

# Clayton State University

A Unit of the University System of Georgia

## FALL 2009

*(To find specific information go to the [Table of Contents](#) and click on the appropriate heading.)*

## PROVISIONS OF THIS CATALOG

The Clayton 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 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.

\*The online version of the catalog is the most current. It is updated regularly to reflect changes that have been approved by Faculty Council and the Office of Academic Affairs.

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## ACADEMIC CALENDAR

For most current calendar go to [www.clayton.edu](http://www.clayton.edu) and click on Calendars.

Spring 2010 (Tentative)

*Dates are subject to change*

### January 2010

|                        |   |
|------------------------|---|
| November 2-December 11 | Early Registration for Spring 2010                                      |
| December 11            | Tuition/Fee Payment for Spring 2010 Deadline                            |
| December 14-January 7  | Late Registration for Spring 2010 (\$100 late fee)                      |
| December 24-January 1  | Winter Holiday Break  |
| January 7              | Tuition and Fee payment deadline for late registration (\$100 late fee) |
| January 9              | First weekend classes (Saturday) Begin                                  |
| January 11             | First day of weekday classes  |
| January 11-14          | Schedule adjustments for enrolled students                              |
| January 14             | Fee payment deadline for schedule adjustments                           |
| January 16             | Saturday classes meet   |
| January 18             | MLK holiday (no classes- Campus closed)                                 |
| January 29             | Last day to apply for summer 2010 graduation                            |

### February 2010

|                      |   |
|----------------------|---|
| February 1-2         | Midterm Grade Submission Period Session I   |
| February 5           | Midterm Session I                           |
| February 16- March 2 | Midterm grade submission period - Full Term |

### March 2010

|                |   |
|----------------|---|
| March 3        | Session I ends  |
| March 4-5      | Session I final exams                                       |
| <b>March 5</b> | <b>Midterm - last day to withdraw and receive a W grade</b> |
| March 4-5      | Registration for Session II                                 |
| March 6-13     | Spring break (no classes)                                   |
| March 15       | Session II begins   |
| March          | Regents' Testing (TBA)                                      |

### April 2010

|                  |  |
|------------------|--|
| April 5 - May 13 | Advance Registration for Summer/Fall 2010                              |
| April 5-6        | Midterm grade submission period (Session II)                           |
| April 9          | <b>Midterm Session II - last day to withdraw and receive a W grade</b> |
| April 10         | Graduate Degree Requirement Completion Deadline                        |

### May 2010

|          |  |
|----------|--|
| May 1    | Last day of weekend classes                      |
| May 3    | Last day of weekday classes                      |
| May 4-10 | Final exams                                      |
| May 8    | Spring Commencement                              |
| May 12   | All Faculty Grades Due (9am)                     |
| May 13   | Tuition and Fee Payment Deadline for Summer 2010 |



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**GENERAL INFORMATION**

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**Mission of the University**

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Clayton State University provides an intellectually challenging, culturally rich learning environment, encouraging all students to take advantage of the outstanding educational and career opportunities provided for residential and commuter students from a diverse range of ethnic, socioeconomic, experiential and geographical backgrounds. The university offers undergraduate and graduate programs of superior quality taught by a professionally active teaching faculty committed to promoting academic excellence. University programs and services are informed and guided by the following essential considerations:

- recognizing and responding to the increasingly complex global context of contemporary life;
- promoting community-based, experiential learning to create enduring and meaningful connections between education and other aspects of life;
- encouraging and providing opportunities for continuous education and growth; and
- developing an understanding of advanced applications of modern technology.

Clayton State University promotes excellence in teaching, research, and service to the people and the State of Georgia, the nation, and the international community. University graduates communicate effectively, think critically, learn and work collaboratively, demonstrate competence in their chosen field, and possess the capability of adapting to changing circumstances and new challenges. Clayton State University students are encouraged to develop an individually compelling sense of social and civic responsibility, community leadership and service to society.

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**University History**

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Established in 1969 in a park-like setting 15 minutes from downtown Atlanta, Clayton State University (CSU) serves the metro Atlanta area as a hub for undergraduate education. CSU 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 1986, CSU began its baccalaureate mission with programs in business administration and nursing. The institution has continued to add majors at the

bachelor's level. Upon the retirement of Harry Downs in January 1994, Dr. Richard A. Skinner became the University's second president. In June 1999, Skinner left CSU to head the University System of Georgia's new distance learning initiative known as GLOBE. Michael F. Vollmer, CSU'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.

Since coming to CSU, President Harden's principle initiatives have been expanded development efforts, vigorous enrollment growth, increased selectivity and retention, and, most important, the addition of more baccalaureate programs. During Dr. Harden's tenure as President, the Board of Regents authorized Clayton State to add 40 new undergraduate degrees and become a graduate level institution.

New baccalaureate programs are under development. The University also has a large continuing education program.

In May 2009, Dr. Thomas (Tim) J. Hynes was named as Interim President of Clayton State University. In July 2009, Dr. Thomas Eaves was named as Acting Provost of Clayton State University. In August 2009, Dr. Micheal Crafton was named Interim Provost and Vice President for Academic Affairs.

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## **Accreditation and Approvals**

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### **Regional Accreditation:**

- Clayton State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4500) to award the associate degree, the baccalaureate degree and the master's degree.

### **National Accreditations:**

- Clayton State's School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation (ADA).
- The Health Care Management Program holds the Association of University Programs in Health Administration Management (AUPHA) full certified undergraduate status.
- The Medical Assisting program is approved by Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- Clayton State University is an accredited institutional member of the National Association of Schools of Music (NASM).
- The Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).
- The Paralegal Program is approved by the American Bar Association (ABA).
- The Teacher Education program is accredited by the National Council for Accreditation of Teacher Education (NCATE).

### **State or Local Approvals:**

- The Nursing Program is approved by the Georgia Board of Nursing.
- The College of Professional Studies (certificate and associate) degrees are approved by the Georgia Department of Technical and Adult Education (DTAE).

- The University's teacher preparation program is approved by the Georgia Professional Standards Commission.

**Financial Aid Programs:**

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

- Veterans Administration Benefits
- Federal Work Study Program
- Federal Nursing Loans
- Federal Student Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- HOPE Scholarship & Grant Program
- Accel Program
- Georgia Service Cancelable Loans
- Georgia LEAP Grant Program (Leveraging Educational Assistance Partnership)
- GSFC Peer Financial Counseling Program
- GASFAA/GSFC High School Counselor Internship Program
- Georgia Promise & Promise II Teacher Scholarship Loan Programs
- Georgia Governor's Scholarship Program
- Georgia Public Safety Memorial Grant Program
- Georgia Law Enforcement Personnel Dependent Grant Program (LEPD)
- Robert C. Byrd Scholarship Program

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**General University Policies**

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**AA/EOI Notice.** Clayton State University is an Affirmative Action/Equal Opportunity Institution. Clayton 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/ADA Coordinator, Dr. Elaine Manglitz, 678-466-5448.

**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 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 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 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.

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**SERVICES FOR STUDENTS**

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**Academic Services**

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

- Center for Academic Success
- Library
- Testing Center
- Center for Instructional Development
- Study Abroad and International Education
- Honors Program
- Fitness Center

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**Library**

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Clayton State University's Library is located in a two-story building adjacent to the Baker University Center. The library's services and collections are housed on the upper level, with the lower level of the building containing the library's Technical Services Department, Media Services, the Center for Academic Success, and other offices.

The Clayton 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 computerized databases.

The library has 84,000 reference and circulating volumes and 23,195 bound periodical volumes. In addition, the library subscribes to over 600 periodicals in print format, 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 280,000 microforms housed in the library. Reserve materials and audio-visual software may be checked out from the circulation desk; the library owns more than 11,400 pieces of audio-visual software, including dvds, videotapes, audiotapes, and compact discs.

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 and the statewide GIL Express program enable students, faculty, and staff to borrow books and copies of articles not available at the Clayton State University Library. Interlibrary loan service is usually available at no cost or a very modest cost to the user. Both interlibrary loan and GIL Express services may be initiated from the library's web page.

The library seats 210 persons at tables and study carrels. Fifty carrels are equipped with Internet connections in addition to wireless access throughout the library reading area. Other library facilities available to students include a change machine, photocopiers, microfilm/microfiche reader/printers, and an audiotape cassette duplicating machine for non-copyrighted audiotapes.

