCI  
 2201, HCMG 3101

**Total Degree Requirements ..... 120 hours**

Students are advised to use their three elective courses based upon their chosen career track. The following courses are recommended for the various career tracks in accounting and related fields:

Career Path	Public Accounting	Industry	Governmental & Non-Profit	Financial Services
ACCT 4110		X	X	
ACCT 4250	X	X	X	X
ACCT 4352	X	X		
ACCT 4440	X		X	
ACCT 4480	X	X	X	
BLAW 3370	X	X	X	X
FINA 3100	X			X
FINA 4101		X	X	X
FINA 4102		X		X
FINA 4103				X

Accounting majors may obtain a Concentration in Finance by choosing FINA 4101, FINA 4102, and FINA 4103 as their electives.

Students are encouraged to check the Georgia State Board of Accountancy ([www.sos.state.ga.us/plb/accountancy/licensure.htm](http://www.sos.state.ga.us/plb/accountancy/licensure.htm)) for requirements regarding CPA requirements. Students who plan to sit for the CPA exam are advised to consider the requirement in choosing electives and/or planning for additional hours to meet the requirement.

**BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING  
 SUGGESTED DEGREE PROGRAM SEQUENCE**

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
CRIT 1101	Critical Thinking	3		Communication course [b]	1
CCSU 1000B	First Year Seminar		ECON 2105	Prin of Macroeconomics	3
	First Math Course [a]	3	BIOL 1112	Introductory Biology II	3
POLS 1101	American Government	3		Second Math Course [c]	3
BIOL 1111	Introductory Biology I	3	CPTG 2201	Advanced Computer Appln.	3
BIOL 1111L	Intro to Biology Laboratory	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR	
First Semester	Second Semester

Course	Title	Hours	Course	Title	Hours
	Fine Arts/Foreign Lang. [d]	3	HIST 2110	Pre-Modern World History	3
	Communication course [b]	1		Lit./Phil./Foreign Lang. [f]	3
ACCT 2101	Prin Financial Accounting	3	SOSC 2501	Survey of Social Sciences	3
	Behavioral Science [e]	3	ACCT 2102	Prin Managerial Accounting	3
BLAW 2106	Legal Environ of Business	3	ECON 2106	Prin of Microeconomics	3
MATH 1241	Survey of Calculus	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
BUSA 3101	Business Statistics	3	ACCT 3352	Int Financial Accounting II	3
MGMT 3120	Managerial Communication	3	MGMT 3102	Perf/Quality Management	3
ACCT 3351	Int Financial Accounting I	3	FINA 3101	Managerial Finance	3
ACCT 3110	Managerial Cost Acct	3	ACCT 3250	Income Taxation	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3	MKTG 3101	Principles of Marketing	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ACCT 4330	Intro Accounting Info Sys	3		Accounting Electives [g]	6
MGMT 3420	Global Business	3		Non-Business Electives	6
MGMT 4750	Strategic Management	3			
BUSA 3700	Bus.Ethics/Corp. Soc. Resp	3			
	Accounting Elective [g]	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

[a] Take MATH 1101 or MATH 1111. If you have math placement scores beyond MATH 1101 take one of the following: MATH 1231, MATH 1241, MATH 1113, or MATH 1501.

[b] Take two from the following list: COMM 1001, COMM 1002, CPTG 1002 (if exempted from COMM 1001), CPTG 1010, SPAN 1999 (if you have strong beginning skills), or FREN 1999 (if you have strong beginning skills). Or take COMM 1110, SPAN 1002, or FREN 1002 in place of the two.

[c] Take MATH 1231. If you have already taken MATH 1231, take three hours from the following list: MATH 1221, MATH1241, MATH 1113, MATH 1501, MATH 2502, CPTG 1111, CPTG 1010, CSCI 1301, SCI 1901.

[d] Take one from the following list: ART 2301, ART 2302, THEA 1100, MUSC 2101, MUSC 2301, PHIL 2401, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

[e] Take one from the following list: SOCI 1101, PSYC 1101.

[f] Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

[g] Select three from among: ACCT 4110, ACCT 4250, ACCT 4352, ACCT 4440, ACCT 4480, ACCT 4800, ACCT 4850, ACCT 4900, BLAW 3370, FINA 3100, FINA 4101, FINA 4102, FINA 4103.

---

## Bachelor of Business Administration in General Business

---

Consistent with the mission of the School of Business, the mission of the General Business Program is to provide broad-based undergraduate curriculum and allow for customized programs of study in specific business areas that meets the student's career and educational needs. The program in general business provides students with a thorough exposure to the basic areas of business administration while permitting wide latitude in the selection of additional courses according to individual interests. Predefined program concentrations in finance and logistics and supply chain management are available.

Upon successful completion of the program, the student should attain the following *learning outcomes*:

1. A broad-based general education, preparing students to contribute to their organization, community, and society by communicating effectively, thinking critically and conceptually, acting ethically, and valuing diversity.
2. Knowledge of political, social, legal and regulatory, environmental, ethical, global and technological issues pertaining to business administration.
3. Skills to apply knowledge gained to real-world settings.
4. Other outcomes based on the program of study pursued.

**BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS DEGREE PROGRAM REQUIREMENTS**

**Lower Division Major Requirements (Core Curriculum Area F) ..... 18 hours**

ACCT 2101 Principles of Financial Accounting .....	3 hours
ACCT 2102 Principles of Managerial Accounting .....	3 hours
BLAW 2106 Legal Environment of Business .....	3 hours
CPTG 2201 Advanced Computer Application.....	3 hours
ECON 2105 Principles of Macroeconomics.....	3 hours
ECON 2106 Principles of Microeconomics.....	3 hours

**Upper Division Business Core Requirements ..... 24 hours**

BUSA 3101 Business Statistics .....	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility .....	3 hours
FINA 3101 Managerial Finance .....	3 hours
MGMT 3101 Management Principles and Organizational Behavior .....	3 hours
MGMT 3102 Performance/Quality Management .....	3 hours
MGMT 3120 Managerial Communications .....	3 hours
MKTG 3101 Principles of Marketing .....	3 hours
MKTG 3420 Global Business .....	3 hours

**General Business Major Options ..... 24 hours**

Select eight courses from among the following, to include at least one MGMT course, one MKTG course and one ACCT or ECON or FINA course:

- ACCT 3110 Managerial Cost Accounting
- ACCT 3250 Income Taxation
- ACCT 3351 Intermediate Financial Accounting I
- ACCT 3352 Intermediate Financial Accounting II
- ACCT 4110 Advanced Managerial Cost Accounting
- ACCT 4250 Advanced Income Taxation
- ACCT 4330 Introduction to Accounting Information Systems and Auditing
- ACCT 4440 Governmental and Not-for-Profit Accounting
- ACCT 4450 Income Taxation I
- ACCT 4551 Income Taxation II
- ACCT 4480 Auditing
- ACCT 4800 Selected Topics in Accounting

ACCT 4850 Accounting Internship/Cooperative Education (V)	
ACCT 4900 Directed Research and Reading (V)	
BUSA 3800 - Selected Topics in Business	
BUSA 4446 Managerial Economics	
BUSA 4850 Internship/Cooperative Education (0-V-3)	
BUSA 4900 Directed Research and Readings (V)	
FINA 3100 Personal Financial Management	
FINA 4101 Investments	
FINA 4102 Intermediate Finance	
FINA 4103 Money and Banking: Domestic and International	
MGMT 3106 Principles of Supply Chain Management	
MGMT 4101 Human Resource Management	
MGMT 4102 Organizational Behavior	
MGMT 4111 Leadership	
MGMT 4302 Case Studies in Performance Quality Management	
MGMT 4311 Entrepreneurship	
MGMT 4403 International Management	
MGMT 4510 Labor Law/Relations	
MGMT 4800 Selected Topics in Management	
MKTG 3302 Consumer Behavior	
MKTG 3312 Services Marketing	
MKTG 4104 Marketing Research and Analysis	
MKTG 4106 Promotion Strategy	
MKTG 4207 Professional Selling	
MKTG 4420 International Marketing	
MKTG 4510 Retailing	
MKTG 4750 Marketing Management	
MKTG 4800 Selected Topics in Marketing	
<b>General Business Concentration Courses</b> .....	<b>9 hours</b>
Select all courses from one of the following concentrations:	
Finance	
FINA 4101 Investments.....	3 hours
FINA 4102 Intermediate Finance.....	3 hours
FINA 4103 Money and Banking: Domestic and International.....	3 hours
Logistics and Supply Chain Management	
MGMT 3106 Principles of Supply Chain Management.....	3 hours
MKTG 3105 Introduction to Transportation and Logistics.....	3 hours
MGMT/MKTG 4105 Global Distribution and Air Operations Seminar..	3 hours
<b>Business Capstone</b> .....	<b>3 hours</b>
MGMT 4750 Strategic Management.....	3 hours
<b>Non-Business Courses</b> .....	<b>9 hours</b>
MATH 1241 Survey of Calculus.....	3 hours
Free Electives from Outside the School of Business .....	6 hours
The following courses may not be applied here: all courses	
with the prefix TECH, MKMC, PHED, CCSU, and WLAB, HSCI	
2201, HCMG 3101	
<b>Total Degree Requirements</b> .....	<b>120 hours</b>
<b>BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS</b>	
<b>SUGGESTED DEGREE PROGRAM SEQUENCE</b>	



FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
CRIT 1101	Critical Thinking	3		Communication course [b]	1
CCSU 1000B	First Year Seminar		ECON 2105	Prin of Macroeconomics	3
	First Math Course [a]	3	BIOL 1112	Introductory Biology II	3
POLS 1101	American Government	3		Second Math Course [c]	3
BIOL 1111	Introductory Biology I	3	CPTG 2201	Advanced Computer Appln.	3
BIOL 1111L	Intro to Biology Laboratory	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
	Fine Arts/Foreign Lang. [d]	3	HIST 2110	Pre-Modern World History	3
	Communication course [b]	1		Lit./Phil./Foreign Lang. [f]	3
ACCT 2101	Prin Financial Accounting	3	SOSC 2501	Survey of Social Sciences	3
	Behavioral Science [e]	3	ACCT 2102	Prin Managerial Accounting	3
BLAW 2106	Legal Environ of Business	3	ECON 2106	Prin of Microeconomics	3
MATH 1241	Survey of Calculus	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
BUSA 3101	Business Statistics	3	FINA 3101	Managerial Finance	3
MGMT 3120	Managerial Communication	3	MGMT 3102	Perf/Quality Management	3
MGMT 3420	Global Business	3	BUSA 3700	Bus.Ethics/Corp. Soc. Resp	3
MKTG 3101	Principles of Marketing	3		Business Electives	6
MGMT 3101	Mgmt. Prin. & Org. Beh.	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
	Business Electives	15	MGMT 4750	Strategic Management	3
				Business Elective	3
				Non-Business Electives	6
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

[a] Take MATH 1101 or MATH 1111. If you have math placement scores beyond MATH 1101 take one of the following: MATH 1231, MATH 1241, MATH 1113, or MATH 1501.

[b] Take two from the following list: COMM 1001, COMM 1002, CPTG 1002 (if exempted from COMM 1001), CPTG 1010, SPAN 1999 (if you have strong beginning skills), or FREN 1999 (if you have strong beginning skills). Or take COMM 1110, SPAN 1002, or FREN 1002 in place of the two.

[c] Take MATH 1231. If you have already taken MATH 1231, take three hours from the following list: MATH 1221, MATH1241, MATH 1113, MATH 1501, MATH 2502, CPTG 1111, CPTG 1010, CSCI 1301, SCI 1901.

[d] Take one from the following list: ART 2301, ART 2302, THEA 1100, MUSC 2101, MUSC 2301, PHIL 2401, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

[e] Take one from the following list: SOCI 1101, PSYC 1101.

[f] Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

---

## Bachelor of Business Administration in Management

---

Consistent with the mission of the School of Business, the mission of the Management Program is to provide a broad-based undergraduate curriculum designed to prepare students for careers involving leadership and management.

Upon successful completion of the program, students should obtain the following learning outcomes:

1. A broad-based general education, preparing students to contribute to their organization, community, and society by communicating effectively, thinking critically and conceptually, acting ethically, and valuing diversity.
2. The basic knowledge, skills, and attitudes required for effective leadership and management, including establishing direction, motivating, planning, organizing, and controlling.
3. Opportunities for specialized instruction in selected areas of concentration, such as logistics and supply chain management.
4. Opportunities to apply skills in real-world settings through such activities as service learning projects, work study programs, and/or internships.

### BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All Management Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Major Requirements (Core Curriculum Area F)..... 18 hours**

ACCT 2101 Principles of Financial Accounting ..... 3 hours  
 ACCT 2102 Principles of Managerial Accounting ..... 3 hours  
 BLAW 2106 Legal Environment of Business ..... 3 hours  
 CPTG 2201 Advanced Computer Application..... 3 hours  
 ECON 2105 Principles of Macroeconomics..... 3 hours  
 ECON 2106 Principles of Microeconomics..... 3 hours

**Upper Division Business Core Requirements ..... 24 hours**

BUSA 3101 Business Statistics ..... 3 hours  
 BUSA 3700 Business Ethics and Corporate Social Responsibility ..... 3 hours  
 FINA 3101 Managerial Finance ..... 3 hours  
 MGMT 3101 Management Principles and Organizational Behavior ..... 3 hours  
 MGMT 3102 Performance/Quality Management ..... 3 hours  
 MGMT 3120 Managerial Communications ..... 3 hours  
 MKTG 3101 Principles of Marketing ..... 3 hours  
 MKTG 3420 Global Business ..... 3 hours

**Required Management Major Courses ..... 9 hours**

MGMT 4101 Human Resource Management..... 3 hours

MGMT 4102 Organizational Behavior ..... 3 hours  
 MGMT 4111 Leadership ..... 3 hours

**Management Electives ..... 15 hours**

At least nine credit hours must be from courses that have a MGMT prefix, and at least three credit hours must be from a course that does not have a MGMT prefix.

Select from among:

- ACCT 3110 Managerial Cost Accounting
- ACCT 3250 Income Taxation
- ACCT 3351 Intermediate Financial Accounting I
- ACCT 3352 Intermediate Financial Accounting II
- ACCT 4110 Advanced Managerial Cost Accounting
- ACCT 4250 Advanced Income Taxation
- ACCT 4330 Introduction to Accounting Information Systems and Auditing
- ACCT 4352 Advanced Financial Accounting
- ACCT 4440 Governmental and Non-Profit Accounting
- ACCT 4480 Advanced Assurance Services
- ACCT 4800 Selected Topics in Accounting
- ACCT 4850 Accounting Internship/Cooperative Education
- ACCT 4900 Directed Research and Reading
- BLAW 3370 Intermediate Business Law
- BUSA 3800 Selected Topics in Business
- BUSA 4446 Managerial Economics
- BUSA 4850 Internship/Cooperative Education
- BUSA 4900 Directed Research and Readings
- FINA 3100 Personal Financial Management
- FINA 4101 Investments
- FINA 4102 Intermediate Finance
- FINA 4103 Money and Banking: Domestic and International
- MGMT 3106 Principles of Supply Chain Management
- MGMT 4105 Global Distribution and Air Operations Seminar
- MGMT 4311 Entrepreneurship
- MGMT 4403 International Management
- MGMT 4510 Labor Law/Relations
- MGMT 4725 Dean's Senior Honors Seminar
- MGMT 4800 Selected Topics in Management
- MKTG 3302 Consumer Behavior
- MKTG 3105 Introduction to Transportation and Logistics
- MKTG 3312 Services Marketing
- MKTG 4104 Marketing Research and Analysis
- MKTG 4105 Global Distribution and Air Operations Seminar
- MKTG 4106 Promotion Strategy
- MKTG 4207 Professional Selling
- MKTG 4420 International Marketing
- MKTG 4510 Retailing
- MKTG 4750 Marketing Management
- MKTG 4800 Selected Topics in Marketing

**Optional Logistics and Supply Chain Management Concentration .... 9 hours**

MGMT 3106 Principles of Supply Chain Management ..... 3 hours  
 MKTG 3105 Introduction to Transportation and Logistics ..... 3 hours  
 MGMT/MKTG 4105 Global Distribution and Air Operations Seminar ..... 3 hours

**Business Capstone ..... 3 hours**

MGMT 4750 Strategic Management..... 3 hours

**Non-Business Courses** ..... **9 hours**

MATH 1241 Survey of Calculus..... 3 hours

Free Electives from Outside the School of Business ..... 6 hours

The following courses may not be applied here: all courses with the prefix TECH, MKMC, PHED, CCSU, and WLAB, HSCI 2201, HCMG 3101

**Total Degree Requirements** ..... **120 hours**

**BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT  
SUGGESTED DEGREE PROGRAM SEQUENCE**

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
CRIT 1101	Critical Thinking	3		Communication course [b]	1
CCSU 1000B	First Year Seminar		ECON 2105	Prin of Macroeconomics	3
	First Math Course [a]	3	BIOL 1112	Introductory Biology II	3
POLS 1101	American Government	3		Second Math Course [c]	3
BIOL 1111	Introductory Biology I	3	CPTG 2201	Advanced Computer Appln.	3
BIOL 1111L	Intro to Biology Laboratory	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
	Fine Arts/Foreign Lang. [d]	3	HIST 2110	Pre-Modern World History	3
	Communication course [b]	1		Lit./Phil./Foreign Lang. [f]	3
ACCT 2101	Prin Financial Accounting	3	SOSC 2501	Survey of Social Sciences	3
	Behavioral Science [e]	3	ACCT 2102	Prin Managerial Accounting	3
BLAW 2106	Legal Environ of Business	3	ECON 2106	Prin of Microeconomics	3
MATH 1241	Survey of Calculus	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
BUSA 3101	Business Statistics	3	FINA 3101	Managerial Finance	3
MGMT 3120	Managerial Communication	3	MGMT 3102	Perf/Quality Management	3
MGMT 3420	Global Business	3	BUSA 3700	Bus.Ethics/Corp. Soc. Resp	3
MKTG 3101	Principles of Marketing	3	MGMT 4111	Leadership	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3		Business Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MGMT 4101	Human Resources	3	MGMT 4750	Strategic Management	3
MGMT 4102	Organizational Behavior	3		Business Elective	3
	Business Electives	9		Non-Business Electives	6
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

[a] Take MATH 1101 or MATH 1111. If you have math placement scores beyond MATH 1101 take one of the following: MATH 1231, MATH 1241, MATH 1113, or MATH 1501.

[b] Take two from the following list: COMM 1001, COMM 1002, CPTG 1002 (if exempted from COMM 1001), CPTG 1010, SPAN 1999 (if you have strong beginning skills), or FREN 1999 (if you have strong beginning skills). Or take COMM 1110, SPAN 1002, or FREN 1002 in place of the two.

[c] Take MATH 1231. If you have already taken MATH 1231, take three hours from the following list: MATH 1221, MATH1241, MATH 1113, MATH 1501, MATH 2502, CPTG 1111, CPTG 1010, CSC1 1301, SCI 1901.

[d] Take one from the following list: ART 2301, ART 2302, THEA 1100, MUSC 2101, MUSC 2301, PHIL 2401, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

[e] Take one from the following list: SOCI 1101, PSYC 1101.

[f] Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

## Bachelor of Business Administration in Marketing

Consistent with the mission of the School of Business, the mission of the Marketing Program is to provide a broad based general and business education that prepares students for careers in marketing related fields. Upon successful completion of the program, students should obtain the following learning outcomes:

1. A broad based general and business education that prepares students to contribute to their organization, community and society as a whole
2. To provide students with a strong knowledge base, hands on experience and create the mindset required for success in the dynamic field of marketing
3. To provide the student with the option of a specialized education in marketing
4. To provide students with a variety of skills required in the diverse field of marketing

### BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All Marketing Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Major Requirements (Core Curriculum Area F)..... 18 hours**

ACCT 2101 Principles of Financial Accounting .....	3 hours
ACCT 2102 Principles of Managerial Accounting .....	3 hours
BLAW 2106 Legal Environment of Business .....	3 hours
CPTG 2201 Advanced Computer Application.....	3 hours
ECON 2105 Principles of Macroeconomics.....	3 hours
ECON 2106 Principles of Microeconomics.....	3 hours

<b>Upper Division Business Core Requirements</b> .....	<b>24 hours</b>
BUSA 3101 Business Statistics .....	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility .....	3 hours
FINA 3101 Managerial Finance .....	3 hours
MGMT 3101 Management Principles and Organizational Behavior .....	3 hours
MGMT 3102 Performance/Quality Management .....	3 hours
MGMT 3120 Managerial Communications .....	3 hours
MKTG 3101 Principles of Marketing .....	3 hours
MKTG 3420 Global Business .....	3 hours

<b>Required Marketing Major Courses</b> .....	<b>9 hours</b>
MKTG 4104 Marketing Research and Analysis .....	3 hours
MKTG 4207 Professional Selling .....	3 hours
MKTG 4750 Marketing Management .....	3 hours

**Marketing Electives** .....

**15 hours**

At least nine credit hours must be from courses that have a MKTG prefix, and at least three credit hours must be from a course that does not have a MKTG prefix.

Select from among:

ACCT 3110 Managerial Cost Accounting  
ACCT 3250 Income Taxation  
ACCT 3351 Intermediate Financial Accounting I  
ACCT 3352 Intermediate Financial Accounting II  
ACCT 4110 Advanced Managerial Cost Accounting  
ACCT 4250 Advanced Income Taxation  
ACCT 4330 Introduction to Accounting Information Systems and Auditing  
ACCT 4352 Advanced Financial Accounting  
ACCT 4440 Governmental and Non-Profit Accounting  
ACCT 4480 Advanced Assurance Services  
ACCT 4800 Selected Topics in Accounting  
ACCT 4850 Accounting Internship/Cooperative Education  
ACCT 4900 Directed Research and Reading  
BLAW 3370 Intermediate Business Law  
BUSA 3800 Selected Topics in Business  
BUSA 4446 Managerial Economics  
BUSA 4850 Internship/Cooperative Education  
BUSA 4900 Directed Research and Readings  
FINA 3100 Personal Financial Management  
FINA 4101 Investments  
FINA 4102 Intermediate Finance  
FINA 4103 Money and Banking: Domestic and International  
MGMT 3106 Principles of Supply Chain Management  
MGMT 4101 Human Resource Management  
MGMT 4102 Organizational Behavior  
MGMT 4105 Global Distribution and Air Operations Seminar  
MGMT 4111 Leadership  
MGMT 4311 Entrepreneurship  
MGMT 4403 International Management  
MGMT 4510 Labor Law/Relations  
MGMT 4725 Dean's Senior Honors Seminar  
MGMT 4800 Selected Topics in Management  
MKTG 3105 Introduction to Transportation and Logistics  
MKTG 3302 Consumer Behavior

- MKTG 3312 Services Marketing
- MKTG 4104 Marketing Research and Analysis
- MKTG 4105 Global Distribution and Air Operations Seminar
- MKTG 4106 Promotion Strategy
- MKTG 4207 Professional Selling
- MKTG 4420 International Marketing
- MKTG 4510 Retailing
- MKTG 4750 Marketing Management
- MKTG 4800 Selected Topics in Marketing

**Optional Logistics and Supply Chain Management Concentration .... 9 hours**

- MGMT 3106 Principles of Supply Chain Management..... 3 hours
- MKTG 3105 Introduction to Transportation and Logistics..... 3 hours
- MGMT/MKTG 4105 Global Distribution and Air Operations Seminar ..... 3 hours

**Business Capstone ..... 3 hours**

- MGMT 4750 Strategic Management..... 3 hours

**Non-Business Courses ..... 9 hours**

- MATH 1241 Survey of Calculus..... 3 hours
  - Free Electives from Outside the School of Business ..... 6 hours
- The following courses may not be applied here: all courses with the prefix TECH, MKMC, PHED, CCSU, and WLAB, HSCI 2201, HCMG 3101

**Total Degree Requirements ..... 120 hours**

**BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING SUGGESTED DEGREE PROGRAM SEQUENCE**

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101	English Composition I	3	ENGL 1102	English Composition II	3
CRIT 1101	Critical Thinking	3		Communication course [b]	1
CCSU 1000B	First Year Seminar		ECON 2105	Prin of Macroeconomics	3
	First Math Course [a]	3	BIOL 1112	Introductory Biology II	3
POLS 1101	American Government	3		Second Math Course [c]	3
BIOL 1111	Introductory Biology I	3	CPTG 2201	Advanced Computer Appln.	3
BIOL 1111L	Intro to Biology Laboratory	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
	Fine Arts/Foreign Lang. [d]	3	HIST 2110	Pre-Modern World History	3
	Communication course [b]	1		Lit./Phil./Foreign Lang. [f]	3
ACCT 2101	Prin Financial Accounting	3	SOSC 2501	Survey of Social Sciences	3
	Behavioral Science [e]	3	ACCT 2102	Prin Managerial Accounting	3
BLAW 2106	Legal Environ of Business	3	ECON 2106	Prin of Microeconomics	3

MATH 1241	Survey of Calculus	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
BUSA 3101	Business Statistics	3	FINA 3101	Managerial Finance	3
MGMT 3120	Managerial Communication	3	MGMT 3102	Perf/Quality Management	3
MGMT 3420	Global Business	3	BUSA 3700	Bus.Ethics/Corp. Soc. Resp	3
MKTG 3101	Principles of Marketing	3	MKTG 4207	Professional Selling	3
MGMT 3101	Mgmt. Prin. & Org. Beh.	3		Business Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MKTG 4104	Market Research & Analy.	3	MGMT 4750	Strategic Management	3
	Business Electives	12	MKTG 4750	Marketing Management	3
				Non-Business Electives	6
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

[a] Take MATH 1101 or MATH 1111. If you have math placement scores beyond MATH 1101 take one of the followings: MATH 1231, MATH 1241, MATH 1113, or MATH 1501.

[b] Take two from the following list: COMM 1001, COMM 1002, CPTG 1002 (if exempted from COMM 1001), CPTG 1010, SPAN 1999 (if you have strong beginning skills), or FREN 1999 (if you have strong beginning skills). Or take COMM 1110, SPAN 1002, or FREN 1002 in place of the two.

[c] Take MATH 1231. If you have already taken MATH 1231, take three hours from the following list: MATH 1221, MATH1241, MATH 1113, MATH 1501, MATH 2502, CPTG 1111, CPTG 1010, CSCI 1301, SCI 1901.

[d] Take one from the following list: ART 2301, ART 2302, THEA 1100, MUSC 2101, MUSC 2301, PHIL 2401, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002

[e] Take one from the following list: SOCI 1101, PSYC 1101.

[f] Take one from the following list: ENGL 2111, ENGL 2112, ENGL 2130, PHIL 2201, SPAN 2001, FREN 2001, SPAN 2002, FREN 2002



**SCHOOL OF HEALTH SCIENCES**

**ADMINISTRATIVE OFFICERS**

Judith A. Plawecki, *Dean*  
 Deborah J. Clark, *Associate Dean*

**MISSION AND GOALS**

The mission of the School of Health Sciences is to provide quality career relevant health professions education, health and wellness services, and public service to the residents of the community and region, especially the Southern Crescent of metropolitan Atlanta. Furthermore, the SHS's mission is to develop sound funding basis to support program growth and development; develop a program of research and scholarship that supports the advancement of health related disciplines and the education of students; seek opportunities to support interdisciplinary collaboration, including educational and research/scholarly opportunities and grant development; and to strive for recognition as an emerging leader in health professions education.

**INSTRUCTIONAL ORGANIZATION**

The School of Health Sciences is composed of three academic departments offering the degree programs listed below:

<b>Department</b>	<b>Degree Program</b>	<b>Degree</b>
Department of Health Care Management	Health Care Management	BS
	Allied Health Administration	BAS
	Health & Fitness Management	BS
Department of Nursing	Nursing	BSN
Department of Dental Hygiene	Dental Hygiene	BSDH
	Dental Hygiene Practice and Administration	BAS

In addition, the School of Health Sciences is administratively responsible for the University's fitness and wellness programs, the physical education offerings as well as the Nurse Managed Clinic.

**ACCREDITATION STATUS**

The Bachelor of Science in Nursing (B.S.N.) program is 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, 63rd 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 Bachelor of Science in Dental Hygiene (B.S.D.H.) program is accredited by the American Dental Association Commission on Dental Accreditation. Upon completion of the B.S.D.H., the graduate is eligible to take state and national licensing examinations to become a licensed or registered dental hygienist.

---

---

**Department of Health Care Management**

---

---

**ADMINISTRATIVE OFFICER**

Peter G. Fitzpatrick, *Department Head*

**FACULTY**

Amelia Broussard, *Health Care Management*

Debra J. Cody, *Health Care Management*

Peter G. Fitzpatrick, *Health Care Management*

Deborah M. Gritzmacher, *Health Care Management*

Bill Miller, *Health Care Management*

Melanie Poudevigne, *Health and Fitness Management*

**MISSION AND GOALS**

The mission of the Department of Health Care Management is to prepare students, especially non-traditional minority students for entry and mid-level management positions in a variety of health service organizations. This mission of the Program is consistent with the University's mission of meeting the needs of the community. The community is typically identified as the Southern Crescent area that consists of South Fulton, South DeKalb, Clayton, Fayette and Henry Counties. These counties serve the general area of South Atlanta and the contiguous localities. Located within the Southern Crescent are a great number and variety of health care delivery systems that are growing and expanding as the population of this part of Georgia keeps increasing. The need to educate and provide managers for these institutions also is increasing and, thus serves as impetus for us to complete our mission.

The Department of Health Care Administration offers two baccalaureate degree programs:

- Bachelor of Science Degree with a major in Health Care Management with a curriculum that prepares students for a variety of entry and mid-level management positions in health services organizations.
- Bachelor of Applied Science in Allied Health Administration for students who have earned the Associate of Science (A.A.S.), the Associate of Applied Technology (A.I.T.), or other career associate degrees in allied health fields.
- Bachelor of Science Degree with a major in Health and Fitness Management with a curriculum that prepares students for a variety of entry and mid-level management positions within the broad field of health and fitness. An interdisciplinary approach involving several areas in Health & Fitness is used in addressing health care issues prevalent in today's society and in building the intellectual and practical framework necessary to become successful in corporate fitness, personal training, health education/promotion, and other areas of health and fitness services. Students wishing to pursue graduate education in the fields of Exercise Science or Business will find this undergraduate degree forms a solid foundation upon which to build. Graduates may find employment in the following: Adult Fitness Centers; Corporate Wellness; YMCA and other community settings; Fitness Coaching; Personal Training; Entrepreneurial options as Health and Fitness Consultant. Graduates from this specialty track will be eligible to sit for national certification

exams, including those offered by the American College of Sports Medicine and National Strength and Conditioning Association.

- In addition, the Department participates with the Departments of Nursing and Dental Hygiene in offering joint dual degree programs in Health Care Management and Nursing and Dental Hygiene respectively. These programs provide the curricula for students who wish to enhance their employability by being qualified as both nurses or dental hygienists and health care managers.

---

## Bachelor of Science in Health Care Management

---

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, ambulatory care centers, governmental health agencies, and other health care delivery organizations. Students majoring in HCM pursue the generalist sequence or may select one of the other two available specialty tracks.

### ADMISSION AND READMISSION REQUIREMENTS

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 and complete a program application form. The application for program admission must be completed prior to enrollment in upper division program requirements. A minimum 2.00 institutional 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.

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 appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

### SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Program-specific regulations for the Health Care Management program are as follows: 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.

### **BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT DEGREE PROGRAM REQUIREMENTS**

#### **Core Curriculum (Areas A - E)..... 42 hours**

All Health Care Management Core Curriculum requirements are shown in the suggested degree program.

#### **Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

Select all courses from one of the following tracks:

##### **Generalist Health Care Management Track**

ACCT 2101 Principles of Accounting I .....	3 hours
ACCT 2102 Principles of Accounting II or ECON 2106 Principles of Microeconomics.....	3 hours
ECON 2105 Principles of Macroeconomics I.....	3 hours
HSCI 2111 Introduction to the Health Care Environment.....	2 hours
HSCI 2111L Health Care Environment - Lab.....	1 hour
ITFN 1101 Foundations of Information Technology .....	3 hours
HSCI 2201 Measurement Sciences or MATH 1231 Introduction to Statistics .....	3 hours

##### **Health Care Information Systems Track**

ACCT 2101 Principles of Accounting .....	3 hours
ECON 2105 Principles of Macroeconomics.....	3 hours
HSCI 2111 Introduction to Health Care Environment.....	2 hours
HSCI 2111L Introduction to Health Care Environment Lab .....	1 hour
ITFN 1101 Foundations of Information Technology .....	3 hours
ITFN 1112 Foundations of Systems Analysis.....	3 hours
HSCI 2201 Measurement Sciences-Statistics or MATH 1231 Introduction to Statistics .....	3 hours

#### **Upper Division Major Requirements..... 27-39 hours**

Select all courses from the same track as Area F:

##### **Generalist Health Care Management or Health Care**

Information Systems.....	27 hours
COMM 3110 Interactive Communication.....	3 hours
HCMG 3101 Introduction to Health Systems Management.....	3 hours
HCMG 3401 Applied Human Resource Management in Health Care Delivery .....	3 hours
HCMG 3501 Health Care Systems TQM.....	3 hours
HCMG 4110 Administration of Managed Care .....	3 hours
HCMG 4401 Introduction to Primary/Long Term Care .....	3 hours
HCMG 4560 Health Care Finance.....	3 hours
HSCI 3520 Legal Issues in Health Care .....	3 hours
HSCI 3550 Ethical Issues in Health Care .....	3 hours

**Upper Division Specialty Courses ..... 9-21 hours**

Select from course options under the same track as Area F:

**Generalist Health Care Management Track ..... 21 hours**

- HCMG 3601 Introduction to Mental Health/Case Management
- HCMG 3701 Introduction to Epidemiology
- HCMG 3801 Future Trends in Health Care
- HCMG 3901 Marketing in Health Care
- HCMG 4180 Health in Corporate Setting
- HCMG 4220 International Healthcare
- HCMG 4310 Public Health Administration
- HCMG 4565 Financial Management of Primary/Long-term Care
- HSCI 3012 Alternative and Complementary Approaches to Wellness: Therapies for Healthy Lifestyle
- HSCI 3320 Communications with Families
- HSCI 3341 Cultural Diversity
- HSCI 3401 Contemporary Women's Health
- HSCI 3420 Health Education
- HSCI 3501 The AIDS Epidemic
- HCMG 3601 Mental Health/Case Management
- MGMT 4311 Entrepreneurship
- MKTG 4207 Sales and Sales Management
- NURS 4153 Gerontology

**Health Care Information Systems Track ..... 21 hours**

- MATH 3902 Mathematical Applications for Information Technology
- ITFN 1201 Foundations of Database Design
- ITSK 1701 Database Applications
- ITSK 2211 Intermediate Database Design
- ITDB 4201 Advanced Database Modeling
- ITDB 4204 Special Topics in Database Administration
- HCMG 4180 Health in the Corporate Setting
- HCMG 4565 Financial Management of Primary/Long-Term Care Organizations
- MGMT 4311 Entrepreneurship

**Internship or Clinical Requirements ..... 12 hours**

- HCMG 4901 Applied Research ..... 3 hours
- HCMG 4500 Health Care Policy ..... 3 hours
- HCMG 4970 Health Care Management Internship/Practicum ..... 3 hours
- HCMG 4999 Capstone in Health Care Management..... 3 hours

**Total Degree Requirements ..... 120 hours**

**Other Program-Specific Graduation 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 Clayton State. Of these, at least 24 hours must be upper division courses within the program, including the 12 -hour Research-

Policy-Internship/Practicum-Capstone sequence, HCMG 4901-4500-4970-4999.

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 institutional GPA to enroll in HCMG 4970. No exceptions are permitted.
6. Students are required to assemble an acceptable 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 double majors (B.S.N./H.C.M.G.) or B.S.D.H/H.C.M.G. need to contact the Health Care Management faculty for instructions pertaining to their requirements.
7. No more than 27 credit hours of business courses can be used to satisfy graduation requirements. Business courses are defined as any course with the following prefixes: ACCT, BLAW, BUSA, FINA, MGMT, and MKTG.

**BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT SUGGESTED DEGREE PROGRAM SEQUENCE - GENERALIST HEALTH CARE MANAGEMENT AND HEALTH CARE INFORMATION SYSTEMS TRACKS**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
COMM 1001	Presentational Speaking	1	MUSC 2101	Music Appreciation	3
MATH 1101*	Intro to Math Modeling	3	BIOL 1112	Introductory Biology II	3
BIOL 1111	Introductory Biology I	3	POLS 1101*	American Government	3
BIOL 1111L	Introductory Biology Lab I	1	MATH 1113	Pre-Calculus	3
CRIT 1101*	Critical Thinking	3			
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>15</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
FREN 2001	Intermediate French I	3	SOSC 2501	Survey of Social Sciences	3
HIST 2111	US History to 1877		ACCT 2201*	Managerial Accounting	3
Or HIST 2112	US Since Reconstruction	3	ECON 2105*	Principles of Economics	3
PSYC 1101	Intro General Psychology		HSCI 2111*	Health Care Environ	2
Or SOCI 1101	Introduction to Sociology	3	HSCI 2111L*	Health Care Environ Lab	1
ACCT 2101*	Principles of Accounting	3	HSCI 2201	Measurement Science	3
IFTN 1101*	Foundations Info Tech	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
COMM 3110*	Interactive Communication	3	HCMG 4401*	Intro to Long Term Care	3
HCMG 3101*	Intro Health Systems Mgmt	3	HSCI 3550*	Ethical Issues in Health Care	3
HCMG 3401*	Applied Human Resources	3	HSCI 3520*	Legal Issues in Health Care	3
HCMG 3501*	Health Care Systems TQM	3		Specialty Electives	9
HCMG 4110*	Admin Managed Care	3			
HCMG 4560*	Health Care Finance	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HCMG 4500*	Health Care Policy	3	HCMG 4970*	Health Care Internship/Pract	3
HCMG 4901*	Applied Research	3	HCMG 4999*	Health Care Mgmt Capstone	3
	Specialty Electives	9		Specialty Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>9</b>

**BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT SUGGESTED DEGREE PROGRAM SEQUENCE - HEALTH AND FITNESS MANAGEMENT TRACK**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
COMM 1001	Presentational Speaking	1	PHED 1101*	Survey of Health Professions	1
MATH 1101*	Intro to Math Modeling	3	BIOL 1108	Principles of Biology II	3
BIOL 1107	Principles of Biology I	3	BIOL 1108L	Principles of Biology Lab II	1
BIOL 1107L	Principles of Biology Lab I	1	CRIT 1101*	Critical Thinking	3
POLS 1101*	American Government	3	HSCI 2201	Measurement Science	3
PSYC 1101	Intro General Psychology		HIST 2110	Pre-Modern World History	3
Or SOCI 1101	Introduction to Sociology	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
FREN 2001	Intermediate French I	3	PHED 3110*	Personal Health & Wellness	3

SOSC 2501	Survey of Social Sciences	3	ECON 2105*	Principles of Economics I	3
ACCT 2101*	Principles of Accounting I	3	COMM 3110*	Interactive Communication	3
HSCI 2111*	Health Care Environ	2	MUSC 2101	Music Appreciation	3
HSCI 2111L*	Health Care Environ Lab	1	BIOL 1152*	Anatomy & Physiology II	3
BIOL 1151*	Anatomy & Physiology I	3	BIOL 1152L*	Anatomy & Physiology II Lab	1
BIOL 1151L*	Anatomy & Physiology I Lab	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HCMG 3101*	Intro Health Systems Mgmt	3	HSCI 3382*	Pharmacology	2
HCMG 3401*	Applied Human Resources	3	PHED 3382L*	Pharmacology Seminar	1
PHED 3101*	Kinesiology	3	HSCI 3550*	Ethical Issues in Health Care	3
PHED 3120*	Prevention of Injuries	3	PHED 3102*	Exercise Physiology	3
HCMG 4110*	Admin Managed Care	3	PHED 3130*	Principles of Fitness	3
HCMG 4560*	Health Care Finance	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>12</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HCMG 4500*	Health Care Policy	3	HCMG 4970*	Health Care Internship/Pract	3
HCMG 4901*	Applied Research	3	HCMG 4999*	Health Care Mgmt Capstone	3
HSCI 3520*	Legal Issues in Health Care	3	PHED 4110	Health & Fitness Mgmt	3
PHED 3140*	Exercise, Testing, Prescrip	3	HSCI 4330	Nutrition	3
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>12</b>

## Bachelor of Applied Science in Allied Health Administration

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 AND READMISSION REQUIREMENTS**

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.

A suspended student may apply for readmission to the B.A.S. 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 appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

Students entering a Bachelor of Applied Science in Allied Health Administration 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 3112; other arrangements can be made when necessary.

**BACHELOR OF APPLIED SCIENCE IN ALLIED HEALTH ADMINISTRATION DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**

**Lower Division Career Block..... 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.

**Upper Division Major Requirements..... 25 hours**

- BSUR 3111 Survey of Economics..... 3 hours
- BSUR 3112 Survey of Applied Accounting..... 3 hours
- HCMG 3112 Introduction to Allied Health Administration ..... 2 hours
- HCMG 3112L Introduction to Allied Health Administration Practicum ..... 1 hour
- HCMG 3112A Introduction to Allied Health Administration Assessment..... 1 hour
- COMM 3110 Interactive Communication..... 3 hours
- HCMG 3101 Introduction to Health Systems Management..... 3 hours
- HCMG 3401 Applied Human Resource Management in Health Care Delivery..... 3 hours

HSCI 3501 The AIDS Epidemic.....	3 hours
HSCI 3520 Legal Issues in Health Care .....	3 hours

**Related Electives** ..... **9 hours**

Select from among:

BSUR 3113 Introduction to Measurement and Analysis  
 FINA 3100 Personal Financial Management  
 HCMG 3501 Health Care Systems TQM  
 HCMG 4110 Administration to Managed Care  
 HCMG 4180 Health in Corporate Settings  
 HCMG 4220 International Health Systems  
 HCMG 4310 Public Health Administration  
 HCMG 4401 Introduction to Primary Care/Long Term Care  
 HCMG 4500 Health Care Policy  
 HCMG 4560 Health Care Finance  
 HSCI 3012 Alternative and Complementary Approaches to  
 Wellness: Therapies for a Healthy Lifestyle  
 HSCI 3320 Communications with Families  
 HSCI 3341 Cultural Diversity in Health and Illness  
 HSCI 3401 Contemporary Women's Health  
 HSCI 3420 Health Education  
 HSCI 3550 Ethical Issues in Health Care  
 MGMT 3102 Performance/Quality Management  
 MGMT 4102 Organizational Behavior  
 MGMT 4311 Entrepreneurship  
 MKTG 3101 Principles of Marketing  
 MKTG 3302 Customer Behavior  
 MKTG 3312 Services Marketing  
 MKTG 4207 Sales and Sales Management  
 MKTG 4510 Retailing  
 NURS 4153 Gerontology

**Internship or Clinical Requirements** ..... **3 hours**

Select from among:

HCMG 4901 Applied Research Project  
 HCMG 4970 Internship Practicum

**Free Elective** ..... **3 hours**

Any upper division course

**Total Degree Requirements** ..... **120 hours**

**Other Program-Specific Graduation Requirements**

1. Grades lower than C in upper division courses will not count toward graduation except for the free elective.
2. 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.

Course descriptions for courses in the proposed program are listed in the Appendix.

**Bachelor of Science in  
Health Fitness Management**

The Health and Fitness Management major provides students with a solid foundation concerning the management side of preventive health care. Students will be prepared for entry and mid-level management positions in organizations providing health and fitness services, such as within occupational health settings, insurance companies, home health agencies, hospitals, nursing homes, ambulatory care centers, governmental health agencies, and corporate settings. Graduates may also pursue employment as salespersons, administrators, and managers of all types of fitness / wellness facilities. Additional opportunities exist for those who aspire to become entrepreneurs in the field and pursue health and fitness coaching / consulting.

**The main objectives of the proposed degree program are to:**

- enhance the preparation of students for graduate study (exercise physiology, exercise science, management, business administration, gerontology and other related fields);
- provide content/discipline foundation for careers in health and fitness management within corporate wellness centers, hospital-based fitness facilities, traditional health clubs, resorts, and others;
- enhance students' abilities to acquire and synthesize health and fitness information in a critical, scientific, and effective manner through detailed, intensive analysis and evaluation of texts and other research materials;
- provide students with relevant strategies of health promotion, illness/injury prevention, and illness/injury rehabilitation to maximize healthy outcomes of individuals, families and communities in a multicultural society;
- develop students' critical thinking and research skills to levels of excellence expected of bachelor's prepared health and fitness professionals; and
- prepare students for national certification exams in the field of health and fitness.

The Health and Fitness Management major will include foundation courses such as anatomy and physiology I and II, survey of health and fitness professions, first aid and CPR, and introduction to the health care environment. This major will also provide students with a solid base in business and management principles by requiring courses in accounting, economics, marketing, finance, legal, ethical issues in health care, and applied human resource management in health care delivery. The program features courses specific to the health and fitness arena including, kinesiology, exercise physiology, personal health and wellness, prevention, care and rehabilitation of injuries, nutrition, principles of fitness across populations, pharmacology, exercise testing and prescription. Finally, the program will involve capstone courses to insure the students are able to synthesize all of their undergraduate coursework into meaningful application of their acquired knowledge, skills, and abilities. These courses include health and fitness management, a capstone course, and an internship. A complete listing of courses is provided in section four of this proposal.

**Curriculum Overview**

**Freshman-Sophomore Years**

- Areas A - E: General Education Core Curriculum ..... 43 hours
- Area F: Major-related Core Curriculum (USG guidelines) ..... 21 hours

**Junior-Senior Years**

I: Program Core Requirements .....	27 hours
II: Upper Division Requirements.....	21 hours
III: Program Capstone Requirements.....	9 hours

**Total Degree Requirements..... 121 hours**

**Curriculum Details**

Only two courses (First Aid and CPR, Health and Fitness Management Capstone) are in need of development and are noted in italics; the majority of the courses for this major already exist at Clayton State due, in part, to the existence of the well developed Core Curriculum and the Health and Fitness specialty track with the Health Care Management major.

Freshman - Sophomore Years

**Areas A - E: General Education Core Curriculum (43 hours)**

The Health and Fitness Management major will utilize the standard general education Core Curriculum for students.