The library is currently open 88 hours per week with librarians and well trained support staff available to assist students in using library materials and equipment. Subject guides for various 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.

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## Center for Academic Success

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The Center for Academic Success (CAS) serves students through Academic Success Programs and Learning Support & Provisionally Admitted Student Programs.

**Academic Success Programs.** The Center for Academic Success offers a variety of services and resources to assist all Clayton State University students in their academic pursuits. Students are offered a comfortable, supportive learning environment where they can work independently, in small groups, or with personalized assistance as needed. Services and resources include one-on-one and small group tutoring in a variety of subjects, Supplemental Instruction (SI) for historically difficult courses, skill-enhancing workshops on a variety of topics, a peer mentor program, instructional resources including software programs, and computer-based study behavior assessments. The Student Study Lounge, located adjacent to the Center for Academic Success, is available for individual and small group study. All services are available at no charge to currently enrolled Clayton State students.

**Learning Support & Provisionally Admitted Student Programs.** Based on placement test scores, some students are required to enroll in developmental courses in English, reading, and mathematics that are designed to prepare students for college-level course work. Some of these courses are offered through Georgia Perimeter College and taught on the Clayton State University campus as part of the Learning Support Partnership Program. Other students may choose to take Learning Support courses for review and/or to meet course prerequisites. The Center for Academic Success coordinates these programs and provides academic advising for students enrolled in Learning Support courses.

The Center for Academic Success also coordinates the Regents Testing Program by monitoring student progress toward successful completion of the Regents' requirements.

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## Testing Center

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The Testing Center provides university-wide testing, along with some program- and community-wide testing. It has facilities for both paper-and-pencil and computerized tests, including:

- Admission and placement exams (SAT, ACT, COMPASS, ACCUPLACER, Nurse Entrance Test)
- Omit this line: 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
- selected outcomes assessments such as the Measure of Academic Progress & Proficiency (MAPP)

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### **Center for Instructional Development**

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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.

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### **Study Abroad and International Programs**

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Clayton State University currently participates in study abroad programs sponsored by the European, African, Asian, and Americas Councils of the University System of Georgia and also offers its own study abroad programs. Information on these programs may be obtained from the office of the Director of the Office of International Programs. The collaborative world regional council summer programs offer students the opportunity to enjoy up to five weeks of residence in a college environment abroad while earning up to six hours of 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 State University. Clayton State also offers numerous Maymester programs for students in various departments, which typically offer three hours of academic credit for two or three week study abroad programs between spring and summer sessions.

The Office of International Programs 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, Russia, Greece, Germany, Ghana, Chile, South Africa, and Thailand. For complete information on the study abroad opportunities available at Clayton State University visit the Office of International Programs website at <http://adminservices.clayton.edu/oip/> or contact John E. Parkerson, Director of the Office of International Programs at [johnparkerson@clayton.edu](mailto:johnparkerson@clayton.edu) or (678) 466-4091.

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### **Honors Program**

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The Honors Program at Clayton State University is designed to help academically talented students get “a step ahead.” Honors Program students enroll in special enriched sections of Core Curriculum and elective courses.

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 may apply for Honors Scholarships that are awarded on the basis of academic achievement and leadership ability. Honors Program students are also encouraged to apply for HOPE scholarships, which may be awarded in addition to the Honors Program Scholarships.

#### **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:

- (1) Recent High School Graduates
  - (a) SAT-T 1100 or ACT-C 24;
  - (b) Minimum high school GPA of 3.50;
  - (c) Demonstrated leadership ability.
  
- (2) Continuing Students
  - (a) 3.50 Institutional GPA;
  - (b) Demonstrated service to the university or external community.

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 (678) 466-4809 or the Office of Admissions at (678) 466-4115.

A limited number of current Clayton State students who show outstanding academic achievement may also be admitted to the Honors Program. Please contact the Director at (678) 466-4809.

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### **Fitness Center**

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The Department of Recreation & Wellness is responsible for the operation and management of the 26,500 square foot, multi-level Fitness Center which is located within the Student Activities Center. The Department of Recreation & Wellness aspires to facilitate the physical, social, emotional, and intellectual development of those who participate in the recreation and wellness activities; to provide an environment that is fun, relaxing and supportive of beneficial lifestyle practices. For more information related to the Fitness Center, visit: <http://adminservices.clayton.edu/FitnessCenter/> For Intramural Programs and Outdoor Adventure Programs, visit: <http://adminservices.clayton.edu/intramurals/>

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### **Student Support Services**

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



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

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## Office of Financial Aid

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The Financial Aid Office at Clayton 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://adminservices.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 Georgia Student Financial Aid Application System (GSFAPPS). 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 GSFAPPS 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 (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://admservices.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://admservices.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://admservices.clayton.edu/financialaid/veterans.htm>.

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## Office of the Registrar

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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.

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## Office of Career Services

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The Office of Career Services provides connections between students and the employment community. Students can access a variety of programs and services to assist them in developing resumes, learning to interview, and enhancing professional skills. Career Services provides online and in-person links to full-time, part-time, seasonal, and internship opportunities. Employers post opportunities online, recruit and interview on campus, and have access to student and graduate resumes through GeorgiaHire.com. Services available through the Office of Career Services include the following:

- Seminars and workshops related to professional development and an effective job or career search
- Resume critique services
- Online access to employment and internship opportunities through LakerTrak.com
- On-campus recruiting and interviewing
- Web posting of student and graduate resumes for access by Georgia employers
- Four annual career or job fairs
- Job search assistance

### Internships and Cooperative Education

Students complement their academic learning with practical experience in a work setting related to their programs of study or career goals. Most degrees require internships and many include elective internships. Students should refer to specific program requirements regarding required and optional internships. Cooperative Education also provides work-related learning experiences, usually over an extended number of semesters, often without earning academic credit. Students who do not earn credit may receive non-credit transcript documentation for participating in internships or cooperative education.

Students interested in internships or cooperative education must meet the following eligibility requirements:

- Complete at least one full semester at Clayton State;
- Earn the appropriate number of credit hours (baccalaureate degree - 30 hours; associate degree - 18 hours; certificate - 12 hours);
- Maintain Good Academic Standing;
- Complete all course prerequisites;
- Obtain prior approval from the Office of Career Services and the appropriate faculty coordinator by providing evidence that the experience is directly related to the student's program of study.

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

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**Counseling Services**

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Counseling Services provides confidential individual and group counseling for personal, academic, and career concerns, as well as outreach programming and consultative services to the University community. In addition, career assessment is available for a nominal fee. The counseling center employs professional counselors who are licensed to provide counseling and psychotherapy. Services are primarily short-term in nature and are for currently-enrolled Clayton State students. Referrals to other helping professionals and community agencies are made as appropriate.

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**Office of Diversity Services**

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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.

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**Office of Disability Services**

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The Disability Resource Center at Clayton State University (CSU) is committed to ensuring equal educational opportunities to qualified individuals with disabilities. The University requires any person enrolled in any certificate, degree, or diploma program offered through CSU who seeks accommodations for his/her disability to submit documentation of such disability. The documentation is required to establish the individual as a person with a disability that substantially limits one or more of life's major activities and provides a solid rationale for reasonable accommodations.

The following are examples of the types of disabilities that may be eligible for services:

- Mobility Impairment
- Health Impairment
- Learning Disability
- Psychological Disability
- Attention Deficit/Hyperactivity Disorder
- Visual Impairment/Blindness
- Hard of Hearing/Deafness
- Speech/Language Impairment
- Brain Injury
- Any other condition that substantially limits one or more of life's major activities.

Documentation submitted to establish disability and support accommodations must be from by a licensed professional who is qualified in the

appropriate specialty area and qualified to make the determination regarding the disability. The documentation must provide current and comprehensive evidence of the student's disability. Based on the documentation provided, students may be eligible for one or more accommodations. Common accommodations may include extended test time, alternate text formats, note taking assistance, distraction-reduced testing environment, use of assistive technology, enlarged materials, assistive listening devices, and others.

For additional information, contact the Disability Resource Center at (678) 466-5445 or [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu).