<b>Lower Division Program Core .....</b>	<b>21 hours</b>
ACCT 2101 Principles of Accounting I.....	3 hours
BIOL 1151/L Human Anatomy and Physiology I.....	4 hours
BIOL 1152/L Human Anatomy and Physiology II.....	4 hours
ECON 2105 Principles of Economics .....	3 hours
HFMG 1101 Survey of Health and Fitness Professions .....	1 hour
HFMG 2110 First Aid and CPR .....	3 hours
HSCI 2111 Introduction to Health Care Environment .....	2 hours
HSCI 2111L Introduction to Health Care Environment Lab .....	1 hour

<b>Program Core Requirements.....</b>	<b>27 hours</b>
COMM 3110 Interactive Communications .....	3 hours
HFMG 3401 Applied Human Resource Management in Health Care Delivery.....	3 hours
HFMG 3101 Kinesiology.....	3 hours
HFMG 3102 Exercise Physiology.....	3 hours
HFMG 3110 Personal Health and Wellness .....	3 hours
HFMG 3121 Injury Prevention & Rehabilitation .....	3 hours
HFMG 3130 Principles of Fitness across Populations.....	3 hours
HFMG 3140 Exercise Testing and Prescription.....	3 hours
HSCI 3520 Legal Issues in Health Care.....	3 hours

<b>Upper Division Requirements .....</b>	<b>21 hours</b>
HCMG 3901 Marketing in Health Care.....	3 hours
HCMG 4180 Health in the Corporate Setting .....	3 hours
HCMG 4560 Health Care Finance.....	3 hours
HSCI 3341 Cultural Diversity in Health and Illness.....	3 hours
HSCI 3382 Pharmacology .....	2 hours
HFMG 3382L Health & Fitness Pharmacology Seminar.....	1 hours
HSCI 3550 Ethical Issues in Health Care .....	3 hours
HSCI 4330 Nutrition.....	3 hours

<b>Program Capstones .....</b>	<b>9 hours</b>
HFMG 4110 Health and Fitness Management .....	3 hours

HFMG 4970 Internship/Practicum ..... 3 hours  
 HFMG 4999 Capstone Course ..... 3 hours

Sample Program of Study -- Junior/Senior Years

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
COMM 3110	Interactive Communication	3	HSCI 3382	Pharmacology	2
HSCI 3341	Cultural Diversity in Health and Illness	3	HFMG 3382L	Health & Fitness Pharmacology Seminar	1
HFMG 3101	Kinesiology	3	HSCI 3550	Ethical Issues in Health Care Management	3
HFMG 3121	Injury Prevention & Rehabilitation	3	HFMG 3102	Physiology of Exercise	3
HSCI 3520	Legal Issues in Health Care	3	HFMG 3130	Principles of Fitness Across Populations	3
			HCMG 3401	Applied Human Resource Management in Health Care Delivery	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>
SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
HSCI 4330	Nutrition	3	HFMG 4970	Intern/Pract.	3
HFMG 3140	Exercise, Testing and Prescription	3	HCMG 4180	Health in the Corporate Setting	3
HCMG 3901	Marketing in Health Care	3	HCMG 4560	Health Care Finance	3
HFMG 4110	Health and Fitness Management	3	HFMG 4999	Capstone	3
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>12</b>

---

---

**Department of Nursing**

---

---

**ADMINISTRATIVE OFFICER**

Deborah J. Clark, *Associate Dean*

**FACULTY**

Katrina R. Barnes, *Nursing*  
Deborah J. Clark, *Nursing*  
Sharon L. Croft, *Nursing*  
Lisa W. Eichelberger, *Nursing*  
Victoria Foster, *Nursing*  
Angela M. Guidry, *Nursing*  
Rhonda M. McLain, *Nursing*  
Grace Nteff, *Nursing*  
Sue Ellen Odom, *Nursing*  
Lillian Parker, *Nursing*  
Judith A. Plawecki, *Nursing*  
Susan J. Sanner, *Nursing*  
Sharon Jane Shaw, *Nursing*  
Karen E. Weaver, *Nursing*  
Isadora E. Weir, *Nursing*  
Astrid H. Wilson, *Nursing*

**MISSION AND GOALS**

Consistent with the mission statement of Clayton College & State University, the Department of Degree Nursing is committed to providing comprehensive nursing education and public service to residents of the community, region and the Southern Crescent of Metro Atlanta. The Department incorporates these five elements in its 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 that 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.

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement educational and professional development students are invited to participate in the Clayton State chapter of the Student Nurses Association (SNA). In addition, students exhibiting excellent grades, leadership ability and high professional ethics may be invited to join Sigma Theta Tau International Nursing Honor Society during their senior year.

**ADMISSION AND READMISSION REQUIREMENTS**

**Basic Licensure Track**

The basic licensure BSN track (sometimes called the “generic” track) is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet the admission requirements.

Students must apply for the semester they expect to begin the BSN program. Deadlines, application forms, and additional information are available on the Clayton State web page (<http://www.clayton.edu>) under the School of Health Sciences. Potential applicants may also call or come by the school office (BHS-61, 770-961-3484) for further information.

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

1. Application and acceptance to Clayton College & State University.
2. Completion of a minimum of 45 semester credit hours of the required 60 hours of lower division work with a minimum institutional GPA of 2.50 by the time of application. This completed coursework must include two courses in English composition, CHEM 1151-1152 including labs (or another acceptable science sequence), 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.
3. Completion of the separate application to the basic licensure track BSN Program, including submission of the required essays following consultation with a Program Advisor. Application deadlines are announced by the department. (All supporting materials, including transcripts and required letters, must be received no later than two weeks after the application deadline. Incomplete applications, including those incomplete due to failure to submit supporting documents, will not be considered.)
4. Submission of transcripts for all work completed at any college or university other than Clayton State. (For additional information, consult the “Guidelines for Transfer of Nursing Course Credit” available from the School of Health Sciences).
5. Successful completion of the Regents' Test for applicants who do not hold a previous baccalaureate degree.
6. Satisfactory completion of the admissions interview.
7. Satisfactory completion of the Nursing Entrance Examination (NET). Full details on this requirement are available on the web or from the Department of Nursing.
8. Evidence of satisfactory overall health status consistent with the performance standards for nursing.
9. The Admission and Progression Committee will also review the application of all basic licensure students applying to re-enter the program.
10. 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 Clayton State program. Students who have been suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.

11. Applications of students with a one-year break in the completion of their program of study will be reviewed by the Admission and Progression Committee.
12. Applicants should be aware that many clinical placement facilities require criminal background checks and/or drug screenings and will not allow individuals to enter their facilities for clinical practice without a clear outcome. Students may be required to pay for the cost of the criminal background checks and/or drug screenings required by the clinical facilities. Any student who thinks there may be an applicable situation should speak with the Associate Dean when admitted to the program.
13. Applicants should also be aware that state examining boards have the right to refuse licensure to any individual. Applicants for the NCLEX-RN exam who have been arrested or convicted of a misdemeanor or felony are required to disclose such violations on the application to take the NCLEX-RN exam. Any student who thinks he or she may have an applicable situation should speak with the Associate Dean upon admission to the program or contact the Board of Nursing for further information.

#### **RN-BSN Licensure Track**

The RN-BSN track is available for registered nurses who are graduates of associate degree or diploma nursing programs. Clayton State participates in the Georgia Statewide Articulation Model.

The program is designed to prepare graduates to practice professional nursing in diverse health/illness settings, including the hospital, 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 facilitate the educational efforts of the working RN. Core and elective classes are offered during the day and evening. Some classes are offered on weekends. Alternative format and online course options are also available.

The track offers a flexible curriculum that 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. Upper division course work in nursing includes content in leadership/management, health assessment, community health nursing, nursing theory, interpersonal communication, current issues/trends, nursing research, as well as provides an opportunity to select from a variety of electives and 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 requirements for the RN-BSN track are:

1. Apply to the university. After acceptance into the university, applicants are to schedule an appointment with the departmental program advisor.
2. When ready to enter the major, submit the RN-BSN application.
3. Specific programmatic admission requirements are:
  - a. Graduation from a state board approved associate degree or diploma program in nursing.



- b. Unrestricted current license in Georgia
- c. Completion of all lower division core requirements, Area F and HSCI 3201
- d. Successful completion of the Regents Test or any other legislative requirements.
- e. Overall GPA of 2.5 or greater.
- f. Evidence of satisfactory health status, AHA CPR certification, malpractice insurance, health insurance, and immunizations.

RN-BSN Program Specific Progression requirements are:

1. Students may not register for any nursing courses except (NURS 3201/3202 and NURS 3110/COMM 3110) until they have been formally admitted into the RN-BSN nursing program.
2. RN/ BSN students with a one-year or greater break in the completion of their program of study must request in writing to return to the program. They will also be required to complete the CCSU short application form. The Admission and Progression Committee will review the request.
3. Consistent with university requirements, RN-BSN program students must adhere to the laptop policies. Any online courses require students to bring a laptop computer to orientation.

A student who has been dismissed once from the Clayton State, or any other nursing program, may petition in writing to the Dean of the School of Health Sciences for readmission after a minimum of one year has passed since dismissal. Readmission is not automatic; in fact, readmission is granted only when the student is able to present clear and convincing evidence that the circumstances that led to the dismissal have substantially changed and that the student would have a high likelihood of academic success. The readmission decision will be made by the Dean upon the advice of the program faculty and the Associate Dean and will be communicated to the student in writing. If readmission is granted, the student will be on Program Academic Probation and/or Program Policy Probation depending on the circumstances that led to dismissal and will be subject to all program probation policies. If readmission is denied, the student may not petition again for at least three years unless the Dean's written notice includes specific conditions providing for earlier petition. Appeals of the Dean's decision must follow normal University academic appeals policy and procedures.

### **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

At certain points in the curriculum, students are required to take nationally standardized examinations in nursing subjects. The test scores and other information are used to help students understand their personal progress and to help the department improve the curriculum. At the end of the program, a final assessment exam is administered, and successful completion is required for graduation.

Basic Licensure students are admitted to the nursing program as a class that normally moves through the curriculum together as a cohort according to the typical full-time progression model. The curriculum is structured with prerequisite and/or co requisite courses that provide foundational knowledge and skills for subsequent courses. Whenever a course is not completed with an acceptable grade, the student falls out of normal progression and loses his or her place in that class. Interruption of progression can occur due to academic or personal reasons as explained below.

**Program Academic Probation**

1. If a student earns a grade lower than *C* (i.e., *F*, *D*, or *WF*) in one course with a NURS prefix, or if the GPA falls below 2.0 in a given semester (or half semester), the student will be immediately placed on Program Academic Probation and be prohibited from taking any subsequent NURS course until the course(s) that had previous unacceptable grades are successfully completed.
2. A student whose progression is interrupted through Program Academic Probation has one opportunity to re-take the course(s), earn an acceptable grade, and resume progression in the program. This opportunity is subject to the conditions listed below under Resumption of Progression.

**Interruption of Progression Due to Personal Reasons**

A student whose progression in the nursing program is interrupted for personal reasons may resume progression subject to the conditions listed below under Resumption of Progression. This involves students who do not enroll for a semester or those who enroll but receive a grade of *W* (excluding the rare occasions when a *W* results in Program Academic Probation as explained above). In other words, any interruption of progression not resulting from Program Academic Probation, Program Policy Probation, or Program Dismissal is considered a personal reason.

**Resumption of Progression**

1. Prior to registration the student must notify the Associate Dean for Nursing in writing (or designee) that he or she wishes to resume progression in the nursing program and requests permission to re-take the appropriate course.
2. The course must have space available. Space may be available in the next offering of a course due to attrition, but the availability of space is not guaranteed. Available space is allocated according to the following priority:
  - a. Students progressing according to the normal model for their cohort.
  - b. Students who interrupted progression for personal reasons not due to probation or dismissal (e.g., students who received a *W* due to illness or other emergency).
  - c. Students on Program Probation. (This includes students readmitted upon petition following dismissal.)
3. Students progressing normally are guaranteed space. If there are not enough available seats to accommodate all students in categories 2b and 2c, the Admission and Progression Committee will prioritize students according to its judgment regarding their relative likelihood of success after considering such factors as grades, test scores, clinical performance, and willingness and readiness to undertake remediation activities. All qualified students in category 2b will be accommodated before any in category 2c. If the student's interruption of progression has been for more than one calendar year or if the Admission and Progression Committee otherwise has reason to believe that the student may not be prepared to re-enter the program, the Committee may require reasonable remediation activities as a condition of re-taking a course and/or of resuming normal progression. If circumstances merit, reasonable remediation activities may include auditing or re-taking courses already passed.

Basic licensure and RN 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 as follows:

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

### **Program Probation**

Program Probation may result as a consequence any of the following behaviors:

- Failure to demonstrate clinical competency.
- 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 that 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.

The Program Probation decision is made by the Associate Dean for Nursing upon the advice of appropriate faculty. The Associate Dean will notify a student placed on Program Probation in writing. A student on Program Probation may be permitted to continue in normal progression but may be required by the Associate Dean/Dean to engage in remedial activities related to the nature of the behavior that resulted in probation.

### **Program Dismissal**

A dismissed student will be notified in writing and is barred from taking any course with a NURS prefix. A student will be dismissed from the nursing program in the following cases:

1. **Academic Dismissal:** A student on Program Academic Probation who earns an unacceptable grade in any NURS course will be dismissed from the nursing program.
2. **Nursing Dismissal:**
  - a. **Previously on Probation.** A student on Program Probation who engages in another instance of conduct of the nature listed above under the Program Probation heading may be dismissed from the nursing program. Dismissal of this nature will occur upon recommendation of appropriate faculty and the Associate Dean as confirmed by the Dean of the School of Health Sciences.
  - b. **Not Previously on Probation.** A student who engages in behavior of the nature listed above under the Program Probation heading may be immediately dismissed without first being placed on probation if the Dean of the School of Health Sciences determines that the circumstances are especially egregious.

### **Appeal of Dismissal Decision.**

1. An appeal of Academic Dismissal is considered a grade appeal and will proceed according to normal University Academic Appeal policy.
2. A student who disputes a Nursing Policy Dismissal decision must file a written appeal with the Dean of Health Sciences no later than sixty (60) days after receiving written notice of dismissal. An appeal filed after this deadline will not be considered. The quicker that an appeal is filed, the sooner that

the Dean can provide a decision. Appeals of the Dean's decision must follow normal University academic appeals policy and procedures.

---

## Bachelor of Science in Nursing

---

Students holding baccalaureate or higher degrees in areas other than nursing may apply and be admitted to the basic licensure track BSN. Applicants with a baccalaureate degree who are applying to the nursing program must complete all application materials and provide all supporting documents required under the regular competitive admission process. 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 the Regents' testing requirement. (Although Area E of the core curriculum is deemed to be satisfied, students under this option are still required to meet the legislative requirements established by the University System of Georgia.)

In order to begin the upper division nursing program, students in the baccalaureate program must either have completed the following courses or be able to certify equivalent knowledge. Students who wish to utilize the equivalent knowledge option must complete the appropriate form, submit it for review and recommendation to the Associate Dean and have it approved by the dean or designee:

- BIOL 1151 Human Anatomy and Physiology I
- BIOL 1151L Human Anatomy and Physiology I - Lab
- BIOL 1152 Human Anatomy and Physiology II
- BIOL 1152L Human Anatomy and Physiology II - Lab
- BIOL 2250 Microbiology
- BIOL 2250L Microbiology - Lab
- PSYC 2103 Introduction to Human Development
- MATH 1231 Introductory Statistics or HSCI 2201 Measurement Sciences (Health Care Statistics)
- HSCI 3201 Pathophysiology

### **BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM REQUIREMENTS - BASIC LICENSURE TRACK**

#### **Core Curriculum (Areas A - E) ..... 42 hours**

All Nursing Core Curriculum requirements are shown in the suggested degree program.

#### **Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

- BIOL 1151 Human Anatomy and Physiology I ..... 3 hours
- BIOL 1151L Human Anatomy and Physiology I - Lab ..... 1 hour
- BIOL 1152 Human Anatomy and Physiology II ..... 3 hours
- BIOL 1152L Human Anatomy and Physiology II - Lab ..... 1 hour
- BIOL 2250 Microbiology ..... 2 hours
- BIOL 2250L Microbiology - Lab ..... 2 hours
- PSYC 2103 Introduction to Human Development..... 3 hours

#### **Required Transition Course ..... 3 hours**

This course must be completed prior to enrollment in any 3000-level nursing course.

- HSCI 3201 Pathophysiology ..... 3 hours

<b>Upper Division Major Requirements</b> .....	<b>54 hours</b>
HSCI 3382 Clinical Pharmacology.....	2 hours
HSCI 3382L Seminar in Nursing Pharmacology.....	1 hour
NURS 3110 Interactive Communications .....	3 hours
NURS 3201 Health Assessment.....	2 hours
NURS 3201L Health Assessment - Lab .....	1 hour
NURS 3301 Health Promotion.....	3 hours
NURS 3301L Health Promotion Practicum.....	1 hour
NURS 3401 Health Illness Transitions I .....	3 hours
NURS 3401L Health Illness Transitions I Practicum.....	2 hours
NURS 3501 Psychosocial Transitions .....	3 hours
NURS 3501L Psychosocial Transitions Practicum .....	2 hours
NURS 3601 Developmental Transitions I .....	3 hours
NURS 3601L Developmental Transitions I Practicum .....	2 hours
NURS 4100 Nursing Research.....	3 hours
NURS 4201 Developmental Transitions II.....	3 hours
NURS 4201L Developmental Transitions II Practicum .....	2 hours
NURS 4301 Health Illness Transitions II .....	3 hours
NURS 4301L Health Illness Transitions II Practicum.....	2 hours
NURS 4401 Health Illness Transitions III .....	3 hours
NURS 4401L Health Illness Transitions III Practicum.....	3 hours
NURS 4500 Role Transitions.....	2 hours
NURS 4601 Organizational Transitions .....	4 hours
NURS 4601L Organizational Transitions Practicum .....	1 hour

**Major-Specific Electives** ..... **6 hours**  
 Choose any two upper division electives with NURS, HCMG, or HSCI prefixes.

**Free Elective** ..... **3 hours**  
 Any courses except PHED, NURS, or courses identified in the catalog as career or institutional credit courses.

**Total Degree Requirements** ..... **126 hours**

**BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM REQUIREMENTS - RN-BSN TRACK**

**Core Curriculum (Areas A - E)**..... **42 hours**  
 All Nursing Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Career Block**..... **28 hours**  
 Upon successful completion of NURS 3101, R.N.'s will receive 28 semester hours of block credit.

<b>Upper Division Major Requirements</b> .....	<b>26 hours</b>
HSCI 3201 Pathophysiology.....	3 hours
NURS 3101 Professional Issues .....	2 hours
NURS 3110 Interactive Communications .....	3 hours
NURS 3201 Health Assessment.....	2 hours
NURS 3202 Health Assessment Practicum for R.N.'s.....	1 hour
NURS 4100 Nursing Research.....	3 hours
NURS 4601 Organizational Transitions.....	4 hours

NURS 4602 Advanced Organizational Transitions for R.N.'s ..... 4 hours

**Major-Specific Electives** ..... **9 hours**

Choose any three upper division 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 or institutional credit courses.

**Internship or Clinical Requirements** ..... **4 hours**

NURS 4501 Clinical Practicum for R.N.'s I ..... 2 hours

NURS 4502 Clinical Practicum for R.N.'s II ..... 2 hours

**Total Degree Requirements** ..... **126 hours**

**Other Bachelor of Science in Nursing Program Graduation Requirements**

1. No grade lower than C will be counted toward graduation in Area F or for upper division courses.
2. 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.
3. Registration for clinical/practicum courses requires that all students
  - maintain CPR certification,
  - carry malpractice insurance and health insurance (evidence of current coverage is required),
  - receive physical examinations and immunizations as required by the department, and
  - maintain current Georgia RN licensure if in the RN-BSN track.
4. 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.
5. RN-BSN students are required to finish all coursework within 7 years. Any extension must be approved by the Dean upon the recommendation of the Associate Dean.
6. Basic Licensure Track students must pass a departmentally determined exit examination in order to graduate (RN Assessment).

**BACHELOR OF SCIENCE IN NURSING - BASIC LICENSURE TRACK SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours

ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
MATH 1101*	Intro to Math Modeling	3	PSYC 1101	Intro General Psychology	3
CHEM 1151*	Survey of Chemistry I	3	CHEM 1152*	Survey of Chemistry II	3
CHEM 1151L*	Survey of Chemistry I Lab	1	CHEM 1152L*	Survey of Chemistry II Lab	1
POLS 1101*	American Government	3	SOSC 2501	Survey of Social Sciences	3
CRIT 1101*	Critical Thinking	3	HIST 2110	Pre-Modern World History	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
FREN 2001	Intermediate French I	3	COMM 1001	Presentational Speaking	1
MATH 1113	Pre-Calculus	3	BIOL 2250*	Microbiology	2
HSCI 2201*	Statistics	3	BIOL 2250L*	Microbiology Lab	2
PSYC 2103*	Intro to Human Development	3	HSCI 3201*	Pathophysiology	3
BIOL 1151*	Anatomy & Physiology I	3	MUSC 2101	Music Appreciation	3
BIOL 1151L*	Anatomy & Physiology I Lab	1	BIOL 1152*	Anatomy & Physiology II	3
			BIOL 1152L*	Anatomy & Physiology II Lab	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
NURS 3110*	Interactive Communication	3	HSCI 3382*	Clinical Pharmacology	2
NURS 3201*	Health Assessment	2	NURS 3382L	Seminar in Nursing Pharm	1
NURS 3201L*	Health Assessment Lab	1	NURS 3501*	Psychosocial Transitions	3
NURS 3301*	Health Promotion	3	NURS 3501L*	Psychosocial Trans Pract	2
NURS 3301L*	Health Promotion Pract	1	NURS 3601*	Develop Trans	3
NURS 3401*	Health-Illness Trans I	3	NURS 3601L*	Develop Trans Pract	2
NURS 3401L^	Health-Illness Trans I Pract	2		Major-Specific Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>16</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
NURS 4100*	Nursing Research	3	NURS 4401*	Health-Illness Trans III	3
NURS 4201*	Develop Trans II	3	NURS 4401L*	Health-Illness Trans III Pract	3
NURS 4201L*	Develop Trans II Pract	2	NURS 4500*	Role Transitions	2
NURS 4301*	Health-Illness Trans II	3	NURS 4601*	Organizational Trans	4
NURS 4301L*	Health-Illness Trans II Pract	2	NURS 4601L*	Organizational Trans Pract	1
	Free Elective	3		Major-Specific Elective	3

<i>Total</i>		16	<i>Total</i>		16
--------------	--	----	--------------	--	----

---

### Double Bachelor 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. Complete all requirements for the B.S.N.
2. Complete the following courses from the Area F for Health Care Management:
  - a. ACCT 2101
  - b. ITFN 1100
  - c. ECON 2105 or BSUR 3111
  - d. HSCI 2111 & 2111L.
3. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 4560, MKTG 3101, HSCI 3520, and HCMG 4901 or HCMG 4500. Other appropriate courses may be determined by the Dean in order to equal a minimum of 21 hours of Health Care Management requirements taken in residency at Clayton State and not used to meet BSN requirements.



---

---

## Department of Dental Hygiene

---

---

### ADMINISTRATIVE OFFICER

Susan I. Duley, *Department Head*

### FACULTY

Susan I. Duley, *Dental Hygiene*  
Lois M. Manning, *Dental Hygiene*  
Dixianne Parker, *Dental Hygiene*  
TBA, *Dental Hygiene*

### MISSION AND GOALS

The Department of Dental Hygiene offers three baccalaureate degree programs:

- Bachelor of Science in Dental Hygiene (B.S.D.H.) with a curriculum that leads to eligibility for licensure as a Registered Dental Hygienist.
- Bachelor of Applied Science (B.A.S.) with a major in Dental Hygiene Practice and Administration for students who are already Registered Dental Hygienists.
- Double Bachelor Degrees in Dental Hygiene and Health Care Management

### HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students is the Student American Dental Hygienists Association (SADHA).

---

---

## Bachelor of Science in Dental Hygiene

---

---

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

The dental hygienist is a vital member of the dental team. Education and licensure qualify the dental hygienists 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 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 are not necessarily 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, fluoride and sealant application).

The B.S.D.H. program expands the clinically based outcomes, characteristic of associate level training, into a more broad-based foundation for future career growth. Associate degree dental hygienists have very restricted options for career advancement beyond clinical dental hygiene. Graduates of the

baccalaureate program are qualified to seek employment as clinicians, office managers, public health hygienists, researchers, and marketers.

Hygienists with the bachelor's degree can work in health maintenance organizations (HMO) or long-term care facilities; on military bases or in school systems; for dental supply companies; for research centers; in veterinary dentistry facilities; for government agencies; or in other countries. Dental hygienists must have multiple and complex abilities to provide comprehensive dental hygiene care in current and emerging settings. The B.S.D.H. degree provides students the opportunity to pursue graduate studies.

### **ADMISSION AND READMISSION REQUIREMENTS**

Students who wish to pursue the Bachelor of Science in Dental Hygiene (B.S.D.H.) must be aware that the program has a limited enrollment based on space available in clinical facilities. The admission process is competitive, and students will be selected on the basis of academic qualifications and professional potential. Interviews may be required. The curriculum consists of eight semesters of full-time study, including two years of study in general education, which precede admission to upper division dental hygiene coursework. 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 process.

The Bachelor of Science in Dental Hygiene Degree program application is in addition to application for admission to Clayton College & State University. The competitive admission process includes the following:

1. Application and acceptance to Clayton College & State University (this includes all required documents). Upon admission to CCSU students should declare their major as pre-Dental Hygiene.
2. Completion of the separate application to the B.S.D.H. program, which includes a required essay. The B.S.D.H. program application may be submitted any time after the student has completed 30 hours of core curriculum (Areas A-F) work with a GPA of at least 2.50 (Clayton State and transfer courses included in this calculation).
3. Acceptance. Admission into the B.S.D.H. major is made after the applicant has completed at least 45 hours of core curriculum (Areas A-F) work and has continued to maintain a GPA of at least 2.50. Meeting the minimum GPA does not assure acceptance. The program's Admission Committee selects the most qualified applicants for the available space. Acceptance is contingent upon maintaining the admission standards. (A waiting list may be maintained for the coming Fall Semester class. Students not admitted by August must reapply if they wish to be considered for a future year.)
4. If the student has completed any coursework at a college or university other than Clayton State after admission to Clayton State, official transcripts must be sent to the Registrar, and copies must be provided to the Department of Dental Hygiene at the time of application to the program.
5. Satisfactory completion of the admission interview.
6. Submission of a letter from dental office or Clayton State DHYG Clinic as verification of observation as per guidelines in the application packet.
7. Evidence of satisfactory overall health status.
8. Evidence of satisfactory eye-exam. Reasonable accommodation will be made on an individual basis.

9. Students who have attended another dental hygiene 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 dental hygiene 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 suspended from another program due to academic or clinical performance will be considered on a case-by-case basis.

Students suspended from the Department of Dental Hygiene programs for the first time may apply for readmission effective for the following year. Readmitted students will be placed on program probation. Readmission is not automatic. The readmission decision is based on demonstrated likelihood of future success. Students whose non-Dental Hygiene Institutional GPA has fallen below 2.50 will not be 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. Students, who have a cumulative record of two suspensions from any dental hygiene program, including the Clayton College & State University program, are not eligible for readmission.

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

In addition to meeting normal University progression standards, a B.S.D.H. student must maintain an Institutional Grade Point Average of 2.50 or better in dental hygiene courses as well as maintain an overall Institutional Grade Point Average of 2.50. Failure to comply with either of these requirements will result in a student's being placed on program probation. If a student fails to raise either the grade point average in dental hygiene courses or the Institutional Grade Point Average to a 2.50 by the end of the probationary semester, he or she will be suspended from the program.

Due to the sequential nature of the B.S.D.H. Program, a student earning a grade of *D* or *F* in any dental hygiene course will be immediately suspended from the program.

**BACHELOR OF SCIENCE IN DENTAL HYGIENE DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**

All Dental Hygiene Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

- BIOL 1151 Human Anatomy and Physiology I ..... 3 hours
- BIOL 1151L Human Anatomy and Physiology I - Laboratory ..... 1 hour
- BIOL 1152 Human Anatomy and Physiology II ..... 3 hours
- BIOL 1152L Human Anatomy and Physiology II - Laboratory ..... 1 hour
- BIOL 2250 Microbiology ..... 3 hours
- BIOL 2250L Microbiology - Laboratory ..... 1 hour
- HSCI 2111 Introduction to the Health Care Environment ..... 2 hours
- HSCI 2111L Introduction to the Health Care Environment - Lab ..... 1 hour
- HSCI 2201 Measurement Science (Health Care Statistics)..... 3 hours

<b>Related Field Requirements</b> .....	<b>8 hours</b>
COMM 3110 Interactive Communication.....	3 hours
HSCI 4330 Nutrition.....	3 hours
HSCI 3382 Clinical Pharmacology.....	2 hours

If student has not met ADA Accreditation Standard Requirements for psychology, and social sciences/sociology in Areas D and E, then student must take appropriate psychology, and/or sociology course.

<b>Upper Division Major Requirements</b> .....	<b>46 hours</b>
DHYG 3100 Introduction to the Dental Hygiene Profession .....	3 hours
DHYG 3100C Introduction to Clinical Dental Hygiene .....	2 hours
DHYG 3110L Dental Anatomy Laboratory.....	1 hour
DHYG 3120 Dental Radiology.....	2 hours
DHYG 3120L Dental Radiology Laboratory.....	1 hour
DHYG 3200 Transitional Dental Hygiene .....	2 hours
DHYG 3200C Transitional Clinical Dental Hygiene .....	3 hours
DHYG 3210 Integrative Dental Anatomy and Histology .....	2 hours
DHYG 3230 Dental Materials .....	2 hours
DHYG 3230L Dental Materials Laboratory .....	1 hour
DHYG 3240 Introduction to Periodontics.....	2 hours
DHYG 3382L Seminar in Dental Hygiene Pharmacology.....	1 hour
DHYG 4300 Advanced Dental Hygiene I.....	2 hours
DHYG 4300C Advanced Clinical Dental Hygiene I.....	4 hours
DHYG 4310 Dental Pathology.....	3 hours
DHYG 4320 Advanced Periodontics.....	3 hours
DHYG 4400 Advanced Dental Hygiene II.....	2 hours
DHYG 4400C Advanced Clinical Dental Hygiene II.....	4 hours
DHYG 4410 Community Dental Health .....	3 hours
DHYG 4420 Management/Marketing in Dental Environment .....	3 hours

<b>Electives</b> .....	<b>6 hours</b>
Any two upper division courses except PHED, DHYG or courses identified in the catalog as career or institutional credit courses.	

<b>Total Degree Requirements</b> .....	<b>120 hours</b>
--	------------------

#### **Other Program-Specific Graduation Requirements**

In order to graduate, all students must have a 2.50 overall Institutional Grade Point Average and an overall 2.50 grade point average in courses applied to their major program. Graduates of the B.S.D.H. 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.

#### **BACHELOR OF SCIENCE IN DENTAL HYGIENE SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
COMM 1001	Presentational Speaking	1	COMM 1002	Presentation Applications	1
MATH 1101*	Intro to Math Modeling	3	CRIT 1101*	Critical Thinking	3
CHEM 1151*	Survey of Chemistry I	3	CHEM 1152*	Survey of Chemistry II	3
CHEM 1151L*	Survey of Chemistry I Lab	1	SCI 1901*	Selected Topics in Science	3
POLS 1101*	American Government	3	HIST 2111	US History to 1877	
			Or HIST 2112	US Since Reconstruction	3
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>16</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
FREN 2001	Intermediate French I	3	SOSC 2501	Survey of Social Sciences	3
PSYC 1101	Intro General Psychology	3	BIOL 2250*	Microbiology	2
HSCI 2201	Statistics	3	BIOL 2250L*	Microbiology Lab	2
HSCI 2111*	Health Care Environ	2	PSYC 2103*	Intro to Human Development	3
HSCI 2111L*	Health Care Environ Lab	1	MUSC 2101	Music Appreciation	3
BIOL 1151*	Anatomy & Physiology I	3	BIOL 1152*	Anatomy & Physiology II	3
BIOL 1151L*	Anatomy & Physiology I Lab	1	BIOL 1152L*	Anatomy & Physiology II Lab	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
DHYG 3100*	Dental Hygiene Profession	3	DHYG 3200*	Trans Dental Hygiene	2
DHYG 3100C*	Clinical Dental Hygiene	2	DHYG 3200C*	Trans Clinical Dental Hygiene	3
DHYG 3110L*	Dental Anatomy Laboratory	1	DHYG 3230*	Dental Materials	2
DHYG 3120*	Dental Radiology	2	DHYG 3230L*	Dental Materials Laboratory	1
DHYG 3120L*	Dental Radiol Laboratory	1	DHYG 3240*	Intro to Periodontics	2
DHYG 3210*	Integrative Dental Anatomy	2	DHYG 3382L*	Seminar Dental Hygiene	1
COMM 3110*	Interactive Communications	3	HSCI 3382*	Clinical Pharmacology	2
				Free Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>16</b>

SENIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours

DHYG 4300*	Adv Dental Hygiene I	2	DHYG 4400*	Adv Dental Hygiene II	2
DHYG 4300C*	Adv Clin Dental Hygiene I	4	DHYG 4400C*	Adv Clin Dental Hygiene II	4
DHYG 4310*	Dental Pathology	3	DHYG 4410*	Community Dental Health	3
DHYG 4320*	Advanced Periodontics	3	DHYG 4420*	Mgmt Dental Environment	3
HSCI 4330*	Nutrition	3		Free Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

## Bachelor of Applied Science in Dental Hygiene Practice and Administration

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.

### ADMISSION AND READMISSION REQUIREMENTS

Students seeking to pursue the B.A.S. program in Dental Hygiene Practice and Administration must meet the following admission requirements:

1. hold an associate degree in dental hygiene from an American Dental Association accredited program at an institution regionally accredited to grant associate degrees;
2. be admitted to Clayton College & State University (be sure to declare the major as Dental Hygiene Practice & Administration [B.A.S.], *not* the B.S.D.H. In Dental Hygiene);
3. be currently licensed as a registered dental hygienist in Georgia (evidence required); and
4. complete the required Dental Hygiene Practice and Administration B.A.S. program application form.

### SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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 3112A, Introduction to Allied Health Administration Assessment. Detailed information on the assessment procedures is available in the Department of Dental Hygiene.

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 and complete all required upper division dental hygiene courses within seven years of admission to the B.A.S. program at Clayton College & State University. Coursework older than seven years must be retaken or validated by an instrument approved by the department.

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

1. Program Probation and Suspension:
  - a. Probation will result if a student earns a grade lower than C in any upper division course used to meet B.A.S. program requirements. If a student earns a grade lower than C in another course in the program, the student will be suspended.
  - b. Probation will result if a student fails to demonstrate clinical competency, safety, ethical behavior, accountability in dental hygiene practice, and compliance with performance standards. Program probation occurs upon recommendation of a faculty member as approved by the department head and dean. This probation extends until graduation. If while on probation for this reason a student again fails to meet the criteria listed above, the student will be suspended.
2. Program Dismissal:
  - a. Upon recommendation by the faculty, a student will be immediately dismissed from the B.A.S. program for any act that would ordinarily subject the student to dental hygiene license limitation, suspension, or revocation. Such dismissal must be approved by the department head and dean and communicated to the student in writing.
  - b. A student may be immediately dismissed from the B.A.S. program when the student's conduct or health presents a direct threat to patients, peers, health care personnel, faculty, or other individuals. Such dismissal must be approved by the department head and dean and communicated to the student in writing.

**BACHELOR OF APPLIED SCIENCE IN DENTAL HYGIENE PRACTICE AND ADMINISTRATION DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**

**Lower Division Career Block..... 38 hours**

Program-specific lower division courses are those taken as part of the previously offered career associate degree at Clayton College & State University or another institution. (Current state dental hygiene licensure is required before the career block will be awarded.)

**Upper Division Major Requirements..... 25 hours**

BSUR 3111 Survey of Economics..... 3 hours  
 HCMG 3112 Introduction to Allied Health Administration ..... 2 hours

HCMG 3112L Introduction to Allied Health Administration	
Practicum .....	1 hour
HCMG 3112A Introduction to Allied Health Administration	
Assessment.....	1 hour
COMM 3110 Interactive Communication.....	3 hours
HCMG 3101 Introduction to Health Systems Management.....	3 hours
HSCI 3520 Legal Issues in Health Care .....	3 hours
HCMG 4560 Health Care Finance.....	3 hours
DHYG 4420 Management/Marketing in the Dental Environment.....	3 hours
DHYG 4320 Advanced Periodontics.....	3 hours

**Related Electives .....** 9 hours

Select from among:

BSUR 3112 Survey of Applied Accounting	
BSUR 3113 Introduction to Measurement and Analysis	
BLAW 3370 Business Law	
DHYG 4301 Educational Strategies and Internship	
FINA 4107 Personal Financial Management	
HCMG 3701 Epidemiology	
HCMG 4110 Administration of Managed Care	
HCMG 4180 Health in Corporate Settings	
HCMG 4220 International Health Systems	
HCMG 4310 Public Health Administration	
HCMG 4401 Introduction to Primary Care/Long Term Care	
HCMG 4500 Health Care Policy	
HCMG 4560 Health Care Finance	
HCMG 4970 Internship (maximum of 3 hours)	
HSCI 3012 Alternative and Complementary Approaches to Wellness: Therapies for a Healthy Lifestyle	
HSCI 3320 Communication with Families	
HSCI 3341 Cultural Diversity in Health and Illness	
HSCI 3401 Contemporary Women's Health	
HSCI 3420 Health Education	
HSCI 3501 AIDS Epidemic	
HSCI 3550 Ethical Issues in Health Care	
HSCI 4996 Introduction to Health Care Informatics	
HSCI 4997 Health Care Information Systems	
MGMT 3102 Performance/Quality Management	
MGMT 4311 Entrepreneurship	
MKTG 3101 Principles of Marketing	
MKTG 3302 Customer Behavior	
MKTG 3312 Services Marketing	
MKTG 4207 Sales and Sales Management	
MKTG 4510 Retailing	
NURS 4153 Gerontology	

**Internship or Clinical Requirements .....** 3 hours

DHYG 4900 Independent Study in Dental Hygiene .....	3 hours
---	---------

**Free Elective .....** 3 hours

Any upper division course except DHYG

**Total Degree Requirements .....** 120 hours

**Other Program-Specific Graduation Requirements**



1. Grades lower than C in upper division courses will not count toward graduation except for the free elective.
2. Of the 30 semester hours in residency required by the University, at least twenty-one (21), including DHYG 4900, must be upper division courses applied to graduation requirements.
3. Credit for upper division dental hygiene course work at other institutions will be approved by the Dean upon the recommendation of the Department Head following consultation with faculty. The institution must be regionally accredited at the bachelor's degree level or higher, and applicants must submit course syllabi (including course outline) and catalog description from the previous institution.
4. 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.

---

### **Double Bachelor Degrees in Dental Hygiene and Health Care Management**

---

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

1. Complete all requirements for the B.S.D.H.
2. Complete the following courses from the Area F for Health Care Management: ACCT 2101, ITFN 1100, and ECON 2105 or BSUR 3111.
3. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 4560, MKTG 3101, HSCI 3520, and HCMG 4901 or HCMG 4500. Other appropriate courses may be determined by the Dean in order to equal a minimum of 21 hours of Health Care Management requirements taken in residency at Clayton State and not used to meet B.S.D.H. requirements.

---

---

## Health, Fitness, Wellness, and Physical Education

---

---

### ADMINISTRATIVE OFFICER

Cindy Lauer, *Coordinator of Physical Education, Director of SmartBodies*

### FACULTY

Janet Hamilton, *Physical Education*

Cindy Lauer, *Physical Education*

### MISSION AND GOALS

The Department of Health Care Management and the Health, Fitness, Wellness, and Physical Education unit of the School of Health Sciences collaboratively offer a specialty track in Health & Fitness Management. This track combines well within the Health Care Management Bachelor of Science degree. It is recognized that there is critical need for Health & Fitness professionals who can help guide individuals toward a healthier life. Graduates with a specialty in Health & Fitness Management may have opportunities for employment in areas such as adult fitness centers, cardiac rehabilitation programs, corporate wellness, YMCA and other community settings, health coaching, personal training, and entrepreneurial options as a health & fitness consultant. Graduates from the specialty track will be able to sit for one of many national certification exams, including those offered by the American College of Sports Medicine and the National Strength & Conditioning Association. Please contact an advisor in Physical Education or Health Care Management for details.

The Health, Fitness, Wellness, and Physical Education unit provides health and physical education opportunities for academic credit. The unit's most popular course is PHED 1010, Fitness & Wellness I (see the Course Description section of this catalog). A medical health history is required prior to participating in an activity course. Subsequent activity courses require a brief medical update. The student is responsible for informing the instructor of any medical conditions (e.g., the development of high blood pressure). 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. 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.

Clayton College & State University does not offer a major in physical education. Students interested in pursuing a degree in teaching should consult the Office of Teacher Education for basic course information related to a Bachelor of Arts degree in Middle Level Education. Please refer to the School of Arts & Sciences for more information.

**Physical Examination & Medical Health History:** A *one-time*, initial physical examination conducted by a licensed medical professional is strongly 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. The student is responsible for informing the instructor of any medical conditions (e.g., the

development of high blood pressure). 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.

**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 indicates that the participant understand that there are inherent risks associated with the participation in an activity class. It further states that the student understands that it is possible to experience an injury or an illness in the class, especially if established principles are not followed by the participant.

## COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

### ADMINISTRATIVE OFFICERS

Catherine C. Aust, *Dean*

### MISSION AND GOALS

The College of Information and Mathematical Sciences (CIMS) develops courses and programs in information technology, computing and mathematical sciences to serve the diversity of students at Clayton College & State University. Recognizing that CIMS supports evolving disciplines and fosters change, the College applies technologies inherent to the information and mathematical sciences to both enhance student learning and prepare students to participate fully as citizens of the 21st century.

The goals of the College of Information and Mathematical Sciences are:

- Provide an academic process based on truth and integrity, promoting ethical behavior among students and faculty.
- Provide a nurturing and stimulating environment for students, promoting academic opportunities, innovative instructional environments, student engagement and community involvement.
- Provide a nurturing and stimulating environment for faculty, promoting faculty development opportunities that include instructional improvement, professional activities, research, and experience.
- Develop curricula, programs and environments that promote life-long learning.
- Assess curricula, programs and courses regularly and use the data as feedback for change.
- Foster considered evolution of programs and courses to pace the growth of economic and educational opportunities in our growing community.
- Actively seek internal and external resources to support faculty development, college programs, and activities.
- Provide a system to support the missions, goals and programs of the schools and departments of the College.

### INSTRUCTIONAL ORGANIZATION

The College of Information and Mathematical Sciences is composed of two academic departments offering the degree programs listed below:

Department	Degree Program	Degree
Department of Information Technology	Information Technology	BIT
	Online Information Technology (WebBSIT)	BSIT
Department of Mathematics	Mathematics	BS

In addition, the College of Information and Mathematical Sciences offers a Certificate in Information Technology through the Department of Information Technology.

---

---

**Department of Information Technology**

---

**ADMINISTRATIVE OFFICER**

John A. Preston, *Interim Department Head*

**FACULTY**

Esfandiar Bakhtiarnejad, *Information Technology*  
Larry D. Booth, *Information Technology*  
Joseph L. Bowler, Jr., *Information Technology*  
Jeffrey W. Chastine, *Information Technology*  
Fred J. Ganoe, *Information Technology*  
Byron Anthony Jeff, *Information Technology*  
Cheri Long, *Information Technology*  
Robert G. Marcus, *Information Technology*  
Vernard Martin, *Information Technology*  
Jean J. Medastin, *Information Technology*  
Jon A. Preston, *Information Technology*

**MISSION AND GOALS**

The Department of Information Technology administers the following programs:

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

The objective of the A.A.S.I.T. and B.I.T. in Information Technology 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 associate or baccalaureate levels.

The online Georgia Bachelor of Science in Information Technology degree program (Georgia WebBSIT) is offered collaboratively by five University System of Georgia (USG) institutions: Armstrong Atlantic State University; Clayton College & State University; Georgia Southern University; Macon State College, and Southern Polytechnic State University. The program is offered primarily at a distance via USG's centrally supported course management system WebCT Vista. Possible exceptions to fully online delivery would be a minimum number of proctored experiences (such as labs or exams) related to the nature of the course and by approval of the Georgia WebBSIT Executive Director.

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the IT Club, the IEEE and ACM Student Memberships.

**ADMISSION AND READMISSION REQUIREMENTS**

There are no formal admission procedures for entry into the A.A.S.I.T. or B.I.T. However, each of the following courses must be passed with a grade of C or better and all are prerequisite to the remaining courses listed as Required Foundations Courses as well as the most of the 1000-level Skill Course Options: ENGL 1101, MATH 1101, CRIT 1101, and ITFN 1101.

Students must be admitted as pre-Georgia WebBSIT students before taking any courses in the BSIT Area F other than Introduction to Information Technology. For pre-Georgia WebBSIT admission, students must complete and earn a C or better in the following courses: ENGL 1101, an Area A mathematics course other than Introductory Statistics, and Introduction to Information Technology.

---

## Bachelor of Information Technology

---

Change is the only constant in the IT industry. The IT curriculum is designed to keep pace with that change. Foundation courses (prefixed ITFN) evolve slowly; Skills courses (prefixed ITSK) evolve quickly. New courses may be added as some become obsolete and are discontinued. The outcomes listed below are generic Information Technology and University outcomes that subsume agreed upon content-specific outcomes found in each course syllabus. These outcomes guide the ongoing development of the IT curriculum.

- At all levels, students should exhibit communication, reasoning, critical thinking and problem solving skills.
- During the first year of the program, students are expected to obtain a developing level of mastery; to demonstrate an emerging level of knowledge and skills in the IT field. Students should show potential to perform independently. Students should be aware of the skills required for success in the IT field and should have refined job search skills.
- At the A.A.S.I.T. level, students are expected to obtain a mature level of mastery; to demonstrate a refined level of comprehension. Students should be able to apply appropriate IT skills and perform both independently and as a team member.
- At the B.I.T. level, students are expected to obtain a proficient level of mastery; to demonstrate a superior level of knowledge and understanding. Students should be able to integrate and apply IT skills across multiple areas both independently and as a team member.

### ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

#### **Core Curriculum (Areas A - E)..... 23 hours**

All Information Technology Core Curriculum requirements are shown in the suggested degree program.

#### **Required Foundation Courses ..... 22 hours**

ITFN 1101 Foundations of Information Technology.....	3 hours
ITFN 1112 Foundations of Systems Analysis.....	3 hours
ITFN 1201 Foundations of Database Design.....	3 hours
ITFN 1301 Foundations of Programming, Visual Basic or ITFN 1302 Foundations of Programming, Java or ITFN 1303 Foundations of Programming, C#.....	3 hours
ITFN 1501 Foundations of Networking and Security.....	3 hours
ITFN 2001 Professional Development Seminar.....	1 hour

ITFN 2123 Foundations of Project Management.....	3 hours
ITFN 2601 Foundations of Operating Systems.....	3 hours

<b>Required Applications Courses .....</b>	<b>2 hours</b>
CPTG 1010 Computing with Spreadsheets.....	1 hour
ITSK 1701 Database Applications.....	1 hour

**Skill Course Options .....** **12 hours**

At least four classes from the following Skill Courses, to include at least two complete Skill Groups.

- Database
  - ITSK 2211 Intermediate Database Design
- Visual Basic
  - ITSK 2311 Intermediate Programming, Visual Basic
- Java
  - ITSK 2312 Intermediate Programming, Java
- C#
  - ITSK 2313 Intermediate Programming, C#
- Webmaster
  - ITSK 1401 Introduction to Webmaster
  - ITSK 2411 Intermediate Webmaster
- Networking
  - ITSK 2511 Intermediate Networking and Security
- UNIX
  - ITSK 1601 Introduction to UNIX
  - ITSK 2611 Intermediate UNIX
- Computer Science
  - CSCI 1301 Computer Science I
  - CSCI 1302 Computer Science II
- Programming Language Concepts
  - ITSK 2314 Programming Language Concepts
- Advanced Webmaster
  - ITSK 2422 Advanced Webmaster

<b>Internship or Clinical Requirements .....</b>	<b>2 hours</b>
ITFN 2012 Information Technology Internship.....	2 hours

<b>Total Degree Requirements .....</b>	<b>61 hours</b>
--	-----------------

**BACHELOR OF INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS**

<b>A.A.S. in Information Technology .....</b>	<b>61 hours</b>
---	-----------------

<b>Core Curriculum (Areas A - E).....</b>	<b>19 hours</b>
---	-----------------

All Information Technology Core Curriculum requirements are shown in the suggested degree program.

<b>Upper Division Major Requirements .....</b>	<b>15 hours</b>
--	-----------------

- ENGL 3900 Professional and Technical Writing or ENGL 3901 Writing for Digital Media ..... 3 hours
- ITFN 3314 Testing & Quality Assurance in Software Development..... 3 hours
- ITFN 3134 Advanced Systems, Security, and Process Development ..... 3 hours
- MATH 3902 Mathematical Applications for Information Technology ..... 3 hours
- MGMT 3101 Principles of Management ..... 3 hours

<b>Major Concentration</b> .....	<b>12 hours</b>
Select 12 hours from one of the following areas:	
General Information Technology—E-Commerce emphasis	
ITDB 4201 Advanced Database Modeling.....	3 hours
ITSK 3413 Infrastructure for E-Commerce .....	3 hours
ITSK 3423 Security for E-Commerce .....	3 hours
ITMM 4405 Legal Implications of E-Commerce.....	3 hours
Database Administration	
ITDB 4201 Advanced Database Modeling.....	3 hours
ITDB 4202 Database Maintenance .....	3 hours
ITDB 4203 Networking and Distributed Databases .....	3 hours
ITDB 4204 Special Topics in Database Administration .....	3 hours
Information Technology and Security	
ITNW 4501 Network Planning and Design .....	3 hours
ITNW 4502 Secure Networks and Communications Protocols.....	3 hours
ITNW 4511 Business Continuity Planning and Disaster Recovery.....	3 hours
ITNW 4512 Information Technology Security Case Studies.....	3 hours
Software Development	
ITSD 4301 Algorithms I .....	3 hours
ITSD 4303 Human Computer Interaction .....	3 hours
ITSD 4304 Advanced Client-Server Software Development .....	3 hours
ITSD 4305 Special Topics in Software Development.....	3 hours
ITSD 4312 Algorithms II .....	3 hours
<b>Information Technology Electives</b> .....	<b>3 hours</b>
<b>Free Electives</b> .....	<b>6 hours</b>
<b>Internship or Clinical Requirements</b> .....	<b>4 hours</b>
ITFN 4003 Portfolio Development and Presentation .....	1 hour
ITFN 4014 Internship and/or Cooperative Experience.....	3 hours
<b>Total Degree Requirements</b> .....	<b>120 hours</b>

#### Other Program-Specific Graduation Requirements

ITFN 2123 and ITFN 2012 must be taken in residence at Clayton State. Also, Information Technology students must earn a grade of C or better (or K) in the following courses:

1. All courses with a prefix beginning with IT (e.g., ITFN, ITSK)
2. ENGL 1101 & 1102; COMM 1001 & 1002; CPTG 1010; CRIT 1101
3. Any MATH course counted toward A.A.S.I.T., B.I.T.
4. All upper division courses (3,000–4,000) counted toward graduation.

#### INFORMATION TECHNOLOGY SUGGESTED DEGREE PROGRAM SEQUENCES

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements. The AAIT program requirements are covered in the freshman year - sophomore year program sequence and the B.I.T. requirements are covered by the freshman year - senior year program sequence.

<b>FRESHMAN YEAR</b>
----------------------



<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
ENGL 1101*	English Composition I	3	ITFN 1112*	Foundations Sys Analysis	3
COMM 1001	Presentational Speaking	1		Skill Course Options	6
MATH 1101	Intro to Math Modeling	3	ITFN 1501*	Foundations of Networking	3
CRIT 1101*	Critical Thinking	3	ITFN 2001*	Prof Development Seminar	1
ITFN 1101*	Foundations Info Tech	3			
ITSK 1701*	Database Applications	1			
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>13</b>

<i>Summer Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>
	Skill Course Option	3
<b>Total</b>		<b>3</b>

<b>SOPHOMORE YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
ITFN 1201*	Found Database Design	3	ITFN 2123*	Found Project Management	3
ITFN 1301	Found of Programming	3		Skill Course Option	3
POLS 1101*	American Government	3	COMM 1002	Presentation Applications	1
ITFN 2601*	Found Operating Systems	3	ITFN 2012*	Internship	3
CPTG 1010*	Computing Spreadsheets	1	ENGL 1102*	English Composition II	3
MATH 1221*	Finite Mathematics	3	HIST 2111	US History to 1877	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
MGMT 3101*	Principles of Management	3	ITFN 3134*	Advanced Systems/Security	3
ENGL 3901	Writing for Digital Media	3	ITFN 3314*	Testing & Quality Assurance	3
ENGL 2111	World Literature I	3	MUSC 2101	Music Appreciation	3
MATH 3902*	Math Appl for Info Tech	3	HIST 1112	Survey of Modern History	3
PHYS 1111	Introductory Physics I	3	PHYS 1112	Introductory Physics II	3
PHYS 1111L	Introductory Physics Lab I	1	ITFN 4003*	Portfolio Development	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
	Major Concentration	6		Major Concentration	6
	IT Elective	3	ITFN 4014*	Internship	3
	Free Elective	3		Free Elective	3

PSYC 1101	Intro General Psychology	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

## Bachelor of Science in Information Technology

The Georgia WebBSIT program has two primary purposes. The first purpose is to produce IT graduates with the knowledge, skills, and abilities to meet the needs of Georgia employers. IT graduates use computer software and hardware tools and applications to develop, support, and manage the technology infrastructure within organizations. The program objectives are as follows.

Graduates of the Georgia WebBSIT will be able to:

1. Use and apply current IT discipline-related concepts and practices.
2. Identify and analyze organizational and individual problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate.
3. Design and develop effective, IT-based solutions and integrate them into the user environment.
4. Create and implement effective project plans.
5. Identify and investigate current and emerging technologies and assess their applicability to address individual and organizational needs.
6. Analyze the impact of technology on individuals, organizations, and society.
7. Collaborate in teams to accomplish common goals.
8. Communicate effectively and efficiently.
9. Recognize the qualities necessary to succeed in a professional environment.

These objectives are in keeping with emerging program and curricular standards for IT education, as well as with the goals and objectives of the traditional BSIT programs of the collaborating institutions.

The second purpose of the program relates to access. Georgia WebBSIT will provide access to a BSIT education for Georgia citizens who would otherwise be unable to pursue such training within the State. These include, for example, people who interrupted their educations to take jobs as soon as they had enough skills to work in IT and who would now like to complete their degrees; other working undergraduates with particular imperatives for "any time/any place" learning; stay-at-home parents who wish to upgrade their skills; and separating military personnel who would like to retrain and remain in Georgia.

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

**Core Curriculum (Areas A - E)..... 42 hours**

All Bachelor of Science in Information Technology Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Core Requirements (Core Curriculum Area F) ..... 18 hours**

MATH 1231 Introductory Statistics ..... 3 hours  
 WBIT 1100 Introduction to Information Technology..... 3 hours  
 WBIT 1310 Programming and Problem Solving I ..... 3 hours  
 WBIT 2300 Discrete Math for Information Technology ..... 3 hours  
 WBIT 2311 Programming and Problem Solving II ..... 3 hours

WBIT 2000 The Enterprise and Information Technology ..... 3 hours

**Upper Division Major Requirements ..... 42 hours**

- WBIT 3010 Technical Communication ..... 3 hours
- WBIT 3110 Systems Analysis and Design ..... 3 hours
- WBIT 3111 Information Technology Project Management ..... 3 hours
- WBIT 3200 Database Design, Development and Deployment ..... 3 hours
- WBIT 3400 Introduction to Multimedia ..... 3 hours
- WBIT 3410 Web Application Development ..... 3 hours
- WBIT 3500 Architecture and Operating Systems ..... 3 hours
- WBIT 3510 Data Communications and Networking ..... 3 hours
- WBIT 3600 Introduction to E-Commerce ..... 3 hours
- WBIT 4020 Professional Practice and Ethics ..... 3 hours
- WBIT 4030 Senior Project & Portfolio ..... 3 hours
- WBIT 4112 Systems Acquisition, Integration and Implementation ..... 3 hours
- WBIT 4120 Human Computer Interaction ..... 3 hours
- WBIT 4520 Information Security ..... 3 hours

**Major Concentration ..... 9 hours**

Select all 9 hours from the following area:

**E-Commerce Concentration**

- WBIT 4601 Customer Relationship Management ..... 3 hours
- WBIT 4602 E-Commerce Design and Development ..... 3 hours
- WBIT 4610 E-Commerce Policy and Law ..... 3 hours

**Free Electives ..... 9 hours**

**Total Degree Requirements ..... 120 hours**

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY SUGGESTED DEGREE PROGRAM SEQUENCE**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements. WBIT courses are available online only through the WebBSIT consortium. Core courses listed in the suggested degree program have been chosen from the online offerings at Clayton College & State University.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
COMM 1001	Presentational Speaking	1	COMM 1002	Presentation Applications	1
MATH 1111	College Algebra	3	MATH 1113	Precalculus	3
CRIT 1101*	Critical Thinking	3	HIST 1112	Survey of Modern History	3
POLS 1101*	American Government	3	PSYC 1101	Intro General Psychology	3
WBIT 1100*	Intro Info Technology	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>13</b>

**SOPHOMORE YEAR**

<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
WBIT 2300*	Discrete Math for Info Tech	3	WBIT 2000*	Enterprise & Info Technology	3
WBIT 1310*	Program/Problem-Solving I	3	WBIT 2311*	Program/Problem-Solving II	3
BIOL 1111	Introductory Biology I	3	MATH 1231	Introductory Statistics	3
BIOL 1111L	Introductory Biology Lab I	1	BIOL 1112	Introductory Biology II	3
ENGL 2130	American Literature	3	MUSC 2101	Music Appreciation	3
HIST 2111	US History to 1877	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
WBIT 3500*	Architecture & Oper Sys	3	WBIT 3510*	Data Communication	3
WBIT 3410*	Web Application Develop	3	WBIT 3600*	Intro to E-Commerce	3
WBIT 3110*	System Analysis & Design	3	WBIT 3111*	Project Management	3
WBIT 3400*	Introduction to Multimedia	3	WBIT 3200*	Database Design & Devel	3
WBIT 3010*	Technical Communication	3		Free Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<i>Course</i>	<i>Title</i>	<i>Hours</i>	<i>Course</i>	<i>Title</i>	<i>Hours</i>
WBIT 4520*	Information Security	3	WBIT 4602	E-Commerce Design	3
WBIT 4020*	Professional Practices	3	WBIT 4610	E-Commerce Policy & Law	3
WBIT 4120*	Human Computer Interact	3	WBIT 4112*	Systems Acquisition	3
WBIT 4601*	Customer Rel Mgmt	3	WBIT 4030*	Senior Project	3
	Free Elective	3		Free Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

---



---

## Department of Mathematics

---

**ADMINISTRATIVE OFFICER**

Anthony Giovannitti, *Department Head*

**FACULTY**

Janice S. Bales, *Mathematics*  
 Nathan A. Borchelt, *Mathematics*  
 Kathy V. Garrison, *Mathematics*  
 Anthony Giovannitti, *Mathematics*  
 Weihu Hong, *Mathematics*  
 Mary H. Hudachek-Buswell, *Mathematics*  
 Annita W. Hunt, *Mathematics*  
 Aprillya Lanz, *Mathematics*  
 Catherine A. Matos, *Mathematics*  
 Linda E. Nash, *Mathematics*  
 Charlicie K. Neal, *Mathematics*  
 Georgia Kim Robinson, *Mathematics*  
 Jelinda F. Spotorno, *Mathematics*  
 Virginia N. Suty, *Mathematics*  
 Jeremy M. Underwood, *Mathematics*

**MISSION AND GOALS**

The Department of Mathematics offers instruction in mathematics and computing and is responsible for the following programs and courses:

- Bachelor of Science Degree program in Mathematics.
- Upper division service courses that support Information Technology and Teacher Education baccalaureate programs.
- Area F courses for the Associate of Science and Associate of Arts degrees in the transfer programs for Computer Science and Mathematics, respectively.
- Lower division courses that meet requirements in Areas A, B, and D of the Core Curriculum and that may serve other programs in Area F or as general electives.

---

## Bachelor of Science in Mathematics

---

The program of study for the B.S. in Mathematics is designed to prepare the graduate for a career in a field that employees professionals with mathematical and/or computer science competence. At the same time, it has leeway for the student to add courses that will prepare him/her to pursue a graduate degree in either mathematics or computer science.

**BACHELOR OF SCIENCE IN MATHEMATICS DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**

All Mathematics Core Curriculum requirements are shown in the suggested degree program.

**Lower Division Major Requirements (Core Curriculum Area F) ... 12-15 hours**

CSCI 1301 Computer Science I.....	3 hours
MATH 1501 Calculus I.....	1 hour
MATH 2140 Introductory Linear Algebra .....	3 hours
MATH 2502 Calculus II.....	1-4 hours
MATH 2503 Calculus III.....	4 hours

**Lower Division Emphasis Options (Core Curriculum Area F) ..... 3-6 hours**

Select a minimum of number of hours from one of the following emphasis options for a total of 18 hours in Area F:

Applied Mathematics

Select 1-2 courses or science sequences from among  
CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM  
1211L, CSCI 1302, MATH 1231, PHYS 2211 and PHYS  
2211L, PHYS 2212 and PHYS 2212L

Applied Discrete Mathematics/Computer Science

CSCI 1302 Computer Science II ..... 3 hours  
Select one course or science sequence from among  
CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM  
1211L, CSCI 1302, MATH 1231, PHYS 2211 and PHYS  
2211L

**Upper Division Major Requirements ..... 12 hours**

MATH 3005 Transition to Advanced Mathematics.....	3 hours
MATH 3110 Survey of Algebra.....	3 hours
MATH 3520 Advanced Calculus I.....	3 hours
MATH 4998 Senior Seminar.....	3 hours

**Upper Division Emphasis Options ..... 15-21 hours**

Select all courses from the same emphasis as in Area F:

Applied Mathematics

MATH 3530 Advanced Calculus II..... 3 hours  
MATH 3303 Ordinary Differential Equations..... 3 hours  
MATH 4320 Numerical Methods or MATH 4303 Partial  
Differential Equations ..... 3 hours  
Select three courses from the Directed Selections List  
below that are not used for other requirements, at  
least two of which must be at the 3000 level or above ..... 9 hours

Applied Discrete Mathematics/Computer Science

MATH 3420 Introduction to Discrete Mathematics ..... 3 hours  
MATH 4420 Applied Discrete Mathematics ..... 3 hours

Applied Discrete

Two of MATH 4130 Applied Algebra, MATH 4220 Applied  
Statistics and MATH 4230 Probability, advanced  
sequence in Computer Science ..... 9-12 hours

Computer Science

CSCI 3303 Computer Organization and Architecture..... 3 hours  
CSCI 3503 Operating Systems ..... 3 hours  
CSCI 4450 Databases..... 3 hours  
CSCI 4550 Algorithm Design and Analysis ..... 3 hours  
One of MATH 4130 Applied Algebra, MATH 4220 Applied  
Statistics, or MATH 4320 Numerical Methods..... 3 hours

**Directed Electives** ..... 14-21 hours

Select all courses from the same track as in Area F:

**Applied Mathematics**

Select from two of the following three options:

1. Select two additional MATH and two additional CSCI courses from the Directed Selections List below that are not used for other requirements, at least three courses of which must be at the 3000 level or above
2. Complete a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 and BIOL 2250L
3. Select three courses from among ECON 2106, FINA 3100, FINA 3101, FINA 4401, FINA 4402, FINA 4403, MKTG 3100, MKTG 3101, MKTG 3302, MKTG 3312, MKTG 3420, MKTG 4104, MKTG 4106, MKTG 4207, MKTG 4420, MKTG 4510, MKTG 4750, MKTG 4800

**Applied Discrete Mathematics/Computer Science**

Select from one of the following three options:

1. 15 hours in ITDB, ITFN, ITMM, ITNW, ITSD, and/or ITSK courses, at least 9 hours of which must be at the 3000 level or above
2. MATH 4220 and three courses selected from among ECON 2106, FINA 3100, FINA 3101, FINA 4401, FINA 4402, FINA 4403, MKTG 3100, MKTG 3101, MKTG 3302, MKTG 3312, MKTG 3420, MKTG 4104, MKTG 4106, MKTG 4207, MKTG 4420, MKTG 4510, MKTG 4750, MKTG 4800
3. MATH 3003, MATH 4320 and either three courses selected from among ECON 2106, FINA 3100, FINA 3101, FINA 4401, FINA 4402, FINA 4403, MKTG 3100, MKTG 3101, MKTG 3302, MKTG 3312, MKTG 3420, MKTG 4104, MKTG 4106, MKTG 4207, MKTG 4420, MKTG 4510, MKTG 4750, MKTG 4800 or completion of a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 and BIOL 2250L

**Free Electives** ..... 6-19 hours

May be mathematics or non-mathematics courses with the exception of MATH 1101, MATH 1111, MATH 1112, MATH 1241, MATH 3010, MATH 3010S, MATH 3020, MATH 3020S, MATH 3030, MATH 4010, MATH 4020.

**Total Degree Requirements** ..... 120 hours**Directed Selections List**

CSCI 1302 Computer Science II  
 CSCI 3303 Computer Architecture  
 CSCI 3503 Operating Systems  
 CSCI 4450 Databases  
 CSCI 4550 Algorithm Design and Analysis  
 CSCI 4898 Special Topics in Computer Science  
 MATH 1231 Introductory Statistics  
 MATH 3003 Applied Mathematical Modeling

MATH 4130 Applied Algebra  
 MATH 4220 Applied Statistics  
 MATH 4230 Probability  
 MATH 4303 Partial Differential Equations  
 MATH 4320 Numerical Methods  
 MATH 4420 Applied Discrete Mathematics  
 MATH 4898 Special Topics in Mathematics

**BACHELOR OF SCIENCE IN MATHEMATICS SUGGESTED DEGREE PROGRAM SEQUENCE - APPLIED MATHEMATICS EMPHASIS**

In the sequence below, only courses marked with an asterisk (\*) are program requirements. Other courses are recommended selections from categories within the program requirements.

FRESHMAN YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MATH 1113*	Pre-Calculus	3	MATH 1501*	Calculus I	4
CSCI 1301*	Computer Science I	3	CSCI 1302*	Computer Science II	3
PSYC 1101	Intro General Psychology	3	HIST 2111	US History to 1877	3
ENGL 1101*	English Composition I	3	ENGL 1102*	English Composition II	3
POLS 1101	American Government	3	COMM 1001	Presentational Speaking	1
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>14</b>

SOPHOMORE YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MATH 2502*	Calculus II	4	MATH 2503*	Calculus III	4
MATH 2140*	Introduction to Linear Algebra	3	MATH 3005*	Trans to Adv Mathematics	3
HIST 1112	Survey of Modern History	3	CHEM 1212	Principles of Chemistry II	3
CHEM 1211	Principles of Chemistry I	3	CHEM 1212L	Principles of Chem. II Lab	1
CHEM 1211L	Principles of Chem I Lab	1	CMS 2100	Introduction to Film	3
CRIT 1101*	Critical Thinking	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>14</b>

JUNIOR YEAR					
First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
MATH 3520	Advanced Calculus I	3	MATH 3530*	Advanced Calculus II	3
MATH 3303	Ord Differential Equations	3	MATH 4303	Partial Differential Equations	3
MATH 3110	Survey of Algebra	3	MATH 1231	Introduction to Statistics	3
ECON 2105	Prin. of Macroeconomics	3	PHYS 2212	Principles of Physics II	3
PHYS 2211	Principles of Physics I	3	PHYS 2212L	Principles of Physics II Lab	1
PHYS 2211L	Principles of Physics I Lab	1	ECON 2106	Prin. of Microeconomics	3



<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>
--------------	--	-----------	--------------	--	-----------

<b>SENIOR YEAR</b>					
<i>First Semester</i>			<i>Second Semester</i>		
<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Course</b>	<b>Title</b>	<b>Hours</b>
MATH 3003	Applied Math Modeling	3	MATH 4320	Numerical Methods	3
MATH 4220	Applied Statistics	3	MATH 4230	Probability	3
MKTG 3100	Personal Marketing	3	FINA 3100	Personal Financial Mgmt	3
CHEM 2411	Organic Chemistry	3	PHIL 2201	Intro to World Philosophy	3
CHEM 2411L	Organic Chemistry Lab	1	MATH 4998*	Senior Seminar	3
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>15</b>

## SCHOOL OF TECHNOLOGY

### ADMINISTRATIVE OFFICERS

Arthur J. Rosser, *Dean*  
Benita H. Moore, *Associate Dean*

### MISSION AND GOALS

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

Students may enroll in School of Technology programs on a full time or part time basis. Some courses may be available through online instruction. 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 and to carefully read and follow course prerequisites.

### INSTRUCTIONAL ORGANIZATION

The School of Technology is composed of two academic departments offering the degree programs listed below:

Department	Degree Program	Degree
Department of Aviation Maintenance	Aviation Maintenance	AAS
	Technology	AAS
Department of Technical Studies	Airway Science	
	Administrative Management	BAS
	Technology Management	BAS
	Computer Networking	AAS
	Technology	AAS
	Drafting and Design Technology	AAS
	Marketing and Merchandising	AAS
	Medical Office Administration	AAS
Office Administration	AAS	
	Paralegal Studies	

In addition, the School of Technology offers professional certificates in the following areas:

Department	Certificate Program
Department of Aviation Maintenance	Aviation Maintenance Technology - Airframe
	Aviation Maintenance Technology - Power Plant
Department of Technical Studies	Computer Network Administrator
	Computer Network Technician
	Drafting
	Marketing and Merchandising
	Medical Assisting
	Office Assistant
	Office Technology
Paralegal Studies	

**ADMISSION AND READMISSION REQUIREMENTS**

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.S., B.B.A., or other traditional bachelor's degrees. 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 Clayton State or another regionally accredited institution before applying for entry to a B.A.S. major.

The following admissions, placement, and graduation considerations apply to **certificate** programs offered by the School of Technology. Students who graduate with a certificate from Clayton State should have basic skills in reading and math. Learning Support and other preparatory requirements for certificate students may vary from one certificate to another because of program content and requirements.

1. All certificate students must exit from or exempt READ 0099.
2. Students in the following certificate programs must exit from or exempt MATH 00096, 0097 and MATH 0099:
  - Aviation Maintenance (Powerplant and Airframe)
  - Drafting Technician
3. Students in the following programs must exit from or exempt MATH 0096 or 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.
  - Marketing and Merchandising Technology
  - Medical Assistant
  - Office Assistant
  - Office Technology
  - Paralegal
4. 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)
  - Office Technology
  - Paralegal.
5. Certificate students who are admitted to Clayton College & State University on a certificate-only or career-program-only (vocational) 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.)
6. The Paralegal Studies program has significant admission requirements; see that section for details.

The following admissions, placement, and graduation considerations apply to all **A.A.S.** programs offered by the School of Technology:

1. A.A.S. students must exempt or exit all Learning Support requirements (i.e., READ 0099, ENGL 0099, MATH 0096 or 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 courses) 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 Clayton State A.A.S. degrees may be used toward a Clayton State Bachelor of Applied Science degree.

---

---

**Department of Aviation Maintenance**

---

---

**ADMINISTRATIVE OFFICER**

Jack R. Moore, *Department Head*

**FACULTY**

Dennis E. Haight, *Aviation Maintenance*

Jack R. Moore, *Aviation Maintenance*

Michael G. Woodie, *Aviation Maintenance*

**MISSION AND GOALS**

Clayton College & State University offers two certificates in Aviation Maintenance for individuals who wish to prepare for the FAA Airframe and/or Powerplant (A & P) rating examinations. Students in certificate programs in the School of Technology may be eligible for the HOPE Grant even if they have not recently graduated from high school. (High school GPA is not a factor for eligibility for the HOPE Grant.) More details are available from the Office of Financial Aid (770-961-3511). In addition, the department offers an A.A.S. degree in Aviation Maintenance.

The certificate and associate degree programs in this field are administered by the Department of Aviation Maintenance, which is located at the satellite campus on Tara Boulevard in Jonesboro. The courses taken in the Aviation Maintenance certificate programs also count toward an Associate of Applied Science (A.A.S.) in this field. A.A.S. degree graduates may be eligible to enter the Bachelor of Applied Science (B.A.S.) degree program. Details about the B.A.S. are available from the department head or dean.

Graduates of the Aviation Maintenance program should be qualified to "perform and approve for return to service" aircraft requiring maintenance. Jobs are often with corporate aviation, flight schools, and regional and connector airlines.

---

---

**Associate of Applied Science in Airway Science**

---

---

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.

### **ASSOCIATE OF APPLIED SCIENCE IN AIRWAY SCIENCE DEGREE PROGRAM REQUIREMENTS**

#### **Core Curriculum (Areas A, B, D, E1, and E3) ..... 30 hours**

Take the following science sequence for Area D1:

PHYS 1111 Introductory Physics I

PHYS 1111L Introductory Physics Laboratory I

PHYS 1112 Introductory Physics II

#### **Lower Division Major Requirements ..... 32 hours**

Select all credits from one of the following groups:

##### Group A

AVMT 2221 General Maintenance Applications ..... 6 hours

AVMT 2223 Airframe Structures Applications ..... 5 hours

AVMT 2225 Airframe Systems & Component Applications ..... 5 hours

AVMT 2227 A&P Electrical & Electronic Applications ..... 6 hours

AVMT 2222 Powerplant Theory Applications ..... 5 hours

AVMT 2224 Propulsion Systems & Applications ..... 5 hours

##### Group B

AVMT 1101 Aircraft Maintenance Regulations ..... 2 hours

AVMT 1102 Aircraft Basic Science ..... 3 hours

AVMT 1103 Aircraft Applied Science ..... 4 hours

AVMT 1104 Basic Electricity & Electronics ..... 5 hours

AVMT 2201 Sheet Metal ..... 4 hours

AVMT 2202 Airframe Structures ..... 5 hours

AVMT 2203 Utility Systems ..... 5 hours

AVMT 2204 Fluid Power & Landing Gear Systems ..... 4 hours

AVMT 2205 Electrical & Navigating Systems ..... 5 hours

AVMT 2211 Turbine Engines ..... 4 hours

AVMT 2212 Reciprocating Engines ..... 4 hours

AVMT 2213 Powerplant Accessory Systems ..... 5 hours

AVMT 2214 Powerplant Electrical Systems ..... 5 hours

AVMT 2215 Engine Fuel Systems & Fuel Metering ..... 5 hours

AVMT 2221 General Maintenance Applications ..... 6 hours

#### **Economics ..... 6 hours**

ECON 2105 Principles of Macroeconomics ..... 3 hours

ECON 2106 Principles of Macroeconomics ..... 3 hours

#### **Total Degree Requirements ..... 68 hours**

#### **Other Program-Specific Graduation Requirements**

No more than 32 credits taken in courses from the lower division major requirements will count toward the degree in Airway Science.

---

### **Certificates and Associate of Applied Science in Aviation Maintenance Technology**

---

This program, which is designed to prepare students for a career in aviation and 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.

The Aviation Maintenance Program may be limited based on available lab space. If selection is necessary it will be based on SAT and ACT scores, college course grades, high school course grades, relevant work experience, and other qualifications relating to academic and professional potential. Interviews may be required.

There is no provision for absence in any of the Aviation Maintenance Technology courses. Eligibility for FAA testing is contingent upon completion of the entire 1900 clock hours of scheduled instruction, and absence for any reason may result in the student being dropped from the course. In bona fide emergencies, (death in family or personal illness) the instruction missed may, at the discretion of the faculty member, be made up. Make up work is scheduled at the convenience of the instructor and should be coordinated in advance when an absence is anticipated.

Students may receive advanced standing credit for previous AVMT course work only if they were enrolled at an FAA-approved Aviation Maintenance Technician School that holds regional accreditation status. In addition, this credit is granted only if a transcript is provided at the time of enrollment and only if that credit was earned during Clayton College & State University's most recent academic year. All other applications for transfer or advanced standing credit may require a competency test, including practical skill demonstration, and may require a fee.

**CERTIFICATE IN AVIATION MAINTENANCE TECHNOLOGY - AIRFRAME PROGRAM REQUIREMENTS**

<b>Core Curriculum</b> .....	<b>12 hours</b>
ENGL 1101 English Composition I .....	3 hours
HIST 2112 Survey of U.S. History since Reconstruction .....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level	
MATH course .....	3 hours
POLS 1101 American Government .....	3 hours
<b>Lower Division Requirements</b> .....	<b>37 hours</b>
AVMT 1101 Aircraft Maintenance Regulations .....	2 hours
AVMT 1102 Aircraft Basic Science .....	3 hours
AVMT 1103 Aircraft Applied Science .....	4 hours
AVMT 1104 Basic Electricity & Electronics .....	5 hours
AVMT 2201 Sheet Metal .....	4 hours
AVMT 2202 Airframe Structures .....	5 hours
AVMT 2203 Utility Systems .....	5 hours
AVMT 2204 Fluid Power & Landing Gear Systems .....	4 hours
AVMT 2205 Electrical & Navigation Systems .....	5 hours
<b>Total Program Requirements</b> .....	<b>49 hours</b>

**CERTIFICATE IN AVIATION MAINTENANCE TECHNOLOGY - POWERPLANT PROGRAM REQUIREMENTS**

<b>Core Curriculum</b> .....	<b>12 hours</b>
ENGL 1101 English Composition I .....	3 hours
HIST 2112 Survey of U.S. History since Reconstruction .....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course .....	3 hours
POLS 1101 American Government .....	3 hours
<b>Lower Division Requirements</b> .....	<b>37 hours</b>
AVMT 1101 Aircraft Maintenance Regulations .....	2 hours
AVMT 1102 Aircraft Basic Science .....	3 hours
AVMT 1103 Aircraft Applied Science .....	4 hours
AVMT 1104 Basic Electricity & Electronics .....	5 hours
AVMT 2211 Turbine Engines .....	4 hours
AVMT 2212 Reciprocating Engines .....	4 hours
AVMT 2213 Powerplant Accessory Systems .....	5 hours
AVMT 2214 Powerplant Electrical Systems .....	5 hours
AVMT 2215 Engine Fuel & Fuel Metering Systems .....	5 hours
<b>Total Program Requirements</b> .....	<b>49 hours</b>

**ASSOCIATE OF APPLIED SCIENCE IN AVIATION MAINTENANCE TECHNOLOGY DEGREE PROGRAM REQUIREMENTS**

<b>Core Curriculum</b> .....	<b>23 hours</b>
CHEM 1151 Survey of Chemistry I .....	3 hours
CHEM 1151L Survey of Chemistry Laboratory I .....	1 hour
CRIT 1101 Critical Thinking across the Curriculum .....	3 hours
ENGL 1101 English Composition I .....	3 hours
HIST 2112 Survey of U.S. History since Reconstruction .....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course .....	3 hours
PHYS 1111 Introductory Physics I .....	3 hours
PHYS 1111L Introductory Physics Laboratory I .....	1 hour
POLS 1101 American Government .....	3 hours
<b>Lower Division Major Requirements</b> .....	<b>60 hours</b>
AVMT 1101 Aircraft Maintenance Regulations .....	2 hours
AVMT 1102 Aircraft Basic Science .....	3 hours
AVMT 1103 Aircraft Applied Science .....	4 hours
AVMT 1104 Basic Electricity & Electronics .....	5 hours
AVMT 2201 Sheet Metal .....	4 hours
AVMT 2202 Airframe Structures .....	5 hours
AVMT 2203 Utility Systems .....	5 hours
AVMT 2204 Fluid Power & Landing Gear Systems .....	4 hours
AVMT 2205 Electrical & Navigational Systems .....	5 hours
AVMT 2211 Turbine Engines .....	4 hours
AVMT 2212 Reciprocating Engines .....	4 hours
AVMT 2213 Powerplant Accessories .....	5 hours
AVMT 2214 Powerplant Electrical Systems .....	5 hours
AVMT 2215 Engine Fuel & Fuel Metering Systems .....	5 hours
<b>Total Degree Requirements</b> .....	<b>83 hours</b>



---

---

**Department of Technical Studies**

---

**ADMINISTRATIVE OFFICERS**

Virginia W. Bass, *Department Head*

**FACULTY**

Jannie R. Adams, *Medical Assisting*  
Renee I. Ahmann, *Office Administration*  
Joan W. Bass, *Office Administration*  
Virginia W. Bass, *Office Administration*  
Helen L. Brackett, *Office Administration*  
Mara A. Burgar, *Paralegal Studies*  
John S. Burningham, *Computer Networking*  
Christie H. Burton, *Technology*  
Russell Allan Casey, *Marketing*  
Richard B. Clendenning, *Computer Networking*  
Matthew S. Cornick, *Paralegal Studies*  
Thomas C. Eddins, *Drafting*  
Eunice Glover, *Technology*  
Carol W. Hallisey, *Business Education*  
Benita H. Moore, *Business Education*  
Sheryne M. Richardson, *Paralegal Studies*  
Arthur J. Rosser, *Technology*

**MISSION AND GOALS**

The primary purpose of the Department of Technical Studies is to provide quality technical programs in a variety of fields leading to initial employment and career advancement. The department offers programs at the certificate, associate, and baccalaureate levels.

**HONOR SOCIETIES AND CLUBS**

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are Delta Epsilon Chi and the Medical Assisting Club.

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

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.

---

---

**Bachelor of Applied Science 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.

### **BACHELOR OF APPLIED SCIENCE IN ADMINISTRATIVE MANAGEMENT DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**

**Lower Division Career Courses ..... 38 hours**

Program specific courses are taken as part of the career associate degree at Clayton College & State University or another institution.

**Upper Division Major Requirements ..... 34 hours**

ENGL 3900 Professional and Technical Writing or COMM

3110 Interpersonal Communications..... 3 hours

MGMT 3101 Principles of Management ..... 3 hours

MKTG 3101 Principles of Marketing ..... 3 hours

OFFC 3110 Introduction to Administrative Management..... 4 hours

OFFC 3810 The Role of the Executive Assistant ..... 3 hours

TECH 3101 Supervision for the Workplace ..... 3 hours

TECH 3111 Commerce for Technology..... 3 hours

TECH 3112 Financial & Managerial Decisions for Technology ..... 3 hours

TECH 3115 Legal Issues for Administrative & Technology Managers ..... 3 hours

TECH 4101 Human Resources for Administrative and

Technology Managers..... 3 hours

TECH 4111 Leadership for Administrative & Technology Managers..... 3 hours

**Related Electives ..... 3 hours**

Select one course from among:

FINA 3100 Personal Financial Management

HMSV 3010 Introduction to Human Services

MGMT 3106 Principles of Supply Chain Management

MGMT 4311 Entrepreneurship

MKTG 3105 Introduction to Transportation and Logistics

MKTG 3302 Customer Behavior

MKTG 3312 Services Marketing

MKTG 4510 Retailing

OFFC 4098 Internship

OFFC 4800 Selected Topics in Administrative Management

TECH 3113 Measurement and Analysis for Technology

**Free Elective ..... 3 hours**

Any upper division 3000- or 4000-level course.

**Total Degree Requirements ..... 120 hours**

**Other Program-Specific Graduation Requirements**

1. Writing Assessment. To graduate with a School of Technology B.A.S. degree in Administrative Management, students must pass the writing assessment. The assessment is normally administered in OFFC 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. 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.

---

## **Bachelor of Applied Science in Technology Management**

---

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

### **BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT DEGREE PROGRAM REQUIREMENTS**

**Core Curriculum (Areas A - E)..... 42 hours**

**Lower Division Career Courses ..... 38 hours**

Program specific courses are taken as part of the career associate degree at Clayton College & State University or another institution.

**Upper Division Major Requirements ..... 34 hours**

- ENGL 3900 Professional and Technical Writing or COMM
- 3110 Interpersonal Communications ..... 3 hours
- MGMT 3101 Principles of Management ..... 3 hours
- TECH 3101 Supervision for the Workplace ..... 3 hours
- TECH 3102 Quality Issues in Technology ..... 3 hours
- TECH 3110 Introduction to Technology Management..... 4 hours
- TECH 3111 Commerce for Technology..... 3 hours
- TECH 3112 Financial & Managerial Decisions for Technology ..... 3 hours
- TECH 3113 Measurement and Analysis for Technology ..... 3 hours

TECH 3115 Legal Issues for Administrative & Technology Managers .....	3 hours
TECH 4101 Human Resources for Administrative and Technology Managers .....	3 hours
TECH 4111 Leadership for Administrative & Technology Managers.....	3 hours

**Related Electives ..... 3 hours**

Select one course from among:

FINA 3100 Personal Financial Management  
 MGMT 4311 Entrepreneurship  
 MKTG 3101 Principles of Marketing  
 MKTG 3105 Introduction to Transportation and Logistics  
 MKTG 3302 Consumer Behavior  
 MKTG 3312 Services Marketing  
 MKTG 4510 Retailing  
 TECH 4098 Internship  
 TECH 4800 Selected Topics in Technology Management

**Free Elective ..... 3 hours**

Any upper division 3000- or 4000-level course.

**Total Degree Requirements ..... 120 hours**

**Other Program-Specific Graduation Requirements**

1. Writing Assessment. To graduate with a School of Technology B.A.S. degree in Technology Management, students must pass the writing assessment. The assessment is normally administered in 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. 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.

---

### Certificates and Associate of Applied Science in Computer Networking

---

The Computer Networking program offers two certificates that lead to the associate degree (A.A.S.). Computer Networking is about computers communicating with each other, from sending e-mail across the hall or downloading a file from halfway across the world. Students in this program will

learn how to implement and manage Local Area Networks (LANs) and Wide Area Networks (WANs), troubleshoot and repair hardware and software problems, install and configure switches and routers, and administer both Windows and Linux systems. The program prepares students for certification in the following areas: Network+, A+, Cisco CCNA, Microsoft Windows Professional, Microsoft Windows Server, and Linux.

**CERTIFICATE IN COMPUTER NETWORK ADMINISTRATOR PROGRAM REQUIREMENTS**

<b>Lower Division Requirements</b> .....	<b>24 hours</b>
ENGL 1101 English Composition I .....	3 hours
MATH 1101 Mathematical Modeling.....	3 hours
CNET 1102 Computer Concepts .....	3 hours
CNET 1103 Microcomputer Applications .....	3 hours
CNET 1105 Introduction to Networking .....	3 hours
CNET 1120 Introduction to Internetworking.....	3 hours
CNET 1109 Microsoft Windows Professional I .....	3 hours
CNET 1110 Microsoft Windows Server I .....	3 hours
<b>Total Program Requirements</b> .....	<b>24 hours</b>

**CERTIFICATE IN COMPUTER NETWORK TECHNICIAN PROGRAM REQUIREMENTS**

<b>Lower Division Requirements</b> .....	<b>30 hours</b>
ENGL 1101 English Composition I .....	3 hours
MATH 1101 Mathematical Modeling.....	3 hours
CNET 1101 Introduction to Microcomputer Repair.....	3 hours
CNET 2102 Operating System Technologies .....	3 hours
CNET 2109 Microsoft Windows Professional II .....	3 hours
CNET 2110 Microsoft Windows Server II .....	3 hours
CNET 2220 Advanced Internetworking .....	3 hours
CNET 2221 WAN Design .....	3 hours
CNET 2230 Introduction to Linux.....	3 hours
CNET 2330 Linux Installation and Administration.....	3 hours
<b>Total Program Requirements</b> .....	<b>30 hours</b>

**ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING TECHNOLOGY DEGREE PROGRAM REQUIREMENTS**

<b>Core Curriculum</b> .....	<b>19 hours</b>
CRIT 1101 Critical Thinking across the Curriculum .....	3 hours
ENGL 1101 English Composition I .....	3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112 Survey of U.S. History since Reconstruction .....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course .....	3 hours
POLS 1101 American Government .....	3 hours
Core Curriculum Area D1 .....	4 hours
Select one of the following science sequences:	
Biology	
BIOL 1111 Introductory Biology I	
BIOL 1111L Introductory Laboratory I	

Chemistry	
CHEM 1151 Survey of Chemistry I	
CHEM 1151L Survey of Chemistry Laboratory I	
Integrated Science	
SCI 1111 Integrated Science I	
SCI 1111L Integrated Science Laboratory I	
Physics	
PHYS 1111 Introductory Physics I	
PHYS 1111L Introductory Physics Laboratory I	

<b>Lower Division Major Requirements</b> .....	<b>42 hours</b>
CNET 1101 Introduction to Microcomputer Repair.....	3 hours
CNET 1102 Computer Concepts.....	3 hours
CNET 1103 Microcomputer Applications.....	3 hours
CNET 1105 Introduction to Networking.....	3 hours
CNET 1120 Introduction to Internetworking.....	3 hours
CNET 1109 Microsoft Windows Professional I.....	3 hours
CNET 1110 Microsoft Windows Server I.....	3 hours
CNET 2102 Operating System Technologies.....	3 hours
CNET 2109 Microsoft Windows Professional II.....	3 hours
CNET 2110 Microsoft Windows Server II.....	3 hours
CNET 2220 Advanced Internetworking.....	3 hours
CNET 2221 WAN Design.....	3 hours
CNET 2230 Introduction to Linux.....	3 hours
CNET 2330 Linux Installation and Administration.....	3 hours
<b>Total Degree Requirements</b> .....	<b>61 hours</b>

---

### Certificate and Associate of Applied Science in Drafting and Design

---

The School of Technology offers two programs in Drafting and Design: a Drafting Technician certificate and an Associate of Applied Science (A.A.S.) degree in Drafting and Design. The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field. Graduates of the Drafting and Design A.A.S. degree program may be eligible to enter the Bachelor of Applied Science (B.A.S.) program.

The Drafting and Design program prepares students for drafting and design careers in a variety of fields. Students learn about developing drawings of residential buildings that are used in the construction process. They also study such topics as building codes, zoning laws, safety regulations, building materials, surveying procedures, and blueprint reading. These programs also include instruction on how to translate ideas, rough sketches, and specifications developed by engineers and designers into working drawings. In this process, students learn about basic drafting practices.

#### CERTIFICATE IN DRAFTING TECHNICIAN PROGRAM REQUIREMENTS

<b>Lower Division Requirements</b> .....	<b>27 hours</b>
ENGL 1101 English Composition I.....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course.....	3 hours
DSGN 1101 Engineering Drawing.....	3 hours

DSGN 1110 Descriptive Geometry.....	3 hours
DSGN 2201 Computer-Aided Drafting I.....	3 hours
DSGN 2202 Computer-Aided Drafting II.....	3 hours
SUPR 1101 Interpersonal Employee Relations.....	3 hours
SUPR 1103 Leadership and Teamwork.....	3 hours
Related Elective.....	3 hours
<b>Total Program Requirements .....</b>	<b>27 hours</b>

**ASSOCIATE OF APPLIED SCIENCE IN DRAFTING AND DESIGN TECHNOLOGY DEGREE PROGRAM REQUIREMENTS**

<b>Core Curriculum .....</b>	<b>18 hours</b>
CRIT 1101 Critical Thinking across the Curriculum.....	3 hours
ENGL 1101 English Composition I.....	3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112 Survey of U.S. History since Reconstruction.....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course .....	3 hours
POLS 1101 American Government.....	3 hours
PSYC 1101 Introduction to General Psychology.....	3 hours

<b>Lower Division Major Requirements.....</b>	<b>42 hours</b>
DSGN 1101 Engineering Drawing.....	3 hours
DSGN 1110 Descriptive Geometry.....	3 hours
DSGN 2101 Architectural Drafting.....	3 hours
DSGN 2103 Surveying.....	3 hours
DSGN 2110 Mechanical Design.....	3 hours
DSGN 2201 Computer-Aided Drafting I.....	3 hours
DSGN 2202 Computer-Aided Drafting II.....	3 hours
DSGN 2203 Blueprint Reading and Estimating.....	3 hours
DSGN 2204 Materials & Processes of Industry.....	3 hours
DSGN 2233 Selected Topics and Problems or DSGN 2222 Occupational Internship and/or Cooperative Education Experience .....	3 hours
OFFC 1101 Introduction to Office Computing.....	3 hours
SUPR 1101 Interpersonal Employee Relations.....	3 hours
SUPR 1103 Leadership and Teamwork.....	3 hours
Related Elective.....	3 hours
<b>Total Degree Requirements.....</b>	<b>60 hours</b>

**Certificate and Associate of Applied Science in Marketing and Merchandising**

Two programs, a certificate program and an A.A.S. program, are offered in the Marketing Merchandising area. The Certificate Program in Marketing and Merchandising Technology provides exciting career opportunities to people with above average communications, problem-solving, and social skills, including teamwork. 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, management, and supervisory skills necessary for successful job performance.

Except for Core Curriculum courses in Area A-E, courses taken for the Marketing and Merchandising Technology program will *not* count toward a B.B.A. The Marketing and Merchandising curriculum can apply toward the Bachelor of Applied Science [B.A.S.] degree as part of the career courses.

### **CERTIFICATE IN MARKETING AND MERCHANDISING PROGRAM REQUIREMENTS**

<b>Lower Division Requirements</b> .....	<b>24 hours</b>
MKMC 1120 Applied Selling .....	3 hours
MKMC 2201 Applied Entrepreneurship .....	3 hours
MKMC 2222 Occupational Internship and/or Cooperative Educational Experience .....	3 hours
MKMC 2281 Applied Marketing Practices .....	3 hours
OFFC 1100 Business English.....	3 hours
OFFC 1101 Introduction to Office Computing.....	3 hours
SUPR 1101 Interpersonal Employer Relations.....	3 hours
SUPR 2251 Applied Supervision Practices .....	3 hours

### **Lower Division Track Options** .....

**12 hours**

Select courses and options from one of the following tracks:

Applied General Marketing and Merchandising Track

MKMC 1140 Applied Advertising Practice .....