Students and other non-employees who believe they have been discriminated against by the university in violation of the American's With Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 may file complaints about the discrimination or denial by the university to provide a requested accommodation. The right to file a complaint pursuant to this disability complaint procedure may be forfeited unless exercised within 30 days of the alleged discriminatory act or denial of accommodation. All properly filed complaints will be heard by a subcommittee of the university's ADA Committee and a final decision will be rendered by the Provost. Copies of the disability complaint procedure are available at the Disability Resource Center. A student with a disability complaint may choose to utilize this disability complaint procedure, the petition and appeals process of the college in which they are enrolled, or, in cases of a denied facility accommodation, the petition and appeals process of the college in which the request for a facility accommodation was made. Faculty and staff members may raise these same issues by using the university's employee grievance procedure.

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## Office of Student Life and Orientation

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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 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 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 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 (UC-250). 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 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 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 Student Life/Judicial Affairs.

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## Office of Information Technology & Services

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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 teaching and learning. Clayton State is a laptop university, and all students are required to own or have ready, on-demand access to a notebook computer plus an Internet Service Provider at home for educational use. The Office of Information Technology & Services consists of four departments—Administrative Systems, Client Computing Services, Media and Printing Services, and Telecommunications and Networking Services.

Administrative Systems operates and supports the University's student information systems in-house. Clayton State's financial and human resource systems are operated remotely from Athens.

Client Computing Services provides the campus with world-class support via telephone at (678) 466-4357 (HELP), email at [thehub@clayton.edu](mailto:thehub@clayton.edu), and from two locations:

- The Hub Walk-up Service Counter in the University Center lobby is a drop-in Help Desk for laptop problems. The Hub Service counter is open from 8 to 8 Monday through Thursday and is certified to perform warranty work on covered computers purchased from preferred Clayton State vendors.
- The Hub Student Software Support Service located on the first floor of the Library loads the University's standard software bundle (operating system, MS Office Suite, antivirus, etc.) on student notebook computers. Software Support also assists students in learning how to

use computers and software and can assist students who have problems with application software.

Media and Printing Services provide a wide range of support to the campus. Teaching at Clayton State is delivered via sophisticated classroom LCD presentation systems, and Media Services maintains and supports the presentations systems installed in CSU classrooms. Printing Services provides copying and printing services for the campus.

Telecommunications and Networking operates LakerNet, the campus network, and the University's servers. LakerNet consists of more than 5,000 hard-wired Ethernet ports in classrooms, the library, and lobbies of campus buildings. LakerNet also includes a wireless access cloud in all of the academic buildings. Telecommunications also provides all students, faculty, and staff with email accounts and operates the campus telephone system.

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## **Other Student Services**

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### **Health Services (Nurse-Managed Clinic) (678) 466-4940**

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.

The Health fee covers unlimited office visits with the Nurse Practitioner each semester. All other immunizations, lab work, health screenings, medications and doctor visits require students to pay a fee for service cost. The Nurse-Managed Clinic provides a free Breast Cancer Awareness Fair every fall semester, hosts a Flu shot Fair every Fall for a service fee, and during spring semester hosts a Health Fair which offers free or at cost screenings such as Diabetes, cholesterol, osteoporosis, vision, sickle cell, and blood pressure screenings, etc.

The clinic is open Monday through Friday. Refer to website for posting of hours of operation and for the current fee schedule. For more information about the Nurse-Managed Clinic call (678) 466-4940 or fax (678) 466-4944.

The Department of Public Safety handles on-campus emergencies (678-466-4050, STC 117B).

### **Department of Public Safety (678) 466-4050**

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 State University must be registered with the Department of Public Safety (678) 466-

4050, STC 207 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.

#### **University Bookstore (678) 466-4220**

The Clayton State University Bookstore is a full-service facility located in the University Center. The University Bookstore features:

- New and used textbooks
- General and special order books
- School and office supplies
- Backpacks
- Gifts and cards
- University insignia merchandise
- Book buy back (during the days of final exams)
- Online purchases through the e-store (<http://www.ccsuestore.com>).

#### **LakerCard Center (678) 466-4215**

The LakerCard is the official Clayton State student ID. It is accepted as photo identification to access an array of services on campus, including the Library. Students can deposit money into the LakerCard account, allowing them to use the LakerCard as an on-campus debit card at the Clayton State University Bookstore, Lakeside Cafe, vending machines, student copying, SmartPrint (student printing), the Nurse-Managed Clinic, and Public Safety.

#### **Lakeside Cafe (678) 466-4211**

The Lakeside Cafe 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. Catering Services offers catering for student organizations, faculty, staff, and the corporate community. The Lakeside Cafe accepts cash and the LakerCard for purchases.

#### **Vending (LakerCard Center) (678) 466-4215**

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

#### **Smartprint/Copying (LakerCard Center) (678) 466-4215**

SmartPrint is the student printing service on campus. Documents must be queued from your laptop computer using the SmartPrint print queues (download available online) or from the GALILEO workstations. Print stations are located in the Library, CAA, University Center and Music Building. Photo Copiers are located in the Library and University Center. Both services accept the LakerCard only for payment.

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## **Intercollegiate Athletics**

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Clayton 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 Columbus State, Georgia College, Armstrong Atlantic, and Augusta State. The conference consists of eleven Southeastern schools that have won 26 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 LakerCard.

## ADMISSION INFORMATION

### Requirements for All Applicants

To be admitted to Clayton 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 <http://www.clayton.edu>. If you need assistance or have questions about admission, please contact the Office of Admissions by email at [CSU-info@clayton.edu](mailto:CSU-info@clayton.edu) or call (678) 466-4115.

#### 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

\*The Office of Admission may accept applications for admission for a period of time after the final deadline; however, students must submit a complete packet to ensure timely review and processing of the materials.

An application fee of \$40.00 is assessed to those who use the paper application or who apply on-line.

#### 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
- Joint 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.

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## Recent High School Graduates

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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 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 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: MATH 0099 or English: ENGL 0099.)
- **"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.
- **"Provisional" Admission Status** – Learning Support Partnership Program. Traditional freshmen and freshmen transferring less than 30 credits whose highest SAT Math score is less than 450 or ACT score is less than 18 will be admitted provisionally pending their ACCUPLACER test results. The ACCUPLACER must be taken prior to orientation. The test scores will determine placement into the appropriate mathematics course. If the ACCUPLACER test results indicate placement into MATH 0098, the students will be required to take the course that is offered by Georgia Perimeter College (transient student status) on the Clayton State campus. These students are provisionally admitted for one semester pending the successful completion of the MATH 0098 courses. Students in this category will have restrictions placed upon

them (total number of hours allowed) and must fulfill the terms of their provisional admission contract administered by the Center for Academic Success. (For more information, please see “Learning Support Regulations” below.

### 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 (678) 466-4115. 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 2300.** 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 2300.** 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 2300 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 or may have other restrictions imposed as a condition of admission.

### 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 (678) 466-4115.

#### **“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 (678) 466-4115.

#### **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.

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## Non-Traditional Students

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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 (678) 466-5050 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 an entry examination (COMPASS) to determine admissibility and if admissible, any Learning Support requirements. Students not meeting minimal scores on the COMPASS will not be admitted.

Students who meet the minimum standards but do not test into college level courses in English, reading and/or mathematics will be required to take the appropriate pre-college “learning support” course(s). If the COMPASS indicates the need for Learning Support Courses, the admitted non-traditional students will be *required* to enroll in such courses and must exit learning Support (through testing) in accordance with Learning Support policies.

All students who test into MATH 0097 or Reading 0098 will be provisionally admitted. They must take and successfully complete all of these courses during their first semester of attendance. These two courses are not offered by Clayton State University. They are offered by Georgia Perimeter on the Clayton State University campus. Provisionally admitted students are registered in those courses as transient students at Georgia Perimeter College. Provisionally admitted students are restricted in terms of the total number of hours they may attempt, they must follow all learning support regulations, and they must abide by the rules of the Learning Support Partnership Program administered by the Center of Academic Success.

Students not meeting the minimum level for admission or placing into Learning Support courses are allowed one retest. Non-traditional students who fail to make a minimum score upon retesting 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, and then transfer to Clayton State based on the transfer standards listed below.

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## Transfer Students

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### 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 must meet the admission requirements for either a recent high school graduates [freshman] or nontraditional student in addition to the transfer admission standards.)
- 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 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 Registrar's Office 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 institution(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. A minimum grade of *C* is required for transfer credit in upper division (3000-4000) courses. Some programs of study (majors) at Clayton 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 College of Professional Studies sections of the Catalog.
5. **Placement Examinations.** Transfer students who have not completed and received transfer credit for MATH 1101 or higher are required to take the Accuplacer.
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 State University’s Learning Support requirements, and the University may require additional testing to help determine an applicant’s qualifications for admission.