3 hours

MKMC 2261 Applied Marketing on the Internet.....

3 hours

MKMC 2271 Visual Merchandising .....

3 hours

SUPR 1103 Applied Leadership and Teamwork or SUPR

1104 Human Resources for Supervisors or SUPR

1107 Training and Performance Evaluation for

Supervisors .....

3 hours

Fashion Merchandising Track

FSMD 1101 Fashion Fundamentals .....

3 hours

FSMD 2226 Fashion Promotion and Coordination.....

3 hours

FSMD 2250 Textiles and Non-Textiles.....

3 hours

MKMC 2271 Visual Merchandising .....

3 hours

### **Total Program Requirements** .....

**36 hours**

### **ASSOCIATE OF APPLIED SCIENCE IN MARKETING AND MERCHANDISING DEGREE PROGRAM REQUIREMENTS**

#### **Core Curriculum** .....

**19 hours**

COMM 1001 Presentational Speaking .....

1 hour

CRIT 1101 Critical Thinking across the Curriculum .....

3 hours

ENGL 1101 English Composition I .....

3 hours

HIST 2111 Survey of U.S. History to 1877 or HIST 2112

Survey of U.S. History since Reconstruction .....

3 hours

MATH 1101 Mathematical Modeling or higher 1000-level

MATH course .....

3 hours

POLS 1101 American Government .....

3 hours

One course from Area C of the Core Curriculum.....

3 hours

#### **Lower Division Major Requirements**.....

**24 hours**

MKMC 1120 Applied Selling .....

3 hours



MKMC 2201 Applied Entrepreneurship .....	3 hours
MKMC 2222 Occupational Internship and/or Cooperative Educational Experience.....	3 hours
MKMC 2281 Applied Marketing Practices .....	3 hours
OFFC 1100 Business English.....	3 hours
OFFC 1101 Introduction to Office Computing.....	3 hours
SUPR 1101 Interpersonal Employer Relations.....	3 hours
SUPR 2251 Applied Supervision Principles.....	3 hours

**Lower Division Track Options ..... 12 hours**

Select courses and options from one of the following tracks:

Applied General Marketing and Merchandising Track	
MKMC 1140 Applied Advertising Practice.....	3 hours
MKMC 2261 Applied Marketing on the Internet.....	3 hours
MKMC 2271 Visual Merchandising .....	3 hours
SUPR 1103 Applied Leadership and Teamwork or SUPR 1104 Human Resources for Supervisors or SUPR 1107 Training and Performance Evaluation for Supervisors .....	
	3 hours
Fashion Merchandising Track	
FSMD 1101 Fashion Fundamentals.....	3 hours
FSMD 2226 Fashion Promotion and Coordination.....	3 hours
FSMD 2250 Textiles and Non-Textiles.....	3 hours
MKMC 2271 Visual Merchandising .....	3 hours

**Directed Electives..... 9 hours**

Select three appropriate elective courses (or a total of 9 semester credit hours) from the School of Technology. (Be sure you have the appropriate prerequisites.) Students may choose to take courses listed in the two program options above.

**Total Degree Requirements ..... 64 hours**

---

**Certificate and Associate of Applied Science in  
Medical Office Administration**

---

The Clayton College & State University Medical Assisting Programs at Morrow, Georgia are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 35 East Wacker Drive St. 1970, Chicago Il 60601-2208, 312-553-9355, on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Two programs, a certificate program and an A.A.S. program, are offered in the Medical Assisting area. The Medical Assisting Certificate Program prepares students for employment as medical assistants who help physicians with both clinical and administrative tasks. Students in this program may choose one of two tracks: the Medical Assisting Track or the Medical Coding Track. Typical clinical duties include assisting with physical examinations and performing routine laboratory tests. Administrative duties include maintaining medical records, coding from medical records, filing, billing, and other clerical tasks. Employment opportunities for program graduates are available in physicians' offices, hospitals, and other health care facilities.

The Medical Office Administration Associate of Applied Science degree program includes two tracks: Medical Assisting or Medical Coding. Typical administration duties include supervising 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. The Medical Coding track provides advanced training and practice in billing and coding procedures. Employment opportunities for program graduates are available in physician's offices, hospitals, and other health care facilities.

#### **CERTIFICATE IN MEDICAL ASSISTING PROGRAM REQUIREMENTS**

<b>Lower Division Requirements</b> .....	<b>30 hours</b>
MEDA 1100 Medical Terminology .....	1 hour
MEDA 1101 Law and Ethics for the Medical Office .....	2 hours
MEDA 1102 Body Structure & Function .....	3 hours
MEDA 1120 Medical Coding I.....	3 hours
MEDA 1125 Medical Administrative Procedures .....	3 hours
MEDA 1140 Diseases of the Human Body.....	3 hours
MEDA 1145 Human Psychology for the Medical Office.....	3 hours
MEDA 1150 Pharmacology in the Medical Office .....	3 hours
OFFC 1100 Business English.....	3 hours
OFFC 1111 Word Processing I—Keyboarding.....	3 hours
OFFC 2208 Medical Billing.....	3 hours

#### **Lower Division Track Options** ..... **11-12 hours**

Select courses and options from one of the following tracks:

General Medical Assisting Track	
MEDA 1110 Medical Assisting Procedures .....	3 hours
MEDA 1130 Laboratory Procedures.....	3 hours
MEDA 2222 Occupational Internship and/or Cooperative Educational Experience.....	6 hours
Medical Coding Track	
OFFC 1101 Introduction to Office Computing .....	3 hours
MEDA 2220 Medical Coding II .....	2 hours
MEDA 2221 Medical Coding III .....	3 hours
MEDA 2223 Medical Coding Externship.....	3 hours

#### **Total Program Requirements** ..... **41-42 hours**

#### **ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE ADMINISTRATION DEGREE PROGRAM REQUIREMENTS**

<b>Core Curriculum</b> .....	<b>19 hours</b>
COMM 1001 Presentational Speaking .....	1 hour
CRIT 1101 Critical Thinking across the Curriculum .....	3 hours
ENGL 1101 English Composition I .....	3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112 Survey of U.S. History since Reconstruction .....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course .....	3 hours
POLS 1101 American Government .....	3 hours
One course from Area C of the Core Curriculum.....	3 hours

#### **Lower Division Major Requirements**..... **41 hours**

MEDA 1100 Medical Terminology .....	1 hour
MEDA 1101 Law and Ethics for the Medical Office .....	2 hours
MEDA 1102 Body Structure & Function .....	3 hours
MEDA 1110 Medical Assisting Procedures .....	3 hours
MEDA 1120 Medical Coding I.....	3 hours
MEDA 1125 Medical Administrative Procedures .....	3 hours
MEDA 1130 Laboratory Procedures.....	3 hours
MEDA 1140 Diseases of the Human Body.....	3 hours
MEDA 1145 Human Psychology for the Medical Office.....	3 hours
MEDA 1150 Pharmacology in the Medical Office .....	3 hours
MEDA 2220 Medical Coding II.....	2 hours
OFFC 1100 Business English.....	3 hours
OFFC 1111 Word Processing I—Keyboarding.....	3 hours
OFFC 2208 Medical Billing.....	3 hours
OFFC 2250 Office Accounting I.....	3 hours

**Lower Division Track Options ..... 12 hours**

Select courses and options from one of the following tracks:

Medical Assisting Track

MEDA 2222 Medical Assisting Externship.....	6 hours
OFFC 1101 Introduction to Office Computing .....	3 hours
OFFC 2205 Business Communications.....	3 hours

Medical Coding Track

MEDA 2221 Medical Coding III .....	3 hours
MEDA 2223 Medical Coding Externship.....	3 hours
OFFC 1101 Introduction to Office Computing .....	3 hours
OMED 2201 Advanced Medical Terminology.....	3 hours

**Total Degree Requirements ..... 72 hours**

---

**Certificates and Associate of Applied Science in  
Office Related Programs**

---

Two certificates and an A.A.S. program are offered in the Office-Related Fields: Office Assistant Certificate, Office Technology Certificate, and Office Administration A.A.S. The A.A.S. in Office Administration can lead to the Bachelor of Applied Science in Administrative Management.

Employment opportunities for program graduates are available in a variety of health care settings, including physicians' offices, hospitals, clinics, laboratories, insurance companies, and other associations representing the health care industry. The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field.

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 Technology certificate program and the Office Administration degree program

The Office Technology certificate program offers five tracks and prepares students for office employment using the latest techniques and computer technology.

- Accounting Office Technology (bookkeeper, accounting technician)
- Computer Office Technology (computer office applications of software)
- General Office Technology (secretary, receptionist, office clerk)
- Legal Office Technology (legal administrative assistant/secretary)

- Medical Office Technology (medical receptionist, insurance/billing specialist, secretary)

The courses taken in the certificate program also count toward an Associate of Applied Science (A.A.S.) in this field.

The Office Administration associate degree program prepares students for office careers as an Administrative Assistant. 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 Technology certificate programs may apply toward the A.A.S. degree program.

#### **CERTIFICATE IN OFFICE ASSISTANT PROGRAM REQUIREMENTS**

<b>Lower Division Requirements</b> .....	<b>12 hours</b>
OFFC 1100 Business English.....	3 hours
OFFC 1101 Introduction to Office Computing.....	3 hours
OFFC 1111* Word Processing I - Keyboarding.....	3 hours
OFFC 2222 Occupational Internship or OFFC 2212 Office Simulation/Transcription.....	3 hours

<b>Lower Division Electives</b> .....	<b>9 hours</b>
Select three courses.	
OFFC 1112* Word Processing II—Document Processing.....	3 hours
OFFC 1114 Project Management.....	3 hours
OFFC 2202 Business Math .....	3 hours
OFFC 2205 Business Communication .....	3 hours
OFFC 2206* Presentation Software .....	3 hours
OFFC 2207 Administrative Procedures .....	3 hours
OFFC 2208 Medical Billing.....	3 hours
OFFC 2209* Spreadsheet I for the Office.....	3 hours
OFFC 2210* Spreadsheet II for the Office.....	3 hours
OFFC 2213* Desktop Publishing.....	3 hours
OFFC 2214* Database for the Office.....	3 hours
OFFC 2215* Integrated Software .....	3 hours
OFFC 2250 Office Accounting I.....	3 hours
OFFC 2251 Office Accounting II.....	3 hours
OFFC 2252 Office Accounting III.....	3 hours

**Total Program Requirements** ..... **21 hours**

#### **CERTIFICATE IN OFFICE TECHNOLOGY PROGRAM REQUIREMENTS**

<b>Lower Division Requirements</b> .....	<b>9 hours</b>
OFFC 1100 Business English.....	3 hours
OFFC 1101 Introduction to Office Computing.....	3 hours
OFFC 1111* Word Processing I - Keyboarding.....	3 hours

**Lower Division Track Options** ..... **25-27 hours**  
 Select courses and options from one of the following tracks:  
 Accounting Office Track

---

\* These courses should prepare students for the Microsoft Office User Specialist (MOUS) certification exams.

Required Courses

OFFC 2209* Spreadsheet I for the Office .....	3 hours
OFFC 2210* Spreadsheet II for the Office .....	3 hours
OFFC 2214* Database for the Office .....	3 hours
OFFC 2222 Occupational Internship .....	3 hours
OFFC 2250 Office Accounting I .....	3 hours
OFFC 2251 Office Accounting II .....	3 hours
OFFC 2252 Office Accounting III .....	3 hours

Elective Courses (Choose 2 courses) ..... 6 hours

Any OFFC (1000-2000 level office related) courses

Computer Office Track

Required Courses

OFFC 1112* Word Processing II—Document Processing .....	3 hours
OFFC 2206* Presentation Software .....	3 hours
OFFC 2209* Spreadsheet I for the Office .....	3 hours
OFFC 2210* Spreadsheet II for the Office .....	3 hours
OFFC 2213* Desktop Publishing .....	3 hours
OFFC 2214* Database for the Office .....	3 hours
OFFC 2215* Integrated Software .....	3 hours
OFFC 2212* Office Simulation/Transcription or OFFC	

2222 Occupational Internship ..... 3 hours

Elective Courses (Choose 1 course) ..... 3 hours

Any OFFC (1000-2000 level office related) course

General Office Track

Required Courses

OFFC 1112* Word Processing II—Document Processing .....	3 hours
OFFC 2205 Business Communication .....	3 hours
OFFC 2207 Administrative Procedures .....	3 hours
OFFC 2209* Spreadsheet I for the Office .....	3 hours
OFFC 2214* Database for the Office .....	3 hours
OFFC 2212* Office Simulation/Transcription or OFFC	

2222 Occupational Internship ..... 3 hours

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

Any OFFC (1000-2000 level office related) courses

Legal Office Track

Required Courses

OFFC 1112 Word Processing II - Document Processing .....	3 hours
OFFC 2101 Legal Terminology and Procedures .....	3 hours
OFFC 2112 Legal Document Processing .....	3 hours
OFFC 2205 Business Communication .....	3 hours
OFFC 2206* Presentation Software .....	3 hours
OFFC 2207 Administrative Procedures .....	3 hours
OFFC 2209* Spreadsheet I for the Office .....	3 hours
OFFC 2250 Office Accounting I .....	3 hours
OFFC 2212* Office Simulation/Transcription or OFFC	

2222 Occupational Internship ..... 3 hours

Medical Office Track

Required Courses

MEDA 1102 Body Structure & Function .....	3 hours
MEDA 1120 Medical Coding I .....	3 hours
MEDA 1125 Medical Administrative Procedures .....	3 hours
MEDA 1140 Diseases of the Human Body .....	3 hours
OFFC 2208 Medical Billing .....	3 hours
OMED 2201 Medical Language (3 hours) or MEDA	
1100 Medical Terminology .....	1 hour

OMED 2219 Pharmacology Language.....	2 hours
OFFC 2212* Office Simulation/Transcription or OFFC 2222 Occupational Internship .....	3 hours
Elective Courses Any OFFC (1000-2000 level office related) or MEDA (medical office) courses .....	4-6 hours

**Total Degree Requirements ..... 36 hours**

**ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION DEGREE  
PROGRAM REQUIREMENTS**

<b>Core Curriculum .....</b>	<b>19 hours</b>
COMM 1001 Presentational Speaking .....	1 hour
CRIT 1101 Critical Thinking across the Curriculum .....	3 hours
ENGL 1101 English Composition I .....	3 hours
HIST 2111 Survey of U.S. History to 1877 or HIST 2112 Survey of U.S. History since Reconstruction .....	3 hours
MATH 1101 Mathematical Modeling or higher 1000-level MATH course .....	3 hours
POLS 1101 American Government .....	3 hours
One course from Area C of the Core Curriculum.....	3 hours

**Lower Division Major Requirements..... 9 hours**

OFFC 1100 Business English.....	3 hours
OFFC 1101 Introduction to Office Computing.....	3 hours
OFFC 1111* Word Processing I - Keyboarding.....	3 hours

**Lower Division Track Options ..... 21 hours**

Select courses and options from one of the following tracks:

Administrative Assistant Track

Required Courses

OFFC 2205 Business Communication .....	3 hours
OFFC 2209* Spreadsheet I for the Office.....	3 hours
OFFC 2214* Database for the Office .....	3 hours
OFFC 2250 Office Accounting I.....	3 hours

One course from each of the following pairs:

OFFC 1112\* Word Processing II - Document  
Processing or OFFC 1116 Medical English and  
Word Processing,

and

OFFC 2207 Administrative Procedures or MEDA  
1125 Medical Administrative Procedures,

and

OFFC 2222 Occupational Internship or OFFC 2212  
Office Simulation/Transcription .....

Elective Courses

Choose 18 hours from among:

MEDA 1100 Medical Terminology  
MEDA 1102 Body Structure & Function  
MEDA 1120 Medical Coding I  
MEDA 1125 Medical Administrative Procedures  
MEDA 1140 Diseases of the Human Body  
MEDA 2220 Medical Coding II  
MEDA 2221 Medical Coding III

- OFFC 1114 Project Management
- OFFC 2101 Legal Terminology and Procedures
- OFFC 2112 Legal Document Processing
- OFFC 2202 Business Math
- OFFC 2206\* Presentation Software
- OFFC 2208 Medical Billing
- OFFC 2210\* Spreadsheet II for the Office
- OFFC 2213\* Desktop Publishing
- OFFC 2215\* Integrated Software
- OFFC 2251 Office Accounting II
- OFFC 2252 Office Accounting III
- OMED 2201 Medical Language
- OMED 2219 Pharmacology Language

**Total Degree Requirements ..... 67 hours**

---

**Certificate and Associate of Applied Science in  
Paralegal Studies**

---

The purpose of the Paralegal Studies Program is to provide students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Paralegals and other non-lawyers are prohibited from practicing law.

The program consists of an associate degree (A.A.S.) and a certificate. The associate degree is designed mainly for students who have not attended college before or those who have a limited amount of previous college credit. The certificate program is designed for students who already hold a degree (associate or bachelors) or who already have two years of college. All of the paralegal courses in the certificate program are included in the associate degree.

Students admitted to the paralegal certificate program must have earned at least 60 semester hours of college-level work from a regionally accredited college or university. The 60 hours must include at least 18 semester hours general education credit.

**CERTIFICATE IN PARALEGAL STUDIES PROGRAM REQUIREMENTS**

- Lower Division Requirements ..... 24 hours**
- PARA 1101 Introduction to Law and Ethics ..... 3 hours
  - PARA 1103 Civil Litigation..... 3 hours
  - PARA 1105 Legal Research and Writing..... 3 hours
  - PARA 1107 Criminal Litigation ..... 3 hours
  - PARA 1109 Business Organizations ..... 3 hours
  - PARA 1111 Computers in the Law ..... 3 hours
  - PARA 1113 Real Estate ..... 3 hours
  - PARA 1225 Family Law..... 3 hours

**Lower Division Electives ..... 6 hours**

- Select two courses from among:
- PARA 1221 Bankruptcy/Debtor-Creditor Relations
  - PARA 1223 Wills, Trusts and Probate Law
  - PARA 1227 Health Care Law
  - PARA 1229 Intellectual Property Law
  - PARA 1231 Administrative Law

PARA 1233 Employment Law  
 PARA 1235 Law Office Skills  
 PARA 2103 Advanced Civil Litigation  
 PARA 2105 Advanced Legal Research and Writing  
 PARA 2222 Occupational Internship

**Total Program Requirements ..... 30 hours**

**ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES DEGREE  
PROGRAM REQUIREMENTS**

**Core Curriculum ..... 22 hours**

COMM 1001 Presentational Speaking ..... 1 hour  
 CRIT 1101 Critical Thinking across the Curriculum ..... 3 hours  
 ENGL 1101 English Composition I ..... 3 hours  
 ENGL 1102 English Composition II ..... 3 hours  
 HIST 2111 Survey of U.S. History to 1877 or HIST 2112  
     Survey of U.S. History since Reconstruction ..... 3 hours  
 MATH 1101 Mathematical Modeling or higher 1000-level  
     MATH course ..... 3 hours  
 POLS 1101 American Government ..... 3 hours  
 One course from Area C of the Core Curriculum ..... 3 hours

**Lower Division Major Requirements ..... 27 hours**

PARA 1101 Introduction to Law and Ethics ..... 3 hours  
 PARA 1103 Civil Litigation ..... 3 hours  
 PARA 1105 Legal Research and Writing ..... 3 hours  
 PARA 1107 Criminal Litigation ..... 3 hours  
 PARA 1109 Business Organizations ..... 3 hours  
 PARA 1111 Computers in the Law ..... 3 hours  
 PARA 1113 Real Estate ..... 3 hours  
 PARA 1225 Family Law ..... 3 hours  
 PARA 1235 Law Office Skills ..... 3 hours

**Lower Division Electives ..... 12 hours**

Select four courses from among:  
 PARA 1221 Bankruptcy/Debtor-Creditor Relations  
 PARA 1223 Wills, Trusts and Probate Law  
 PARA 1227 Health Care Law  
 PARA 1229 Intellectual Property Law  
 PARA 1231 Administrative Law  
 PARA 1233 Employment Law  
 PARA 2103 Advanced Civil Litigation  
 PARA 2105 Advanced Legal Research and Writing  
 PARA 2222 Occupational Internship

**Total Degree Requirements ..... 61 hours**



---

**COURSE DESCRIPTIONS**

---

---

**Accounting (ACCT)**

---

**ACCT 2101 - Principles of Financial Accounting (3-0-3)**

Introduction to the concepts, principles, and procedures pertaining to the preparation, analysis, and interpretation of income statement, retained earnings statement, balance sheet, and cash flow statements for service and merchandising companies with introduction to the measurement of inventory, receivables liabilities, long-term assets, and stockholders' equity.

Prerequisite(s) or Co-requisite(s): MATH 1101.

**ACCT 2102 - Principles of Managerial Accounting (3-0-3)**

Introductions to the concepts, techniques, and procedures pertaining to the preparation, analysis, and interpretation of accounting information for use by managers for planning, control, and other business decisions with emphasis on product costing, cost analysis, cost volume profit analysis, budgeting, standard costing, performance measurement relevant cost for non-routine decisions, and analysis of financial statements.

Prerequisite(s): ACCT 2101 (C), MATH 1101.

**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 in manufacturing and other environments. Continues standard costing concepts and variance analysis applied in the principles of managerial accounting course, ACT 2102. Use of cost information for business policy implementation and management purposes is stressed, as well as current cost topics.

Prerequisite(s): Admission to the School of Business, ACCT 2102.

**ACCT 3250 - Income Taxation (3-0-3)**

An introduction to the study of taxation for individuals and business entities. This course focuses on federal and state tax laws and regulations, as they pertain to both individuals and business entities. Tax forms and software are used to determine the appropriate taxes for cases involving individual and business scenarios. Tax strategies and implications for personal and business decision-making and financial planning are analyzed. Professional ethics involving tax practice are emphasized.

Prerequisite(s): ACCT 2102 (C) or TECH 3112 (C).

**ACCT 3351 - Intermediate Financial Accounting I (3-0-3)**

An in-depth analysis of recording, reporting, and disclosure issues for external analysis in the contemporary firm. Accounting theory and current professional standards are stressed. Content emphasis on assets and liabilities with corresponding income determination.

Prerequisite(s): Admission to the School of Business, ACCT 2102.

**ACCT 3352 - Intermediate Financial Accounting II (3-0-3)**

A continuation of ACCT 3351 with emphasis on the measurement and reporting of equity and net assets and the interdependencies of change effects on income determination. Accounting changes and adjustments and the related impact of professional pronouncements and information transparency is stressed. Selected topics in governmental, non-profit, and international accounting are introduced.

Prerequisite(s): ACCT 3351 (C).

**ACCT 4110 - Advanced Managerial Cost Accounting (3-0-3)**

A continuation of ACCT 3110 (Managerial Cost Accounting) with emphasis on the advanced and emerging issues pertaining to the nature, objectivism and procedures of cost analysis and control; theories of cost allocation; and uses of accounting information for decision making.

Prerequisite(s): ACCT 3110 (C).

**ACCT 4250 - Advanced Income Taxation (3-0-3)**

An advanced study of taxation for individuals and business entities. This course focuses on advanced concepts of tax laws and regulations, including the impact of taxation. Tax strategies and implications for individual and business decision-making and financial planning are analyzed. Tax research methodologies are explored. Professional ethics involving tax practice are emphasized.

Prerequisite(s): ACCT 3250 (C).

**ACCT 4330 - Introduction to Accounting Information Systems and Auditing (3-0-3)**

Introduction to the operation and development of accounting information systems, e-business applications, and internal controls. Concepts, procedures, and professional ethics pertaining to the practice of external auditing and assurance services are also introduced. Tracking accounting cycles by mapping with logical data flows and related diagrams and hands-on experience with computers is emphasized.

Prerequisite(s): ACCT 3351 (C), ACCT 3110 (C).

**ACCT 4352 - Advanced Financial Accounting (3-0-3)**

A continuation of ACT 4352 with emphasis on financial reporting topics encountered in current practice. The theory of the firm is explored relative to investing and financing accountability and other issues of business combinations and divestiture. Special purpose and variable interest entities and their related reporting and disclosure impact are stressed. Practice applications with integrated financial, managerial, and income tax accounting cases may be include.

Prerequisite(s): ACCT 3352 (C).

**ACCT 4440 - Governmental and Non-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 4480 - Advanced Assurance Services (3-0-3)**

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. Risk and cycles, internal control, technology applications, and sampling approaches are emphasized to achieve desired objectives and enhance the quality of external communications required un the contemporary practice environment.

Prerequisite(s): Admission to the School of Business.

Prerequisite(s): ACCT 4330 (C), 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): Admission to the School of Business and permission of instructor.

**ACCT 4850 - Accounting Internship/Cooperative Education (Variable Credit)**

Individually designed learning program involving accounting field experience in private, public, or education 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.

Prerequisite(s): Admission to the School of Business.

**ACCT 4900 - Independent Study/Directed Research and Readings (Variable Credit)**

Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

Prerequisite(s): Admission to the School of Business.

---

---

**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.

**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 2001 - Painting Studio I (3-0-3)**

This course is an introduction to painting and focuses on basic skill in oil, watercolor, and acrylic. Students learn various painting techniques and study color theory and design as they apply to painting.  
Prerequisite(s): ART 1101.

**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(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

---

---

**Aviation Maintenance Technology (AVMT)**

---

---

**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 & 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): POLS 1101 and HIST 2112.

**AVMT 2204 - Fluid Power & Landing Gear Systems (4-6-4)**

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

**AVMT 2205 - Electrical & Navigation Systems (4-6-5)**

A study of circuit protection devices, switches and ratings, proof of current requirements, determinations of wire requirements, inverter systems, alternators and

AC current and frequency output, aircraft voltage systems, AC generators, transformer-rectifier principles. Other topics include radio transmitter and receiver principles, instrument landing systems, emergency locator transmitters (ELT's) and installation practices and procedures.

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, POLS 1101 and HIST 2112.

**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 & Fuel Metering Systems (4-6-5)**

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

**AVMT 2221 - General Maintenance Applications (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 & 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 & 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&P Electrical & 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.

Prerequisite(s): Exemption or exit from Math 0099.

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 (C) 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 and exemption or exit from Math 0099.

**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. 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(C)/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 for the Health Sciences (3-0-3)  
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(C)/1151L.  
Corequisite(s): BIOL 2250L.
- BIOL 2250L - Microbiology for the Health Sciences Laboratory (0-3-1)  
Laboratory accompanying BIOL 2250.  
Corequisite(s): BIOL 2250.
- BIOL 2500 - Botany (2-0-2)  
Survey of the plant kingdom with greatest emphasis on structure and function of angiosperms.  
Prerequisite(s): BIOL 1108 (C) and BIOL 1108L.
- BIOL 3100 - Biocomputing (3-0-3)  
The human genome project and the web revolution present new challenges and opportunities for biologists. The only way to deal effectively with the information explosion in biology is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems.  
Prerequisite(s): BIOL 3250, 3250L, 4201; MATH 1231.
- BIOL 3200 - Cell Biology (3-0-3)  
An exploration of life's basic unit. Students will examine the cell from both structural and functional viewpoints. The fundamentals of cellular chemistry, life cycles, and regulation will be discussed. Seminal experiments in cell biology will be examined, and current studies in primary research journals will be addressed. Students will gain an understanding of how contemporary methods of laboratory experimentation are being used to unravel the mysteries of life's irreducible unit.  
Prerequisite(s): BIOL 1108 (C)/1108L, CHEM 2412/2412L.
- BIOL 3222 - Internship and/or Cooperative Education (3-0-3)  
Internship program for selected students who perform supervised scientific work in conjunction with professionals at area research institutions or other appropriate sites.  
Prerequisite(s): BIOL 1108 (C)/1108L, CHEM 2412/2412L, MATH 1231.
- BIOL 3250 - Introductory Microbiology (3-0-3)  
Single celled organisms have always been the most populous form of life. This course explores the complex lives of these simple organisms. Students will examine biochemical, genetic and pathological aspects of microbiology. Industrial, ecological, and cultural aspects of human microbiology will be addressed.  
Prerequisites: BIOL 1108 (C)/1108L, CHEM 2412/2412L.  
Corequisite(s): BIOL 3250L.
- BIOL 3250L - Introductory Microbiology Lab (0-3-1)

Laboratory experiences which address topics including, sterile technique, microscopy, identification of microorganisms, microbial metabolism, and microbial genetics.

Corequisite(s): BIOL 3250.

**BIOL 3300 - Vertebrate Natural History (3-0-3)**

The behavior, ecology, and evolution of vertebrate animals.

Prerequisite(s): BIOL 1108 (C)/1108L.

**BIOL 3375 - Animal Behavior (3-0-3)**

This course will focus on observations of animal behaviors and introductory analysis of their adaptive value and evolution. This course will also include a comparative study of mechanisms, ontogeny, function, and evolution of behavior in its ecological and social contexts.

Prerequisite(s): BIOL 1108 (C)/1108L.

**BIOL 3380 - Evolution and Population Biology (3-0-3)**

Principles of evolutionary biology including discussions of natural selection, adaptation, population genetics, speciation, and phylogeny reconstruction. The applications of evolutionary biology to areas such as conservation biology, medicine, and agricultural are discussed.

Prerequisite(s): BIOL 1108 (C)/1108L.

**BIOL 3400 - Biobusiness and Regulatory Affairs (2-0-2)**

Before any new biological product gets to market a series of regulatory requirements must be satisfied. Once a product is marketed, quality control and testing play a central role in production. This course examines contemporary bioregulatory standards, and their application in local industries. Experts from government agencies and private industry will present real life problems and solutions.

Prerequisite(s): BIOL 3250/3250L; MATH 1231.

**BIOL 3500 - Ecology (3-0-3)**

The environment is made of both living and non-living components. This course examines the relationships between these various components in the biosphere. Students will learn how complex natural cycles and chains can be perturbed by small disturbances, and conversely, how life adapts to these changes.

Prerequisite(s): BIOL 1108(C)/1108L or 1112; MATH 1231.

**BIOL 3500L - Ecology Laboratory (0-3-1)**

Laboratory to accompany BIOL 3500, Ecology.

Prerequisite(s): BIOL 1108/1108L; MATH 1231.

Prerequisite(s) or Corequisite(s): BIOL 3500.

**BIOL 3650 - Comparative Vertebrate Anatomy (3-0-3)**

A experiment-based study of selected vertebrate phyla with emphasis on gross anatomy, microscopic anatomy and phylogeny.

Prerequisite(s): BIOL 1108 (C)/1108L or 1112.

Corequisite(s): BIOL 3650L.

**BIOL 3650L - Comparative Vertebrate Anatomy Laboratory (0-3-1)**

Laboratory accompanying BIOL 3650.

Corequisite(s): BIOL 3650.

**BIOL 3700 - Advanced Plant Biology (3-0-3)**

Advanced Plant Biology will explore major plant physiological processes, stress physiology, plant response to disease, the biology of native plants, and the interactions between plants and their environment.

Prerequisite(s): BIOL 2500.

**BIOL 4100 - Animal Physiology (3-0-3)**

This is a survey course of the major organ systems in the vertebrates with an emphasis on mammalian/human physiology. This course will emphasize function of specific cell-types within organs, structure-function relationships of tissues/organ



systems, and the integrated functions and regulation of organ systems within the context of the whole organism. Course modules will include cellular physiology, nervous system, endocrine system, muscle physiology.  
Prerequisite(s): BIOL 3650/3650L

**BIOL 4100L - Animal Physiology Laboratory (0-3-1)**

This laboratory course is complementary to the Animal Physiology lecture course, and allows students to perform lab exercises that reinforce basic and fundamental principles of physiology that are discussed in lecture. Course modules will include exercises that examine cell physiology, muscle physiology, cardiovascular physiology, respiratory system, and nervous system.  
Prerequisite(s) or Corequisite(s): BIOL 4100

**BIOL 4160 - Vertebrate Endocrinology (3-0-3)**

Endocrinology is the study of hormones and their pervasive effects on physiology. Vertebrate Endocrinology will cover the major vertebrate endocrine systems, and the effects of different hormones on cellular and organismal levels of physiology. This course includes lectures, classroom discussion of research papers, and student participation. A major emphasis is placed on student participation.  
Prerequisite(s): BIOL 3200 and 4100.

**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 (C)/1108L.

**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 3250/3250L and BIOL 4201.  
Corequisite(s): BIOL 4202L.

**BIOL 4202L - Genetic Biotechnology Laboratory (0-4-2)**

Laboratory accompanying BIOL 4202.  
Corequisite(s): BIOL 4202.

**BIOL 4222 - Biology Research Practicum (3-0-3)**

Research experience for students in Biology. Practicum assignments must be approved by the student's major advisor and the Center for Experiential Learning. Course may be repeated for credit.  
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

**BIOL 4450 - Immunology (3-0-3)**

This course will include a comprehensive overview of the immune system and its functions within the context of cell to cell interaction and communication.  
Prerequisite(s): BIOL 3250/3250L.

**BIOL 4460 - Virology (3-0-3)**

This course will focus on animal viruses and will discuss basic concepts in virology including viral taxonomy, structure, entry/exit, replication, quantitation, genetics, pathogenesis, and virus-host interaction. This course will use a textbook and the primary literature as course materials.  
Prerequisite(s): BIOL 3250/3250L.

**BIOL 4500 - Biology Seminar (0-2-1)**

Experts from industry, government and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by performing electronic literature searches and submitting questions for the speakers. This course gives students the opportunity to meet with and question experts in the field. Examinations

and projects are based on seminar topics. This course requires a \$26 fee for the ETS Major Field Test in Biology.

Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L, MATH 1231.

**BIOL 4600 - Medical Microbiology(3-0-3)**

This course will cover the principles of microbial virulence. It will include the identification of virulence factors, genetic regulation of virulence, and the complex interactions between bacterial, viral and fungal pathogens and their hosts.

Prerequisite(s): BIOL 3250/3250L.

---

---

## Business (BUSA)

---

**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): Admission to the School of Business, MATH 1231.

**BUSA 3700 - Business Ethics and Corporate Social Responsibility (3-0-3)**

This case study course requires students to analyze a variety of complex business situations and to form and justify plausible decision alternatives that reflect ethical concepts, concern for multiple stakeholder groups, and a range of decision-making criteria, processes, and outcomes.

Prerequisite(s): Admission to the School of Business and MGMT 3101 (C).

**BUSA 3800 - Selected Topics in Business (3-0-3)**

An examination of selected topics pertinent to the field of business. May be repeated when topics vary.

Prerequisite(s): ENGL 1101 (C), CRIT 1101, POLS 1101.

**BUSA 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 TECH 3111 (C).

**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.

Prerequisite(s): Admission to the School of Business.

**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.

Prerequisite(s): Admission to the School of Business.

---

---

## Business Law (BLAW)

---

**BLAW 2106 - Legal Environment of Business (3-0-3)**

An introduction to the legal, regulatory, political, social, ethical, culture, environmental, and technological issues which form the context for business. The course will include an overview of the impact of demographic diversity on organizations.

Prerequisites: Exempt or exit Learning Support.

**BLAW 3370 - Intermediate 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): Admission to the School of Business.

---

---

**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.

Prerequisite(s): Exemption or exit from MATH 0099.

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 with a grade of C or higher in CHEM 1211.

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 with a grade of C or higher in CHEM 1212.  
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 with a grade of C or higher in CHEM 2411.  
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 2412 and CHEM 2412L.

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 2412 and 2412L.

CHEM 4204 - Criminalistics (3-0-3)  
The study of the chemistry, physics, biology, and legal issues of forensic science. Topics typically include the legal aspects of forensic science, drug analysis, forensic toxicology, explosives and arson investigation, glass analysis, hair and fiber analysis, paint analysis, blood and semen analysis, soil examination, blood and breath alcohol content analysis, questioned document examination, and firearm examination. Various laboratory instruments and procedures will also be covered including mass spectroscopy, infrared spectrophotometry, nuclear magnetic resonance, chromatography, visible microscopical spectrophotometry, neutron activation analysis, and microscopes (light, polarized light, comparison, stereoscopic, scanning electron).  
Prerequisite(s): BIOL 1108/1108L, CHEM 2412/2412L and PHYS 3650.

---

---

### 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 specified A.A.S programs).

---

---

### Clayton State Seminars (CCSU)

---

---

CCSU 1000 - First Year Student Seminar: Success in Clayton State (1-0-1)  
The seminar is an integrated experience which is designed to enhance learning. Clayton State 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 Clayton State (1-0-1)**

The seminar is an integrated academic experience is designed to enhance learning. Clayton State 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.)

**CCSU 2500 - Essentials of Peer Tutoring (1-2-2)**

A training program and practicum in one-on-one tutoring of students taking remedial and college-level courses. Readings, workshops, video instruction, and systematic supervision will address goal-setting, active listening, study skills, effective communication, and critical thinking, with the goal of helping tutored students become independent learners. Course follows guidelines set by the International Tutor Certification Program established by the College Reading and Learning Association. Enrollment is contingent on recommendation of faculty member and approval of referring department. Students must have at least an A or B average in the subject they wish to tutor.

---

---

**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 Clayton State 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 the Department of Communicative Arts and Integrative Studies.)

**COMM 3010 - Research Design and Analysis (3-0-3)**

This course familiarizes CMS majors with social science research. Specifically, the course introduces students to theory formation, research methodology, data measurement and data analysis.

Prerequisite(s): ENGL 1102 (C); COMM 1110 (C); CMS 2100 (C)

**COMM 3100 - Professional Speaking (3-0-3)**

An advanced study and application of principles of effective spoken communication skills in a variety of business and other professional settings, focusing on persuasive public speaking and group dynamics. As part of the communication process, listening competence is included as a skill of professional speaking, in the contexts of both large audiences and collaborative work teams. The strategic uses of multimedia presentational aids will also be emphasized. While open to students from all majors, the course serves as the site for entry assessment of spoken presentational skills for the baccalaureate degree program in Communication and Media Studies.

Prerequisite(s): COMM 1110 (C) or permission of the Department of Communicative Arts and Integrative Studies; ENGL 1102 (C).

**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 3300 - Interpersonal Communication (3-0-3)**

This course is designed to help students develop effective interpersonal communication skills. Students can expect to learn the theories and concepts of interpersonal communication, and then apply them to "real world" situations. It is expected that students will develop proficiencies in dyadic interactions and their analysis. In other words, students should be able to evaluate and moderate their own behavior, and assess the skills of others. In this way, students develop skills and a critical mindset that can be applied when they venture into the workplace. Recommended completion of Area C and E.3.

Prerequisite(s): ENGL 1102.

**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.)

**COMM 4100 - Organizational Communication (3-0-3)**

Organizational Communication introduces students to theories of management and communication. Students apply their knowledge of theory to real-world phenomena utilizing a case-study approach. This combination of theory and application develops knowledge and skills necessary for success in corporate communication environments.

Prerequisite(s): COMM 3100(C) and ENGL 3900 (C).

---

---

**Communication and Media Studies (CMS)**

---

---

**CMS 2100 - Introduction to Film (3-0-3)**

A humanities-based approach to cinema as an art form, this course introduces the basic elements of motion-picture form: camerawork, editing, narrative, sound, and

mise-en-scène. The course also locates contemporary filmmaking within historical and international contexts. Attendance is required for weekly out-of-class screenings. 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.

**CMS 3101 - Media and Culture (3-0-3)**

An introduction to humanities-based approaches to the study of media and culture. Theories of textual and visual signification are introduced, including the contributions of discursive contexts and audience expectations. The class considers questions of taste, quality, and cultural identity, particularly as applied to contemporary and emerging technologies.

Prerequisite(s): CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

**CMS 3200 - History of Communication (3-0-3)**

A chronological survey of major types and media of human communication, from pre-history through the present day, focusing upon the interrelationships between communication media and their larger social and cultural contexts. The history of communication leading to English-language media is the main focus, but comparisons and contrasts with other world communication systems will also be explored.

Prerequisite(s): CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

Recommended: Completion of Areas C and E.3.

**CMS 3500 - Writing and Editing for Mass Media (3-0-3)**

A course in writing and editing for mass audiences, including print, broadcast, and Internet journalism. Emphasis on news gathering, public affairs reporting, and practical applications of journalistic techniques and genres.

Prerequisite(s): CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

**CMS 3502 - New Media Design (3-0-3)**

A studio course that focuses on aesthetic and communicative applications of graphic, streaming, and interactive digital media. Class projects will result in a portfolio of work integrating sound, typography, photo illustration, and moving images.

Prerequisite(s): CMS 2100 (C); ENGL 3901 (C).

**CMS 3810 - Women and Popular Culture (3-0-3)**

This course explores how women are represented in American popular culture, and how popular culture shapes our common sense notions regarding women, men, and our gender-specific roles in society. We will consider what types of images we see and hear in various forms of popular culture, including Hollywood movies, fashion magazines, television, advertising, music and popular health. We will then question how we learn to respond to and interpret these messages. Throughout our course we will study how pop cultural texts work to create meanings and how we can become critical consumers of those messages.

Prerequisite(s): CMS 2100 (C); ENGL 1102 (C).

**CMS 3901 - Internship/Practicum in Communication and Media Studies (0-10-3)**

This course is the principal experiential learning component of the Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment—either on- or off-campus, as appropriate—related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the Clayton State Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course is repeatable for credit.

Prerequisite: CMS 3101 (C) or CMS program permission.

**CMS 4310 - Film Analysis and Criticism (3-0-3)**

This course continues the humanities-based approach to cinema begun in CMS 2100, now in a writing-intensive format. Through weekly writing assignments, students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and mise-en-scène. The course also considers multiple approaches to film

theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings. (Same as ENGL 4310.)  
Prerequisite(s): ENGL 1102 (C); CMS 2100 (C).

**CMS 4320 - Women and Film (3-0-3)**

This course explores the role of women in cinema as on-screen representations, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women's gender, class, race, and sexuality.  
Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

**CMS 4410 - Digital Video Production (3-0-3)**

An introduction to the three phases of digital video creation: pre-production, production, and post-production. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours.  
Prerequisite(s): CMS 2100 (C).

**CMS 4450 - Digital Video Post Production (3-0-3)**

Through lectures, demonstrations, and hands-on exercises, students master the basic terminology, principles, and skills of digital post production, with an emphasis on nonlinear video editing. Fundamentals of visual storytelling—including continuity, pacing, and dramatic structure—are emphasized.  
Prerequisite(s): CMS 2100 (C).

**CMS 4500 - Global Contexts in Communication and Media Studies (3-0-3)**

A study of communication and media in selected non-Western cultures. In addition, the course examines the roles played by media in the processes of cultural and economic globalization. A capstone course, it includes exit assessment of writing and speaking skills for the baccalaureate degree program in Communication and Media Studies (but is open to upper division students from other majors with CMS program permission).  
Prerequisites: CMS 3101 (C), COMM 3100 (C), and ENGL 3900 (C).  
Prerequisite or Corequisite: CMS 3200 (C) or CMS program permission.

**CMS 4800 - Selected Topics in Communication and Media Studies (3-0-3)**

Seminar in Communication and Media Studies topics. May be repeated when topics vary.

**CMS 4810 - Women and the Arts (3-0-3)**

In this course, we will explore the role of women as artists, spectators, and representations in the visual, literary, and performing arts. Our primary category of analysis in Women & the Arts is gender, the socially constructed and historically variable understanding of what it means to be a woman or man, but we will further consider how this category interacts with race, class, and sexuality in the arts. Likewise, a central idea in our class is that knowledge and images conveyed through artistic texts are not neutral; rather, the arts socialize and discipline us even as they entertain and enlighten us.  
Prerequisites: ART 2302; ENGL 1102 (C).

**CMS 4900 - Directed Research in Communication and Media Studies (3-0-3)**

Independent study in Communication and Media Studies (credit varies)  
Prerequisite: CMS program permission.

---

---

## Computer Networking (CNET)

---

**CNET 1101 - Introduction to Microcomputer Repair (3-0-3)**

An overview of the hardware of modern microcomputers, including motherboards, CPUs, I/O devices, peripherals, memory and storage devices. Maintenance, upgrading, and installation of hardware and software are covered. Electrical safety and correct work techniques are stressed. The course emphasizes concepts that covered on the CompTIA A+ Core Hardware exam.



Prerequisite(s): MATH 1101 and CNET 1102.

**CNET 1102 - Computer Concepts (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 the standards, protocols, and topologies on which leading network systems are based. Ethernet and Token-ring LAN standards will be addressed in detail. Network troubleshooting, security, and analysis will also be introduced.

Prerequisite(s): CNET 1102.

**CNET 1109 - Microsoft Windows Professional I (3-0-3)**

This is an introductory course in basic installation, configuration, and administration of a Microsoft Windows Professional system. Topics covered include setting up and managing user accounts, installing and configuring network protocols, securing resources with NTFS permissions, administering shared folders, and network printing.

Prerequisite(s): CNET 1102 .

**CNET 1110 - Microsoft Windows Server I (3-0-3)**

This is an introductory course in basic installation, configuration, and administration of a Microsoft Windows Server system. Topics covered include configuring the server environment, active directory and account management, configuring and managing resource access, network printing, and data storage.

Prerequisite(s): CNET 1109.

**CNET 1114 - Network Servicing (3-0-3)**

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 trouble-shooting tools are also included.

Prerequisite(s): CNET 1107 or CNET 1120.

**CNET 1120 - Introduction to Internetworking (3-0-3)**

This course covers network devices, routed and routing protocols, TCP/IP fundamentals, IP addressing and subnetting, and WAN concepts. Students will receive hands-on practice configuring switches and routers.

Prerequisite(s): CNET 1105.

**CNET 2102 - Operating System Technologies (3-0-3)**

Students will learn PC operating system fundamentals including command-line functions and utilities, boot sequences, file systems, installation procedures and procedures for installing and configuring devices. Students will also learn to troubleshoot and fix common problems using diagnostic utilities, and to configure and operating system to connect to a network. This course is designed to teach the objectives of the A+ OS Technologies exam.

Prerequisite(s): MATH 1101, CNET 1110; CNET 1120,

**CNET 2109 - Microsoft Windows Professional II (3-0-3)**

Students will learn to install, configure, and administer a Microsoft Professional system. The course will include practice in configuring the desktop environment, installing and supporting hardware devices and drivers, administering and troubleshooting network resources, optimizing system performance, and implementing security features. The course prepares students for Microsoft certification in the current Windows Professional operating system.

Prerequisite(s): MATH 1101, CNET 1110

**CNET 2110 - Microsoft Windows Server II (3-0-3)**

Students will use current Microsoft server technology to learn to create and manage user, group, and computer accounts, and to manage file and share permissions, hardware devices, disk storage, software and print services. The course will prepare students for Microsoft certification in the current Windows Server operating system.

Prerequisite(s): CNET 2109

**CNET 2220 - Advanced Internetworking (3-0-3)**

This course provides in-depth instruction in LAN switching, the spanning tree protocol, VLANs and trunking, distance-vector concepts, and link-state concepts. Students will use switches and routers to configure the spanning tree protocol, VTP, RIP, IGRP, EIGRP, and OSPF.

Prerequisite(s): CNET 1120.

**CNET 2221 - WAN Design (3-0-3)**

In this hands-on course, students will learn a number of important technologies related to routers and will learn to configure routers to support those technologies. Topics include route summarization, VLSM, classless routing, NAT, ICMP, PPP, ISDN, frame relay, and network security. This course is the concluding course in a series of courses leading to Cisco CCNA certification.

Prerequisite(s): MATH 1101, CNET 2220

**CNET 2222 - Occupational Internship (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 2223 - Computer Networking Capstone (3-0-3)**

This course will integrate principles, theories, and methods learned in previous courses. Students creatively analyze, synthesize, and evaluate learned knowledge in a project having a professional focus and communicate the results of the project effectively at a professional entry level. This course prepares the student to pass the Cisco Certified Network Associate (CCNA) examination.

Prerequisite(s): CNET 2221 (C)

**CNET 2225 - Fundamentals of Wireless LANs (2-2-3)**

An introductory course that focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of the technologies, security, and design best practices.

Prerequisite(s): CNET 2220 (C)

**CNET 2230 - Introduction to Linux (3-0-3)**

This course provides a basic background in the Linux operating system. Linux, a UNIX-compatible operating system for personal computers, is used to cover topics such as basic system operation and access, file system organization, file management and manipulation, shell scripts, and system maintenance and security.

Prerequisites: 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 or CNET 1120.

**CNET 2330 - Linux Installation and Administration (3-0-3)**

This course provides the student with the essentials of installing, configuring, maintaining, administering, and troubleshooting the Linux Operating System. It also

provides preparation for Exams 1 and 2 of the SAIR/GNU Linux Certification Administration Exams and the Linux Professional Institute Exams.  
Prerequisite(s): CNET 2230.

**CNET 2331 - Linux Networking and Security (3-0-3)**

This course provides a detailed explanation of Linux Networking and Security issues. It also provides preparation for Exams 3 and 4 of the SAIR/GNU Linux Certification Administration Exams and the Linux Professional Institute Exams.  
Prerequisite(s): CNET 2330.

**CNET 2333 - Selected Topics/ Problems - Tech (Varies from 1 to 3 credit hours)**

A study of selected topics or problems under the guidance and supervision of a faculty member. Requires approval of faculty member or advisor.

---

---

**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 will be used.  
Prerequisite(s): MATH 1101 or higher (or equivalent placement score).

**CSCI 1302 - Computer Science II (3-0-3)**

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 will be used.  
Prerequisite(s): CSCI 1301.

**CSCI 3303- Computer Organization and Architecture (3-0-3)**

This course introduces students to the organization and architecture of computer systems, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. Topics include digital logic, data representation, assembly language, multiprocessor systems, and contemporary architectures.  
Prerequisite: A grade of C or better in CSCI 1302

**CSCI 3503 - Operating Systems (3-0-3)**

This course is 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; files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution.  
Prerequisite: A grade of C or better in CSCI 3303.  
Prerequisite or Co-requisite: MATH 3420.

**CSCI 4450 - Databases (3-0-3)**

This is 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.  
Prerequisite: A grade of C or better in CSCI 3503.

**CSCI 4550 - Algorithm Design and Analysis (3-0-3)**

This is 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: A grade of C or better in CSCI 3503.

CSCI 4898 - Special Topics in Computer Science (Variable Credit)

Topics of interest in Computer Science not covered in listed courses.

Prerequisite: Permission of instructor and department.

---

---

### **Computing (CPTG)**

---

---

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

This course is an introduction to computing and computer programming using spreadsheets. The course emphasizes the use of the computer as a tool for analysis and problem solving. Included are methods for organizing and interpreting information in various formats.

Prerequisite(s): MATH 1101 or higher (or equivalent placement score).

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).

CPTG 2201 - Advanced Computer Applications (3-0-3)

This course provides detailed coverage of common computer software applications used in business and industry. It assumes that the student is conversant with basic computer skills and builds on that base. Emphasis is on the application of advanced features of electronic spreadsheets, word-processing and presentation graphics; the fundamentals of database systems; use of the Internet for research.

Prerequisite(s): Math 1101 (C)

---

---

### **Critical Thinking (CRIT)**

---

---

CRIT 1101 - Critical Thinking (3-0-3)

A course focusing on skills essential to effective critical thinking in both academic and general use. The study of important common components (issue, method, evidence, conclusion) provides a basis for the construction, analysis, and evaluation of arguments in a variety of contexts. The course also addresses fundamental elements of informal logic (e.g., induction, deduction, fallacy-avoidance) and of elementary formal logic (e.g., tests for validity) as they inform good reasoning in any context, from everyday decision-making to academic argumentation. [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.

**CRJU 3200 - Law Enforcement (3-0-3)**

A study of the philosophy and history of law enforcement at the federal, state, county, and city levels. Also included is an introduction to contemporary police organizations and methods of operation.  
Prerequisite: CRJU 1150

**CRJU 3210 - Criminal Investigations (3-0-3)**

A study of the organization and functions of investigative agencies and basic considerations in the investigation of crime. Topics covered include: the collection and preservation of physical evidence, elements of legal proof in the submission of evidence, sources of information, interview and interrogation techniques, uses of forensic sciences, and case and trial preparation.  
Prerequisite: CRJU 1150

**CRJU 3220 - Domestic Security (3-0-3)**

This course addresses issues related to domestic terrorism and violent extremist criminal activity, including detection and investigation, early interdiction and prevention, and readiness.  
Prerequisite: CRJU 1150

**CRJU 3300 - Corrections (3-0-3)**

A study of the history, structure, and functions of corrections, and the legal and philosophical basis for the punishment of criminal offenders. Study will include the role of corrections as one of the three major components of the criminal justice system.  
Prerequisite: CRJU 1150

**CRJU 3410 - Survey of Criminal Law and Procedures (3-0-3)**

An overview criminal law and of the fundamental elements of criminal procedures including methods and rules of police investigation and arrest, adjudication, sentencing, and appellate review by higher courts.  
Prerequisite: CRJU 1150

**CRJU 3420 - Constitutional Law (3-0-3)**

A study of the application, interpretation, and enforcement of relevant constitutional law and related Supreme Court decisions to careers in public service.  
Prerequisite: CRJU 1150

**CRJU 3510 - Basic Data Recovery and Analysis (3-0-3)**

This course covers the collection and analysis of evidence from computer hardware. Topics covered in this course include evidence identification and extraction, hardware and software needed to do a seizure, how to recover erased files, how to overcome encryption, and technology related legal issues.  
Prerequisites: CRJU 1150, and ITFN 1101, and ITFN 1501, and CSCI 1301 or ITFN 1301 or ITFN 1302 or ITFN 1301

**CRJU 4510 - Cybercrime Law and Investigation (3-0-3)**

This course explores advanced technical and legal issues for those who are proficient with the fundamentals of computer-based evidence. Topics include: large hard drives, new operating systems, advanced imaging, alternate media, transient data, Internet issues, and testimony.  
Prerequisite: CRJU 1150

**CRJU 4520 - Economic Crime Law and Investigation (3-0-3)**

This course is designed to prepare students with the skills necessary to detect, investigate, and prevent white collar crime. Included is an analysis of the legal issues related to fraud and other economic crimes, and the organization of evidence in preparation of presenting a case for prosecution.  
Prerequisite: CRJU 1150 and TECH 3112 and TECH 3115

**CRJU 4800 - Selected Topics in Criminal Justice (3-0-3)**

An exploration of contemporary topics and issues in the field of criminal justice. This course may be repeated for credit when the topic varies.

Prerequisite: CRJU 1150

**CRJU 4901 - Criminal Justice Internship I (0-V-3)**

A structured off-site experience in a supervised setting combined with scholarly research on a topic related to the internship experience.

Prerequisite: Junior or Senior standing and approval of instructor.

**CRJU 4902 - Criminal Justice Internship II (0-V-3)**

A structured off-site experience in a supervised setting combined with scholarly research on a topic related to the internship experience.

Prerequisite: Junior or Senior standing and approval of instructor.

---

**Dental Hygiene (DHYG)**

---

**DHYG 3100 - Introduction to the Dental Hygiene Profession (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. The dental hygiene portfolio will be introduced and implemented in this course. A dental hygiene writing assessment will be administered and referrals recommended if student need is demonstrated.

Prerequisite(s): B.S.D.H. Admission.

Corequisite(s): DHYG 3100C.

**DHYG 3100C - Introduction to Clinical Dental Hygiene (0-6-2)**

Utilizing the knowledge obtained in the DHYG3100 course, this clinical course will orient students to instruments, procedures and materials used in the practice of dental hygiene. Clinical practice on student partners will emphasize the comprehensive study of oral prophylaxis procedures, including the removal of hard and soft deposits, patient education, treatment planning and infection control.

Prerequisite(s): B.S.D.H. Admission.

Corequisite(s): DHYG 3100.

**DHYG 3110L - Dental Anatomy Laboratory (0-2-1)**

A laboratory study of hard tissues of the head and oral cavity with an emphasis on applications to dental hygiene practice. This course consists of a detailed study of the anatomy of the human dentition and the bones of the skull in the laboratory setting. Students will also draw and carve selected teeth.

Prerequisite(s): B.S.D.H. Admission.

**DHYG 3120 - 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. A radiation safety examination must be successfully completed in order to receive a grade for this course.

Prerequisite(s): B.S.D.H. Admission.

Corequisite(s): DHYG 3120L

**DHYG 3120L - Dental Radiology Laboratory (0-2-1)**

The techniques of exposing, processing, and mounting dental radiographs in a clinical setting will be presented and practiced using manikins then clinical patients. Radiographic anatomic landmarks are presented and studied for interpretation along with radiographic evidence of pathology. Radiation hygiene for operator and patient safety is emphasized.

Corequisite(s): DHYG 3120.

**DHYG 3200 - Transitional Dental Hygiene (2-0-2)**

A continuation of DHYG 3100. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, local anesthesia 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. The dental hygiene portfolio will continue to be developed in this course.

Prerequisite(s): DHYG 3100.

Corequisite(s): DHYG 3200C.

**DHYG 3200C - Transitional Clinical Dental Hygiene (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 problem-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 3100C.

Corequisite(s): DHYG 3200.

**DHYG 3210 - Integrative Dental Anatomy and Histology (2-0-2)**

A developmental and anatomical study of the soft tissues of the head, neck and oral cavity. This course provides 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 3110L.

**DHYG 3230 - 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): B.S.D.H. Admission.

**DHYG 3230L - Dental Materials Laboratory (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 3230.

**DHYG 3240 - Introduction to 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 dental hygiene treatment.

Prerequisite(s): B.S.D.H. Admission.

**DHYG 3300C - Clinical Dental Hygiene (0-2-1)**

Clinical practice is utilized in this course to emphasize the refinement of skill in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning. Assessment is provided through daily clinical evaluations. The student will demonstrate critical thinking with

the interpretation of accumulated information concerning the treatment of individual patients. 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 for dent hygiene care.

Prerequisites: DHYG 3200C or licensed R.D.H.

**DHYG 3382L - Seminar in Dental Hygiene Pharmacology (0-2-1)**

The seminar will examine the use of pharmaceutical agents in the dental office. Students will identify important considerations in the health maintenance and management of patients with special emphasis on commonly prescribed oral health products.

Prerequisite(s) or Corequisite(s): HSCI 3382 - Clinical Pharmacology

**DHYG 4300 - Advanced Dental Hygiene I (2-0-2)**

A continuation of DHYG 3200. Principles are introduced in advanced procedures including but not limited to sonic and ultrasonic instrumentation, root planning, gingival curettage, care of dental implants, abrasive polishing devices, phase microscope, oral irrigation and advanced home care techniques. The research poster will be introduced and implemented and the student will continue to develop their dental hygiene portfolio.

Prerequisite(s): DHYG 3200.

Corequisite(s): DHYG 4300C.

**DHYG 4300C - Advanced Clinical Dental Hygiene I (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 introduced in DHYG 4300 are practiced and clinical experiences enhanced through participation in externships.

Prerequisite(s): DHYG 3200C.

Corequisite(s): DHYG 4300.

**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 dental hygiene students.

Prerequisite(s): R.D.H. licensure in Georgia.

**DHYG 4310 - Dental Pathology (3-0-3)**

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, oral manifestations of systemic diseases and pathologic identification of infectious diseases. Emphasis is placed on the importance of early recognition by the dental hygienist of abnormal oral conditions

Prerequisite(s): B.S.D.H. Admission.

**DHYG 4320 - Advanced Periodontics (3-0-3)**

The current American Academy of Periodontics classification system for periodontal diseases and conditions will be explored in detail and advanced treatment modalities for the periodontally involved patient will be examined. B.S.D.H. students will participate in the evaluation, management, and treatment of the periodontally involved patient within the dental hygiene clinic setting. B.A.S.D.H. students will participate in a directed field experience that will concentrate on the dental hygiene diagnosis and treatment of advanced periodontal diseases and conditions.

Prerequisite(s): B.S.D.H. Admission or R.D.H. licensure in Georgia.

**DHYG 4400 - Advanced Dental Hygiene II (2-0-2)**



A continuation of DHYG 4300. Principles are introduced in advanced procedures including but not limited to application of pit and fissure sealants, dental hypersensitivity treatments, debonding and use of the PSR system. 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. The research poster will be refined and presented to various groups and the dental hygiene portfolio will be finalized in this course.

Prerequisite(s): DHYG 4300.

Corequisite(s): DHYG 4400C.

**DHYG 4400C - Advanced Clinical Dental Hygiene II (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 and directed field experiences.

Prerequisite(s): DHYG 4300C.

Corequisite(s): DHYG 4400.

**DHYG 4410 - Community Dental Health (2-3-3)**

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 practice of dental health as a community problem will be emphasized. Students will be required to teach dental health in a variety of settings. Local, state, national and/or international opportunities may be made available to the student in order to fulfill the requirements of this course.

Prerequisite(s): B.S.D.H. Admission.

**DHYG 4420 - 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 will be presented for discussion. An analytical approach to planning, controlling and ordering the inventory/supplies system for a dental office will be conducted 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): B.S.D.H. Admission or R.D.H. licensure in Georgia.

**DHYG 4900 - Independent Study in Dental Hygiene (variable (3-0-3) to (0-9-3))**

This capstone course will allow the student to select an area of interest to further enhance their knowledge, experience and options. Career goals will be enhanced through an individually selected project. This course must be taken at Clayton College & State University during the last semester of enrollment in the program.

Prerequisite(s): R.D.H. licensure in Georgia.

---

---

**Drafting and Design (DSGN)**

---

---

**DSGN 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.

**DSGN 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.

**DSGN 2101 - 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.

**DSGN 2103 - 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 theodolite, level, tape and other instruments used in surveying is emphasized.

Prerequisite(s): MATH 1101 and DSGN 1101 or permission of the instructor.

**DSGN 2110 - 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): Completion of first year courses or permission of the instructor.

**DSGN 2201 - Computer-Aided Drafting I (1-5-3)**

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.

**DSGN 2202 - Computer-Aided Drafting II (1-5-3)**

The continuation of fundamental computer-aided drafting techniques as introduced in DSGN 2201. 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): DSGN 2201 or permission of the instructor.

**DSGN 2203 - Construction Estimating (3-0-3)**

Introduction to residential architectural blueprint reading and estimating using complete plans to introduce students the fundamental aspects of architectural. Instruction will also be provided various estimating techniques for cost estimates.

Prerequisite(s) - completion of first year drafting and design courses.

**DSGN 2204 - 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.

**DSGN 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.

Prerequisite(s): Employment in field and/or permission of program.

**DSGN 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): Drafting and Design major and permission of program advisor.

---

---

## 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.

---

---

**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 3020 - Instructional Technology for Teachers (2-2-3)**

A basic instructional technology course for teaching how to integrate technology in the curriculum. The course introduces concepts, skills and strategies for using technology in the teaching and learning process. This course is required of all middle level teacher education majors.

**EDUC 3224 - Teaching in a Cross Cultural Society (2-1-3)**

This course is designed to provide teacher education majors with the knowledge, skills, and dispositions to teach diverse learners in a cross-cultural environment. Individuals will learn to appreciate and value multicultural characteristics for delivering instruction to pupils of various backgrounds and conditions. Students will examine a variety of strategies and resources for teaching culturally diverse learners. Students will be expected to observe cross-cultural differences as a field experience. Admission to the teacher education program required.

Corequisite(s): EDUC 3010 (C) and EDUC 3350 (C).

**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 young adolescent 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 4001 - Teacher Education Seminar II (1-0-1)**

Senior seminar to meet specific requirements of the teacher education program and related experiences in the fall semester internship course. The course is the fall semester seminar portion of the full academic year internship. It is designed to amalgamate and assimilate interns' field-experiences with theory, investigation, and understanding of best practices for teaching middle-level learners. Special seminar topics for dialogue and discourse will focus on support services for special needs students, classroom management strategies, teaching and learning for diverse learners and effective instruction. Required of all middle-level teacher education majors. Must be taken first semester of senior year. Admission to the teacher education program is required. Institutional credit only. Senior standing.

Prerequisite(s): EDUC 3000 (C), EDUC 3010 (C), EDUC 3350 (C), and EDUC 4710 (C),

**EDUC 4002 - Teacher Education Seminar III (1-0-1)**

This course is the senior seminar for the Spring Semester portion of a full academic year internship (August-May). It addresses topics dealing with methods, materials, and skills appropriate for teaching all learners. This seminar occurs concurrently with the Middle Level Internship II. The design of this course augments the classroom experience of interns through action research studies, projects, and seminar topics, which includes university faculty as well as school-based teachers, administrators and resource persons. This seminar allows interns opportunities to discuss various teaching experiences, issues and concerns while student teaching. Special topics will address learning strategies for instructing diverse and special needs pupils. Admission to the teacher education program required. Senior standing.

Prerequisite(s): EDUC 4001 (C), EDUC 4710 (C), EDUC 4712 (C), and EDUC 4720 (C).

**EDUC 4710 - Middle Level Internship I (1-0-1)**

This course is the Fall Semester portion of the academic year long internship that introduces interns to the middle school, its support services and school community agencies. Students must participate in preplanning and the first week of classes. They maintain weekly contact (minimum of nine hours) with their assigned school and attend a weekly campus seminar (EDUC 4001). The mentor teachers and interns implement a co-teaching model that allows the interns to observe, practice, assess, and reflect best teaching practices. Interns focus attention on the diversity of pupils, special needs of learners, and individual learning styles as well as how learning is influenced. Admission to the teacher education program is required.

Prerequisite(s): EDUC 3000 (C), EDUC 3010 (C), EDUC 3350 (C).

Corequisite(s): EDUC 4001 (C).

**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(s): EDUC 4711.

Absolute Corequisite(s): EDUC 4713, EDUC 4714, EDUC 4715, EDUC 4716.

**EDUC 4720 - Middle Level Internship II (1-0-1)**

This Spring Semester course is a continuation of the yearlong Middle Level Internship. The internship is a full-time (in-field, content specific), sixteen-week, directed classroom experience (grades 4 - 8). It is a period of guided teaching during which the intern teacher, under the direction of a mentor teacher, takes increasing responsibility for learners and engages in many of the activities, that constitute the range of a teacher's assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom. Interns will observe teachers and pupils in elementary and high schools when appropriate. Additionally, interns must attend an on-campus seminar (one afternoon per week) taught by CCSU faculty members and/or resource persons. Admission to the teacher education program required. Senior standing.

Prerequisite(s): EDUC 4001 (C), EDUC 4710 (C).

Corequisite(s): EDUC 4002 (C), EDUC 4712 (C).

---

---

## Education - Alternative Teacher Preparation Program

---

---

EDUC 3010A - Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner (Special section for Southern Crescent Alternative Teacher Preparation Program students) (3-0-3)

This course is an exploration into the cognitive, social, affective, and physical aspects of the middle school 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.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

EDUC 3350A - Instructional Strategies for Individual and Interdisciplinary Teaching (Special section for Southern Crescent Alternative Teacher Preparation Program students) (3-0-3)

This 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 young adolescent student. Instruction will focus on the organizational structure of the middle school, role of the 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.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

EDUC 4000A - Teacher Education Seminar II (Special Section for Southern Crescent Alternative Teacher Preparation Program students) (1-0-1)

Full year seminar designed to meet the specific requirements of the Southern Crescent Alternative Teacher Preparation Program. Students will discuss common issues, concerns and successes they are having as intern teachers. Topics will address curriculum planning and instruction, classroom management techniques and professional responsibilities. Includes assessment of communication skills, use of technology, etc. Required of all participants in the Southern Crescent Alternative Teacher Preparation Program.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

EDUC 4710A - Middle Level Internship III-A (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)

This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate. Internship III-A 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 mentors

will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

Absolute Corequisite: EDUC 4000A (Special section for Southern Crescent Alternative Teacher Preparation Program students)

**EDUC 4710B - Middle Level Internship III-B (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)**

This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate. Internship III-B 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 mentors will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

Absolute Corequisite: EDUC 4000A (Special section for Southern Crescent Alternative Teacher Preparation Program students)

**EDUC 4710C - Middle Level Internship III-C (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)**

This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate. Internship III-C 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 mentors will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

Absolute Corequisite: EDUC 4000A (Special section for Southern Crescent Alternative Teacher Preparation Program students)

**EDUC 4710D - Middle Level Internship III-D (Grades 4-8) Southern Crescent Alternative Teacher Preparation Program Internship (0-9-3)**

This course is designed to provide a portion of the professional studies component for current in-service teachers who are certified to teach with the Georgia Intern Certificate. Internship III-D 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 mentors will work with interns in meeting program outcomes through the teaching assignments. Field-based supervisors will observe and assess this component of the internship.

Prerequisite(s): Must be enrolled in the Southern Crescent Alternative Teacher Preparation Program.

Absolute Corequisite: EDUC 4000A (Special section for Southern Alternative Teacher Preparation Program students)

---

## English (ENGL)

---

**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.]

Prerequisite(s): ENGL 1102 (D).

**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.]

Prerequisite(s): ENGL 1102 (D).

**ENGL 2121 - World 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.]

Prerequisite(s): ENGL 1102 (D).

**ENGL 2122 - World 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.]

Prerequisite(s): ENGL 1102 (D).

**ENGL 2131 - American Literature I (3-0-3)**

Major works of American Literature from the late 16th century through the mid-19th century, including those outside the traditional canon.

Prerequisite(s): ENGL 1102 (D).

**ENGL 2132 - American Literature II (3-0-3)**

Major works of American Literature from the mid-19th century to the present, including those outside the traditional canon.

Prerequisite(s): ENGL 1102 (D).

**ENGL 3100 - Introduction to English Studies (3-0-3)**

The skills and knowledge necessary for successful pursuit of a degree in English: close reading, critical writing, acquaintance with current theoretical issues, familiarity with bibliographic and electronic resources, and career opportunities. Required of all English majors.

Prerequisite(s): ENGL 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)] .

**ENGL 3200 - History of the English Language (3-0-3)**

An introductory survey of the history of the English language, from pre-Anglo-Saxon times, through Old, Middle, and early Modern English, and into English as a

contemporary global language. Attention to historical changes in sound, structure, syntax, and social contexts.

Prerequisite(s): ENGL 3100 (C).

**ENGL 3210 - Advanced Grammar (3-0-3)**

A course surveying the history, theory, structure, and teaching and learning practices in English grammar. The course is required of all language arts majors and minors in the Clayton State Teacher Education program, but is open to students from other majors.

Prerequisite(s): ENGL 3120 (C).

Corequisite(s) : ENGL 3100 (C).

**ENGL 3212 - Advanced Composition (3-0-3)**

Exploration of more advanced forms and concepts in the development of writing for academic audiences. Emphasizes the various conventions of discourse situations, invention, revision, editorial skills, and document design for individual writing and for the teaching of writing. Also includes a study of grammatical structures that promote syntactic growth and diversity of style.

Prerequisite(s): ENGL 3120 (C) and ENGL 3210 (C).

Corequisite(s) : ENGL 3100 (C).

**ENGL 3300 - Women and Literature (3-0-3)**

Texts by women and/or works that treat issues of gender and sexuality. Primary texts are supplemented by additional readings designed to enhance students' abilities to think and write critically about women writers and motifs of gender and sexuality. May be repeated when topics vary.

Prerequisite(s): ENGL 3100 (C).

**ENGL 3400 - African-American Literature (3-0-3)**

African American literature emphasizing the period from 1830 to the present, including diverse voices rooted in the folk origins of literary forms. May be repeated when topics vary.

Prerequisite(s): ENGL 3100 (C).

**ENGL 3501 - Multicultural Literature (3-0-3)**

Primary focus on texts by members of one or more traditionally marginalized cultural groups within the United States and with attention to historical and theoretical aspects. Topics may vary from semester to semester.

Prerequisite(s): ENGL 3100 (C).

**ENGL 3620 - Postcolonial Literature (3-0-3)**

An introduction to postcolonial literatures in English. The course may include literature from Africa, the Caribbean, and Asia.

Prerequisite(s): ENGL 3100 (C).

**ENGL 3800 - Introduction to Creative Writing (3-0-3)**

Introductory study in imaginative writing emphasizing both selected readings in poetry, fiction, and creative nonfiction and student writing in these genres.

Prerequisite(s): ENGL 1102 (C).

**ENGL 3900 - Professional and Technical Writing (3-0-3)**

An advanced study and application of principles for effective professional and technical writing. Topics to include audience and context analysis, ethical communication, and writing for international readers. Students put these concepts into practice by writing and designing several professional and technical documents for both specialist and non-specialist readers. While open to students from all majors, the course includes entry assessment of writing skills for the baccalaureate degree program in Communication and Media Studies.

Prerequisite(s): ENGL 1102 (C).

**ENGL 3901 - Writing for Digital Media: Theory and Practice (3-0-3)**



An advanced writing course that examines dispersed computer networks as new media forms. The course begins with a survey of the aesthetic, historical, and theoretical contexts that shape communication using digital media. It then offers hands-on experience in the development of hypertext and multimedia documents.

Prerequisite(s): ENGL 1102 (C).

Recommended: ITSK 1401 or equivalent knowledge of Hypertext Markup Language (HTML).

ENGL 4000 - English Internship (3-0-3)

This course is the principal experiential learning opportunity for the English major, and is normally taken no earlier than the junior year. The environment appropriate for an English major, either on or off campus, and should be related to the student's career interests. Course is repeatable for credit (only with permission).

Prerequisite(s): ENGL 3100 (C).

ENGL 4011 - Critical Theory (3-0-3)

A study of different theoretical approaches to the interpretation of texts and other cultural objects. These theories are then applied to selected works drawn from literature, the mass media, and the fine arts.

Prerequisite(s): ENGL 3100 (C).

ENGL 4100 - American Colonial and Federal Literature (3-0-3)

Major works of American literature from 1588 to 1820, including captivity narratives and writings that explore the early development of America as a nation.

Prerequisite(s): ENGL 3100 (C).

ENGL 4110 - American Romanticism (3-0-3)

Major works of American literature from 1820-1860, including Emerson and Thoreau, as well as writers outside the traditional canon.

Prerequisite(s): ENGL 3100 (C).

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 3100 (C).

ENGL 4120 - American Realism & Naturalism (3-0-3)

Major works of American literature from 1860 to 1914 including Twain as well as writers outside the traditional canon.

Prerequisite(s): ENGL 3100 (C).

ENGL 4130 - Southern Literature (3-0-3)

Major works of southern American literature from the Romantic period to postmodern writings, including Faulkner and writings outside the traditional canon.

Prerequisite(s): ENGL 3100 (C).

ENGL 4140 - Modern American Literature (3-0-3)

American poetry, prose, drama, and nonfiction from 1900 to the present. Topics vary from semester to semester.

Prerequisite(s): ENGL 3100 (C).

ENGL 4200 - Medieval and Early Renaissance Literature (3-0-3)

Major works of literature from medieval and early Renaissance England, including Chaucer and Shakespeare. Some works will be read in Modern English translation.

Prerequisite(s): ENGL 3100 (C).

ENGL 4210 - Renaissance Literature (3-0-3)

Major works of British poetry, prose, and drama from the late 15th century through the mid-16th century, including Shakespeare and Milton.

Prerequisite(s): ENGL 3100 (C).

ENGL 4220 - Seventeenth and Eighteenth Century Literature (3-0-3)

British poetry, prose, and drama from the late Renaissance and 18th century, including Milton.

Prerequisite(s): ENGL 3100 (C).

ENGL 4240 - Romantic and Victorian Literature (3-0-3)

An introduction to the genres, themes, and contexts of the Romantic and Victorian periods in British literature.

Prerequisite(s): ENGL 3100 (C).

ENGL 4250 - Modern British Literature (3-0-3)

Major works of British poetry, prose, and drama from 1900 to the present.

Prerequisite(s): ENGL 3100 (C).

ENGL 4300 - Advanced Poetry Writing (3-0-3)

Advanced instruction in poetry.

Prerequisite(s): ENGL 3100 (C) and ENGL 3800 (C).

ENGL 4301 - Advanced Prose Writing (3-0-3)

Advanced instruction in writing prose. Students may work on novels in progress, short fiction, and creative nonfiction.

Prerequisite(s): ENGL 3100 (C) and ENGL 3800 (C).

ENGL 4310 - Film Analysis and Criticism (3-0-3)

This course continues the humanities-based approach to cinema begun in CMS 2100, now in a writing-intensive format. Through weekly writing assignments, students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and mise-en-scène. The course also considers multiple approaches to film theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings. (Same as CMS 4310.)

Prerequisite(s): ENGL 1102 (C); CMS 2100 (C).

ENGL 4610 - Modern Poetry (3-0-3)

Selected poetry from the latter 19<sup>th</sup> century through the present, including works written in English and in English translation from other world poetic traditions.

Prerequisite(s): ENGL 3100 (C).

ENGL 4630 - The Short Story (3-0-3)

A selective survey of the short story in English from its origins to the present day.

Prerequisite(s): ENGL 3100 (C).

ENGL 4700 - Senior Thesis (3-0-3)

The preparation of an extended research paper/project based on original work or on work previously completed for another English course. Original projects may be tied to an internship experience directed through the Office of Experiential Learning. Supervised by a member of the full-time faculty, the project is presented to the Department in both oral and written form during the final year of study. The thesis is required of all senior English majors.

Prerequisites: ENGL 3100 (C).

ENGL 4800 - Selected Topics in English (3-0-3)

Selected topics in English language-based literary study. May be repeated when topics vary.

Prerequisite(s): ENGL 3100 (C).

ENGL 4810 - Topics in Women and Literature (3-0-3)

Advanced study of topics in women and literature, along with applicable feminist theories. May be repeated when the topics vary.

Prerequisite(s): ENGL 3100 (C).

**ENGL 4900 - Directed Research (3-0-3)**

Individual study, reading, or other research project(s) under the supervision of a faculty director.

Prerequisites: ENGL 3100 (C).

---

---

**Experiential Learning (EXLA, EXLI, EXLP)**

---

---

**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)**

---

---

**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 non-textile 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 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 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): Admission to the School of Business, MATH 1241

**FINA 4101 - 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).

**FINA 4102 - Intermediate Finance (3-0-3)**

This is a continuation of FINA 3101. A study of long-term financing and capital structure decisions, and short term financial planning and working capital management. Additional topics include cost of capital, capital budgeting, mergers and acquisitions and international finance.

Prerequisite(s): FINA 3101 (C).

**FINA 4103 - Money and Banking: Domestic and International (3-0-3)**

An introductory study of the types and functions of money and financial intermediaries, money creation and control, monetary and fiscal policy, international finance, and the effects of these upon domestic incomes, employment, prices, and interest rates.

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 Language and Literature.

**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 Language and Literature.

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 Language and Literature.

**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 Language and Literature.

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 Language and Literature.

Prerequisite(s): FREN 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. All parts of the Regents' must be successfully completed prior to enrolling in the course.

Prerequisite(s): HSCI 2111 or HCMG 3112, or permission of instructor.

**HCMG 3112 - 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): HSCI 3112L.

**HCMG 3112L - 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 3112A - Introduction to Allied Health Administration Assessment (0-2-1)**

This course is required for students holding career associate degrees who are entering the B.A.S. programs in Allied Health Administration and Dental Hygiene Practice and Administration. The course will assess the professional skills and knowledge of students to prepare for bringing into the B.A.S. program. (Not open to students in non-B.A.S. majors.)

**HCMG 3320 - Healthcare Economics (3-0-3)**

This course provides students with an overview of the economic influences and underpinnings of the health care delivery system. It looks at the importance of economics in health decisions, both demand and supply-side factors, and how public influences the economics of healthcare.

Prerequisite(s): HSCI 2111 (C) or HCMG 3112 (C).

**HCMG 3340 - Healthcare Information Technology (3-0-3)**

This course is designed to provide a broad understanding needed by healthcare managers of the critical role information technologies and systems play in healthcare organizations. The focus is on the understanding of technologies including hardware, applications, the Internet, E-Health, Planning, project management and the future of information technology in healthcare management will also be mastered.

Prerequisite(s): HCMG 3101 (C) or HCMG 3112 (C).

**HCMG 3401 - Applied Human Resource Management in Health Care Delivery (3-0-3)**

This course 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 3112.

**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 3701 - Introduction to Epidemiology (3-0-3)**

This course provides the beginning public health or health care professional with an introduction to the science of Epidemiology. The course will explore the use of Epidemiology in general health care as well as in public health. It will focus on the development of Epidemiology, concepts and elements of infectious and chronic disease, measure and study design for epidemiological research. Students will gain knowledge about developing preventative programs and addressing ongoing health concerns overall using epidemiological data. All students taking this course should have a proficiency in PowerPoint, Microsoft Word, and access to e-mail for communication purposes during the course. Other skills needed are research, ability to work in a group setting, decision making skills, writing and presentation skills.

Prerequisite(s): MATH 1231 or HSCI 2201, recommend HCMG 3101 or permission of faculty.

**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 3901 - Marketing in Health Care (3-0-3)**

This course is designed to give the HCMG student an overview of basic marketing principles and then apply them to the health care field. Analysis of the diversity of the health care consumer's definition of care is highlighted along with the need to distinguish between individual patient versus corporate America as a customer.

Prerequisite(s): HSCI 2111 (C), HCMG 3101 (C), HCMG 3501 (C).

**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)**

This course explore the issues of health and safety in the workplace. Emphasis is placed on prevention of work-related disease or illness 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(s): 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 4401.

**HCMG 4401 - 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 4500 - Health Care Policy (3-0-3)**

This is a senior level required course for all health care management students. The course will consist of in-depth study of four major health care policy areas 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): MATH 1231 or HSCI 2201 and 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.

**HCMG 4999 - Capstone in Health Care Management (3-0-3)**

This s a capstone course for the Health Care Management Program. The course will synthesize and summarize the materials of the Program coursework. Discussions will also be conducted on the state of the field today and projections for the future. This course is taken the last semester before graduation.

Prerequisite(s): HCGM 4500, HCMG 4901 and senior standing.

---

---

**Health Fitness Management (HFMG)**

---

---

**HFMG 1101 - Survey of Health and Fitness Professions (1-0-1)**

An introduction to professional career opportunities available in the fields of health and fitness.

**HFMG 2110 - First Aid and CPR (2-2-3)**

This course is designed to teach the student basic first aid emergency management procedures and skills for a variety of injuries. The course contains both a lecture and practical component. Certification in first aid and CPR will be awarded upon the satisfactory completion of the written and practical course requirements.

**HFMG 3101 - Kinesiology (2-2-3)**

A study of human movement. Topics will include but are not limited to structural anatomy, biomechanics and neurophysiology. The biomechanical etiology of various injuries will be studied. PREREQUISITES (or Concurrent): Anatomy/Physiology - BIOL 1151, BIOL 1151L or permission of instructor.

**HFMG 3102 - Physiology of Exercise (3-0-3)**

A study of the physiological responses of the human body to exercise. Topics will include but are not limited to the neuromuscular, cardiovascular, respiratory, metabolic, hormonal, and thermal responses and adaptations to exercise. PREREQUISITES (or Concurrent): Anatomy/Physiology - BIOL 1151, BIOL 1151L or permission of instructor.

**HFMG 3110 - Personal Health and Wellness (3-0-3)**

An introduction to a variety of topics concerning health and wellness. Topics will include but are not limited to wellness and lifestyle management, basic principles of physical fitness, nutrition, weight management, stress management, sexually transmitted diseases, substance use and abuse and chronic diseases.

**HFMG 3130 - Principles of Fitness (across populations) (2-2-3)**

A study of the role of physical activity on health and the design of conditioning programs across populations from the very young to the elderly; from the able bodied to the physically challenged. Prerequisite(s): PHED 3101, or permission of instructor.

**HFMG 3140 - Exercise Testing & Prescription (2-2-3)**

An emphasis on the proper knowledge and skills required to conduct health and fitness testing. A variety of assessment principles and techniques are covered with a focus on both measurement expertise and safe and effective exercise prescription. Prerequisite(s): PHED 3101, PHED 3102, PHED 3130 or permission of instructor.

**HFMG 3382L - Seminar in Health Fitness Pharmacology (0-2-1)**

The seminar will examine possible effects, contraindications and side effects of common pharmaceutical agents on individuals who participate in exercise programs. Students will identify important considerations concerning the effects of medications on heart rate, blood pressure, exercise capacity and weight management. Prerequisite(s) or Absolute Corequisite(s): HSCI 3382 - Clinical Pharmacology.

**HFMG 4110 - Health Fitness Management (3-0-3)**

The study of the management and operation of programs and facilities in the health fitness field. The topics will include but are not limited to the planning, designing, constructing, equipping, and staffing health fitness facilities. Management theories and operational models for health fitness programs will also be covered. Prerequisite(s): PHED 3130, PHED 3140 or permission of instructor.

**HFMG 4970 - Health and Fitness Management Internship/Practicum (0-15-3)**

Individually designed learning program involving field experiences in a fitness or health/wellness-type 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.)

**HFMG 4999 - Capstone Course (3-0-3)**

This is the capstone course for the Health and Fitness Management Program. The course will synthesize and summarize the materials of the Program coursework. Discussions will also be conducted on the state of the field today and projections for the future. This course is taken the last semester before graduation.



---

---

**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(s): 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 3012 - Alternative and Complementary Approaches to Wellness: Therapies for a Healthy Lifestyle (3-0-3).**

This course is designed to explore and analyze various alternative health care therapies 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 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.

**HSCI 3201 - Pathophysiology (3-0-3)**

This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan. The first part of the course emphasizes the basic concepts of pathophysiology: cellular level of response, fluid and electrolytes, acid-base balance, and immune response. The second part of the course focuses on the application of the basic concepts to body systems and disease processes. The course builds on previous principles from anatomy, physiology, and chemistry.

Prerequisite(s): BIOL 1151, BIOL 1151L CHEM 1151, CHEM 1151L

Prerequisite or corequisite(s): BIOL 1152, BIOL 1152L

**HSCI 3320/COMM3320 - 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.

Prerequisite(s): Junior Standing

**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 3382 - Clinical Pharmacology (2-0-2)**

This course provides students with an in-depth and comprehensive knowledge and understanding of pharmacotherapy as it relates to clinical application in = health professions. 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.

Absolute Corequisite(s): NURS 3382L or DHYG 3382L; Junior Standing.

**HSCI 3401 - Contemporary Women's Health (3-0-3)**

The promotion and maintenance of women's health is stressed. Historical influences as well as social, political, religious and cultural factors which impact the contemporary women's health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women's roles in complex societies. Individuals become more aware of self and the needs of women as consumers and providers in the health care delivery system.

Prerequisite(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. Technique 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)**

This course overviews law in general and health care issues specifically and provides students an opportunity to study and explore aspects of employer-employee relations in the health care setting and legal ramifications of patient treatment and medical records.

Prerequisite(s): HSCI 2111, HCMG 3111, or HCMG 3112, NURS 3101, or permission of the instructor.

**HSCI 3521 - Developing Legal Nurse Consulting Skills (3-0-3)**

This course examines the practice of health care from a legal perspective and builds on the clinical expertise of R.N.'s.

**HSCI 3522 - Marketing and Expanding Legal Nurse Consultant Skills (3-0-3)**

This course examines the marketing of legal nurse consultant skills to legal firms and/or health care facilities and negotiation of fees for these services.

**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 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(s): Junior standing or permission of the instructor.

**HSCI 4330 - 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): Junior standing or permission of instructor.

**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.

**HSCI 4996 - Introduction to Health Care Informatics (3-0-3)**

This course provides an overview of the use of information and computer science in the delivery of health care [or nursing]. The content focuses on information technology used to enhance client care through minimum data set, research, education and administration of health care facilities.

**HSCI 4997 - Health Care Information Systems (3-0-3)**

This course provides an in depth analysis of selected information systems designed to improve health care delivery, the administration of health care and/or education of health care consumers and personnel. Students are expected to become proficient in the use of a selected information system designed to use evidence based, clinical information systems, education technology and/or research.

Prerequisite(s): HSCI 4496.

**HSCI 4998 - Information Seminar (3-0-3)**

In this course, students will work with faculty and health care information specialists to develop projects applying the knowledge obtained in NURS/HSCI 4996 and 4997. Projects will focus on the evaluation of information systems related to intervention classifications, coding systems, community health information networks, electronic patient records, patient outcomes, decision analysis, administration of health care facilities and personnel or the education of professionals and consumers.

Prerequisite(s): HSCI 4997.

---

---

**History (HIST)**

---

---

**HIST 1111 - Survey of pre- Modern World History (3-0-3)**

A survey of world history from the earliest civilizations to the voyages of discovery of the sixteenth century. Social, intellectual, and political history will be 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.]

**HIST 1112 - Survey of Modern World History (3-0-3)**

A survey of world history from the early sixteenth century to the present, emphasizing social, intellectual, and political topics. [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 2111 - Survey of United States History to 1877 (3-0-3)**

The history of the U. S. and the lands that would become the U. S. from the colonial period through Reconstruction. [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.

Prerequisite(s): HIST 2111 or HIST 2112 or HIST 2110.

**HIST 3001 - Historiography and Historical Methods (3-0-3)**

This course will examine the perspectives of significant historical schools and analyze the contributions made by major historians. Methodological investigation will include the following topics: selection, verification, organization, interpretation, and presentation. Students will be required to complete a research project.

Prerequisite(s): HIST 2111 (C) and HIST 2112 (C) and HIST 1111 (C) and HIST 1112 (C).

**HIST 3010 - Introduction to Public History (3-0-3)**

An introduction to the various facets of public history including archives. This course will emphasize the importance of the preservation and use of historical documents, artifacts, and sites. The examination of public history will include reference to organizations, museums, historical sites, advocacy groups, and public policy development. Non history majors including students considering majoring in history are encouraged to take this course.

Prerequisite(s): Completion of Area E history courses, i.e. [HIST 2111 (C) or HIST 2112 (C) or HIST 2210 (C)] and [HIST 1111 (C) or HIST 1112 (C)].

**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. A field-based project, appropriate for both teacher education majors and others, is incorporated into the course. Includes a laboratory/ practicum component. Required for all middle level teacher education students and for all history majors.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

**HIST 3120 - The Establishment of the U. S., 1607 - 1800 (3-0-3)**

Cultural, social, economic, and political development of Anglo-America through the War for Independence, the formation of state and national constitutions and governments, the Federalist years, and the "Revolution of 1800." Prerequisite(s): HIST 2111 (C) or HIST 2110 (C).

**HIST 3130 - Sectionalism, Civil War, and Reconstruction, 1845-1877 (3-0-3)**

The American Civil war from its causes through Reconstruction. Emphasis on the political, economic, social, and cultural background to the war, its military aspects, its impact on American society, and the struggle over the war's meaning.

Prerequisite(s): HIST 2111 (C) or HIST 2110 (C).

**HIST 3135 - The U.S. in the Gilded Age and Progressive Era, 1877-1917 (3-0-3)**

This course provides students with a deepened understanding of the emergence of the United States as a modern, industrial nation with an increasingly important role in world affairs. It will explore the political, social, economic, and technological changes associated with this process.

Prerequisite(s): HIST 2110 (C), HIST 2111 (C), or HIST 2112 (C).

- HIST 3140 - Themes of Twentieth Century United States History (3-0-3)  
A study of domestic developments in the United States during the Twentieth Century with emphasis on major cultural, social, economic, and political reform movements.  
Prerequisite(s): HIST 2112 (C) or HIST 2110 (C).
- HIST 3150 - War and Diplomacy 1898 - Present (3-0-3)  
An historical overview of the programs and policies of U.S. foreign policy from America's rise to the status of Great Power before World War II to its global pre-eminence thereafter. Topics include colonialism, American involvement in World War I, interwar diplomacy, conflicts leading to World War II and the Cold War, Korea, Vietnam, and Desert Storm.  
Prerequisite(s): HIST 2112 (C) or HIST 2110 (C).
- HIST 3210 - The Twentieth Century World (3-0-3)  
An examination of the political, social, and cultural developments of the twentieth century, with emphasis on the era of the world wars and the Cold War, and the end of colonialism.  
Prerequisite(s): HIST 1112 (C) or HIST 2110 (C).
- HIST 3220 - Latin American History - (3-0-3)  
The history of Latin America from before the European arrival, through the era of colonialism and independence, to twentieth century national movements.  
Prerequisite(s): HIST 1112 (C).
- HIST 3230 - History of Sub Sahara Africa (3-0-3)  
The history of Africa south of the Sahara from the first century C.E. to the present, with emphasis on the rise of empires in west and southern Africa, the influence of Islam, the impact of European imperialism, and the independence movements of the twentieth century.  
Prerequisite(s): HIST 1112 (C).
- HIST 3240 - History of the Middle East and North Africa (3-0-3)  
The history of the region from the end of the Roman empire to the present, with emphasis on the rise of Islam, the rise and decline of the Islamic empires, the era of European control, and the twentieth century independence movements.  
Prerequisite(s): HIST 1112 (C).
- HIST 3250 - History of China, the Pacific Rim, and Southeast Asia (3-0-3)  
The course focuses on the pervasive influence Chinese history and culture have had on the region from the era of the Shang dynasty (1700 B.C.E.) through the twentieth century, with special emphasis on Chinese religion, philosophy, and political ideology.  
Prerequisite(s): HIST 1112 (C).
- HIST 3260 - History of India and South Asia (3-0-3)  
The history of India and South Asia from the Indus Valley civilization (2000 B.C.E.) through the twentieth century, with special attention given to the dominant role of Indian religion and culture in the development of the region.  
Prerequisite(s): HIST 1112 (C).
- HIST 3330 - Business & Economic History (3-0-3)  
An examination of the historical development of the American economy with emphasis on business organization, business values, business cycles, and business government relationships.  
Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).
- HIST 3401- Introduction to Archival Theory and Practice (3-0-3)  
This course will introduce the student to the fundamentals of archival work. This will involve such functions as arrangement and description of manuscripts and non-documentary materials, assistance to patrons, creation and updating of finding aids, care and preservation of materials, security, privacy, legal responsibilities, and professional ethics.