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### Joint Enrollment / Early Admission of High School Students

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Clayton State University provides academically talented high school students with opportunities for acceleration of their formal academic programs via participation in (1) a joint enrollment program or (2) early admission program.

- **Joint Enrollment Program** – offers qualified high school juniors and seniors the option to begin working toward a college degree, while still pursuing a high school diploma. This program enables participants to fulfill high school graduation requirements by taking college courses that provide dual credit-- simultaneously fulfilling high school course requirements.
- **Early Admission Program** – enables qualified high school students the opportunity to enroll as a full-time college student following completion of the junior year in high school.

Generally, students participating in joint enrollment or the early admission program take college-level courses from the University System Core Curriculum or courses for which Core Curriculum courses are prerequisites or co-requisites

#### Participation Guidelines



To participate in either program a student must be enrolled in public or private secondary high school, which is accredited by one of the following:

- Regional accrediting association (such as the Southern Association of Colleges and Schools)
- Georgia Accrediting Commission
- Georgia Private School Accrediting Commission (GAPSAC)
- Accrediting Commission for Independent Study (ACIS)
- Public school regulated by a school system and state department of education.

### **ACCEL Program Funding**

Students who are interested in joint enrollment or early admission may be eligible for funding under ACCEL via the Georgia Student Finance Commission (GSFC). The ACCEL Program provides qualified Georgia high school students with the financial assistance and opportunity to earn college degree-level credit hours, while they simultaneously meet their high school graduation requirements. To receive ACCEL Program funding, authorized participants must complete an ACCEL Program application. Courses funded under the program must come from the GSFC approved course directory.

### **Admission Requirements**

The minimum admission standards for joint enrollment and early admission are:

- Minimum SAT I score of 970, combined Verbal and Mathematics sections, or ACT Composite of 20;
- Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 16 CPC units;
- Exemption of all learning support requirements for early admission;
- Written consent of parent or guardian (if the student is a minor);
- On track towards the completion of the University System of Georgia 16-unit CPC requirements and high school graduation.

Students intending to complete their CPC or high school graduation requirements by enrolling in college courses must also meet the following admission requirements:

- CPC English and/or Social Science - students planning to complete their 4th year high school English and/or social studies requirements with college credit must have an SAT I Verbal score of 530 or higher or ACT English score of 23.
- CPC Math - student's planning to complete their 4th year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 530 or ACT Mathematics scores of at least 22.
- Electives - students can enroll in appropriate elective courses as approved by the high school counselor. Students must have completed two units of a foreign language to enroll in a college foreign language course and students three units of science prior to enrolling in a college science course.

**Admission to Clayton State University** – joint enrolled or early admission program students must be admitted to the university and are required to complete appropriate admissions requirements, including a CSU Application for Admission.

**Special Academic Recognition and Honors Programs**

Clayton State University joint enrolled or early admission students are afforded the opportunity to achieve a special academic recognition and participate in various university sponsored honor society programs.

- Freshman Scholar – students accepted into the joint enrollment or early admission program with an SAT score (combined math/verbal) of 1060 or higher and a minimum cumulative high school grade point average of 3.0 or higher (in courses taken from the required 16 CPC units), receive special recognition as a Freshman Scholar. A student designated as a Freshman Scholar (while participating in the joint enrollment or early admission program) must maintain a 3.0 average or higher on all Clayton State University college work in order to maintain the special recognition status.
- PTK International Honor Society – qualifying Freshman Scholars receive an invitation to participate in the renowned Phi Theta Kappa International Honor Society and society members in good standing are eligible for additional academic honors, scholarships, and programs.
- PTK Leadership Development Studies Program - joint enrollment or early admission program students will receive an opportunity to engage the nationally recognized PTK Leadership Development Studies Program course and community service component.

**Program Contact Information** – additional program information can be obtained online at <http://adminservices.clayton.edu/ep/je.htm> or by contacting Dr. Mannie E. Hall Jr. at [MannieHall@clayton.edu](mailto:MannieHall@clayton.edu) / (678) 466-5053.

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## Transient Students

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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 State University,
  - b. a statement that the student is eligible to return, and
  - c. a list of recommended courses to be taken at Clayton 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.

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## International Students

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### 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.

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## Other Admission Categories

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### Post-baccalaureate Students

Students who already hold a bachelor's degree from an accredited college or university may be admitted to Clayton State University on a post-

baccalaureate basis. Applicants in this category must submit an official transcript from the degree-granting institution. (Applicants below must also submit transcripts from any other institution from which they want Clayton State to accept credit.)

Post-baccalaureate students are in the following category:

**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.

**Students 62 Years of Age or Older (Senior Citizens)**

Citizens of Georgia who are 62 years of age or older may attend Clayton 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 (678) 466-4115.

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## Readmission of Former Clayton State Students

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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 (<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.

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## Georgia Residency Status

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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. International 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 international 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.

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### **Other Admission Information**

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#### **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 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 (678) 466-5433 for additional information.

### Placement Testing

Students newly admitted to Clayton 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 or Readmission 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 (SOC)

Clayton State University is a member of the Servicemembers Opportunity Colleges (SOC) Program. Participation in this program signifies that Clayton State has demonstrated a special interest in providing higher education opportunities and options for members of the United States Armed Forces. Clayton State is listed in the SOC Guide, which notifies military education professionals and service members that the University understands their special needs and is receptive to assisting them achieve their higher education goals. Contact Dr. Mannie E. Hall Jr. (University SOC Representative) at [MannieHall@clayton.edu](mailto:MannieHall@clayton.edu) / (678) 466-5053 or the Assistant Registrar (University SOC counselor) via e-mail at [JeanMyers@clayton.edu](mailto:JeanMyers@clayton.edu) for additional information.

### Academic Renewal

In most cases, the Clayton 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.



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**Required First Year Experience Program Policy**

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The First Year Experience (FYE) program provides an essential introduction to the academic community at Clayton State University. Students in this program will learn strategies that will help them to be successful, they will be introduced to resources that they need, and they will interact with faculty, staff and students to fully participate in the school's intellectual life.

The FYE program is a university-wide requirement for all first-time, full-time freshmen. This requirement must be completed during the first semester of enrollment at Clayton State University. There are three ways to meet the FYE program requirement. The preferred way of satisfying the FYE requirement is to enroll in a learning community. A learning community is a generally set of classes established for a particular major that includes a University Experience course (CSU 1022). If a learning community for a particular major does not exist, the second option is to enroll in a general education course cluster (a pair of classes taken by the same cohort of students that have an assigned faculty mentor). Students enrolled in a course cluster will be expected to participate in some out-of-the-classroom meetings and/or activities. If neither of these two options is available, students must take a stand-alone University Experience course to fulfill the FYE program requirement.

Waivers to this university requirement will only be granted in extraordinary circumstances by the Dean of Retention and Student Success.

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## FINANCIAL INFORMATION

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### General Regulations on Tuition and Fees

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The majority of the operating budget of Clayton 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 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, Discover, and MasterCard subject to validation and approval. (Payment of fees may not be deferred). All fees are due and payable per deadlines published in the Schedule of Classes.

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### Required Tuition and Fees

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#### TUITION

A complete tuition and fee schedule may be found on the registrar's website by going to <http://adminservices.clayton.edu/registrar/fees.htm>.

#### Books, Software, and Other Course-Related Costs

Textbooks, software, and other materials or expenses required for courses at Clayton State University are the responsibility of the individual student. Textbooks and other course materials are sold at the University Bookstore 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 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 Nursing and College of Professional Studies.

#### Auditor Fees

A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Financial Aid will not pay for the audited classes.

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

When space is available students 62 years of age or older may attend Clayton 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 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. The Financial Aid Office does not award financial aid for continuing Education courses.

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**Refund Policy**

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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 Late Registration period.** If the late registration 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 Late Registration 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 late registration 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.)

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**Bad Check and Delinquent Account Policy**

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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 \$30.00. 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.

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## ACADEMIC POLICIES

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### Basic Undergraduate Student Responsibilities

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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;
- 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.

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## Notebook Computers at Clayton State

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In 1998, through the Information Technology Project (ITP), Clayton 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 eight 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 \$50.00 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). No specific ISP is considered preferred by Clayton State although the University recommends high speed broadband access via DSL or cable modem. Check with your local providers for availability, speeds and pricing. 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 assignments and 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.

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

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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. **Associate degrees:** An Associate of Arts (A.A.) degree in Integrative Studies and three Associate of Science (A.S.) degrees in Integrative Studies, Pre-Engineering, and Pre-Pharmacy are offered. The A.S. in Pre-Engineering is designed for transfer to the Georgia Institute of Technology or other university engineering degree program. The A.S. in Pre-Pharmacy is designed to allow transfer to the University of Georgia’s College of Pharmacy or other schools of pharmacy.
3. **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 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.
4. **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.

**Master Degree Majors at Clayton State**

**Master Degree Program**

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Business Administration (MBA) .....   | Business                              |
| Healthcare Administration (MHA) ..... | Professional Studies                  |
| Liberal Studies (MALS).....           | Arts and Sciences                     |
| Nursing (MSN).....                    | Nursing                               |
| English (MAT).....                    | Arts and Sciences                     |
| Mathematics (MAT) .....               | Information and Mathematical Sciences |



**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.).....            | Arts and Sciences              |
| Biology (B.S.).....                                | Arts and Sciences              |
| Business - General (B.B.A.).....                   | Business                       |
| Communication and Media Studies (B.A.).....        | Arts and Sciences              |
| Computer Science (B.S.).....                       | Info/Math Sciences             |
| Criminal Justice (B.S.).....                       | Arts and Sciences              |
| Dental Hygiene (B.S.).....                         | Nursing                        |
| Dental Hygiene (B.S.D.H.).....                     | Nursing                        |
| English (B.A.).....                                | Arts and Sciences              |
| Health Care Management (B.S.) .....                | Business                       |
| Health and Fitness Management (B.S.).....          | Arts and Sciences              |
| History (B.A.) .....                               | Arts and Sciences              |
| History (B.A.) with secondary education.....       | Arts and Sciences              |
| Information Technology (B.I.T. and B.S.I.T.) ..... | Info/Math Sciences             |
| Integrative Studies (B.S.).....                    | Arts and Sciences              |
| Liberal Studies (B.A.).....                        | Arts and Sciences              |
| Management (B.B.A.) .....                          | Business                       |
| Marketing (B.B.A.) .....                           | Business                       |
| Mathematics (B.S.) .....                           | Info/Math Sciences             |
| Mathematics (B.S.) with secondary education.....   | Info/Math Sciences             |
| Middle Level Education (B.A.) .....                | Arts and Sciences              |
| Music (B.A.) .....                                 | Arts and Sciences              |
| Music (B.M.) .....                                 | Arts and Sciences              |
| Nursing - Basic Licensure (B.S.N.).....            | Nursing                        |
| Nursing - For Existing R.N.'s (B.S.N.).....        | Nursing                        |
| Political Science (B.S.) .....                     | Arts and Sciences              |
| Psychology and Human Services (B.S.).....          | Arts and Sciences              |
| Sociology (B.S.).....                              | Arts and Sciences              |
| Technology Management (B.A.S.).....                | Arts and Sciences              |
| Theatre (B.A.).....                                | Arts and Sciences              |

**Associate Degrees**

| <b>Associate Degree Program</b>                                 | <b>Advising School</b> |
|---|------------------------|
| A.A. Core Curriculum (Integrative Studies).....                 | Arts and Sciences      |
| A.S. Core Curriculum (Integrative Studies).....                 | Arts and Sciences      |
| A.S. Core Curriculum (Integrative Studies - Pre-Engineering)... | Arts and Sciences      |
| A.S. Core Curriculum (Integrative Studies – Pre-Pharmacy).....  | Arts and Sciences      |

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## Applied Associate Degrees and Certificates

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| <b>Career Program</b>                                | <b>Advising School</b> |
|--|------------------------|
| Computer Networking (A.A.S.) .....                   | Info/Math Sciences     |
| Information Technology (A.A.S.I.T.) .....            | Info/Math Sciences     |
| Marketing and Merchandising Technology (A.A.S.)..... | Arts and Sciences      |
| Medical Office Administration (A.A.S.).....          | Business               |
| Office Administration (A.A.S.).....                  | Arts and Sciences      |
| Legal Studies (A.A.S.) .....                         | Arts and Sciences      |

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## Pre-Professional Programs

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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 College 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 and the minor program in Philosophy.

**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 or Pre-Physicians Assistant:** Students wishing to prepare to enter a professional school of physical therapy or a physicians assistant program should select the Physical Therapy and Physicians Assistant Program Preparation 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.

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

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Students must declare their major programs of study upon matriculation at Clayton 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 online using the DUCK 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.

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### Academic Minor Programs

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Clayton State offers a variety of minor programs for students to enrich the overall educational experiences of students. Minors are not required for graduation, and certain minors are available only to students in specific majors.

| <b>Minor Program</b>                                  | <b>Advising School</b> |
|---|------------------------|
| African American Studies .....                        | Arts and Sciences      |
| Chemistry .....                                       | Arts and Sciences      |
| Communication and Media Studies .....                 | Arts and Sciences      |
| English.....  | Arts and Sciences      |
| Finance.....  | Business               |
| French .....  | Arts and Sciences      |
| Business Administration for Non-Business Majors ..... | Business               |
| Health & Fitness Management .....                     | Arts and Sciences      |
| History .....   | Arts and Sciences      |
| Information Technology .....                          | Info/Math Sciences     |
| Marketing.....  | Business               |
| Mathematics .....                                     | Info/Math Sciences     |
| Music.....  | Arts and Sciences      |
| Philosophy .....                                      | Arts and Sciences      |
| Political Science .....                               | Arts and Sciences      |
| Psychology .....                                      | Arts and Sciences      |
| Sociology.....  | Arts and Sciences      |
| Spanish .....   | Arts and Sciences      |
| Supply Chain Management .....                         | Business               |
| Theatre .....   | Arts and Sciences      |
| Women's Studies.....                                  | Arts and Sciences      |

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### Registering for Courses

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**Schedule of Classes**

A Schedule of Classes 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.

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.

### **University Attendance Policy**

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

### **No Show Policy**

Students must attend at least one regularly scheduled class meeting in each course during the first week of the term in order to remain registered in those classes. Students who do not attend any of their classes during the first week, are withdrawn from the university.

If extraordinary circumstances arise that prevent students from being physically present during the first week of the term, students wishing to be reinstated must:

1. be able to provide satisfactory documentation of extenuating circumstances such as a death in the immediate family, a serious illness or an unavoidable calamity beyond their control;
2. at the earliest opportunity, obtain permission from their instructor(s) to start late, and
3. request that the Dean of their school or college reinstates them in courses approved by the instructor(s).

Students should be aware that starting some or all classes late has serious academic and financial implications. Attendance is especially important for students receiving financial aid because failure to attend class in all registered courses affects the amount, distribution, and possibility of receiving financial aid awards.

### **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.

**Late Registration and Changing Schedules**

Each semester the Academic Calendar specifies a date as the last day to register for classes or to change schedules through the late registration 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 Late Registration.

**Course Overload**

Students may schedule up to 18 hours per semester (13 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 13 in the Summer) must have a written overload request approved by the dean of the school of the major. In general, a student must have been at Clayton State University for at least two semesters and have achieved an overall *B* average before an overload will be approved, although the 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 239 Student Center Building, (678) 466-4145.

**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 late registration period. All regular fees apply to audited courses. Courses taken on an audit basis will not be used for certification for financial aid, Social Security, or Veterans' Administration benefits. Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit.

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**Online Instruction**

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Many courses at Clayton 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.

*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. 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 University Bookstore 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 Late Registration, the student MUST contact the instructor by e-mail before the end of Late Registration.

If a student does not attend the Orientation or make contact with the instructor by the end of Late Registration, 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, (678) 466-4700; Business, (678) 466-4500; Nursing, (678) 466-4900; Information & Mathematical Sciences, (678) 466-4420; Professional Studies, (678) 466-4600).

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## Withdrawal From Courses

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All registrations are final and students are obligated to pay tuition and fees as of the end of the late registration 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 late registration 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, (678) 466-4169) 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 (678) 466-4169 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.