Prerequisite(s): HIST 3010 (C).

**HIST 3410 - Introduction to Electronic Records (3-0-3)**

This course will introduce the student to the storage and retrieval of electronic records. This includes records originally in electronic form as well as items (manuscripts, photographs, motion pictures, audio recordings, etc.) originally created on paper or other media and then converted to electronic form (digitalized.) The course will also involve the use of electronic methods that facilitate the use of traditional records (e.g., indices, finding aids, web presentation).

Prerequisite(s): HIST 3401 (C) Note: The possibility of cross listing this as an IT course is under study.

**HIST 3420 - Family History and Genealogical Resources (3-0-3)**

This course is an introduction to the use of family history to illustrate broader historical currents and a survey of the resources and methods of genealogy. Students will research actual genealogy or family history. Non history majors interested in family history are encouraged to take this course.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C).

**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. May be repeated when topic varies.

Prerequisite(s): HIST 1111 (C) or HIST 1112 (C).

**HIST 3501 - Selected Topics in U. S. History (3-0-3)**

This course will present significant topics in U. S. history not covered by other courses in the curriculum. May be repeated for credit when the topic varies.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C) or HIST 2110 (C).

**HIST 3901 - Archival Internship I (0-V-3)**

The student will acquire hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration.

Prerequisite(s): HIST 3401 (C).

**HIST 4001 - African-American History (3-0-3)**

The African Americans, from their cultural roots in West Africa to the changing economic, political, social status over time to the present. Special emphasis placed on the civil rights movement, Black nationalism, and Black leadership. Prerequisite(s): HIST 2265 (C) or HIST 2110 (C) or [HIST 2111 (C) and HIST 2112 (C)]

**HIST 4002 - History of the American South (3-0-3)**

A synthesis of the economic, social, political, and cultural developments that shaped the history of southern states, from the Colonial period to the creation of the modern South.

Prerequisite(s): [HIST 2111 (C) and HIST 2112 (C)].

**HIST 4003 - Women's History (3-0-3)**

The role of women in the social, economic, and political development of the United States. Contributions of women and the historical significance of their attitudes in the liberal reform eras in American history.

Prerequisite(s): [HIST 2111 (C) and HIST 2112 (C)].

**HIST 4100 - Origins of the Western World - (3-0-3)**

The history of the Mediterranean world and Western Europe from the beginnings of Greek civilization through the Middle Ages. (800 B.C.E.- 1300 C.E.), with special attention given to the origins of Western political, religious, and economic systems

Prerequisite(s): HIST 1111 (C).

HIST 4120 - Renaissance, Reformation, and the Rise of the Western Nation State (3-0-3)  
The history of Europe from 1300 to the Peace of Westphalia (1648) with special emphasis given to the rise of new philosophies, new political systems, new religions, and the impact of European contact with Asia, Africa, and the Americas.  
Prerequisite(s): HIST 1111 (C).

HIST 4130 - The Age of European Expansionism and Industrialization (3-0-3)  
The history of Europe from the mid-17<sup>th</sup> century to the beginning of World War I (1914), focusing on the factors that enabled Europe to become the dominant world power of the early 20<sup>th</sup> century. Special attention will be given to the rise of industrial capitalism, the creation of overseas empires, and the creation of new political systems in the 18<sup>th</sup> and 19<sup>th</sup> centuries.  
Prerequisite(s): HIST 1112 (C).

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 1111.

HIST 4440 - Historical Exhibitions and Public Programming (3-0-3)  
A survey of the methods and purposes of interpreting history to the general public through museums, displays, exhibitions, pamphlets, documentaries, web sites, and all methods other than traditional historical publishing mediums (i.e. books and articles). Emphasis will be placed on interpretation of items of material culture.  
Prerequisite(s): HIST 3010 (C).

HIST 4450 - Introduction to Historic Preservation (3-0-3)  
An introduction to the purposes and methods of identifying, documenting, interpreting, and preserving historically significant structures, buildings, sites, and objects with emphasis on the United States. The course will include a survey of such historic preservation issues as economic development, tourism, architectural history, historical archeology, and community revitalization. It is recommended, but not required, that students take HIST 3010 prior to HIST 4450. Non history majors interesting in economic and community development, tourism, or other aspects of historic preservation are encouraged to take this course.  
Prerequisite(s): Completion of Area E history courses, i.e. [HIST 2111 (C ) or HIST 2112 (C ) or HIST 2110 (C )] and [HIST 1111 (C ) or HIST 1112 (C)].

HIST 4850 - Senior Seminar in History (3-0-3)  
This course is open only to history majors in their senior year (i.e. 90+ hours in the program). The seminar will emphasize readings and discussion concerning historical topics of broad significance. Students will complete a project requiring historical research, analysis, and interpretation.  
Prerequisite(s): Senior standing and HIST 3000 (C ) and HIST 3010 (C ) and HIST 3110 (C ) Prerequisites or co-requisite: HIST 4010 (C ) or HIST 4020 (C ) or HIST 4030.

HIST 4900 - Independent Study in History with Directed Research and Readings. (variable credit)  
Special study arranged in consultation with a faculty member and approved by the department head. May be repeated for a maximum of six semester hours.  
Prerequisite(s): Junior standing.

HIST 4901 - History Internship (3-0-3)

An approved historical field experience and carried out by the students in an appropriate institution, agency, or business. Requires the approval of the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. (Note: internships in an archival facility will be HIST 3030 or HIST 4030 rather than HIST 4010.)

Prerequisite(s): HIST 3000 (C ) and HIST 3010 (C ).

**HIST 4902 - Archival Internship II (0-V-3)**

The student will acquire additional hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The HIST 4030 internship must involve either a different archival function or a more advanced application of the same function that was used for the HIST 3030 internship. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning, and the placement site. This course is required for completion of the archival concentration.

Prerequisite(s): HIST 3401 (B).

**HIST 4903 - History Practicum (0-V-3)**

The practicum will constitute an independent (individual or small group) project in historical methodology, research, and analysis. The student will prepare and submit a significant historical paper and/or project. Requires the approval of the history experiential learning coordinator and the department head.

Prerequisite(s): HIST 3000 (C ) and HIST 3010 (C ).

---

---

## 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 HUMN 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 the department of Language and Literature.

---

---

## 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.

**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.

**HMSV 4490 - Internship/Practicum in Human Services (0-V-3)**

A directed and supervised internship or practicum. Requires permission of program coordinator and Director of Experiential Learning.

**HMSV 4500 - Senior Seminar and Internship/Practicum in Human Services II (1-V-3)**

In this capstone experience students will carry out a major project in an internship/practicum setting, prepare a written report on the project illustrating how it reflect the outcomes of the program, and share the results with fellow seminar members.

---

---

**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 3900 (C) or ENGL 3901 (C), MATH 3902 (C), and ITFN 2012 (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 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (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 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (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 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

---

## Information Technology: Foundations (ITFN)

---

### ITFN 1101 - Foundations of Information Technology (3-0-3)

An introductory course 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.

Prerequisite(s) or corequisite(s): MATH 1101 (C), and Exit or Exemption from Learning Support Reading, English, and Math.

### 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), MATH 1101 (C), ENGL 1101 (C), CRIT 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), ITSK 1701 (C).

Prerequisite or corequisite: ITFN 1301 or 1302 or 1303.

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

An introductory object-oriented 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(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

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

An introductory object-oriented 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(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

### ITFN 1303 - Foundations of Programming, C# (3-0-3)

An introductory object-oriented programming course using 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(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 1501 - Foundations of Networking and Security (3-0-3)

Introduction to terminology and applications of data communication and networking as essential elements of computer and business information systems. Students will understand basic network configurations, network architecture and security models. Through extensive industry research, students gain familiarity with concepts of data communication infrastructure, industry trends, hardware, software, media, transmission equipment, wireless and satellite communication. Includes an emphasis on LAN segmentation.

Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

ITFN 2001 - Professional Development Seminar (1-0-1)

Develop professional skills necessary to function competently in the business world of information technology: resume writing, electronic resumes, cover letters, interviewing techniques, job research, business ethics and an overview of professional organizations. Begin construction of a digital portfolio to be maintained by the student and reviewed by faculty as a degree requirement for the Associates in IT.

Prerequisite(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 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 coordinate with the University to evaluate student performance in the workplace. Students must articulate clear goals and objectives and document their progress. Application must be made to Office of Experiential Learning and is subject to IT Department approval.

Prerequisite(s): ITFN 2001 (C), application due four weeks before start of semester.

Prerequisite or corequisite: ITFN 2123 (C) and ITFN 2601 (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), CPTG 1010 (C).

Prerequisite or corequisite: MATH 1221 (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. Elements of operating system resource security including process, memory, filesystem, and device peripherals, will be studied.

Prerequisite(s): ITFN 1112 (C).

Prerequisite or corequisite: ITFN 1301, 1302 or 1303 (C).

ITFN 2700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)

A supervised research and/or instructional experience in Information Technology. Offered at the lower division.

Prerequisite(s): Invitation by the IT Department.

ITFN 2800 - Selected Topics in Information Technology (variable credit & may be repeated)

A special course, offered at the lower division, designed to explore a specific area in Information Technology.

Prerequisite(s): Application to IT Department for permission and formal acceptance after application

ITFN 2900 - Independent Study in Information Technology (variable credit & may be repeated)

A supervised course of study, offered at the lower division, guided by faculty mentor and/or expert from the field.

Prerequisite(s): Application to IT Department for permission, formal acceptance and written contract for course completion.

**ITFN 3012 - Information Technology Entrepreneur (2-2-3)**

This 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. Formal approval by the department head is required. A limited number of students will be accepted.

Prerequisite(s): Application to IT Department for permission and formal acceptance after application.

**ITFN 3134 - Advanced Systems, Security, and Process Development (3-0-3)**

A high-level course in systems development which delineates the cross-functional roll of the systems analyst when advancing fundamental change through information systems development. This course will focus on the Security Systems Development Life Cycle methodology: tools and techniques for designing and implementing secure systems.

Prerequisite(s): MATH 1221 (C); ENGL 1102(C); ITFN 2123(C); ITFN 2601(C).  
Prerequisite or corequisite: ITFN 2012(C).

**ITFN 3314 - Testing and Quality Assurance in Software Development (3-0-3)**

A high-level 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. Lab fee required.

Prerequisite(s): MATH 1221 (C); ENGL 1102; ITFN 2123 (C); ITFN 2601 (C); [ITFN 1301 (C) or 1302 (C) or 1303 (C)].  
Prerequisite or corequisite: ITFN 2012 (C).

**ITFN 4003 - Portfolio Development and Presentation (1-0-1)**

A capstone course for B.I.T. majors that includes completion of a digital portfolio, an electronic resume representing skills acquired and projects completed. Faculty will continuously review this portfolio until completion of B.I.T.

Prerequisite(s): ITFN 2012 (C).

**ITFN 4014 - Internship Cooperative (0-V-V)**

All students will complete this capstone course in cooperation with local industry. Working with business partners, student teams will develop meaningful projects, which integrate and apply knowledge in an actual work environment. These projects will be presented to faculty, students and industry partners. Work hours and credit vary. 3 credits: 20-30 hours per week, for a minimum of 250 hours per semester; 6 credits: 30-40 hours per week, for a minimum of 400 hours per semester. Application must be made to Office of Experiential Learning and is subject to IT Department approval.

Prerequisite(s): ITFN 4003 (C) and permission. Application due four weeks before start of semester.

**ITFN 4700 - Applied Research and/or Instruction in Information Technology (variable credit & may be repeated)**

A supervised research and/or instructional experience in Information Technology.

Prerequisite(s): Invitation by the IT Department. IT Department senior standing recommended.

**ITFN 4800 - Selected Topics in Information Technology (variable credit & may be repeated)**

A special course designed to explore a specific area in Information Technology.

Prerequisite(s): Application to IT Department for permission and formal acceptance after application. IT Department senior standing recommended.

**ITFN 4900 - Independent Study in Information Technology (variable credit & may be repeated)**

A supervised course of study guided by faculty mentor and/or expert-from-the-field.

Prerequisite(s): Application to IT Department for permission, formal acceptance and written contract for course completion. IT Department senior standing recommended.

---

---

**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 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (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 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (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 interactive project development with clients and team members.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (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 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (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 examine cutting-edge cases relating to e-commerce and emerging ethical issues and trends. Open to non-majors by Permission.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

---

---

**Information Technology: Network Planning, Design and Management (ITNW)**

---

---

**ITNW 4501 - Network Planning and Design (3-0-3)**

High-level approach to network planning and design with emphasis on designing a network infrastructure with high availability, scalability, affordability, security, and manageability. Course begins with a review of networking/security concepts. Topics include designing models for addressing and naming, developing network security and network management strategies, 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 3900 (C) or ENGL 3901(C), MATH 3902 (C), ITFN 2012 (C)

**ITNW 4502 - Secure Networks and Communications Protocols (2-2-3)**

A high-level study of network operating systems, security and communications protocols. Security concepts covered will include email security, IP security, web security, network management security, wireless security and system security. Other topics include the TCP/IP protocols suite, communications architecture, OSI protocol stack, flow control, switching, data compression and the application program-network interface.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C), ITFN 2012 (C) and ITSK 2511 (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 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (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 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

**ITNW 4511 Business Continuity Planning & Disaster Recovery (3-0-3)**

An advanced course on the development, implementation, management and administration of Business Continuity and Contingency Planning (BCCP). Students will evaluate the potential impact of a variety of disaster scenarios, learn to conduct system audits and risk assessments, develop recovery plans to protect the security and integrity of data and information. Additional topics include: developing base line for defining disaster levels and designing recovery time objective (RTO).

Prerequisite(s): ITNW 4501

**ITNW 4512 Information Technology Security Case Studies (2-2-3)**

This capstone course will focus on several comprehensive security related projects drawn from recent studies of industry concerns. 5 - 7 case studies will be presented for consideration. Students will develop and implement enterprise security policies considering such issues as authentication, hacking, malicious code, wireless & instant messaging, firewalls, routers, switches and intrusion detection and prevention. Also included: special topics drawn from current literature, guest speakers, public policy and ethics in IT.

Prerequisite(s): ITNW 4501 and ITNW 4502

---

---

## **Information Technology: Software Development (ITSD)**

---

**ITSD 4301 - Algorithms I (2-2-3)**

A first course in the design and analysis of algorithms, including asymptotic notation, sorting and finite automaton; students will study static, dynamic and recursive data structures, and will understand concepts from a theoretical and practical standpoint.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (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. Students will design a prototype interface.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901 (C), MATH 3902 (C) and ITFN 2012 (C).

**ITSD 4304 - Advanced Client-Server Software Development (2-2-3)**

An advanced course in the development of internet-aware applications and concepts, with emphasis on client-server architecture, protocols and web-based applications.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ENGL 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (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 3900 (C) or ENGL 3901(C), MATH 3902 (C) and ITFN 2012 (C).

**ITSD 4312 - Algorithms II (2-2-3)**

An advanced course in the design and analysis of algorithms with an emphasis on dynamic data structures, including red-black trees, B trees, min-max trees and static board evaluation. Graph theory will be studied, including minimum spanning trees, single-source shortest path, as well as advanced topics such as NP-completeness and approximation algorithms.

Prerequisite(s): ITSD 4301(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(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 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(s): ITFN 1101 (C), MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

**ITSK 1701 - Database Applications (0-2-1)**

An intermediate level skills course in Microsoft Access. Topics include reports, forms, OLE fields, sub-forms, macros, VBA and the switchboard manager. An introduction to relational database theory and database design is included.

**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 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 build an integrated database application using high-level tools.  
Prerequisite(s): ITFN 1201 (C), [ITFN 1301 (C) or 1302 (C) or 1303 (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(s): ITSK 2222 (C).

**ITSK 2311 - Intermediate Programming, Visual Basic (3-0-3)**

As an intermediate class in object-oriented programming using Visual Basic, students will gain understanding of the nature of object-oriented programming via objects, classes and methods. Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation.  
Prerequisite(s): ITFN 1301(C).

**ITSK 2312 - Intermediate Programming, Java (3-0-3)**

As an intermediate class in object-oriented programming using Java, students will gain understanding of the nature of object-oriented programming via objects, classes and methods. Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation.  
Prerequisite(s): ITFN 1302(C).

**ITSK 2313 - Intermediate Programming, C# (3-0-3)**

As an intermediate class in object-oriented programming using C#, students will gain understanding of the nature of object-oriented programming via objects, classes and methods. Students will learn to use more advanced techniques of programming and the application of appropriate data structures. Discussion includes, development of graphical user interfaces, advanced coding techniques, error handling, and the implementation of database access and manipulation.  
Prerequisite(s): ITFN 1303(C).

**ITSK 2314 Programming Language Concepts (3-0-3)**

This course surveys the history of programming languages and discusses various language paradigms and their influence on modern programming. Students will study the language/platform decisions associated with software development projects. Topics include: functional vs procedural languages, logic-based languages, scripting languages, interpreted vs compiled vs byte-code based languages, security and performance issues.  
Prerequisite(s): ITFN 1301 (C) or ITFN 1302 (C) or ITFN 1303 (C).

**ITSK 2321 - Developing Applications, Visual Basic (3-0-3)**

This is the third course in the Visual Basic (VB) programming series. The course will emphasize event-driven, object-oriented programming concepts and the more



sophisticated use of advanced VB controls and ActiveX controls. Also covered are the complex uses of classes, databases, collections, Dynamic Link Libraries, design and development of ActiveX controls, Windows API deployment of VB applications, and the integration of VB into the World Wide Web environment.

Prerequisite(s): ITSK 2311 (C).

**ITSK 2322 - Developing Applications, Java (3-0-3)**

Advanced topics in application development using the Java programming language. Emphasis will cover advanced testing and debugging and development of release versions.

Prerequisite(s): ITSK 2312 (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).

**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 and Security (2-2-3)**

An intermediate course in terminology, concepts and applications of data communications technology including network topologies, network devices, standards and protocol analysis. The course will emphasize network LAN and WAN concepts with data network components: wireless concepts, data security and threat analysis, access control, security models, TCP/IP, OSI model, data communications hardware, software, facilities, and media.

Prerequisite(s): ITFN 1501(C).

**ITSK 2522 - Wireless and Land-based Networking (2-2-3)**

An intermediate class in network design and administration. Students will acquire in-depth knowledge of wireless networks and VPN's. Topics include wireless transmission capability, security, client/server environments, installation and troubleshooting of client operating systems, peer-to-peer installation and configuration, Remote Access Services (RAS). Also covered are the design and implementation of RAS via Internet or LAN.

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)**

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): ITSK 1601 (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): ITSK 2411 (C), and [ITSK 2311 (C) or 2312 (C) or 2313 (C) or 2314 (C)]; ITFN 3314 (C); ITFN 3134 (C); ENGL 3900 (C) or ENGL 3901 (C); MATH 3902 (C); ITFN 2012 (C).

Prerequisite or Corequisite: MGMT 3101 (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(s): ITSK 2411 (C), and [ITSK 2311 (C) or 2312 (C) or 2313 (C) or 2314 (C)]; ITFN 3314 (C); ITFN 3134 (C); ENGL 3900 (C) or ENGL 3901 (C); MATH 3902 (C); ITFN 2012 (C).

Prerequisite or Corequisite: MGMT 3101 (C).

---

---

## 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.

Prerequisite(s): Approval of the Coordinator of Integrative Studies in the School of Arts & Sciences.

**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 (C).

**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 (C).

---

---

**International Studies (INTL)**

---

---

**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 Clayton State 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 Clayton State 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.

---

---

**Internet (INET)**

---

---

**INET 1150 - Web Languages (3-0-3)**

An introduction to the fundamental languages of the World Wide Web (WWW). Students will learn to work with the basic markup languages to create hyperlinks, formatted text, tables, graphics, image maps, and forms.

Prerequisites: CNET 1102, CNET 1103, CNET 1105.

**INET 1250 - Web Programming (3-0-3)**

An introduction to the programming on the World Wide Web. The fundamentals of programming, including variables, data types, input/output statements, control structures and functions will be covered. Students will learn to work with objects, properties, and events using a scripting language.

Prerequisites: INET 1150.

**INET 2160 - Internet Technologies (3-0-3)**

An introduction to the different technologies that comprise the Internet. Topics include addressing and routing, programming on the Internet, databases and web hosting, Internet clients, web servers, and Internet security.

Prerequisite(s): CNET 1102, CNET 1105.

**INET 2165 - Web Server Support (2-2-3)**

This course introduces the student to web server configuration and maintenance. Installation of web server software as well as configuration and optimization of http, ftp, and secure internet connections will be explored. Current technology will be used to explain and demonstrate the principles covered in class.

Prerequisite(s): CNET 1109, INET 2160.

---

---

**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. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

**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. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

**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. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

**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. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

---

---

**Language Arts/Reading (LART)**

---

---

**LART 3010 - Teaching Reading in the Content Areas (3-0-3)**

A course that focuses on the strategies necessary for effective communication 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 needed 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. The course 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 0099 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. Students will be expected to create and correct written communications using the laptop computer. (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. Students required to take READ 0099 must exit the course before taking any courses in the Core Curriculum (Areas A-F). (Learning Support exit-level course.)

---

---

**Management (MGMT)**

---

---

**MGMT 3101- Management Principles and Organizational Behavior (3-0-3)**

This course is designed to introduce the basic principles and concepts of management and their influence on the behavior in organizations. It covers such topics as what managers and organizations do, managing people, managing behavior between people, leadership practices, and managing change. Through a focus on skill development, students are taught how to be effective performers, either as an employee or a manager, or on teams within organizations. Through the information that is covered students will learn how to work with managers and will prepare them for the time when they are likely to assume managerial and leadership responsibilities. This course provides coverage of topics essential to understanding management functions and their link to employee and organizational success.

Prerequisite(s): ACCT 2101 (C), or TECH 3111 (C), or HCMG 3112 (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): Admission to the School of Business, MGMT 3101 (C), and BUSA 3101 (C).

**MGMT 3106 - Principles of Supply Chain Management (3-0-3)**

Covers basic principles of supply chain management and provides techniques used to analyze various aspects of logistics systems. Key concepts such as inventory management, communication, warehousing, distribution, and facility location are examined as an integral part of modern business. The course addresses insights, concepts, practical tools, and decision support systems that are important for the effective management of the supply chain.

Prerequisite(s): MKTG 3101 (C), MGMT 3101 (C).

**MGMT 3120 - Managerial Communication (3-1-3)**

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 and requires lab activity related to career planning. The official writing assessment for B.B.A. students is administered in this course.

Prerequisite(s): Admission to the School of Business, 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 4105: Global Distribution and Air Operations Seminar**

Global distribution and air cargo operations are studied primarily by experiential learning. Students learn import/export basics and spend significant time in a work environment with freight forwarders, customs house brokers, and/or air cargo operations firms. Prerequisite(s): MKTG 3105, MGMT 3106.

**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): Admission to the School of Business, MGMT 3101 (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): MKTG 3420 (C).

**MGMT 4510 - Labor Law/Regulations (3-0-3)**

A course designed to acquaint both employees and employers with legal issues that arise in the scope of employment. Selected issues may include drug testing, right to work, contract negotiations, grievance procedures, arbitration, and sexual harassment.

Prerequisite(s): Admission to the School of Business.

**MGMT 4725 - Dean's Senior Seminar in Business (3-0-3)**

A case-based course that provides an in-depth examination of comprehensive business problems in organizations.

Prerequisite(s): Admission to the School of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3700 (C), BUSA 3101 (C), MGMT 3120 (C), Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (C).

**MGMT 4750 - Strategic Management (3-0-3)**

A capstone course to integrate the knowledge and skills gained in a student's program of study. It provides an opportunity for students to propose the creation of a profit center consistent with the firm's strategy and core competency(ies). To be taken during last two semesters before graduation; last semester is strongly preferred.

Prerequisite(s): Admission to the School of Business, Senior Standing, FINA 3101 (C), MKTG 3101 (C), MGMT 3101 (C), BUSA 3700 (C), BUSA 3101 (C), MGMT 3120 (C), Prerequisite(s) or Corequisite(s): MGMT 3102 (C), MKTG 3420 (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): Admission to the School of Business, 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 2101 (C), TECH 3111 (C), or HCMG 3112 (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 3105: Introduction to Transportation and Logistics**

The goal of this course is for students to understand the basic modes of transportation, the economic fundamentals underlying each and some of the ways in which today's supply chain manager can use them to achieve improved efficiencies and cost effectiveness. Prerequisite(s): MKTG 3101 (C), MGMT 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 3420 - Global Business (3-0-3)**

This course discusses the various dimensions of the international business environment. The cultural, legal, political, and economic institutions with which international firms come into contact are extensively examined. In addition, the course addresses how the functional areas of business, finance, accounting, production, human resources management, marketing, and technology management, have to adapt to the international environment.

Prerequisite(s): Admission to the School of Business.

Prerequisite(s) or Corequisite(s): MKTG 3101 (C), MGMT 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) or Corequisite(s): [BUSA 3101 (C) or TECH 3113 (C)]

Prerequisite(s): MKTG 3101 (C). Admission to the School of Business.

**MKTG 4105: Global Distribution and Air Operations Seminar**

Global distribution and air cargo operations are studied primarily by experiential learning. Students learn import/export basics and spend significant time in a work environment with freight forwarders, customs house brokers, and/or air cargo operations firms. Prerequisite(s): MKTG 3105, MGMT 3106.

**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). Admission to the School of Business.

**MKTG 4207 - Professional Selling (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). Admission to the School of Business.

**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 3420 (C). Admission to the School of Business.

**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), at least two of the following upper level Marketing courses: (MKTG 3302 (C), MKTG 3312 (C), MKTG 4104 (C), MKTG 4106 (C), MKTG 4207 (C), MKTG 4420 (C), MKTG 4510 (C), MKTG 4800 (C)), Admission to the School of Business.

**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)**

---

---

**MKMC 1120 - Applied 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 - Applied Advertising Practice (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 - Applied 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 2261 - Applied Marketing on the Internet (3-0-3)**

This course examines the different methods and techniques that organizations use to market products and services on the internet. The course will look at how design, color, layout, ease of use and other aspects of a web page impact internet marketing. Customer appeal and customer attraction to products and services being marketing on the web will also be included in this course.

**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 - Applied Marketing Practices (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 research project is a major component 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 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. Students who take this course in preparation for MATH 1113 should also take MATH 1112 concurrently with MATH 1101.)

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.) (For students in Math-intensive majors, MATH 1111 does not apply in the Core Curriculum; see Core requirements. Students who take this course in preparation for MATH 1113 should also take MATH 1112 concurrently with MATH 1111.)

Prerequisite(s): MATH 0099 or high school Algebra II and a suitable mathematics placement score.

**MATH 1112 - Trigonometry (2-0-2)**

An introduction to elementary trigonometry. Topics include angle measurement, solving triangles, fundamental identities, solving trigonometric equations, and an introduction to trigonometric functions of real numbers including their graphs. This course is designed to prepare students for MATH 1113 if they do not have an adequate background in trigonometry from high school or other preparation.

Prerequisite(s) or corequisite(s): MATH 1101 or MATH 1111 or placement score exempting MATH 1101 or higher numbered math.

**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. (Knowledge of basic trigonometry is assumed; those who have not had prior course in trigonometry at the high school or university level should take MATH 1112.)

Prerequisite(s): Grade of C or better in MATH 1101 or MATH 1111 or equivalent mathematics placement scores, and grade of C or better MATH 1112 or successful completion of a high school course in trigonometry.

**MATH 1221 - Finite Mathematics (3-0-3)**

Mathematical preparation for the understanding of various quantitative methods in modern management and social sciences. Topics include sets, basic combinatorics including permutations and combinations, probability and probability distributions, systems of linear equations, matrix theory, linear programming using a geometric approach, and mathematics of finance. Additional topics that may be included are elementary statistical distributions, Markov chains, game theory, and logic.

Prerequisite(s): Grade of C or better in MATH 1101or MATH 1111 or equivalent mathematics placement scores.

**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): Grade of C or better in MATH 1101or MATH 1111 or equivalent mathematics placement scores.

**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): Grade of C or better in MATH 1101or MATH 1111 or equivalent mathematics placement scores.

**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): Grade of C or better in 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): Grade of C or better in 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): Grade of C or better in 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(s): Grade of C or better in 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 3003 - Applied Mathematical Modeling (3-0-3)**

This course is an introduction to the creation and use of mathematical models. Mathematical techniques will be developed and applied to real systems in areas including chemistry, biology, physics and economics. Students will be expected to make written and oral presentations in a professional manner. This course will emphasize the creation and testing of models and discussions of errors and forecasting. Students will work on projects singly and as part of a group.

Prerequisite: A grade of C or better in MATH 1501 or permission of the department.

**MATH 3005 - A Transition to Advanced Mathematics (3-0-3)**

This course is designed to prepare the student for advanced courses in mathematics. Topics include logic, set theory, properties of integers and mathematical induction, relations, and functions.

Prerequisite(s): A grade of C or better in MATH 2502 and MATH 2140.

**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 3010S - Number Concepts and Relationships (3-0-3)**

This course is a study of the real number system, its historical development, and comparison to other numeration systems, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and elementary set and number theory. This course is only open to in-service Georgia teachers.

**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 3020S - Concepts of Algebra (3-0-3)**

This course is a study of algebra and 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 a review of basic algebra; equations and inequalities in one variable with applications; functions and graphs with special attention to linear, quadratic, polynomial, and exponential functions; operations on functions and inverse function; and systems of equations and inequalities in two variables. This course is open only to in-service Georgia teachers.

**MATH 3030 - Concepts of Geometry (3-1-3)**

An exploratory approach to the study of plane, solid, analytic, transformational, spherical, and fractal geometry. Specific topics include symmetries of plane figures through rotations, reflections, and translations; construction of plane and solid figures (polygons and polyhedra); perimeter, area, surface area, and volume; triangle properties, including similarity and congruence theorems; Pythagorean Theorem; comparison of Euclidean and spherical geometry; locus of points; fractals; van Hiele levels of geometric understanding; informal and formal proof. Computer software will be used extensively. Includes a laboratory/practicum component. Required for all middle level teacher education students with a major concentration in mathematics. It is recommended that a high school level geometry course be taken prior to MATH 3010; students who have not had high school geometry should contact the

Department of Mathematics for advice on remediation well in advance of registration for this course. Open to qualified students without credit for MATH 3010 by permission of the Head of the Mathematics Department.  
Prerequisite(s): MATH 3010.

**MATH 3110 - Survey of Algebra (3-0-3)**

This course is a survey of group, ring, and field theory. Topics include algebraic structures on the integers, the real numbers, and the complex numbers; modular arithmetic; the Euclidean Algorithm; group and ring homomorphisms and isomorphisms; and field extensions with applications to constructions.  
Prerequisite: A grade of C or better in MATH 3005.

**MATH 3220 - Applied Statistics (3-0-3)**

This course is an introduction to the analysis of variance and simple experimental designs. Topics include non-parametric statistical methods and applications, analysis of count data: chi-square, contingency tables, and goodness-of-fit tests, simple and multiple linear regression methods, and residual diagnostics with applications.  
Prerequisite: A grade of C or better in MATH 1501 MATH 1231, and MATH 1241.

**MATH 3303 - Ordinary Differential Equations (3-0-3)**

This course introduces modeling with and solutions of ordinary differential equations, including operators, Laplace transforms, and series; systems of ODE's; and numerical approximations.  
Prerequisites: A grade of C or better in MATH 2502, MATH 2140.

**MATH 3420 - Introduction to Discrete Mathematics (3-0-3)**

This course is an introductory study of the concepts of finite mathematical structures. Emphasis is placed on the formulation and solution of problems that are discrete in nature. Topics include combinatorial methods, recurrence relations, graphs and networks, directed graphs and Boolean Algebras.  
Prerequisites: A grade of C or better in MATH 3005.

**MATH 3520 - Introduction to Analysis (3-0-3)**

This is the first course in a rigorous introduction to the fundamental concepts of single-variable calculus. Topics include the topology of Euclidean  $n$ -space, limits, continuity, uniform continuity and sequences and series.  
Prerequisites: A grade of C or better in MATH 2503, MATH 3005.

**MATH 3530 - Advanced Calculus II (3-0-3)**

This is continuation of MATH 3520. Topics include the differentiation and integration in Euclidean  $n$ -space, and sequences and series of functions.  
Prerequisites: A grade of C or better in MATH 3520.

**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 probability and statistics, the predicate calculus, and selected concepts from discrete mathematics.  
Prerequisite(s): Grade of C or better in MATH 1221.

**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 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; some relevant topics from the history of mathematics are explored.

Prerequisite(s): MATH 3030.

Prerequisite(s) or corequisite(s): MATH 4010.

**MATH 4130 - Applied Algebra (3-0-3)**

This course begins an investigation of how the theory of abstract algebra is applied to solve non-theoretical problems. Topics are selected from applications in exact computing, error correcting codes, block designs, crystallography, integer programming, cryptography and combinatorics. Students will work both singly and in groups on projects from the chosen topics.

Prerequisite: A grade of C or better in MATH 3110 (C).

**MATH 4220 - Applied Statistics (3-0-3)**

This course is an introduction to the analysis of variance and simple experimental designs. Topics include nonparametric statistical methods and applications, analysis of count data: chi-square, contingency tables, and goodness-of-fit tests, simple and multiple linear regression methods, and residual diagnostics with applications.

Prerequisites: A grade of C or better in MATH 1231 and MATH 1501. Prerequisite or Co-requisite: MATH 2502

**MATH 4230 - Introduction to Probability (3-0-3)**

This course is an introductory course in Probability Theory. Topics include basic probability models, combinatorial methods, random variables, univariate and multivariate distributions, expectations, conditional distributions, independence, and probability laws, applications to classical problems

Prerequisite: A grade of C or better in MATH 3420 and MATH 4220.

**MATH 4303 - Partial Differential Equations (3-0-3)**

This course investigates classical methods used in partial differential equations. Topics include data propagating along characteristics, classification of systems of the first order equation, the method of transforms and separation of variables, and typical applications of the wave and heat equations.

Prerequisites: A grade of C or better in MATH 2503, MATH 3303.

**MATH 4320 - Numerical Methods (3-0-3)**

This course is an introduction to numerical techniques used in applied mathematics, including numerical solutions to differential equations, numerical integration, etc.

Prerequisites: A grade of C or better in MATH 3520 and MATH 3303.

**MATH 4420 - Applied Discrete Mathematics (3-0-3)**

This course is a study of many essential mathematical concepts related to computer science. Topics include sets, relations, cardinality, Boolean Algebra, high-order logic, and computational logic. All topics are covered with an emphasis on applications to computing.

Prerequisite: A grade of C or better in MATH 3420.

**MATH 4800 - Special Topics in Mathematics (Variable Credit)**

Topics of interest in mathematics not covered in listed courses.

Prerequisite: Permission of instructor and department.

**MATH 4990 - Senior Seminar: Project or Internship (1-V-3)**

Students will prepare presentations on a topic chosen in consultation with a faculty mentor or reports on their internships. At the end of the term, each student will present a final presentation and paper that summarizes the student's project or internship. Students will be expected to make these written and oral presentations in a professional manner.

---

---

## Medical Assisting (MEDA)

---

---

**MEDA 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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program. Credit by exam is available prior to enrolling in this course. See advisor for information.

**MEDA 1101 - Law and Ethics for the Medical Office (2-0-2)**

This course will provide a basic knowledge of law, ethics, bioethics as they apply to the ambulatory health care setting. The course will emphasize the legal obligations of each medical discipline and how the actions of each discipline impacts on others. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

**MEDA 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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

**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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

Prerequisite(s): MEDA 1100.

**MEDA 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-CM), and Current Procedural Terminology (CPT) as they pertain to medical practices. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program. Credit by exam is available prior to enrolling in this course. See advisor for information.

Prerequisite(s): MEDA 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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program. . Credit by exam is available prior to enrolling in this course. See advisor for information.

Prerequisite(s): OFFC 1100, and OFFC 1111.

**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 1140 or MEDA 1102.

**MEDA 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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

Prerequisite(s): MEDA 1100.

**MEDA 1145 - Human Psychology for the Medical Office (3-0-3)**

An introduction to the basic principles of human behavior that will include the physical and psychological needs, growth and development, defense mechanisms, verbal and non-verbal communication, and death and dying. The student will evaluate and assess individuals with special needs as well as other approaches to health care involving holistic and non-medical therapies. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

**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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

Prerequisite(s): MEDA 1110.

Corequisite(s): MEDA 1125, MEDA 1130, MEDA 1140.

**MEDA 2220 - Medical Coding II (1-2-2)**

Covers the use of International Classification of Disease, Clinical Modification (ICD-9-CM), Current Procedural Terminology (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. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

Prerequisite(s): MEDA 1120.

**MEDA 2221 - Medical Coding III (1-4-3)**

This is an advance International Classification of Disease, Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT) and Health Care Financing Administration Common Procedure Coding System (HCPCS) coding course. Computer usage along with practical applications from medical records such as case studies and problem solving techniques will be completed. Grade of D in any MEDIA course will not count toward graduation in the Medical Assisting program.

Prerequisite(s): MEDA 2220, MEDA 1100, and MEDA 1102.

**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(s): Completion of all certificate courses and/or approval of program advisors. An overall GPA of 2.0 (C) is required to take this course.

**MEDA 2223 - Medical Coding Occupational Externship (1-10-3)**

After successful completion of all required courses, the student will provide a minimum of 150 hours of on the job medical records coding in an approved health care or medical coding facility. This experience allows the student to fully understand the accuracy, confidentiality, and other ethical responsibilities of a Medical Records Coder.

Prerequisite(s): Completion of all certificate courses and/or approval of program advisors. An overall GPA of 2.0 (C) is required to take this 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 Transcription (OMED)

---

---

**OMED 2201 - Medical Language (3-0-3)**

Study of medical language, including word components, definitions, spelling, and pronunciation. Includes advanced medical language with organization by body



systems and explanations of clinical procedures, laboratory tests, and abbreviations related to each body system. Use of appropriate medical references and other resources.

**OMED 2219 - Pharmacology Language (2-0-2)**

An introduction to the basic principles and language of pharmacology. A study of commonly prescribed drugs, including their classifications, indications, contraindications, and routes of administration. Emphasis on developing a working pharmacological vocabulary. Use of pharmaceutical references.

Prerequisite(s): OMED 2201 or MEDA 1100.

**OMED 2222 - Occupational Internship and/or Cooperative Education Experience (1-10-3)**

A minimum of 150 hours of on-the-job medical transcription experience in an approved work setting or a medical transcription simulation with instructor approval emphasizing the transcription of a variety of healthcare documents. This course incorporates work ethics traits.

Prerequisite(s): OMED 2232 (C); completion of Medical Transcription certificate program with a 2.00 or higher GPA; advisor approval.

**OMED 2231 - Medical Transcription I (3-0-3)**

Transcription of basic medical dictation, incorporating medical English usage and transcription skills, disease processes, medical knowledge, and proofreading and editing skills, meeting progressively demanding accuracy and productivity standards.

Prerequisite(s): OMED 2201, OFFC 1100 (C); exit from or exempt ENGL 0099; advisor approval.

Prerequisite(s) or Corequisite(s): OFFC 1116.

**OMED 2232 - Medical Transcription II (3-0-3)**

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 (C).

---

**Music (MUSC)**

---

**MUSC 0890 - Recital Attendance**

Monitors student attendance at recitals.

Prerequisite(s): Music major.

**MUSC 1001 - Introduction to Music Theory (1-4-3)**

Introduction to the elements of musical notation, including reading in G, F, and C clefs; extensive work with rudiments of rhythmic notation in both simple and compound meters. Triads, seventh chords, elements of voice leading. Offered each Fall.

**MUSC 1011 - Music Theory I (3-0-3)**

Music notation; major and minor scales and key signatures; intervals. 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. University-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. University-wide outcomes: develops skills in critical thinking.

Prerequisite(s): MUSC 1011 or 1001.

**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. University-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. University-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. Offered each Fall.

**MUSC 1152 - Class Piano II (0-2-1)**

Does not apply toward the major. 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. University-wide outcomes: oral communication, 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. University-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. University-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. University-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 program outcomes: develops skills in composition. University-wide outcomes: develops skills in critical thinking.

Prerequisite(s): MUSC 1601.

**MUSC 1710 - Major Ensemble-Choir (0-3/5-1)**

**MUSC 1710 - Major Ensemble-Wind Ensemble (0-3/5-1)**

**MUSC 1710 - Major Ensemble-Jazz Band (0-3/5-1)**

**MUSC 1710 - Major Ensemble-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 ensembles that are varied both in size and nature. University-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. University-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. University-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. 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. University-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.] Does not apply toward the major.

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. University-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. University-wide outcomes: develops skills in critical thinking.

Prerequisite(s): MUSC 2111.

MUSC 2151 - Intermediate Piano Skills I (0-2-1)

Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score-reading, accompanying, harmonization, transposition and basic keyboard harmony. Offered every fall semester. Open to music majors only.

Prerequisite(s): MUSC 1152 with a grade of C or above, or completion of the piano proficiency exam.

MUSC 2152 - Intermediate Piano Skills II (0-2-1)

Intermediate piano skills for students needing additional applied piano skills and including those with a piano concentration. Develops skills in sight-reading, score reading, accompanying, harmonization, transposition and basic keyboard harmony. Offered every spring semester.

Prerequisite(s): MUSC 2151 with a grade of C or above. Open to Music majors only

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)**

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. University-wide outcomes; oral communication, critical thinking. May be repeated for credit. Open only to music majors or by approval of the department head.  
Corequisite(s): MUSC 1710.

**MUSC 2500 - Applied Music-Performance Majors (0-1-2)**

Study in music performance in the student's major area. Offered each semester. Major program outcomes: develops competence in major performance area. Students are expected to perform a cross-section of music from the complete repertory of the particular performance medium, and develop technical skills requisite for artistic self-expression at an appropriate level. University-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 forms for one to four instruments. May be repeated for credit. Music majors.  
Prerequisite(s): MUSC 1012 (C), MUSC 1602 (C).

**MUSC 2611 - Music History I (3-0-3)**

Survey of Western music from antiquity through the Baroque period. 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. University-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 repertory of their performance medium. University-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. University-wide outcomes: develops skills in critical thinking.  
Prerequisite(s): MUSC 1761.

**MUSC 2900 - Introduction to Music Education and Technology (3-0-3)**

Designed to introduce students to real-life music education through structured observation of and interaction with local music educators. Students will also become familiar with technology, professional journals, and other resources specific to music education.  
Prerequisites: MUSC 2011, MUSC 2151

MUSC 2911 - Jazz Theory I (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. University-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. University-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 Fall, alternate years. 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. University-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 Fall, alternate years. 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. University-wide outcomes: develops skills in critical thinking.

Prerequisite(s): MUSC 2012.

MUSC 3101 - History of Jazz (3-0-3)

An in-depth, analytical investigation of jazz music and its cultural significance in 20<sup>th</sup> century America. Critical thinking and communication skills are emphasized. Open to all students regardless of major.

Prerequisite(s): ENGL 1102. Completion of CRIT 1101 and Area C recommended.

MUSC 3150-Advanced Piano Skills (2-0-2)

The development of advanced piano skills for piano performance majors and other who wish to develop more sophisticated keyboard skills beyond the degree requirements will be covered. Continued work in sight-reading, score-reading (open choral score and orchestral score), accompanying, harmonization, transposition, figured bass and improvisation as well as increased velocity in scale and arpeggio playing.

Prerequisite(s): MUSC 2152 with a grade of C or higher or permission of the instructor.

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. University-wide outcomes: develops skills in critical thinking.

Prerequisite(s): MUSC 2012.

MUSC 3410 - Major Ensemble-Choir (0-3/5-1)

MUSC 3410 - Major Ensemble-Wind Ensemble (0-3/5-1)

MUSC 3410 - Major Ensemble-Jazz Band (0-3/5-1)

MUSC 3410 - Major Ensemble- 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 ensembles that are varied both in size and nature. University-wide outcomes: develops skills in non-verbal communication and in critical thinking.

Prerequisite(s): Completion of Baccalaureate Candidacy Examination.

MUSC 3430 - Conducting (1-2-2)

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. University-wide outcomes: develops skills in oral communication and critical thinking.

Prerequisite(s): MUSC 2012.

MUSC 3450 - String Methods and Materials (0-3-2)

Methods and materials of playing and teaching woodwind instruments. Evaluation of methods and materials. Music majors only.

Prerequisite(s): MUSC 2012 (C).

MUSC 3451 - Brass Methods and Materials (0-3-2)

Methods and materials of playing and teaching brass instruments. Evaluation of methods and materials. Music majors only.

Prerequisite(s): MUSC 2012 (C).

MUSC 3452 - Percussion Methods and Materials (0-3-2)

Methods and materials of playing and teaching percussion instruments. Evaluation of methods and materials. Music majors only.

Prerequisite(s): MUSC 2012 (C).

MUSC 3453 - Woodwind Methods and Materials (0-3-2)

Learning to play an instrument from the string family. Learning teaching methods and materials. Observation in the public schools.

Prerequisite(s): MUSC 2012 (C).

MUSC 3500 - Applied Music (0-1-2)

Study in music performance in principle performance area for B.A. students. Offered each semester. May be repeated for credit. Major program outcomes: develops competence in principle 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. University-wide outcomes: oral communication, critical thinking.

Prerequisite(s): Four semesters of MUSC 2500.

Corequisite(s): MUSC 3410, MUSC 3510, MUSC 3530, MUSC 3540, MUSC 3550, or MUSC 3560

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. University-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. University-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. University-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. University-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. University-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. Offered each Fall. 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. University-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. University-wide outcomes: this is the capstone course for oral and written communication. Prerequisite(s): MUSC 2011.

**MUSC 3711 - Art Song 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. Offered Fall, alternate years. 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. University-wide outcomes: oral and written communication. Prerequisite(s): MUSC 1012.

**MUSC 3712 - Art Song Literature II (2-0-2)**

A study of the evolution of the secular song in the United States, Great Britain, and Eastern Europe. Offered Spring, alternate years. 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. University-wide outcomes: oral and written communication.  
Prerequisite(s): MUSC 1012.

**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. University-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. University-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. University-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. University-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. University-wide outcomes: oral and written communication.  
Prerequisite(s): MUSC 1012.

**MUSC 3811 - Piano Literature I (2-0-2)**

Survey of standard piano literature from the Baroque era to the early Romantic period. Emphasizes style analysis, performance-practice problems, and editions. Offered Fall, alternate years. Major program outcomes: students will be expected to develop an understanding of musical forms and processes in their historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication.  
Prerequisite(s): MUSC 1012.