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## **Credit Hours**

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Credit for study at Clayton 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 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 State University**

| AP Exam     | Score      | CSU Course Credit Awarded                 | CSU Credit Hours Awarded |
|-------------|------------|---|--------------------------|
| Art History | 3, 4, or 5 | ART 2301 or 2302                          | 3                        |
| Biology     | 3, 4, or 5 | BIOL 1111/111L<br>and BIOL 1112           | 7                        |
| Biology     | 4          | BIOL 1107/1107L                           | 4                        |
| Biology     | 5          | BIOL 1107/1107L<br>And<br>BIOL 1108/1108L | 8                        |
| Chemistry   | 3          | CHEM 1151/1151L                           | 4                        |

|                                     |            |  |    |
|-------------------------------------|------------|--|----|
| Chemistry                           | 4          | CHEM 1211/1211L                                    | 4  |
| Chemistry                           | 5          | CHEM 1211/1211L<br>and CHEM<br>1212/121L           | 8  |
| Physics B                           | 3, 4, or 5 | PHYS 1111/1111L<br>and PHYS<br>1112/1112L          | 8  |
| Physics C<br>Mechanics              | 4 or 5     | PHYS 2211/2211L                                    | 4  |
| Physics C<br>E&M                    | 4 or 5     | PHYS 2212/2212L                                    | 4  |
| Environmental<br>Science            | 3, 4, or 5 | SCI 1901E  | 3  |
| English Language &<br>Composition   | 3, 4, or 5 | ENGL 1101  | 3  |
| English Literature &<br>Composition | 3, 4, or 5 | ENGL 1101  | 3  |
| US Government and<br>Politics       | 3, 4, or 5 | POLS 1101  | 3  |
| US History                          | 3 or 4     | HIST 2112  | 3  |
| US History                          | 5          | HIST 2111 and<br>HIST 2112                         | 6  |
| European History                    | 3, 4, or 5 | HIST 1111 or HIST<br>1112                          | 3  |
| World History                       | 3, 4, or 5 | HIST 1111 or HIST<br>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<br>1002                           | 6  |
| French Language                     | 4          | FREN 1001, FREN<br>1002, & FREN 2001               | 9  |
| French Language                     | 5          | FREN 1001, FREN<br>1002, FREN 2001,<br>& 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 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 State University awards credit for the CPS examination program. Information is available from the College of Professional Studies (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 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 Nursing (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 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 State University does not award credit based on generalized life experience.
6. Credit by examination or experience is recorded on transcripts at Clayton 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 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.

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### Classification of Students

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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.

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### Grading System

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Every course listed on a student's official semester schedule as of the end of the schedule change period 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 assigned and 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 GPA:

- 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 — **Withdrew.** 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 State University. Following is an example:

| Course    | Semester<br>Credit<br>Hours | Grade<br>(numerical<br>equivalent) | Quality<br>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 2111  | <u>3</u> | D | (1) | <u>03</u> |
|            | 16       |   |     | 38        |

$38 \div 16 = \text{Grade Point Average of } 2.37$

Clayton 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 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 State University. Institutional GPA is used to determine the following:

- a. academic standing (good standing, probation, suspension, and dismissal); 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. Transient Restriction – transient or cross-registration permission to attend another school will not be granted to a student if the student has already exhausted two of the three tries.

**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.

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## Academic Standing

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### Good Standing

A minimum Institutional GPA of 2.0 is necessary to be in good academic standing at Clayton State University. The academic standing of students who are required to take one or more learning support courses also depends on making adequate progress in those classes (see “Learning Support Requirements” below). Students should be aware that their financial aid status differs from their academic standing.

### Academic Probation

Students whose Institutional GPA falls below the minimum acceptable GPA of 2.00 are placed on Academic Probation. Students on Probation must contact their academic advisors, the Center for Academic Success, the Counseling and Testing Center, and/or the Chair of their Department to receive information and assistance. Students on Academic Probation are restricted to taking 13 credit hours or less. In addition, students on Probation, especially those on Probation for the first time, may be required to attend workshops or meet with special counselors.

### Academic Suspension

Students are placed on Academic Suspension when, while on Probation, they earn a term GPA that is less than 2.0. Academic Suspension bars students from enrolling for one semester. Students who are suspended should develop a concrete plan for academic success in consultation with their advisors. In order to resume taking classes, students must submit an application for readmission and a written appeal for reinstatement to the Readmission Appeals Committee through the Registrar’s Office. Reinstatement is not automatic. For those readmitted, the committee may impose restrictions: students may be required to enroll in specific courses, limit the number of hours that they take and/or participate in structured academic support programs. Students who are reinstated will be on Academic Probation and must continue to maintain a minimum term GPA of 2.0 until they achieve good academic standing. Students who are reinstated following suspension may be required to meet with a special advisor to review their progress toward returning to good standing; a registration block be placed on their records

### Dismissal

Students are dismissed from the university when they have been suspended previously and in any subsequent term their Institutional GPA and term GPA are both below a 2.0. Any student who is dismissed is barred from enrollment at the university. However, after three full calendar years, a dismissed student may petition for readmission. A student seeking readmission following Dismissal must complete a Clayton State University Application for Readmission and a Readmission Appeal form. The appropriate forms and all documentation must be



submitted to the Registrar's Office by the published deadlines. It is expected that a student who is applying for readmission following Dismissal will have resolved the problem(s) that led to the Dismissal and be able to provide compelling evidence of the ability to earn a degree at Clayton State University. Such evidence should include college level coursework or degrees completed at other institutions. If readmission is granted, enrollment will be on a restricted basis. Students readmitted following Dismissal will be dismissed permanently if their term and Institutional GPA fall below a 2.00 again. (See also Academic Renewal in this catalog.) Students who are reinstated following dismissal may be required to meet with a special advisor to review their progress toward returning to good standing; a registration block be placed on their records

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## Learning Support Requirements

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All students who are required to enroll in any learning support course are subject to the learning support regulations. Students admitted as provisional students are subject to additional conditions and requirements.

### Provisionally Admitted Student Regulations

Traditional freshmen whose highest SAT Math score (or its ACT equivalent) is less than 450, and students who are admitted upon appeal who fail to meet admission standards set by the University System of Georgia, must take ACCUPLACER or COMPASS to determine placement in English, reading and/or mathematics courses.

Nontraditional students must take an entry examination (COMPASS) to determine whether they will be admitted to Clayton State and whether they will be admitted provisionally and/or required to take Learning Support courses in English, reading, and/or mathematics.

Following testing, all students who are required to take either Math 0097 or Reading 0098 are provisionally admitted students. Such students will be registered for those learning support courses as transient students through the auspices of Georgia Perimeter College. The MATH 0097 and Reading 0098 learning support courses will be taught by Georgia Perimeter College faculty on the Clayton State University campus.

Provisionally admitted students must successfully complete Math 0097 and/or Reading 0098 course(s) in the first semester of attendance in order to continue pursuing a degree at Clayton State. Students who are not successful in either course, will be eligible to transfer to Georgia Perimeter through the Learning Support Partnership Program articulation agreement.

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 pre-college coursework will be required to take the appropriate courses. If READ 0098 or MATH 0097 is required, then they are provisionally admitted and subject to the conditions outlined in the paragraph above. If they are placed into either ENGL 0099 or MATH 0099 or enroll in Math 0099 following the completion of MATH 0097, then the regulations regarding learning support are in effect.

Provisionally admitted students must abide by the terms of the contract provided by the Center for Academic Success. One provision of their admittance is that they will not be permitted to register for more than a total of 13 hours (during the first semester of attendance. Provisionally admitted students are restricted from taking most college level courses (see learning support regulations below). Additional course restrictions may apply. Please note that

there is no degree-related college credit associated with any learning support class. Students who are not successful in either MATH 0097 or READ 0098 courses during their first semester will not be permitted to attend Clayton State University until they have completed an Associate's degree from a regionally accredited university.

### Learning Support Regulations

The Learning Support Program, coordinated by the Center for Academic Success, offers college preparatory instruction in basic skills areas—written communication, mathematics, and reading. 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 who are required to take MATH 0099 or ENGL 0099 are subject to the following regulations:

1. During each semester of enrollment, students must first register for all required Learning Support courses before registering for other courses (if allowed). Students must earn satisfactory grades in the courses and meet the established standards as measured by the COMPASS test. This policy applies to both full- and part-time students.
2. Students who successfully complete (exit) all Learning Support courses 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.
3. Students who are required to take READ 0098 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.
4. 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 only enroll in Learning Support courses until they exit Learning Support.
5. 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.
6. 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 and Provisional Attempts

Students who are required to take Learning Support courses have a limited number of attempts to pass and complete Learning Support courses. An “attempt” in MATH 0099 or ENGL 0099 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.) However, an “attempt” for provisionally admitted students in MATH 0097 or READ 0098 includes withdrawals.