**MUSC 3812 - Piano Literature II (2-0-2)**

Survey of standard piano literature from the Romantic era through the contemporary works. Emphasizes style analysis, performance-practice problems, and editions. Offered Spring, alternate years. Major program outcomes: students will be expected to develop an understanding of musical forms and processes in their historical, cultural, and stylistic contexts. University-wide outcomes: oral and written communication.  
Prerequisite(s): MUSC 1012.



**MUSC 3820 - Improvisation (0-2-1)**

Practical work in improvising in a variety of music styles. Offered each Fall. Major program outcomes: development of student's improvisational skills. University-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 Bachelor of Music Qualifying Exam.

**MUSC 3910 - Elementary Music Methods (3-0-3)**

Principles and techniques for teaching music to children K through 8. Includes musical development of the young child, program goals and content, methods, and assessment strategies.  
Prerequisite: MUSC 2900 (C).

**MUSC 3920 - Secondary Music Methods (3-0-3)**

Designed to provide the future choral music educator with the rehearsal skills necessary to be successful in the high school classroom. In addition students learn teaching, management, and administration skills appropriate to a high school choral program.  
Prerequisite: MUSC 2900 (C).

**MUSC 3921 - String, Woodwind, Brass, and Percussion methods and Material (3-0-3)**

Learning to play an instrument from each of the families of orchestral instruments. Learning teaching methods and materials. Observation in the public schools.  
Prerequisite: MUSC 2012

**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. Offered each Spring. 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. University-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. University-wide outcomes: develops critical thinking and communication skills.  
Prerequisite(s): MUSC 1012.

**MUSC 4180 - Advanced Scoring & Arranging (2-0-2)**

Advanced study of scoring for instruments and voices, with a focus on arranging for college ensembles. Offered Spring, alternate years. 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. University-wide outcomes: develops skills in critical thinking.  
Prerequisite(s): MUSC 3080.

**MUSC 4220 Techniques in Electroacoustic Composition (1-2-2)**

This course introduces current directions in technology in relation to the production of sound and music composition. Topics addressed include acoustics, algorithmic and computer-assisted composition, digital sampling and sequencing, interactive electronics, MIDI, signal processing, and production. Open to non-music majors by permission of the instructor. Offered Spring, alternate years.  
Prerequisite(s): MUSC 3220 with a grade of C or above

**MUSC 4400 - Applied Music-Composition Majors (0-1-1)**

Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

**MUSC 4430 - Advanced Conducting (2-0-2)**

Advanced study in conducting, rehearsal techniques, and score reading. Offered each Spring. Major program outcomes: requires students to acquire skills in conducting, and demonstrate the ability to read at sight with fluency. University-wide outcomes: critical thinking.

Prerequisite(s): MUSC 3430.

**MUSC 4500 - Applied Music-Performance Majors (0-1-2)**

Successful completion of Bachelor of Music Qualifying 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. University-wide outcomes: oral communication, critical thinking.

Corequisite(s): MUSC 1710 or 3410.

Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

**MUSC 4600 - Advanced Composition (0-1-2)**

Successful completion of Bachelor of Music Qualifying Exam is required. May be repeated for credit. Introductory work in composing music for larger ensembles; preparation for Senior recital. Major program outcomes: develops skills in critical thinking.

Prerequisite(s): Completion of Bachelor of Music Qualifying Exam.

**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. University-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. University-wide outcomes: oral and written communication.

Prerequisite(s): 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.

**MUSC 4910 - Choral Methods and Literature (3-0-3)**

Designed to provide students with in-depth knowledge of choral techniques and literature. Students will study practical conducting strategies while acquiring the knowledge of choral repertoire suitable to public school settings.

Prerequisite(s): MUSC 2900 (C), MUSC 3430 (C).

**MUSC 4922 - Instrumental Methods and Materials (3-0-3)**

Methods and materials of teaching instrumental music. Evaluation of methods and materials.

Prerequisite(s): MUSC 2012 (C).

**MUSC 4930 - Student Teaching (0-40-12)**

Full-time supervised teaching of music in school settings. To be taken during the student's final semester of the program.

Prerequisite(s): MUSC 4920 (C).

**MUSC 4990 - Music Capstone**

Offered each semester. Note: this is not a "course" as such, but a transcript marker indicating that a committee of faculty has approved the student's Music Capstone requirement. Normally taken in the student's last semester of study. Departmental approval required.

---

---

**Nursing (NURS)**

---

---

**NURS 3101 - Professional Issues (2-0-2)**

This course is designed to enhance the registered nurse's perception of the role of the professional practitioner in meeting the health needs of society. Selected theories, issues, and trends in nursing will be analyzed. Historical, societal, political, ethical, and legal factors impacting the profession will be explored. Modular seminar topics include a wide range of current selected topics driven by the current professional and social environment. (For RN-BSN students only.)

Prerequisite(s): BSN Admission.

**NURS 3110/COMM 3110 - Interactive Communication (3-0-3)**

This course focuses on ways to improve interpersonal skills in work settings. Students learn a specific set of communication techniques, identify their own strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes assertiveness, active listening, giving and taking criticism, group dynamics, crisis intervention, and conflict resolution.

Prerequisite(s): Junior standing.

**NURS 3201 - Health Assessment (2-0-2)**

This course provides the learner with the knowledge necessary to perform a health assessment on adults and use critical thinking skills to identify risk factors for actual or potential alterations in health. Emphasis will be placed on interviewing skills in taking a health history and differentiating between normal and abnormal physical findings when conducting a head-to-toe physical examination.

Prerequisite(s): BSN Admission or permission of Instructor

Corequisite(s): NURS 3202 or NURS 3201L.

**NURS 3201L- Health Assessment Lab (0-3-1)**

This course provides the learner with the opportunity to develop the skills and knowledge to perform a systematic health assessment/physical examination on adults from diverse cultural backgrounds. The lab time is structured to allow students to develop skill competency through observation and hands on practice.

Prerequisite(s): BSN Admission or permission of Instructor

Absolute Corequisite(s): NURS 3201.

**NURS 3202 - Health Assessment Practicum for R.N.'s (0-2-1)**

Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment/physical examination on adults from diverse cultural backgrounds. Lab time is structured to facilitate skill development in individuals with nursing experience.

Prerequisite(s): RN Licensure or permission of Instructor.

Corequisite(s): NURS 3201.

**NURS 3301 - Health Promotions (3-0-3)**

This course is designed to introduce the student to roles and issues for the professional nurse. Concepts highlighted in this course are theoretical perspectives on health-illness, developmental, situational, and role transitions in the nursing

profession. In addition, the course emphasizes the nurse's role in promoting individual and family health across the lifespan.

Prerequisite(s): BSN Admission.

Absolute Corequisite(s): NURS 3301L.

**NURS 3301L - Health Promotions Practicum (0-3-1)**

This course is designed to allow the student to focus on the application of the theoretical concepts related to the role of the professional nurse in promoting individual and family health across the lifespan. Activities are designed to allow students to participate in interdisciplinary collaboration, application of teaching and learning principles, and to develop beginning skills in nursing therapeutics as related to health promotion.

Prerequisite(s): BSN Admission.

Absolute Corequisite(s): NURS 3301.

**NURS 3401 - Health Illness Transitions I (3-0-3)**

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics essential to the general care of individual clients experiencing developmental and health-illness transitions across the lifespan. Students are expected to apply assessment and communication principles in identifying needs of individuals with acute health-illness transitions. Emphasis in this course is on the introduction of basic principles necessary for promoting a healthy outcome in meeting holistic needs of the individual client.

Prerequisite(s): NURS 3301; NURS 3201; NURS 3110 (or concurrent).

Absolute Corequisite(s): NURS 3401L.

**NURS 3401L - Health Illness Transitions I Practicum (0-6-2)**

This course focuses on the clinical application of concepts learned in NURS 3401 and previous courses. Students will have the opportunity to continue to develop assessment and nursing therapeutic skills in meeting holistic needs of the individual client with acute health-illness transitions.

Prerequisite(s): NURS 3201L; NURS 3301L.

Absolute Corequisite(s): NURS 3401.

**NURS 3501 - Psychosocial Transitions (3-0-3)**

This course focuses on theory and practice considerations for clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on understanding clients' perceptions, within the context of their current mental status, biological factors, risk factors and cultural background, in order to design appropriate professional nursing interventions.

Prerequisite(s): NURS 3401.

Absolute Corequisite(s): NURS 3501L.

**NURS 3501L - Psychosocial Transitions Practicum (0-6-2)**

This course focuses on clinical application of theory and research related to clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on the development of communication skills, critical thinking, and interdisciplinary collaboration to facilitate healthy adaptation to psychosocial stressors and recovery from mental health problems. A variety of acute care and community health care settings will be used.

Prerequisite(s): NURS 3401L.

Absolute Corequisite(s): NURS 3501.

**NURS 3601 - Developmental Transitions I (3-0-3)**

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for childbearing individuals and families. Concepts highlighted in this course include sexuality and reproduction. Course content examines developmental, situational, and health-illness transitions experienced by childbearing individuals and families.

Prerequisite(s): NURS 3401.

Absolute Corequisite(s): NURS 3601L.

**NURS 3601L - Developmental Transitions I Practicum (0-6-2)**

Within the context of the concepts learned in NURS 3601 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family in the childbearing years. A variety of acute care and community health care settings will be used.

Prerequisite(s): NURS 3401L.

Absolute Corequisite(s): NURS 3601.

**NURS 4100 - Nursing Research (3-0-3)**

This course emphasizes the critical review and evaluation of research articles and application of research findings to practice. Specific aspects of the research process are discussed from both a quantitative and qualitative approach, as a foundation to being an informed consumer of research. Building a scientific basis for practicing nursing is studied as a method for improving the quality of nursing practice. For basic licensure students, completion of all 3000-level NURS courses is recommended prior to taking this course.

Prerequisite(s): MATH 1231 or HSCI 2201.

Corequisite(s): NURS 3101

**NURS 4201 - Developmental Transitions II (3-0-3)**

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for children and their families. Course content examines developmental, situational, and health-illness transitions experienced by individual pediatric clients and their families.

Prerequisite(s): NURS 3501; NURS 3601.

Absolute Corequisite(s): NURS 4201L.

**NURS 4201L - Developmental Transitions II Practicum (0-6-2)**

Within the context of the concepts learned in NURS 4201 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family from birth to adolescence. A variety of acute care and community health care settings will be used.

Prerequisite(s): NURS 3501L; NURS 3601L.

Absolute Corequisite(s): NURS 4201.

**NURS 4301- Health Illness Transitions II (3-0-3)**

This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for the adult clients and their families experiencing development, situational, and health-illness transitions. Emphasis will be on integration of nursing therapeutics with specific pathophysiologic concepts commonly experienced by the adult client. Responses of the individual and family in transition will also be addressed.

Prerequisite(s): NURS 3501; NURS 3601.

Corequisite(s): NURS 4301L.

**NURS 4301L - Health-Illness Transitions II Practicum (0-6-2)**

This course provides the learner the opportunity to build upon the concepts, skills, and theories introduced in NURS 4301 and previous courses. The course provides opportunities to enhance integration of concepts into the practice setting appropriate for adult individuals and families in transition. Students gain experience in the application of nursing therapeutics in a variety of acute care and community health care settings.

Prerequisite(s): NURS 3501L; NURS 3601L.

Absolute Corequisite(s): NURS 4301.

**NURS 4401 - Health Illness Transitions III (3-0-3)**

This course is a continuation of Health-Illness II in providing a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for

clients and their families experiencing developmental, situational, and health-illness transitions. Emphasis will be on the provision of holistic care of individuals and families experiencing multisystem health-illness transitions.

Prerequisite(s): NURS 4201; NURS 4301.

Absolute Corequisite(s): NURS 4401L.

**NURS 4401L - Health-Illness Transitions III Practicum (0-9-3)**

This course focuses on the management of groups of clients and their families experiencing multisystem health-illness transitions. The course provides opportunities to validate competencies of a beginning professional nurse while enhancing synthesis of concepts learned in all Health-Illness courses. A variety of acute care and community health care settings will be used.

Prerequisite(s): NURS 4201L; NURS 4301L.

Absolute Corequisite(s): NURS 4401.

**NURS 4500 - Role Transitions (2-0-2)**

This course is for students in basic licensure major only and is to be taken during the student's senior year. Role concepts, transitions from student to professional, health care issues and trends are explored. Students are required to submit a satisfactory portfolio and pass an end-of-program competency examination as a requirement of course completion.

**NURS 4501 - Clinical Practicum for R.N.'s I (0-6-2)**

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, NURS 3201, NURS 3201L.

**NURS 4502 - Clinical Practicum for R.N.'s (0-6-2)**

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. Students must complete 2 semester hours.

Prerequisite(s): NURS 4501

Corequisite(s): NURS 4601.

**NURS 4503 - RN Practicum (0-6-3)**

This practicum course enables RN students to expand their clinical expertise and broaden their exposure to the roles of nurses.

Prerequisite(s): NURS 4601.

**NURS 4601 - Organizational Transitions (4-0-4)**

This course is designed to examine leadership and management theory as they apply to groups and aggregate populations in various health care settings. The student, as a manager, focuses on the role of the nurse in wellness promotion, epidemiology, international health, environmental issues, and the effect of nursing within health care systems. Competencies previously acquired are extended to include principles of management and leadership and their application to groups in transition.

Prerequisite or Corequisite(s): NURS 3110, NURS 4100, RN Licensure and NURS 3101 or NURS 4301, NURS 4301L, NURS 4201, NURS4201L.

**NURS 4601L - Organizational Transitions Practicum (0-3-1)**

This course is designed to allow students to apply leadership and management principles with groups and aggregate populations in various health care settings. Learning experiences focus on synthesizing concepts acquired in NURS 4601 and prerequisite courses such as communication, critical thinking, teaching/learning, and nursing process while validating competencies expected of a beginning professional nurse.

Absolute Corequisite(s): NURS 4601.

**NURS 4602 - Advanced Organizational Transitions for R.N.s (4-0-4)**

This course is designed as a synthesis experience for the returning RN student that allows more in-depth exploration of advanced management and community concepts. Concepts addressed in this course include assessment of a community, case management, disease state management, resource allocation, quality improvement, and future trends in health care. Students are required to submit a satisfactory portfolio as a requirement of course completion.  
Prerequisite(s): NURS 4601, NURS 4502.

**NURS 4800 - Directed Study Practicum in Nursing (0-9-3)**  
This is a directed readings course with a faculty mentor.

**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(s): Consent of the instructor and dean or associate dean.

**NURS 4996 - Introduction to Nursing Informatics (3-0-3)**  
This course provides an overview of the use of information and computer science in the delivery of health care [or nursing]. The content focuses on information technology used to enhance client care through minimum data set, research, education and administration of health care facilities.

**NURS 4997 - Nursing Information Systems (3-0-3)**  
This course provides an in depth analysis of selected information systems designed to improve health care delivery, the administration of health care and/or education of health care consumers and personnel. Students are expected to become proficient in the use of a selected information system designed to use evidence based, clinical information systems, education technology and/or research.  
Prerequisite(s): NURS 4496.

**NURS 4998 - Information Systems Seminar (3-0-3)**  
In this course, students will work with faculty and health care information specialists to develop projects applying the knowledge obtained in HSCI/NURS 4996 and 4997. Projects will focus on the evaluation of information systems related to intervention classifications, coding systems, community health information networks, electronic patient records, patient outcomes, decision analysis, administration of health care facilities and personnel or the education of professionals and consumers.  
Prerequisite(s): NURS 4997.

**NURS 4999 - Informatics Practicum (3-0-3)**  
Students will implement the informatics projects designed in Information Seminar. Findings from the implementation and evaluation of the projects will be discussed with colleagues on-line.  
Prerequisite(s): NURS 4998.

---

## **Office (OFFC)**

---

**OFFC 1100 - Business English (3-0-3)**  
Intensive review of grammar, punctuation, spelling, capitalization, numbers, and abbreviations in all business communication situations, including writing and speaking. Credit by exam is available prior to enrollment in this course. See advisor for information.  
Prerequisite(s): Students required to take READ 0099 and/or ENGL 0099 must exit these requirements.

**OFFC 1101 - Introduction to Office Computing (2-2-3)**

Basic computer skills using Windows operating system software, including managing Windows files and folders. Introduction to e-mail and the Internet. Overview of word processing, spreadsheet, database, and presentation software. Credit by exam is available prior to enrollment in this course. See advisor for information.

**OFFC 1111 - Word Processing I—Keyboarding (2-2-3)**

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. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required in OFFC 1111 prior to enrollment in OFFC 1112 or OFFC 1116.

**OFFC 1112 - Word Processing II—Document Processing (3-0-3)**

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. Credit by exam is available prior to enrollment in this course. See advisor for information. Prerequisite(s): OFFC 1111 (grade of C or higher) or successful completion of the placement test.

**OFFC 1114 - Project Management (3-0-3)**

Hands on computer applications covering Microsoft Project. Emphasis is on timelines, budgets, and effective and efficient time management. Prerequisite(s): OFFC 1101, OFFC 2209.

**OFFC 1116 - Medical English and Word Processing (3-0-3)**

Medical word processing and an in-depth study of industry standards of style, rules of punctuation, abbreviations, numbers, etc., for medical documents. Introduction to the health care record, medical documents, and medico-legal concepts and ethics in the medical transcription profession. Straight-copy production of medical documents and development of medical word processing and computer skills. Prerequisite(s): OFFC 1100, OFFC 1111 (grade of C or higher).

**OFFC 2101 - Legal Terminology and Procedures (3-0-3)**

This course focuses on providing students with knowledge of basic legal terms. Students will develop the ability to recognize and use legal terms in context. Students will also learn the basic structure of the legal system and the procedures used in a typical law office. This course is not open to paralegal majors and does not count in the paralegal program. Prerequisite(s): OFFC 1100 and OFFC 1111.

**OFFC 2112 - Legal Document Processing (3-0-3)**

Emphasis on mastery of software and document processing skills using Word software. Production of legal documents in appropriate formats and introduction to transcription of legal documents. Prerequisite(s): OFFC 1111.

**OFFC 2202 - Business Math (3-0-3)**

Knowledge and application of business mathematics, including trade and chain discounts, bank reconciliation, payroll and payroll taxes, 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. Credit by exam is available prior to enrollment in this course. See advisor for information.

**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 2206 - Presentation Software (3-0-3)**

This course will teach presentation (PowerPoint) software to prepare students for MOUS certification. Emphasis will be on presentational speaking.

**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 (3-0-3)**

Administrative procedures used in the medical office, including computerized medical management software. Includes office management, appointments, medical records filing, insurance claims, billing, and financial records.

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. Credit by exam is available prior to enrollment in this course. See advisor for information.

Prerequisite(s) or corequisite(s): OFFC 1101.

**OFFC 2210 - Spreadsheet II for the Office (3-0-3)**

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 (3-0-3)**

Students work in simulated office producing work based on employability standards. Emphasis on production of business documents, work flow, setting priorities, and work ethics. 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 (3-0-3)**

Desktop publishing functions in which students design and produce complex documents using Microsoft Word software. Documents include reports, newsletters, brochures, flyers, and forms. Emphasis on development of speed and accuracy in keyboarding.

Prerequisite(s): OFFC 1112 or OFFC 1116.

**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(s) or corequisite(s): OFFC 1101.

**OFFC 2215 - Integrated Software (3-0-3)**

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, and 2214.

**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. This course will incorporate instruction for work ethics traits. 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 advisor approval. At least 12 hours of coursework in office courses must be completed before enrollment in OFFC 2222, with a GPA of 2.5 or higher in major coursework and overall GPA of 2.0 or higher.

**OFFC 2250 - Office Accounting I (3-0-3)**

Introduction of the basic accounting cycle with emphasis on accounting procedures for a sole proprietorship. Topics include journalizing, posting, adjustments, end-of-period worksheet, preparation of financial statements, closing entries, cash control, and payroll. Computer applications introduced.

**OFFC 2251 - Office Accounting II (3-0-3)**

Continuation of the accounting cycle with emphasis on accounting procedures for a merchandising business. Topics include subsidiary records; special journals; voucher system; and specialized accounting procedures for accounts receivable, notes and interest, merchandise inventory, and long-term assets. Computer applications continued

Prerequisite(s): OFFC 2250.

**OFFC 2252 - Office Accounting III (3-0-3)**

Advanced accounting procedures with emphasis on accounting for transactions typical of partnerships and corporations. Topics include partnerships, capital stock, corporate earnings, bonds, cash flow, analysis of financial statements, departmental accounting, and manufacturing accounting. Computer 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. Advisor 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 an advisor.

---

---

## **Paralegal Studies (PARA)**

---

**PARA 1101 - Introduction to Law and Ethics (3-0-3)**

This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts, and ethical issues

confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques. Must exit from or be exempt from Learning Support Reading and English. Students who do not achieve a grade of C or higher (or K) in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before a student may continue taking other PARA classes.

**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, the initiation of a case (or alternative dispute remedies), preparation of pleadings and discovery, motion practice, drafting of settlement and trial documents, and the appellate process.

Prerequisite(s): PARA 1101.

**PARA 1105 - Legal Research and Writing (3-0-3)**

This course focuses on federal and state legal research utilizing law library books, on-line databases, the Internet, and CD-ROMs. Students 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.

**PARA 1107 - Criminal Litigation (3-0-3)**

This course focuses on the criminal justice system and related statutes and constitutional issues. Students learn procedural rules and become familiar with and draft pleadings filed in criminal court by prosecutors and defense attorneys.

Prerequisite(s): PARA 1101.

**PARA 1109 - Business Organizations (3-0-3)**

This course teaches the law of business entities, including sole proprietorships, partnerships, corporations, and limited liability companies. Student draft incorporation documents and use the internet to incorporate a business. Students also obtain a thorough understanding of contract law, including the elements of a contract, defenses and remedies. Emphasis is placed on practical considerations, especially drafting and interpreting contracts.

Prerequisite(s): PARA 1101.

**PARA 1111 - Computers in the Law (3-0-3)**

This course introduces students to computer basics, hardware, and software. Students gain practical experience working with software applications, such as litigation support, spreadsheets, word processing, and databases.

Prerequisite(s): PARA 1101, PARA 1103, PARA 1109

**PARA 1113 - Real Estate Law (3-0-3)**

This course focuses on the buyer-seller relationship, title examinations and title insurance, document preparation, and filing procedures. Students prepare a closing statement and draft other documents needed to prepare for a real estate closing.

Prerequisite(s): PARA 1101.

**PARA 1221 - Bankruptcy/Debtor-Creditor Relations (3-0-3)**

This course teaches students 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 and Probate Law (3-0-3)**

This course teaches students the terminology and laws applicable to wills and trusts, and how to prepare these documents. Students also learn the procedural rules of Probate Court.

Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 1225 - Family Law (3-0-3)**

This course focuses on marriage, annulment, antenuptial agreements, divorce, and adoption. Students prepare all of the documentation necessary to file a divorce.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 1227 - Health Care Law (3-0-3)**

This course teaches students the legal issues involved in the health care industry. Students review and analyze contracts prepared by paralegals and attorneys for hospitals, doctors and Health Maintenance Organizations.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 1229 - Intellectual Property Law (3-0-3)**

This course takes a practice-oriented approach to the fields of patent, trademark, and copyright litigation and prosecution.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 1231 - Administrative Law (3-0-3)**

This course discusses how attorneys and paralegals interact before administrative agencies. The course includes a discussion of statutory law and administrative rules, in areas such as environmental and Social Security law.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 1233 - Employment Law (3-0-3)**

This course teaches federal and state employment law, discrimination and disability statutes, and practical issues and resolutions of these issues before administrative agencies.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 1235 - Law Office Skills (3-0-3)**

This on-line course will involve the student in practical problem solving and hands-on scenarios that occur in the law office, such as ethical issues, document preparation, legal software, and court filing procedures.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 2103 - Advanced Civil Litigation (3-0-3)**

This course will allow students to further develop the basic litigation skills acquired in PARA 1103. This course will allow a student to participate hands-on on the preparation necessary for trial. The course will also emphasize complex litigation and the role of the paralegal in managing the flow of information and documentation typically found in such cases.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, and PARA 1109.

**PARA 2105 - Advanced Legal Research (3-0-3)**

This hands-on course will allow students to use the skills acquired in PARA 1105 to prepare and review more sophisticated and complex legal documents. Students will gain additional expertise in electronic legal research. This course will require extensive out-of-class library and research time.  
Prerequisite(s): PARA 1101, PARA 1103, PARA 1105, PARA 1109, and six (6) hours of ENGL.

**PARA 2222 - Occupational Internship (1-10-3)**

A minimum of 150 hours of on-the-job paralegal or other substantive law-related 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.

---

---

## **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.

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.

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.

Prerequisite(s): PHED 1030.

**PHED 1050 - Walking/Jogging for Fitness (0-2-1)**

This course is designed to increase the knowledge, understanding, and value of properly performed cardiorespiratory conditioning exercises, primarily walking and running/jogging for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program.

**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 1075 - Introduction to Basketball (0-2-1)**

This course will concentrate on beginning basketball skills development including, shooting, passing, dribbling, rebounding, and defending; court play will be included. Additionally, basketball history, rules and etiquette will be covered. Students must purchase a whistle for use during officiating sessions and furnish appropriate attire, including smooth-soled, non-marking athletic shoes.

**PHED 1080 - Beginning Golf & Tennis (0-2-1)**

The course is structured for the beginning golf and tennis student. Golf will introduce skills for the short game to include pitching, chipping, putting, rules, scoring, and etiquette. Course play will be included. Clubs will be provided if necessary. The tennis portion of the course will emphasize the forehand, backhand, serve, rules, scoring, and etiquette. Students furnish appropriate attire and smooth-soled tennis shoes. Students must provide a tennis racquets. Additional fees may be required.

**PHED 1090 - Free Weight Training for Fitness (0-2-1)**

This course is structured for the beginning free weight lifting student. It is designed to increase the knowledge, understanding, and values of properly performed free weight training exercises. A variety of exercises will be performed with the emphasis on technique and safety. Students furnish appropriate attire and properly soled athletic shoes.

---

---

## 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.]

Prerequisite(s): ENGL 1101(C) required; ENGL 1102 recommended.

**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 (C). 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 (C). 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 if MATH 1113 (C).

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, applied biology, and physical therapy. Pre-medical students following an applied biology track, and pre-veterinary students are also required to take this laboratory course.

Corequisite(s): PHYS 1112.

### 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 2211.

### 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 3650 - Modern Physics (3-0-3)

An introductory course including material from relativity, quantum mechanics, models of the atom, lasers, solid state physics, nuclear physics and elementary particles. Study is focused on contemporary applications including those to biology and medicine.

Prerequisite(s): PHYS 1112.

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

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. A field-based project, appropriate for both teacher education majors and others, is incorporated into the course. Includes a laboratory/practicum component.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

### POLS 3212 - State and Local Government (3-0-3)

State and Local Government provides an in depth study of the political process and administrative procedures used in American state and local governments to address social, economic, and political issues. Comparative analysis of relevant actors and strategies across the states is incorporated.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

### POLS 3320 - Public Policy (3-0-3)

Public Policy provides an analysis of selected public policy issues and the interplay of organizations and politics in the policymaking process.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.



**POLS 3323 - Comparative Politics (3-0-3)**

Comparative Politics is an introduction to the comparative approaches for the study of politics, focusing on patterns of development and change in contemporary political systems.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3343 - Principles of Public Administration (3-0-3)**

Public Administration examines the methods and procedures of governmental administration and the control of public bureaucracies in democratic societies.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3350 - International Relations (3-0-3)**

International Relations examines the international order, conflict and war, determinants of foreign policy, global actors and the dynamics of political interaction between nation-states.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3360 - The U.S. Congress (3-0-3)**

The U.S. Congress and the Legislative Process presents an in-depth treatment of the origins, development, operation of the U.S. Senate and House of Representatives.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3370 - The U.S. Presidency (3-0-3)**

The U.S. Presidency examines the historical development of the presidency, the constitutional powers, the personalities, the roles and the relationship with other governmental entities.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3380 - Interest Groups and Political Parties (3-0-3)**

Interest Groups and Political Parties examines the nature, structure and functions of interest groups and political parties in differing national cultural contexts with particular attention to electoral activity and their role in the policy making process.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3382 - Women and Politics (3-0-3)**

Women and Politics examines the social status and political activities of women in America and other societies, exploring the causes, methods, and results of political involvement by women.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 3385 - Campaigns and Elections (3-0-3)**

Campaigns and Elections provides an in-depth look at the process of selecting governmental leaders in the United States. Includes a segment on foreign elections.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4421 - American Political Thought 1620 to the Present (3-0-3)**

American Political Thought 1620 to the Present concentrates on the development and explication of American political ideas and eras from the colonial era to the present.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4424 - Judicial Process (3-0-3)**

Judicial Process examines courts and judges as agents in the political system; focus is on the judicial decision-making process, with attention to psychological and other variables in that process. Relation of judicial process to legislative, administrative and electoral processes emphasized.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4425 - Constitutional Law (3-0-3)**

Constitutional Law is the study of the constitutional divisions of power among the branches of the national government and between the national and state governments, and the application and interpretation of constitutional protections by the American courts.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4426 - Civil Liberties (3-0-3)**

Civil Liberties is an intensive study of the rights of Americans as guaranteed by the Constitution. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4451 - Politics of Europe (3-0-3)**

Politics of Europe is designed to acquaint students with political institutions and processes of individual European nations and regional organizations including NATO and the European Union in the post-Soviet era. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.

**POLS 4453 - Politics of Africa (3-0-3)**

Politics of the Africa examines contemporary sociopolitical and economic characteristics needed to understand the many countries of Africa. In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4454 - Politics of the Middle East (3-0-3)**

Politics of the Middle East examines contemporary sociopolitical and economic characteristics needed to understand regional culture in the many countries of the Middle East/North Africa. The role of Islam, the Gulf War, the quest for development, the Palestine issue, and democracy versus authoritarianism are themes that will be covered in the course. In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4490 - Internship/Practicum (3-0-3)**

Internship/Practicum will constitute an independent (individual or small group) political science project applying social sciences methodology, research and analysis to actual political environments. The student will prepare and submit a significant political science paper and or project. Requires the approval of the Government program coordinator, the Office of Experiential Learning and the department head.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4500 - Senior Seminar (3-0-3)**

Senior Seminar is open only to Government majors in their senior year (i.e. 90+ hours in the program). The seminar will emphasize readings and discussion concerning historical topics of broad significance. Students will complete a project requiring the application of social sciences research analysis and interpretation.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

**POLS 4900 - Internship/Practicum in Government (3-12)**

Internship is an approved political science field experience and carried out by the students in an appropriate institution, agency or business. Requires the approval of the Government program coordinator, the Office of Experiential Learning and the placement site.

Prerequisite(s): HIST 2111 (C) or HIST 2112 (C), POLS 1101 (C), junior or senior standing.

---

**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 3110 - Applied Psychology (3-0-3)**

An overview of the application of psychology to practical problems in areas such as mental and physical health, business and industry, and education. Will emphasize application of computer technology as currently used in psychology-based careers. Prerequisite(s): PSYC 1101.

**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.

**PSYC 3120 - Introduction to Therapeutic Intervention (3-0-3)**

An exploration into the varied strategies used in therapeutic situations. Approaches from a variety of perspectives such as psychodynamic, cognitive, behavioral, and humanistic will be examined and applied using simulations, modeling, and role playing.

Prerequisite(s): PSYC 1101.

**PSYC 3130 - Social Psychology (3-0-3)**

A survey of the major theories and research findings regarding social influences on human behavior. Areas explored will include attitudes, prejudice, gender roles, altruism, conformity, obedience, attraction, and aggression.

Prerequisite(s): PSYC 1101.

**PSYC 3510 - Psychological Testing and Measurement (2-2-3)**

An overview of psychological evaluation with emphasis on uses of personality, ability, and achievement tests including basic descriptive statistics, item development, and critical issues in the field of testing.

Prerequisite(s): PSYC 1101. It is recommended that MATH 1231 or HSCI 2201 be taken prior to PSYC 3510.

**PSYC 3520 - Theories of Personality (3-0-3)**

An introduction to the major theories of personality, including the psychoanalytic, humanistic, and trait approaches.

Prerequisite(s): PSYC 1101.

**PSYC 3530 - Health Psychology (3-0-3)**

An examination of the psychological factors affecting wellness, including emotional, cognitive, social, and behavioral aspects. Biopsychological mechanisms underlying illness and methods for improving health will be included.

Prerequisite(s): PSYC 1101.

**PSYC 3540 - Introduction to Learning and Behavior (3-0-3)**

An introductory examination of the major theories of learning with an emphasis on the application of these theories to the modification of complex human behavior. Ethical issues associated with the use of behavior change strategies will be a focus.

Prerequisite(s): PSYC 1101.

**PSYC 4110 - The Psychology of Gender and Sexuality (3-0-3)**

Introduction to human sexuality and related counseling issues. The course will focus on the psychosexual aspects of human sexuality and cover a broad variety of historical and contemporary issues.

Prerequisite(s): PSYC 1101. It is recommended that PSYC 2103 be taken prior to PSYC 4110.

**PSYC 4120 - Physiological Psychology (3-0-3)**

An introduction to the complex interrelationships between biological and mental processes with a particular emphasis on the impact of physiology (e.g., nervous and endocrine systems) on behavior. It is recommended that students complete at least one college-level biology course prior to taking this course.

Prerequisite(s): PSYC 1101.

**PSYC 4130 - Introduction to Cognitive Psychology (3-0-3)**

An examination of the major theories and research findings in areas of human cognition such as information processing and problem-solving.

Prerequisite(s): PSYC 1101.

**PSYC 4140 - Crisis Intervention (3-0-3)**

This course is designed to provide a theoretical and applied foundation for working with people in crisis. Students will examine the dynamics of various situational and developmental crises, consider family and cultural influences on coping, and explore methods for intervening in crisis situations.

Prerequisite(s): PSYC 1101.

**PSYC 4490 - Internship/Practicum in Psychology (0-V-3)**

A directed and supervised internship or practicum. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, and prepare a log and presentation for fellow internship students. Requires permission of program coordinator and Director of Experiential Learning.

Prerequisite(s): PSYC 1101 and PSYC 3110.

**PSYC 4500 - Senior Seminar and Internship/Practicum in Psychology II (1-V-3)**

An optional second internship or practicum experience. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, produce a project for the site, and prepare a log and presentation for their fellow internship students.

Prerequisite(s): PSYC 1101, PSYC 3110, PSYC 4490 or HMSV 4490.

**PSYC 4800 - Selected Topics in Psychology (3-0-3)**

An exploration of various topics and issues in the fields of psychology and human services. May be repeated for credit when topic varies.

Prerequisite(s): PSYC 1101.

**PSYC 4900 - Directed Readings in Psychology (3-0-3)**

An in-depth examination of an area of student interest outside the usual focus of the psychology curriculum closely directed by a faculty member.

Prerequisite(s): PSYC 1101 and approval of department head.

---

---

**Reading (READ)**

---

---

**READ 0099 - Reading Skills (3-0-3)**

See the Learning Support course listings.

---

---

**Regents' Essay Skills (RGTE)**

---

---

**RGTE 0199 - Regents' Essay Skills (3-0-3)**

A course designed to prepare students to demonstrate reasonable standards of performance in writing comprehension that all graduates of Clayton College & State University should exhibit. The course is designed to ensure that all graduates of Clayton College & State University possess certain minimum essay writing skills. Students write practice essays and work on individualized assignments designed to address specific writing problems.

---

---

**Regents' Reading Skills (RGTR)**

---

---

**RGTR 0198 - Regents' Reading Skills (3-0-3)**

A course designed to prepare students to demonstrate reasonable standards of performance in reading comprehension that all graduates of Clayton College & State University should exhibit. Students work on improving their comprehension of material drawn from a variety of subject areas with various modes of discourse.

---

---

**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): Exemption or exit from MATH 0099.

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-Plants and Society (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 I (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 3110S - Physical Science (3-0-3)  
An activity-based course that incorporates methods, content, central themes, and technology for teaching physical science in the middle grades. Topics addressed include chemistry, kinematics, dynamics, gravity, heat, wave motion, optics, and electricity and magnetism. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.
- SCI 3120 - Integrated Science- Physical Science II (3-1-3)  
A one-semester, activity-based course that incorporates methods, content, central themes, and technology for teaching chemistry, earth science, and astronomy in the middle grades. The topics of inorganic and organic chemistry, geology, hydrology, meteorology, solar system and stellar astronomy, and cosmology 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 3120S - Earth Science (3-0-3)  
An activity-based course that incorporates methods, content, central themes, and technology for teaching earth science in the middle grades. Topics addressed include hydrology, meteorology, atomic theory, geology, solar system and stellar astronomy, cosmology, and the space program. The course includes laboratory experiences. This course is open only to in-service Georgia teachers.
- 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.

**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 (SOCl)**

---

**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.]

**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.

---

**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 Language and Literature.

**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 Language and Literature.  
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 Language and Literature.

**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 Language and Literature.

Prerequisite(s): SPAN 1002 or SPAN 1999 or permission of the Department of Language and Literature.

**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 Language and Literature.

Prerequisite(s): SPAN 2001 or permission of the Department of Language and Literature.

---

---

**Supervision (SUPR)**

---

---

**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 - Applied 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 - Human Resources Supervisors (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 for Supervisors (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 (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 - Applied Supervision Practices (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 1102 - Impact of Technology (3-0-3)**

This course traces the development of technology from the beginning of time to the present and beyond. The students will develop the analytical and problem-solving skills to be able to envision the past with or without a certain technological happening. They will also be able to make sound predictions about the future with the knowledge and skills acquired.

**TECH 2333 - Special Topics/Problems in Technology (varies from 1-3 credit hours)**

A study of selected topics or problems under the guidance and supervision of a faculty member. Requires approval of dean or department head. This course can be repeated for credit.

**TECH 3101 - Supervision for the Workplace (3-0-3)**

Supervision has become a complex undertaking because of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and tolerance in the work place; the persistent problems associated with substance abuse; and the demands from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches, and administrators to be successful supervisors.

**TECH 3102 - Quality Issues in Technology (3-0-3)**

This course provides a background of production and performance quality management for technology managers. Selected topics of production, operation and quality management, team building, work simplification, statistical control, work measurement, and others are included in this course. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: TECH 3113

**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 3111 - Commerce for Technology (3-0-3)**

This course is a study of commerce and economics and their impact on society, technology, and business. This course will cover basic commerce and economics terminology and concepts important to technology managers. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: Math 1101 or higher; Junior Status (This course will also serve as a prerequisite for Mgmt 3101)

**TECH 3112 - Financial and Managerial Decisions for Technology (3-0-3)**

This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: Junior Status

**TECH 3113 - Measurement and Analysis for Technology (3-0-3)**

An investigation of management decision making and the role in this process for managers in technology fields. This course uses a hands-on computer approach to teach the values of data in technology and managerial decisions. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: MATH 1101 or higher.

**TECH 3115 - Legal Issues for Administrative and Technology Managers (3-0-3)**

Managers are called on daily to make decisions that have legal implications. Some of the topics that this survey course will cover are basic legal concepts, legal implications of contracts, ethics, partnerships, corporations, employment law, legal rights and liabilities in the business environment. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: Junior Status

**TECH 3900 - Professional Organization Communications (3-0-3)**

Includes oral, written, and interpersonal communications and the impact of each in a professional environment. Students will also learn strategies of managing conflicts in organizations by using effective communication techniques.

Prerequisite: ENGL 1102, OFFC 2205.

**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 advisor approval.

**TECH 4101 - Human Resources for Administrative and Technology Managers (3-0-3)**

A study of basic principles and practices of personnel management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: MGMT 3101

**TECH 4111 - Leadership for Administrative and Technology Managers (3-0-3)**

This course will study leadership styles and the impact of these styles in a technology environment. Some of the topics will include leadership in a changing environment, qualities of successful leadership styles, developing an appropriate leadership style, and others. This course is not open to BBA students and will not count toward a BBA.

Prerequisite: MGMT 3101

**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. Requires approval of dean or department head.

---

---

**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 (C), completion of CRIT 1101 and Area C recommended.

---

---

## WebBSIT (WBIT)

---

---

**WBIT 1100 - Introduction to Information Technology (3-0-3)**

This course is an introductory course in information technology. Topics include foundations in hardware, software, data and an overview of the use of information technology in organizations. Topics include structured programming techniques, systems development, database design and networking, with an emphasis on appropriate business ethics, interpersonal skills and team building.

Prerequisites: none.

**WBIT 1310 - Programming and Problem Solving I (3-0-3)**

This course helps students to develop basic problem-solving skills using the Java programming language. Students are introduced to fundamentals of Java programming language with emphasis on primitive data types, control structures, methods, arrays, classes, objects, abstraction, inheritance and polymorphism. Students learn basic techniques of good programming style, design, coding, debugging, and documentation. Students are able to create programs to solve basic practical problems.

Prerequisites: C or better in an Area A mathematics course and in WBIT 1100.

**WBIT 2000 - The Enterprise and Information Technology (3-0-3)**

This course will look at the structure and management of an information technology infrastructure. From the management aspect the course will touch on principles and practices of managing both people and technology to support an organization. The course will emphasize how to make an information technology infrastructure effective, efficient, and productive. The management of hardware, software, data, networks and other supporting IT functions will be studied.

Prerequisite(s): WBIT 1100.

**WBIT 2300 - Discrete Math for Information Technology (3-0-3)**

Discrete (as opposed to continuous) mathematics is of direct importance to the fields of Computer Science and Information Technology. This branch of mathematics includes studying areas such as set theory, logic, relations, graph theory, and analysis of algorithms. This course is intended to provide students with an understanding of these areas and their use in the fields of Computer Science and Information Technology.

Prerequisite(s): MATH 1113, MATH 1241, MATH 1221, or equivalent.

**WBIT 2311 - Programming and Problem Solving II (3-0-3)**

The emphasis of this course is on advanced programming techniques in Java including GUI's, software reuse through component libraries, recursion, event-driven programming, database processing, file processing, and exception handling. Students are able to create event-driven, graphical programs or text-based programs solving practical problems incorporating databases and external files.

Prerequisite(s): WBIT 1310 I, WBIT 2300.

**WBIT 3010 - Technical Communication (3-0-3)**

This course covers workplace communication at the intermediate level. Topics include audience analysis, research proposal and report writing, document and visual design, editing and presentation design.

Prerequisite(s): ENGL 1102.

**WBIT 3110 - Systems Analysis and Design (3-0-3)**

Introduces the fundamental principles of the design and analysis of IT applications. In this course, students will learn to apply the tools and techniques commonly used by systems analysts to build and document IT applications. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specification will be studied, as will object-oriented techniques.

Prerequisite(s): WBIT 1310, WBIT 2000.

**WBIT 3111 - Information Technology 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. Students will study examples of both successful and unsuccessful projects and apply lessons learned to a class project.

Prerequisite(s): WBIT 3110, MATH 1231.

**WBIT 3200 - Database Design, Development and Deployment (3-0-3)**

An advanced course in database design, development and deployment. Course emphasizes database design drawing distinctions between data modeling and process modeling using various modeling techniques including Entity-Relationship Modeling, Object Modeling and Data Flow Diagramming; database development using the relational model, normalization, and SQL; database deployment including control mechanisms, forms, reports, menus and web interfaces. Additional topics include procedures, functions, packages and triggers. Students will design, create and process a database to demonstrate competency in the course content.

Prerequisite(s): WBIT 2311.

**WBIT 3400 - Introduction to Multimedia (3-0-3)**

This course covers the basic design principles and tools for creating multimedia components used in web-based systems; use of tools to create and edit graphics, sounds, and animations to be used in multimedia presentations.

Prerequisite(s): WBIT 1100.

**WBIT 3410 - Web Applications Development (3-0-3)**

The course provides a survey of techniques and tools for developing basic web pages for delivery of text and graphic information; focus on page markup languages, client-side scripting, page design principles, page layout techniques, markup language syntax, and page styling methods.

Prerequisite(s): WBIT 1100.

**WBIT 3500 - Architecture and Operating Systems (3-0-3)**

This course introduces students to the architectures of computer systems and the operating systems that run on them. It explores and gives experience with some common computer designs and operating systems. Topics include basic computer architecture, instruction set architecture, memory, memory management, processes, and file systems.

Prerequisite(s): WBIT 1100.

**WBIT 3510 - Data Communications and Networking (3-0-3)**

This course covers computer network and communications concepts, principles, components, and practices; coverage of common networking standards, topologies, architectures, and protocols; design and operational issues surrounding network planning, configuration, monitoring, troubleshooting, and management.  
Prerequisite(s): WBIT 3500.

**WBIT 3600 - Introduction to E-Commerce (3-0-3)**

The emphasis of this course is on basic principles and practices of E-business and E-commerce. Topics include infrastructures and applications of Ecommerce, E-Tailing, E-Marketing, advertisement, B2B, B2C, C2C, E-Government, M-Commerce, E-Learning, electronic payment systems, security, and legal issues. Students also learn to build simple dynamic Ecommerce sites using server-side scripting.  
Prerequisite(s): WBIT 3110, WBIT 3410.

**WBIT 4020 - Professional Practices and Ethics (3-0-3)**

This course covers historical, social, economic and legal considerations of information technology. It includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the internet and various laws that affect an information technology infrastructure.  
Prerequisite(s): Senior standing

**WBIT 4030 - Senior Project & Portfolio (3-0-3)**

A capstone course for BSIT majors that includes completion of a digital portfolio, an electronic resume representing skills acquired and projects completed. The portfolio will be introduced in an earlier course and students will be expected to add to the portfolio selected assignments during their last few semesters. Faculty will include Portfolio comments and students will be expected to record reflections on accomplishments. Finally, in cooperation with the IT industry, students will be expected to secure an internship and document internship hours, objectives and supervisor evaluations in the Portfolio.  
Prerequisite(s): Senior Standing.

**WBIT 4112 - Systems Acquisition, Integration and Implementation (3-0-3)**

Most IT applications used by organizations are configured from components that have been purchased from third-party vendors. This includes both hardware components and, increasingly, software components. In this course, students will study the component acquisition process, and methods and techniques for integrating these components into an existing IT infrastructure.  
Prerequisite(s): WBIT 4520, WBIT 3200, WBIT 3110.

**WBIT 4120 - Human-Computer Interaction (3-0-3)**

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. Students will design a prototype interface.  
Prerequisite(s): WBIT 1100, WBIT 1310, WBIT 2311.

**WBIT 4520 - Information Security (3-0-3)**

This course is an introduction to information security in computing. Topics include computer, network (distributed) system and cyber security, digital assets protection, data backup and disaster recovery, encryption, cryptography, computer virus, firewalls, terrorism and cyber crimes, legal, ethical and professional issues, risk management, information security design, implementation and maintenance.  
Prerequisite(s): WBIT 3500.  
Prerequisite(s) or corequisite(s): WBIT 3510.

**WBIT 4601 - Customer Relationship Management (3-0-3)**

The use of IT applications has allowed many organizations to collect large amounts of data on their clients and to apply such data to improve the relationships with their customers. In this course, students will study customer relationship management systems, including the reasons for their emergence, the functionalities that they provide and the issues one would have to face to successfully introduce a Customer Relationship Management System into an organization.

Prerequisite(s): WBIT 3600, WBIT 3200, WBIT 3111.

**WBIT 4602 - E-Commerce Design and Development (3-0-3)**

Students will develop an understanding of the complexities of electronic commerce. The course will include surveys of Internet technologies, web development software, e-commerce models, purchase and payment systems, interfaces with business systems, legal issues, international issues, and marketing and promotion of e-commerce systems. Students will develop prototypical electronic commerce systems.  
Prerequisite(s): WBIT 3600, WBIT 2311, WBIT 3200.

**WBIT 4610 E-Commerce Policy and Law (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 examine cutting-edge cases relating to e-commerce and emerging ethical issues and trends.  
Prerequisite(s): WBIT 3600.

---

---

**Writing Lab (WLAB)**

---

---

**WLAB 1999 - Writing Skills Laboratory I (1-0-1)**

A structured and graded laboratory administered by the Department of Language and Literature and designed to enhance writing skills needed in the disciplines and other contexts. Enrollment is restricted to students referred by the Department of Language and Literature. (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 Department of Language and Literature and designed to enhance writing skills in major disciplines. 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.)

## UNIVERSITY SYSTEM OF GEORGIA

Thirty-four public colleges and universities of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

Fifteen two-year colleges offer the first two years of studies leading to bachelor degrees and professional degrees, as well as one- and two-year career programs designed to prepare students for immediate employment. Career programs are available in fields such as accounting, computer science, agricultural equipment technology, electronics, drafting, dental hygiene, nursing, secretarial studies, and over fifty other fields.

The 13 state colleges and universities offer bachelor degrees and, in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music.

Some of these institutions also offer many of the two-year career programs offered by junior colleges.

The six regional and research universities offer graduate programs leading to master's and doctor's degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology; economics and health administration at Georgia State University; medicine and dentistry at the Medical College of Georgia; to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the 34 colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia.

The thirty-four institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State



Senate. Regular terms of Board members are seven years.

---



---

**Members of the Board of Regents**

---

			Current Term
Hugh A. Carter, Jr.	Atlanta	State-at-Large	2000-2002
Connie Cater	Macon	Eighth District	1999-2006
William H. Cleveland	Atlanta	State-at-Large	2001-2009
Michael J. Coles	Kennesaw	Sixth District	2001-2008
Joe Frank Harris	Cartersville	Seventh District	1999-2006
John Hunt	Tifton	Second District	1997-2004
W. Mansfield Jennings, Jr.	Hawkinsville	First District	2003-2010
James R. Jolly	Dalton	Tenth District	2003-2008
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
Allene H. Magill	Dalton	Ninth District	2001-2008
Patrick S. Pittard	Atlanta	Ninth District	2003-2010
Doreen Stiles Poitevint	Bainbridge	State-at-Large	2004-2011
Wanda Yancey Rodwell	Stone Mountain	Fourth District	2002-2005
J. Timothy Shelnut	Augusta	Tenth District	2000-2007
Allan Vigil	Morrow	Thirteenth District	2003-2010
Glenn S. White	Lawrenceville	Eleventh District	1998-2005
Joel O. Wooten, Jr.	Columbus	State-at-Large	1999-2006

---



---

**Colleges and Universities**

---

**COMPREHENSIVE AND SPECIAL PURPOSE UNIVERSITIES**

Georgia Institute of Technology 225 North Avenue, N.W. Atlanta, Georgia 30332 (404) 894-5051—GIST 222-5051	Medical College of Georgia 1120 - 15 <sup>th</sup> Street Augusta, Georgia 30912 (706) 721-2301—GIST 331-2301
Georgia State University University Plaza Atlanta, Georgia 30303 (404) 651-2560—GIST 223-2560	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

#### STATE COLLEGES

Dalton State College  
213 N. College Avenue  
Dalton, Georgia 30720  
(706) 272-4438—GIST 235-4438

(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

#### 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

**UNIVERSITY PERSONNEL**

---

**Administrative Offices and Staff**

---

**PRESIDENT'S OFFICE**

Thomas K. Harden, President

**ACADEMIC AFFAIRS**

Sharon E. Hoffman, Vice President and Provost  
James E. Mackin, Associate Provost  
Eugene A. Hatfield, Director of the Honors Program  
Ming Wang, Director of Institutional Research and Planning  
Robert H. Welborn, Director of International Studies

**SCHOOL OF ARTS AND SCIENCES**

Ray Wallace, Dean  
John G. Campbell, Associate Dean

**SCHOOL OF BUSINESS**

Ernest M. Miller, Jr., Dean  
Jacob M. Chacko, Associate Dean

**SCHOOL OF HEALTH SCIENCES**

Judith Plawecki, Dean  
Lydia E. McAllister, Associate Dean  
Cynthia L. Lauer, Director of SmartBodies Wellness Center

**COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES**

Catherine Aust, Dean

**SCHOOL OF TECHNOLOGY**

Arthur J. Rosser, Dean  
Benita H. Moore, Associate Dean

**ENROLLMENT SERVICES**

Diane Burns, Assistant Vice President  
Rebecca Gmeiner, Registrar  
Melody Hodge, Director of Financial Aid  
Jeff Hammer, Director of Admissions and Recruitment

**CENTER FOR ACADEMIC ASSISTANCE**

Judy Brown, Interim Director

**CENTER FOR INSTRUCTIONAL DEVELOPMENT**

Martha G. Wicker, Director

**LIBRARY**

Robert E. Fox, Director

**ATHLETICS**

H. Mason Barfield, Executive Director

**CAMPUS LIFE**

Patrick J. O'Hare, Interim Vice President  
Bates Canon, Director of Counseling and Career Services  
Elaine Manglitz, Director of Disability Services  
Deborah H. Greer, Director of Diversity Services  
Jeff Jacobs, Director of Student Life and Orientation

**INFORMATION TECHNOLOGY AND SERVICES**

Ronald W. Barden, Executive Director

**OPERATIONS, PLANNING, AND BUDGETING**

Patrick J. O'Hare, Vice President

**SPIVEY HALL**

Sherryl Nelson, Executive Director

**UNIVERSITY RELATIONS**

John Shiffert, Director

---

---

**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; Ph.D., Capella University, 2001.

Renee I. Ahmann, Assistant Professor of Office Administration  
B.A., State University of New York, 1972; M.B.A., California State University,  
San Bernardino, 1982.

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, Associate Professor of Political Science  
A.B., University of Georgia, 1968; M.A., Georgia State University, 1975; Ph.D.,  
University of Nebraska, 1980.

Christopher A. Arrell, Assistant Professor of Music  
B.M., University of Oregon, 1995; M.M., University of Texas at Austin, 1998;  
D.M.A., Cornell University, 2002.

Catherine C. Aust, Dean of the College of Information and Mathematical  
Sciences and Professor of Mathematics  
B.S., University of Georgia, 1968; Ph.D., Emory University, 1973.

Michael Paul Baird, Assistant Professor of Business  
B.B.A., Clayton State College, 1989; J.D., Georgia State University, 1992.

Gordon Baker, Librarian

B.S., Valdosta State University, 1975; M.L.S., Atlanta University, 1978; Ed.D., Nova Southeastern University, 1997.

Esfandiar Bakhtiarnejad, Assistant Professor of Information Technology  
B.A., Iran National University, 1978; M.S. University of Dallas, 1980; M.B.A., University of Dallas, 1983.

Janice S. Bales, Lecturer of Mathematics  
B.S., Georgia State University, 1973; M.Ed., Georgia State University, 1975; Ed.S., Georgia State University, 1980.

Harold R. Banke, Lecturer of Science Education  
B.A., University of Georgia, 1971; M.Ed., Georgia State University, 1980.

Katrina R. Barnes, Assistant Professor of Nursing  
B.S.N., Emory University, 1972; M.S., Georgia State University, 1979.

Thomas V. Barnett, Interim Head of the Department of Communicative Arts and Professor of English  
B.A., University of North Carolina, 1968; M.A., University of Georgia, 1971; Ph.D., Georgia State University, 1982.

Joan W. Bass, Assistant Professor of Office Administration Technology  
B.S.Ed., University of Georgia, 1974; M.Ed., Georgia State University, 1979.

Virginia W. Bass, Department Head of Technical Studies and Assistant Professor of Technical Studies  
B.S., University of Georgia, 1976; M.S., Georgia Southwestern State University, 1991; Ed.S., Columbus State University, 1994.

Sharyn L. Battersby, Assistant Professor of Music  
B.M., Boston Conservatory, 1977; M.M., Manhattan School of Music, 1989; Ed.M., Columbia University, 1992; Ed.D., Columbia University, 1994.

Gwendolyn G. Bell, Public Services Librarian  
B.A., Benedict College, 1968; M.S.L.S., Atlanta University, 1974.

Sandra H. Blythe, Lecturer of Reading  
B.S.Ed., Georgia College, 1971; M.A., Hood College, 1993.

James D. Bogert, Assistant Professor of Management  
A.A., American River College, 1981; B.S., Louisiana Polytechnic Institute, 1970; M.B.A., University of California, Berkeley, 1976; Ph.D., Texas A&M University, 1992.

Virginia Bonner, Assistant Professor of Media  
B.S., University of Florida, 1991; M.A., University of Florida, 1993; M.A., Emory University, 1999; Ph.D., Emory University, 2003.

Larry D. Booth, Head of the Department of Information Technology and Associate Professor of Information Technology  
B.A., University of Washington, 1972; M.S., University of Evansville, 1988.

Nathan A. Borchelt, Instructor of Mathematics  
B.S., Newberry College, 1994; M.S.T., University of Florida, 1996.

- Jere A. Boudell, Assistant Professor of Biology  
A.S., Tidewater Community College, 1993; B.A., Northeastern State University, 1995, Organismic Biology.
- Joseph L. Bowler, Jr., Assistant Professor of Information Technology  
B.A., Pennsylvania State University, 1969; M.A., Webster University, 1989.
- Helen L. Brackett, Instructor of Office Administration  
A.A.S., Clayton College & State University, 1984; B.S., North Georgia College & State University, 1979; M.Ed., Georgia College and State University, 2003.
- Frank Brandon, Lecturer of History  
A.B., Georgia State University, 1970; M.A.T., Georgia State University, 1974; Ed.S., Georgia State University, 1978.
- James R. Braun, Professor of Chemistry  
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washington University, 1976.
- Linda M. Broughton, Assistant Professor of Education  
B.A., Suffolk University, 1966; M.Ed., Georgia State University, 1974; Ph.D., Florida State University, 1996.
- D. Amelia Broussard, Associate Professor of Health Care Management  
B.F.A., Mississippi University for Women, 1974; B.S.N., University of Mississippi, 1978; M.P.H., Emory University, 1986; Ph.D., Georgia State University, 1996.
- Mara A. Burgar, Assistant Professor of Paralegal Studies  
B.A., Lafayette College, 1992; J.D., Emory University, 1995.
- Stephen C. Burnett, Assistant Professor of Biology  
B.A., Carleton College, 1992; M.S., Ohio State University, 1997; Ph.D., Ohio State University, 2001.
- John S. Burningham, Assistant Professor of Computer Networking  
B.S., Southern Illinois University, 1973; M.T., Arizona State University, 1984; D.I.T., University of Northern Iowa, 1992.
- Christie H. Burton, BAS Program Coordinator and Assistant Professor  
B.B.A., Eastern Michigan University, 1986; M.S., Central Michigan University, 1993; Ed.D., The George Washington University, 2003.
- John G. Campbell, Associate Dean of the School of Arts and Sciences, Head of the Department of Natural Sciences, and Professor of Physics  
B.S., University of Missouri, 1969; M.S., University of Missouri, 1970; Ph.D., University of Florida, 1987.
- Yalonda Carson, Public Services Librarian  
B.A., Catawba College, 1986; M.L.S., North Carolina Central University, 1994.
- Russell Allan Casey, Assistant Professor of Technical Studies  
B.S., Wesley College, 1998; M.B.A., Delaware State University, 1999; D.B.A., Nova Southeastern University, 2003, Business Administration.

- Angela Nicole Cauthen, Assistant Professor of Biology  
B.S., Shorter College, 1992; Ph.D., University of Georgia, 1998.
- Jacob M. Chacko, Associate Dean of the School of Business and Professor of Marketing  
B.C., Gogte College of Commerce, Belgaum, India, 1984; B.B.A., United States International University, Nairobi, Kenya, 1985; M.B.A., United States International University, Nairobi, Kenya, 1987; D.B.A., United States International University, San Diego, 1991.
- Jeffrey W. Chastine, Assistant Professor of Information Technology  
B.M.E., Valdosta State University, 1994; M.S.C.S., Georgia Institute of Technology, 1999.
- Deborah J. Clark, Associate Dean of Nursing  
B.S.N., Georgia College & State University, 1992, Nursing; M.S.N., Georgia College & State University, 1994; M.B.A., Georgia College & State University, 1997; Ph.D., Georgia State University, 2003.
- Richard B. Clendenning, Assistant Professor of Computer Networking  
B.E.E., Georgia Institute of Technology, 1985; M.S.E.E., Georgia Institute of Technology, 1986.
- Caroline E. Clower, Assistant Professor of Chemistry  
B.A., College of William and Mary, 1995; B.S., College of William and Mary, 1995; Ph.D., Georgia Institute of Technology, 2001.
- Debra J. Cody, Assistant Professor of Health Care Management  
A.S.N., Northeast Mississippi Junior College, 1971; B.S., Mississippi University for Women, 1976; M.S., Georgia State University, 1985.
- Brennan Collins, Temporary Instructor of English  
B.A. University of Georgia, 1995; M.A., University of Georgia, 1998.
- Matthew S. Cornick, Assistant Professor of Paralegal Studies  
B.A., State University of New York at Buffalo, 1979; J.D., Emory University, 1982.
- Sharon L. Croft, Assistant Professor of Nursing  
Diploma, Methodist Hospital School of Nursing, 1974; B.S.N., West Texas State University, 1975; M.S.N., The University of Texas, 1982.
- Catherine G. Deering, Professor of Psychology  
B.S.N., Duke University, 1978; M.S.N., Yale University, 1980; Ph.D., University of Rhode Island, 1991.
- Michael H. Deis, Associate Professor of Management  
B.S.I.M., University of Cincinnati, 1968; M.B.A., University of Dayton, 1974; Ed.D., Nova Southeastern University, 1995.
- Kevin P. Demmitt, Associate Professor of Sociology  
B.A., Oregon Bible College, 1983; M.A., Arizona State University, 1986; Ph.D., Purdue University, 1990.



Phillip DePoy, Instructor of Theater

B.A., Georgia State University, 1971; M.L.M., Georgia State University, 1978.

Juliet D'Souza, Assistant Professor of Finance

B.Com., University of Bombay, 1984; M.Com, University of Bombay, 1987;  
M.B.A., Mercer University, 1991; Ph.D., University of Georgia, 1998.

Susan I. Duley, Head of the Department of Dental Hygiene and Associate  
Professor of Dental Hygiene

B.S., University of Detroit, 1978; M.S., University of Detroit, 1981; Ed.S.,  
University of Detroit, 1983; Ed.D., Western Michigan University, 1989.

Debra F. Durden, Assistant Professor of English

B.A., Tift College, 1974; M.Ed., State University of West Georgia, 1977.

Thomas C. Eddins, Associate Professor of Drafting and Design Technology

B.S., Eastern Kentucky University, 1971; M.S.Ed., Virginia Polytechnic  
Institute, 1979; Ph.D., Georgia State University, 1997.

Lisa W. Eichelberger, Professor of Nursing

B.S.N., University of Alabama at Birmingham, 1975; M.S.N., University of  
Alabama at Birmingham, 1979; D.S.N., University of Alabama at Birmingham,  
1986.

Nikki M. Finlay, Assistant Professor of Economics

A.B., Georgia State University, 1984; M.S., Georgia State University, 1990;  
Ph.D., Georgia State University, 1998.

Peter G. Fitzpatrick, Head of the Department of Health Care Management and  
Professor of Health Care Management

B.S., St. John's University, 1967; M.S., Long Island University, 1972; Ed.M.,  
Columbia University, 1991; Ed.D., Columbia University, 1992.

Larnell D. Flannagan, Head of the Department of Education and Associate  
Professor of Education

B.S., Virginia State University, 1975; M.S.Ed., State University of New York-  
Brockport, 1978; Ed.D., State University of New York-Buffalo, 1987.

Victoria Foster, Instructor of Nursing

B.S.N., Tuskegee University, 1988; M.S.N., Armstrong Atlantic University,  
1997.

Robert E. Fox, Jr., Director of Library Services

B.B.A., University of Georgia, 1984; M.B.A., University of Georgia, 1985;  
M.S.L.S., Clark Atlanta University, 1991.

Michelle A. Furlong, Assistant Professor of Biology

B.S., Georgia State University, 1994; Ph.D., University of Georgia, 2000.

David Furman, Assistant Professor of Marketing

B.A., Coe College, 1968; M.B.A., Southern Illinois University-Edwardsville,  
1983.

Erica J. Gannon, Assistant Professor of Psychology

B.A., University of Georgia, 1996; Ph.D., Auburn University, 2002.

- Fred J. Ganoe, Assistant Professor of Information Technology  
A.B., West Virginia University, 1966; M.D.S., Georgia State University, 1975;  
Ph.D., Georgia State University, 1986.
- Jutta Y. Gardner-Johnson, Instructor of Biology  
B.S., Norfolk State University, 1992; Ph.D., New Mexico State University,  
1998.
- Kathy V. Garrison, Assistant Professor of Mathematics  
B.S., North Georgia College & State University, 1985; M.S., Clemson  
University, 1987.
- Anthony Giovannitti, Professor of Mathematics  
B.S., Gannon College, 1973; M.S., New Mexico State University, 1978; Ph.D.,  
New Mexico State University, 1981.
- Eunice Glover, Instructor of Technology  
B.A., Georgia State University, 1993; M.A., University of Phoenix, 2003.
- Rebecca Godlasky, Temporary Instructor of English  
B.A., Taylor University, 1995; M.A., University of West Florida, 2001.
- Jose I. Gonzalez, Lecturer of Spanish  
B.A., Universidad Autónoma de Nuevo León, 1990; M.A., Ohio University,  
1997.
- Glenice Graves, Instructor of English  
B.A., Georgia College, 1971; M.Ed., Georgia State University, 1975; Ed.S.,  
Georgia State University, 1977.
- Jennifer P. Griffith, Assistant Professor of English  
A.B.J., University of Georgia, 1986; M.A., University of Georgia, 1992; Ph.D.,  
University of Georgia, 2001.
- Deborah M. Gritzmacher, Assistant Professor of Health Care Management  
Diploma, Grady Memorial Hospital School of Nursing, 1970; B.S., Georgia  
State University, 1979; M.S., Georgia State University, 1983.
- Angela M. Guidry, Instructor of Nursing  
B.S.N., Baylor University, 1988; M.S., Georgia State University, 2000.
- Carol W. Hallisey, Associate Professor of Business Education  
A.B., Georgia College & State University, 1965; M.Ed., University of Georgia,  
1969; Ed.S., University of Georgia, 1972; Ed.D., University of Georgia, 1980.
- Janet S. Hamilton, Assistant Professor of Physical Education  
B.S., University of Alabama-Huntsville, 1986; M.A.E., University of Alabama-  
Birmingham, 1987.
- Thomas K. Harden, President and Professor of Technology  
B.S., Miami University, 1974; M.S., University of Dayton, 1978; Ed.D.,  
University of Cincinnati, 1981.
- Stanley M. Harris, Assistant Professor of Dental Hygiene

D.D.S., Emory University, 1966.

Sandra M. Harrison, Professor of Psychology

A.B., Mercer University, 1968; A.M., Indiana University, 1975; Ph.D., Emory University, 1987.

Eugene A. Hatfield, Head of the Department of Social Sciences and Professor of History

B.A., Washington & Lee University, 1966; M.A., University of North Carolina, 1973; Ph.D., The University of North Carolina at Chapel Hill, 1979.

Dennis E. Haught, Assistant Professor of Aviation Maintenance Technology

A.A.S., Community College of the Air Force, 1981; A.S., Troy State University, 1982; B.A.S., Troy State University, 1982; M.S., Troy State University, 1985.

Susan C. Henry, Lecturer of English

B.A., University of Georgia, 1979; M.Ed., Virginia State University, 1986; Ph.D., The Catholic University of America, 2000.

Sharon E. Hoffman, Provost and Vice President for Academic Affairs and Professor

B.S., California State University, 1966; M.S., University of Minnesota, 1972; M.B.A., Duke University, 1989; Ph.D., University of Minnesota, 1981.

Weihu Hong, Assistant Professor of Mathematics

B.S., Nankai University (China), 1982; M.S., Montana State University, 1986; Ph.D., University of South Carolina, 1991.

William Hooper, Instructor of Psychology

A.A., 1973; Clayton Junior College, 1973; B.S., Georgia College, 1976; M.Ed., Georgia State University, 1978.

Maya F. Hoover, Assistant Professor of Music

B.M., State University of New York at Binghamton, 1995; M.M., Westminster Choir College, 1998; D.M., Indiana University, 2003.

Susan F. Hornbuckle, Associate Professor of Chemistry

B.S., Columbus State University, 1985; M.S., Auburn University, 1987; Ph.D., Emory University, 1992.

Mark B. Hovind, Assistant Professor of Communication

B.A., The Ohio State University, 1978; M.A., University of South Carolina, 1983; Ph.D., The University of Oklahoma, 1996.

Mary H. Hudachek-Buswell, Assistant Professor of Mathematics

B.S., Mary Washington College, 1980; M.A.M., Auburn University, 1993.

Annita W. Hunt, Associate Professor of Mathematics

B.A., Coker College, 1971; M. Ed., University of Georgia, 1981; Ed.S., University of Georgia, 1983; Ed.D., University of Georgia, 1993.

Ronald L. Jackson, Associate Professor of Philosophy

B.A., University of North Carolina, 1972; J.D., Western State University of Law, 1978; M.A., Emory University, 1989; Ph.D., Emory University, 1990.

Todd Janke, Assistant Professor of Philosophy  
B.A., St. Olaf College, 1994.

Byron Anthony Jeff, Assistant Professor of Information Technology  
B.S., Georgia Institute of Technology, 1987; M.S., Georgia Institute of Technology, 1989.

Cathy B. Jeffrey, Catalog Librarian  
A.A., Reinhardt College; 1971; B.A., University of Georgia, 1973; M.S., Florida State University, 1974.

E. Joe Johnson, Assistant Professor of Foreign Languages  
B.A., The Citadel, 1987; MA, University of South Carolina, 1992; Ph.D., University of Florida, 1999.

Gwendolyn Jones, Head of the Department of Language and Literature and Associate Professor of English  
B.S., Troy State University, 1980; M.A., University of South Alabama, 1990; Ph.D., Florida State University, 1995.

Jacqueline A. Jordan, Assistant Professor of Biology  
B.S., University of Tennessee-Martin, 1985; M.S., University of Tennessee-Knoxville, 1991; Ph.D., University of Kentucky, 1997.

Louis F. Jourdan, Jr., Assistant Professor of Management  
B.A., Presbyterian College, 1970; M.S., Georgia Institute of Technology, 1973; Ph.D., Georgia State University, 1987.

Kathryn W. Kemp, Assistant Professor of History  
B.G.S., University of New Orleans, 1981; M.A., University of New Orleans, 1983; Ph.D., Georgia State University, 1993.

Teresa King, Associate Professor of Accounting  
A.B.A., Albany Junior College, 1981; B.B.A., Valdosta State University, 1983; Ph.D., Georgia State university, 1989.

Christopher H. Kodani, Assistant Professor of Biology  
B.S., University of California at Los Angeles, 1992; M.A., California State University, Fullerton, 1995; Ph.D., Northern Illinois University, 2003.

Gregory S. Kordecki, Associate Professor of Business  
B.A., Marquette University, 1970; M.P.A., Georgia State University, 1976; M.D.S., Georgia State University, 1981.

Tatiana A. Krivosheev, Assistant Professor of Physics  
M.S., Tomsk State University, 1988; M.S., University of Illinois at Chicago, 2000; Ph.D., University of Illinois at Chicago, 2001.

HoSeong La, Assistant Professor of Physics  
BS, Seoul National University, 1980; PhD, Boston University, 1989.

Apprillya R. Lanz, Assistant Professor of Mathematics  
B.S., Arizona State University, 1995; M.S., Virginia Polytechnic and State University, 1998; M.A.M., Auburn University, 2001; Ph.D., Auburn University, 2003.

Cynthia L. Lauer, Director of SmartBodies Wellness Center, Coordinator of Physical Education, and Assistant Professor of Physical Education  
B.S., Indiana University, 1986; M.S.Ed., Old Dominion University, 1988.

Jonathan Lindzey, Assistant Professor of Biology  
B.A., University of California-Berkeley, 1983; Ph.D., University of Texas at Austin, 1990.

Cheri Long, Assistant Professor of Information Technology  
B.A., Mercer University; M.A., University of Central Florida; Ph.D., The University of Texas at Austin.

David A. Ludley, Professor of English  
B.A., Illinois State University, 1972; M.A., Illinois State University, 1973; Ph.D., Emory University, 1981.

James E. Mackin, Associate Provost and Professor of Chemistry  
B.S., University of Michigan, 1977; M.S. University of Michigan, 1979; Ph.D. University of Chicago, 1983.

Lois M. Manning, Associate Professor of Dental Hygiene  
B.S., Armstrong State University, 1982; M.H.E., Medical College of Georgia, 1983.

Robert G. Marcus, Assistant Professor of Information Technology  
B.S., University of Alabama, 1971; M.B.A., Auburn University at Montgomery, 1980; M.S., University of Alabama, 1984.

Vernard Martin, Temporary Instructor of Information Technology  
B.S., Georgia Institute of Technology, 1990; M.S., Georgia Institute of Technology, 1992.

Catherine A. Matos, Instructor of Mathematics  
B.A.E., Georgia Institute of Technology, 1994; M.S.A.E., Georgia Institute of Technology, 1995; Ph.D., Georgia Institute of Technology, 2001.

Gary L. May, Assistant Professor of Management  
B.A., Duke University, 1968; M.S., Georgia State University, 1992; Ph.D., Georgia State University, 1998.

Donna W. McCarty, Interim Head of the Department of Psychology and Professor of Psychology  
B.A., University of Georgia, 1976; M.Ed., University of Georgia, 1977; Ph.D., Georgia State University, 1990.

Rhonda M. McLain, Assistant Professor of Nursing  
B.S.N., College of Mount Saint Joseph, 1978; M.N., Emory University, 1987.

Jean J. Medastin, Assistant Professor of Information Technology  
B.A., Kean College, 1995; M.I.T., American Intercontinental University, 1998.

George H. Messer, Conklin Chair/Eminent Scholar and Associate Professor of Management

B.S., University of Tennessee, 1968; M.E., Texas A&M University, 1970; Ph.D., Texas A&M University, 1977.

Deborah M. Meyer, Technical Services Librarian

B.A., Georgetown College, 1983; M.L.S., George Peabody College for Teachers, 1984.

Antoinette R. Miller, Assistant Professor of Psychology

B.A., Duke University, 1994; M.S., Northwestern University, 1996; Ph.D., Northwestern University, 1999.

Ernest M. Miller, Jr., Dean of the School of Business and Associate Professor of Management

B.S., Tufts University, 1964; M.B.A., Harvard University, 1970.

Bill Miller, Assistant Professor of Health Care Management

B.A., State University of New York at Buffalo, 1979; M.S., Georgia State University, 1990; Ph.D., Georgia State University, 1997.

Henrietta C. Miller, Professor of Reading

A.A., Central Piedmont Community College, 1966; B.A., University of North Carolina, 1968; M.Ed., University of Georgia, 1973; Ph.D., University of Georgia, 1979.

William Miller, Assistant Professor of Health Care Management

B.A., University of Buffalo, 1979; M.S., Georgia State University, 1990; Ph.D., Georgia State University, 1997.

Benita H. Moore, Associate Dean of the School of Technology and Professor of Business Education

A.A., Clayton College & State University, 1974; B.S., Georgia State University, 1975; M.S., The University of Tennessee, 1976; Ed.S., Georgia State University, 1981; Ph.D., Georgia State University, 1984.

Jack R. Moore, Head of the Department of Aviation Maintenance and Assistant Professor of Technology

A.A.A.S., Mountain View College, 1980; A.A., Clayton College & State University, 1990; A.A., Saint Leo College, 1991; B.A., Saint Leo College, 1992; B.S., Regents College of The University of the State of New York, 1993; M.Ed., American Intercontinental University, 2003.

Shondrika Moss, Temporary Instructor of Speech

B.S.S.P., Northwestern University, 1995; M.A., Northwestern University, 1998.

George E. Nakos, Associate Professor of Marketing

B.S., University of Alabama at Birmingham, 1987; M.B.A., University of Alabama at Birmingham, 1989; D.B.A., United States International University, 1994.

C.R. Narayanaswamy, Associate Professor of Finance and Economics

B.E., University of Madras (India); M.B.A. Indian Institute of Management; M.S., Carnegie Mellon University, 1997; Ph.D., Temple University, 1984.

Linda E. Nash, Associate Professor of Mathematics

B.S., North Georgia College & State University, 1973; M.Ed., Georgia State University, 1989; Ph.D. Georgia State University, 1993.

Charlcie K. Neal, Assistant Professor of Mathematics

B.A., Georgia State University, 1964; M.A., Southwest Texas State University, 1972.

Kelli L. Nipper, Assistant Professor of Education

B.A., Clayton State College, 1995; M.Ed., University of Georgia, 1999.

Adel M. Novin, Assistant Professor of Accounting

B.S., Tehran College of Insurance, 1974; M.B.A., Indiana University, 1976; Ph.D., The University of Georgia, 1982.

Misi G. Nteff, Assistant Professor of Nursing

B.S.N., University of Iowa, 1980; M.S., Georgia State University, 1985.

Sue Ellen Odom, Associate Professor of Nursing

Diploma, Touro Infirmary, 1975; B.S.N., University of South Alabama, 1985; M.S.N., University of South Alabama, 1988; D.S.N., University of Alabama at Birmingham, 1996.

Judith Ogden, Assistant Professor of Business Law and Taxation

B.S., Duquesne University, 1974; J.D., Duquesne University, 1979; M.S.T., Robert Morris University, 1986.

Michiko Otaki, Associate Professor of Music

B.M., San Francisco Conservatory of Music, 1981; M.M., Manhattan School of Music, 1983; D.M.A., University of Miami, 1991.

Dixianne Parker, Instructor of Dental Hygiene

B.S., Medical College of Georgia, 1981; M.Ed., University of Georgia, 2002.

Lillian Parker, Assistant Professor of Nursing

B.S., Medical College of Georgia, 1977; M.Ed., Georgia State University, 1983; M.S., Georgia State University, 1991.

William A. Pasch, Professor of English

A.B., Wittenberg University, 1970; M.A., University of Massachusetts at Amherst, 1973; Ph.D., University of Massachusetts at Amherst, 1977.

Victoria Pasley, Assistant Professor of History

B.A., University of London, 1987; M.A., Rice University, 1992; Ph.D., University of Houston, 1999; M.A., American University, 2003.

Judith A. Plawecki, Dean of the School of Health Sciences and Professor of Nursing

B.S., Xavier College, 1965; M.A., University of Iowa, 1971; Ph.D., University of Iowa, 1974.

Jon A. Preston, Assistant Professor of Information Technology

B.S.C.S., Georgia Institute of Technology, 1997; M.S.C.S., Georgia Institute of Technology, 1998.

William S. Ragsdale, Temporary Instructor of Psychology

B.S., Georgia State University, 1975; M.S., Georgia State University, 1990;  
Ph.D., LaSalle University, 1999.

Sheryne M. Richardson, Assistant Professor of Paralegal Studies  
B.S., University of Nevada, 1989; J.D., Arizona State University, 1993.

Georgia Kim Robinson, Assistant Professor of Mathematics  
B.S., University of Georgia, 1990; M.S., University of Georgia, 1992; Ph.D.,  
Georgia State University, 1998.

R.B. Rosenburg, Assistant Professor of History  
B.A., Samford University, 1979; M.A., Auburn University, 1982, Ph.D.,  
University of Tennessee, 1989.

Arthur J. Rosser, Dean of the School of Technology and Professor of Technology  
B.S., Wilmington College, 1963; M.A., Kent State University, 1964; Ph.D., The  
Ohio State University, 1968.

Renee E. Samuel, Instructor of Biology  
B.S., Marymount College, 1999; M.S., Long Island University, 2002.

Susan J. Sanner, Assistant Professor of Nursing  
B.S., Georgia State University, 1985; M.S., Georgia State University, 1993.

Rajgopal Sashti, Associate Professor and Director of Nine University and College  
International Studies Consortium of Georgia  
B.S., Osmania University, 1964; M.A., Osmania University, 1969; M.A.,  
University of Akron, 1971.

Sharon Jane Shaw, Assistant Professor of Nursing  
A.S.N., Georgia Perimeter College, 1977; B.S.N., Georgia State University,  
1982; M.S.N., Georgia State University, 1992.

Steven A. Spence, Assistant Professor of English  
B.S., University of Florida, 1986; M.A., Florida Atlantic University, 1992; Ph.D.,  
University of Florida, 1999.

Jelinda F. Spotorno, Instructor of Mathematics  
B.A., Mississippi State University, 1991; M.A., Mississippi State University,  
1993.

Walter L. Stapleton, Assistant Professor of Aviation Maintenance  
A.A., Saddleback College, 1979; B.S., Southern Illinois University at  
Carbondale, 1981; M.Ed., Southern Illinois University at Carbondale, 1985.

Bethany D. Stillion, Associate Professor of Psychology  
B.A., Furman University, 1987; M.A., Emory University, 1990; Ph.D., Emory  
University, 1994.

Shirley A. Stone, Instructor of Chemistry  
B.S., Tennessee Technical College, 1970; M.Ed., Georgia State University,  
1979.

Virginia N. Suty, Lecturer of Mathematics



A.A., Central Florida Community College, 1974; B.S.Ed., Valdosta State University, 1993; M.Ed., Valdosta State University, 1997.

Joyce C. Swofford, Professor of English

B.A., University of Utah, 1968; M.A., University of Minnesota, 1970; Ed.S., Appalachian State University, 1976; Ed.D., Auburn University, 1981.

Adam Tate, Assistant Professor of History

BA, Franciscan University, 1994; MA, University of Alabama, 1996; PhD, University of Alabama, 2001.

Joan Taylor, Public Services Librarian

B.A., University of South Florida, 1976; M.S.L.S., Clark Atlanta University, 1993.

Margaret A. Thompson, Assistant Professor of Business

B.A., Mississippi State University, 1981; M.A., University of Georgia, 1984; Ph.D., Georgia State University, 2000.

Patricia Todebush, Assistant Professor of Chemistry

B.A., Smith College, 1996; Ph.D., University of Georgia, 2000.

Joseph S. Trachtenberg, Professor of Political Science

B.A., Willamette University, 1970; M.A., Portland State University, 1973; Ph.D., Emory University, 1978.

Jeremy M. Underwood, Instructor of Mathematics

B.S., Georgia Southwestern State University, 1994; M.S. University of Florida, 1996.

Ted S. Walkup, Professor of English

B.A., University of South Carolina, 1969; M.A., Vanderbilt University, 1971; Ph.D., University of South Carolina, 1982.

Ray Wallace, Dean of the School of Arts and Sciences and Professor of English

B.S., Eastern Illinois University, 1981; M.A., Eastern Illinois University, 1982; D.A., Illinois State University, 1985.

Christopher J. Ward, Assistant Professor of History

BA, Guilford College, 1994; MA, University of North Carolina-Greensboro, 1996; PhD, University of North Carolina-Chapel Hill, 2002.

Karen E. Weaver, Associate Professor of Nursing

A.S., Mount Aloysius College, 1979; M.N., Emory University, 1989; Ph.D., Georgia State University, 2001.

Isadora E. Weir, Assistant Professor of Nursing

B.S.N., University of Mississippi, 1973; M.N., Emory University, 1976.

Robert H. Welborn, Professor of History

A.A., Anderson Junior College, 1966; B.A., Clemson University, 1968; M.A., University of South Carolina, 1971; Ph.D., University of South Carolina, 1978.

Douglas Wheeler, Head of the Department of Music and Professor of Music

B.S., West Chester University, 1968; M.Ed., West Chester University, 1973; D.A., University of North Colorado, 1982.

Anita H. Whiting, Assistant Professor of Business

B.S., Berry College, 1998; M.B.A., Georgia Institute of Technology, 2000.

Astrid H. Wilson, Associate Professor of Nursing

B.S.N., The University of Texas Medical Branch at Galveston, 1981; M.S.N., The University of Texas Medical Branch at Galveston, 1983; D.S.N., University of Alabama at Birmingham, 1991.

Michael G. Woodie, Assistant Professor of Aviation Maintenance Technology

B.A.S., Troy State University, 1979; M.A., Webster University, 1987.

Alan Xie, Instructor of Art

B.F.A., China National Academy of Art, 1998; M.F.A., Savannah College of Art and Design, 2001.

Kurt-Alexander N. Zeller, Assistant Professor of Music

B.F.A., Southern Methodist University, 1981; B.M., Southern Methodist University, 1982; M.M., University of Cincinnati, 1984; D.M.A., University of Cincinnati, 1990.

---

---

### Emeriti

---

Faye T. Barr, Professor Emerita of Sociology

Martha O. Beliveau, Associate Professor Emerita of Office Administration

Frances F. Bowen, Assistant Professor Emerita of Office Administration

James E. Bright, Professor Emeritus Mathematics

Helen D. Brown, Professor Emerita of Biology

Judy C. Brown, Department Head Emerita of Learning Support and Professor Emerita of English

Peggy Capell, Professor Emerita of Mathematics

Jack K. Carlton, Vice President Emeritus for Academic Affairs

Doris C. Cash, Professor Emerita of Business

E. Donald Crapps, Assistant Professor and Counselor Emeritus

Leonard R. Daniel, Director Emeritus of Computer Services

James C. Doig, Professor Emeritus of Philosophy

Kathryn N. Donovan, Associate Professor Emerita of Nursing

Harry S. Downs, President Emeritus

Mary F. Estes, Professor and Dean Emerita of Arts and Sciences

John E. Feathers, Associate Professor Emeritus of Business

William F. Fisher, Professor Emeritus of Chemistry

Peggy A. Gardner, Director Emerita of Placement and Cooperative Education

Rebecca A. Halyard, Professor Emerita of Biology

Avery H. Harvill, Professor Emeritus of Physical Education

Doris A. Holloway, Professor Emerita of Music

Harold W. Joseph, Professor Emeritus of Accounting

Marion F. Key, Assistant Professor Emerita of Mathematics

Barbara G. King, Assistant Professor Emerita of Reading

John H. Kohler, III, Professor Emeritus of History

Oscar C. Lam III, Professor Emeritus of Biology

June M. Legge, Professor Emerita of Foreign Language

Elizabeth H. Marshall, Professor Emerita of History

Elliott W. Mcelroy, Vice President Emeritus for Academic Affairs and Professor Emeritus of Philosophy

Richard E. Moore, Assistant to the Dean of the University Emeritus and Associate Professor Emeritus of Education

Jeannine R. Morrison, Professor Emerita of Music

Billy R. Nail, Professor Emeritus of Mathematics

Miriam P. Perry, Professor Emerita of Biology

J. Donald Phillips, Professor Emeritus of Business

Lois W. Powell, Assistant Professor Emerita of Dental Hygiene

Brooke M. Pridmore, Professor Emeritus of Physics

Bradley R. Rice, Professor Emeritus of History

James Granger Ricks, Associate Professor Emeritus of History

Madeleine St. Romain, Associate Professor Emerita of Reading

Robert J. Taylor, Director Emeritus of Student Life

Rheda Y. Wanstreet, Assistant Professor Emerita of Mathematics

Martha M. Wood, Professor Emerita of Mathematics

Elena I. Zimmerman, Professor Emerita of English

## SELECTED INDEX

Academic Honors.....	64
Academic Renewal .....	37
Academic Standing .....	29, 61
Academic Suspension.....	61
Academic Warning .....	61
Accreditation .....	8, 75
ACT .....	12, 14, 24, 27, 70
Administrative Offices .....	326
Advanced Placement .....	54
Airway Science Program.....	193
American Humanics Certification .....	15, 33
Application Deadlines.....	24
Athletics .....	15, 23
Atlanta Regional Consortium for Higher Education.....	50, 65
Auditing Courses.....	50
Aviation Maintenance Technology.....	72, 195
Bachelor Degrees in Integrative Studies.....	80
Bachelor of Applied Science in Administrative Management .....	198
Bachelor of Applied Science in Allied Health Administration .....	146, 153
Bachelor of Applied Science in Dental Hygiene Practice and Administration .....	172
Bachelor of Applied Science in Technology Management .....	200
Bachelor of Arts in English .....	83
Bachelor of Arts in History.....	114
Bachelor of Business Administration in Accounting .....	131
Bachelor of Business Administration in General Business.....	134
Bachelor of Business Administration in Management .....	138
Bachelor of Business Administration in Marketing .....	141
Bachelor of Information Technology .....	178
Bachelor of Music in Composition .....	90
Bachelor of Music in Music Education .....	96
Bachelor of Music in Performance.....	93
Bachelor of Science in Biology .....	100
Bachelor of Science in Criminal Justice.....	108
Bachelor of Science in Dental Hygiene .....	167
Bachelor of Science in Government .....	111
Bachelor of Science in Health Care Management .....	146
Bachelor of Science in Information Technology.....	182
Bachelor of Science in Mathematics.....	185
Bachelor of Science in Nursing .....	162
Bachelor of Science in Psychology and Human Services .....	104
Board of Regents .....	323
Campus Life.....	60
Campus Police.....	9
Campus Store.....	22, 40, 45, 51
Career Courses.....	57
Center for Academic Assistance .....	12, 61, 62, 63, 71
Classification of Students .....	58
College Level Examination Program .....	12, 56
College of Information and Mathematical Sciences .....	176
College Preparatory Curriculum .....	25, 27
Communication and Media Studies .....	76
COMPASS.....	12, 28, 62, 64
Computer Networking .....	33
Computer Networking Programs .....	202
Continuing Education.....	27, 41
Core Curriculum.....	66, 83
Corps of Instruction.....	327
Correspondence Credit .....	57
Counseling and Career Services .....	18, 31, 61

Course Descriptions.....	215
Course Overload.....	49
Course Repeat Policy.....	60
Credit by Examination.....	54, 59
Credit Hours.....	53
Cross-Registration.....	50
Deans' List.....	64
Declaring and Changing Majors.....	48
Degree Programs and Majors.....	46
Denial of Admission.....	36
Department of Aviation Maintenance.....	193
Department of Communicative Arts and Integrative Studies.....	76
Department of Dental Hygiene.....	167
Department of Health Care Management.....	146
Department of Information Technology.....	177
Department of Language and Literature.....	83
Department of Mathematics.....	185
Department of Music.....	87
Department of Natural Sciences.....	100
Department of Nursing.....	156
Department of Psychology.....	104
Department of Social Sciences.....	108
Department of Teacher Education.....	119
Department of Technical Studies.....	198
Dining Services.....	22
Disability Services.....	19
Diversity Services.....	19
Double Bachelor Degrees in Dental Hygiene and Health Care Management.....	175
Double Bachelor Degrees in Nursing and Health Care Management.....	166
Drafting and Design Programs.....	203
Drop/Add.....	49
DUCK.....	48, 49
Early Admissions Program.....	30
Enrollment Services.....	40
Experiential Learning.....	13
Financial Aid.....	16, 40
Fitness & Wellness Center.....	15
Freshman Index.....	26
Freshman Scholar Program.....	30, 31
Georgia Residency.....	34
Grade Point Average.....	52, 59, 60, 69, 71
Grading System.....	58
Hardship Withdrawal.....	52
Health Services.....	21
History of Clayton College & State University.....	7
Home School.....	26
Honors Program.....	14, 64
Hope Grants and Scholarships.....	17
Housing Information.....	20
Information Technology Project.....	21, 44
International Students.....	32
Joint Enrollment Program.....	30
Learning Support Requirements.....	62
Legal Nurse Consultant.....	33
Legislative Requirement.....	12
Library.....	11
Licensure Programs.....	72
LINX Card.....	22
Lyceum.....	19
Marketing and Merchandising Programs.....	204
Medical Office Administration Programs.....	206
Middle Level Education.....	15, 72, 122

Mission of the University .....	5
New Student Orientation .....	36
Non-Traditional Students.....	27
No-Show Policy.....	49
Office Assistant .....	33
Office of Information Technology Services .....	21
Office Related programs .....	208
Online Instruction .....	50, 51
Out-of-State Tuition.....	39
Paralegal Studies.....	26, 33
Paralegal Studies Programs.....	213
Placement Testing .....	36
Post-baccalaureate Students .....	32
Postsecondary Option Program .....	30
Pre-Dentistry .....	47
Pre-Engineering .....	48
Pre-Law .....	48
Pre-Medicine.....	48
Pre-Pharmacy.....	48
Pre-Physical Therapy.....	48
Prerequisites.....	49
Presidential Exceptions.....	26, 33
Pre-Veterinary Medicine.....	48
Probation .....	61
R.O.T.C.....	65
Readmission of Former Students .....	33
Refund Policy.....	41
Regents' Test.....	70
Residency Requirement.....	70
SAT.....	12, 14, 24, 27, 70
Schedule of Classes .....	39, 48, 51
Scholarships .....	17, 40
School of Arts and Sciences .....	74, 85
School of Business.....	127
School of Health Sciences .....	29, 41, 56, 145
School of Technology.....	29, 56, 63, 190
Second Degree .....	72
Semester System.....	72
Senior Citizens.....	33, 41
Servicemembers Opportunity College .....	36, 56
SmartBodies™ .....	15
Spivey Hall.....	19, 20
Student Government Association .....	20
Student Handbook .....	20, 21, 44, 60
Student Life and Orientation.....	20
Student Responsibilities .....	43
Study Abroad .....	14
Test of English as a Foreign Language .....	32
Testing Center .....	12, 56, 71
Theater .....	20
Transcripts.....	24, 34
Transient Credit .....	57
Transient Students.....	31
Tuition and Fees .....	39
Tuition Remission and Reimbursement Policy.....	41
University System Colleges and Universities .....	323
University System of Georgia .....	1, 322
Vending .....	23
Withdrawal From Courses.....	52
Work-Study Program.....	16