**Learning Support Probation**

Students required to take MATH 0099 or ENGL 0099 will be placed on Learning Support Probation if they fail the course the first time they take it. Students on Learning Support Probation may be required to attend workshops or meet regularly with professional or peer tutors. There is no probation period for provisionally admitted students.

**Learning Support Dismissal**

Students who fail to complete Learning Support courses (MATH 0099 or ENGL 0099) in two attempts will be dismissed from the University and may not reapply for three calendar years. The following circumstances are causes for Dismissal:

- Students who enroll in MATH 0099 and/or ENGL 0099 and do not exit within two attempts will be dismissed.
- An attempt in a learning support course at another university shall be counted as an attempt at Clayton State University. Students who are admitted after having already had two unsuccessful attempts in these courses at other universities (or comparable pre-college work) shall only be given one additional attempt at Clayton State University.

Students who are dismissed for failing MATH 0099 or ENGL 0099 may appeal for readmission after three calendar years. Students in these circumstances must complete an application for Readmission and file a written appeal with the Registrar's Office. Appeals will be evaluated by the Readmission Appeals Committee. Students seeking readmission following Learning Support Dismissal should either complete all Learning Support requirements elsewhere before reapplying or show compelling evidence of the ability to exit learning support and earn a degree. The committee may restrict the enrollment of students who are readmitted following dismissal. Provisionally admitted students who are dismissed due to failing or withdrawing from either MATH 0097 or READ 0098 may appeal for readmission to Clayton State University only after having completed an Associate's degree at a regionally accredited college.

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**Academic Honors**

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**The Honors Program**

A limited number of qualified students are admitted to the Clayton 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 with a minimum of nine credit hours who is in good academic standing will be placed on the Deans' List for that semester. Courses must count toward degree (this eliminates Physical Education courses, etc). Courses with a Pass/Fail grade are not eligible for the Dean's 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 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.

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

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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 Clayton State Office of the Registrar STC-239 or (678) 466-4145. 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, Nursing, Information & Mathematical Sciences, and Professional Studies. Each student is responsible for both the general requirements in this section and the specific requirements for his or her chosen program of study.

A candidate for graduation is normally subject to the catalog graduation requirements that are in effect at the time the student entered his/her major program. A student may elect to satisfy the graduation requirements specified in a subsequent catalog. A student not enrolled for 2 or more consecutive calendar years is subject to the graduation requirements in effect at the time of readmission.

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### Associate and Baccalaureate Degrees Core Curriculum

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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

- |  |                    |
|--|--------------------|
| <b>A. Essential Skills</b>                     | <b>9 hours</b>     |
| <b>A1. Two Composition Courses</b>             |                    |
| ENGL 1101 English Composition I                |                    |
| ENGL 1102 English Composition II               |                    |
| <b>A2. One Mathematics Course from Among</b>   |                    |
| MATH 1101 Mathematical Modeling                |                    |
| MATH 1111 College Algebra                      |                    |
| MATH 1112A Trigonometry & Analytical Geometry* |                    |
| MATH 1113 Precalculus                          |                    |
| MATH 1241 Survey of Calculus                   |                    |
| MATH 1501 Calculus I                           |                    |
| <b>B. Critical Thinking and Communication</b>  | <b>4-5 hours**</b> |
| <b>B1. One Critical Thinking Course</b>        |                    |
| CRIT 1101 Critical Thinking                    |                    |

\* Completion of MATH 1112A in Area A satisfies the pre-calculus requirement for certain majors.

\*\* 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.

**B2. One or Two Foreign Language or Communication Courses from Among**

- COMM 1001 Presentational Speaking
- COMM 1002 Presentation Applications
- COMM 1110 Spoken Communication
- FREN 1002 Elementary French II
- SPAN 1002 Elementary Spanish II

**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 2121 British Literature I
- ENGL 2122 British Literature II
- ENGL 2131 American Literature I
- ENGL 2132 American Literature II
- FREN 2001 Intermediate French I
- FREN 2002 Intermediate French II
- PHIL 2201 Introduction to World Philosophy
- PHIL 2601 Ethics in Historical/Contemp. Perspective
- 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
- WST 2010 Introduction to Women's Studies

**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 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.

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

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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.

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### **Total Hours Requirement**

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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.

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### **Grade Point Average**

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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.



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## Grade Requirements for Specific Courses

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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.

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## Residency Requirement

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Residency refers to courses (including online courses) offered by Clayton 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 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.

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## Regents' Courses and Testing

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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 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 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 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 students with disabilities 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.

Students with disabilities 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.

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## **General Certificate Requirements**

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To earn an academic certificate from Clayton 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 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. 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.

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## **Constitution and History Requirement**

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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.

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## **Other Graduation Regulations**

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### **Semester System**

Starting Fall Semester 1998 Clayton 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 State University must complete in residence at Clayton 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 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.

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## **Application for Graduation**

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All students pursuing a certificate or degree from Clayton 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.

## COLLEGE OF ARTS AND SCIENCES

### ADMINISTRATIVE OFFICERS

Nasser Momayezi, *Dean*  
John G. Campbell, *Associate Dean*

### MISSION AND GOALS

The College of Arts and Sciences has four primary objectives:

- To offer baccalaureate and masters 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 College 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 College of Arts and Sciences is composed of seven academic departments and an Office of Interdisciplinary Studies offering the degree programs listed below:

| Department                      | Degree Program  | Degree |
|---------------------------------|---|--------|
| Department of English           | English (with concentrations in Literature and Writing) | BA     |
|                                 | English and Secondary Teacher Education                 | BA     |
| Department of Humanities        | History   | BA     |
|                                 | History and Secondary Teacher Education                 | BA     |
| Department of Natural Sciences  | Biology   | BS     |
|                                 | Biology and Secondary Teacher Education                 | BS     |
|                                 | Health and Fitness Management                           | AS     |
|                                 | Pre-Engineering   | AS     |
|                                 | Pre-Pharmacy  | AS     |
| Department of Psychology        | Psychology and Human Services                           | BS     |
| Department of Social Sciences   | Administrative Management                               | BAS    |
|                                 | Criminal Justice  | BS     |
|                                 | Legal Studies   | BS     |
|                                 | Political Science                                       | BS     |
|                                 | Sociology   | BS     |
|                                 | Technology Management                                   | BAS    |
| Department of Teacher Education | Paralegal Studies                                       | AS     |
|                                 | Middle Level Education                                  | BA     |
|                                 | Master of Arts in Teaching                              | MA     |

|   |  |               |
|---|--|---------------|
| Department of Visual and<br>Performing Arts | Communication and Media Studies  | BA            |
|   | Music  | BA            |
|   | Music (with concentrations in<br>Composition, Education,<br>and Performance) | BM            |
| Office of Interdisciplinary<br>Studies      | Theatre  | BA            |
|   | Liberal Studies  | BA, MA        |
|   | Integrative Studies  | BS,<br>AA, AS |

**MINORS**

Minors are offered in the following disciplines:

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| African American Studies .....        | Office of Interdisciplinary Studies |
| Chemistry .....                       | Natural Sciences                    |
| Communication and Media Studies ..... | Visual and Performing Arts          |
| English.....                          | English                             |
| French .....                          | Humanities                          |
| Health and Fitness Management.....    | Natural Sciences                    |
| History .....                         | Humanities                          |
| Music.....                            | Visual and Performing Arts          |
| Philosophy .....                      | Humanities                          |
| Political Science .....               | Social Sciences                     |
| Psychology .....                      | Psychology                          |
| Sociology.....                        | Social Sciences                     |
| Spanish .....                         | Humanities                          |
| Theatre .....                         | Visual and Performing Arts          |
| Women's Studies .....                 | Office of Interdisciplinary Studies |

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## Department of English

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**ADMINISTRATIVE OFFICER**

Barbara A. Goodman, *Department Head*

**FACULTY**

Brigitte F. Byrd, *English*  
 Ruth Caillouet, *English Education*  
 Benie A. Colvin, *English*  
 Susan E. Copeland, *English*  
 Debra F. Durden, *English*  
 Gregory James Flail, *English*  
 Barbara A. Goodman, *English*  
 Gwendolyn Harold, *English*  
 Mary R. Lamb, *English*  
 Gregory V. McNamara, *English*  
 Henrietta C. Miller, *English*  
 Eugene Ngezem, *English*  
 Susan Rashid Horn, *English*  
 Kathryn Pratt Russell, *English*  
 Pauline Schmidt, *English*  
 LaJuan E. Simpson, *English*

**MISSION AND GOALS**

The Department of English offers instruction in English literature and composition.

**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. In addition, Department of English houses the Alpha Nu Xi chapter of Sigma Tau Delta, the International English Honor Society.

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## Bachelor of Arts in English

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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  |                 |
| British Literature Courses .....   | 3-6 hours       |
| ENGL 2121, ENGL 2122 or ENGL 2200 (Maymester only)   |                 |
| American Literature Courses .....  | 3-6 hours       |
| ENGL 2131, ENGL 2132   |                 |
| Elective Courses.....  | 0-3 hours       |
| Any courses listed but not applied in Areas C – except Applied Art or Applied Music – or E. Foreign Language 1002 may apply in Area F if not applied in Area B.  |                 |
| <b>Upper Division English Core Requirements .....</b>  | <b>12 hours</b> |
| ENGL 3100 Introduction to English Studies .....  | 3 hours         |
| ENGL 4011 Critical Theory.....   | 3 hours         |
| ENGL 4700 Senior Thesis.....   | 3 hours         |
| Any course listed below in the Writing Emphasis that was not applied in that area.....   | 3 hours         |
| <b>Upper Division Emphasis Requirements.....</b>   | <b>48 hours</b> |
| <b>Writing Emphasis: Core Requirements .....</b>   | <b>15 hours</b> |
| ENGL 3140 Introduction to Visual Rhetoric .....  | 3 hours         |
| ENGL 3210 Advanced Grammar.....  | 3 hours         |
| ENGL 3212 Advanced Composition.....  | 3 hours         |
| ENGL 3600 Careers in Writing .....   | 3 hours         |
| ENGL 3650 Writing for Nonprofits .....   | 3 hours         |
| ENGL 3700 Response to Writing .....  | 3 hours         |
| ENGL 3800 Introduction to Creative Writing.....  | 3 hours         |
| ENGL 3900 Professional and Technical Writing.....  | 3 hours         |
| ENGL 3910 Professional Editing .....   | 3 hours         |
| ENGL 4000 English Internship Required (May be repeated).....   | 3 hours         |
| ENGL 4300 Advanced Poetry Writing .....  | 3 hours         |
| ENGL 4310 Advanced Fiction Writing .....   | 3 hours         |
| ENGL 4320 Advanced Creative Nonfiction Writing .....   | 3 hours         |
| <b>Writing Emphasis: English Electives.....</b>  | <b>21 hours</b> |
| Choose seven 3000- or 4000- level ENGL courses that are not applied elsewhere in the program of study.   |                 |
| <b>Writing Emphasis: Guided Electives .....</b>  | <b>12 hours</b> |
| Courses applied to guided electives must be relevant to the student's educational or career goals, must be offered by the College of Arts and Sciences, and must be approved by the student's advisor or by the Head of the Department of Language and Literature. These must be 3000-level or 4000-level courses, and two must have prefixes other than ENGL, e.g., HIST or CMS. Lower-division credit may be applied for courses in a second language and for courses required for a minor only. |                 |
| <b>Literature Emphasis Core Requirements .....</b>   | <b>15 hours</b> |
| <b>Cultural Studies</b>  |                 |
| Select from:   |                 |
| ENGL 3200 History of the English Language .....  | 3 hours         |

|   |                  |
|---|------------------|
| ENGL 3300 Women and Literature .....  | 3 hours          |
| ENGL 3410 African American Literature I .....   | 3 hours          |
| ENGL 3420 African American Literature II .....  | 3 hours          |
| ENGL 3501 Multicultural Literature .....  | 3 hours          |
| ENGL 3510 Caribbean Literature .....  | 3 hours          |
| ENGL 3620 Postcolonial Literature .....   | 3 hours          |
| ENGL 4810 Special Topics in Women and Literature .....  | 3 hours          |
| <b>Literature Emphasis: British Literature before 1660 .....</b>  | <b>3 hours</b>   |
| Select from:  |                  |
| ENGL 3150 Shakespeare.....  | 3 hours          |
| ENGL 4200 Medieval Literature .....   | 3 hours          |
| ENGL 4210 Renaissance Literature.....   | 3 hours          |
| <b>Literature Emphasis: British Literature after 1660 .....</b>   | <b>3 hours</b>   |
| ENGL 4221 Seventeenth Century Literature .....  | 3 hours          |
| ENGL 4222 Eighteenth Century Literature .....   | 3 hours          |
| ENGL 4241 Romantic Literature .....   | 3 hours          |
| ENGL 4242 Victorian Literature.....   | 3 hours          |
| ENGL 4250 Modern British Literature .....   | 3 hours          |
| ENGL 3620 Postcolonial Literature (if not applied in Cultural<br>Studies).....  | 3 hours          |
| <b>Literature Emphasis: American Literature before 1850 .....</b>   | <b>3 hours</b>   |
| ENGL 4100 Federal and Colonial Literature.....  | 3 hours          |
| ENGL 4110 American Romanticism.....   | 3 hours          |
| ENGL 3410 African American Literature I (If not applied in<br>Cultural Studies).....  | 3 hours          |
| <b>Literature Emphasis: American Literature after 1850 .....</b>  | <b>3 hours</b>   |
| ENGL 4120 American Realism and Naturalism.....  | 3 hours          |
| ENGL 4130 Southern Literature .....   | 3 hours          |
| ENGL 4140 Modern American Literature .....  | 3 hours          |
| ENGL 4150 Contemporary American Literature .....  | 3 hours          |
| ENGL 3420 African American Literature II (if not applied<br>in Cultural Studies).....   | 3 hours          |
| ENGL 3501 Multicultural Literature (if not applied in<br>Cultural Studies).....   | 3 hours          |
| The following courses may be applied in one of the above<br>categories depending on the topic of the course: ENGL<br>4610 Modern Poetry, ENGL 4630 The Short Story, ENGL<br>4800 Special Topics in English, ENGL 4820 Studies in<br>Drama, or ENGL 4900 Directed Research.  |                  |
| <b>Literature Emphasis: English Electives .....</b>   | <b>21 hours</b>  |
| Choose seven 3000- or 4000- level ENGL courses that are not applied<br>elsewhere in the program of study.   |                  |
| <b>Literature Emphasis: Guided Electives .....</b>  | <b>12 hours</b>  |
| Courses applied to guided electives must be relevant to<br>the student's educational or career goals, must be offered<br>by the College of Arts and Sciences, and must be<br>approved by the student's advisor or by the Head of the<br>Department of Language and Literature. These must be<br>3000-level or 4000-level courses, and two must have<br>prefixes other than ENGL, e.g., HIST or CMS. Lower-<br>division credit may be applied for courses in a second<br>language and for courses required for a minor only. |                  |
| <b>Total Degree Requirements .....</b>  | <b>120 hours</b> |

**BACHELOR OF ARTS IN ENGLISH - WRITING EMPHASIS 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  |           | 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> |

| SOPHOMORE YEAR |                             |           |                 |                         |           |
|----------------|-----------------------------|-----------|-----------------|-------------------------|-----------|
| First Semester |                             |           | Second Semester |                         |           |
| Course         | Title                       | Hours     | Course          | Title                   | Hours     |
| 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 2131       | 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> |

| JUNIOR YEAR    |                          |           |                 |                   |           |
|----------------|--------------------------|-----------|-----------------|-------------------|-----------|
| First Semester |                          |           | Second Semester |                   |           |
| Course         | Title                    | Hours     | Course          | Title             | Hours     |
| 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> |

| SENIOR YEAR    |                   |       |                 |                   |       |
|----------------|-------------------|-------|-----------------|-------------------|-------|
| First Semester |                   |       | Second Semester |                   |       |
| Course         | Title             | Hours | Course          | Title             | Hours |
| ENGL 4700      | Senior Thesis     | 3     |                 | English Electives | 12    |
|                | English Electives | 15    |                 | Guided Elective   | 3     |

|              |                 |           |              |  |           |
|--------------|-----------------|-----------|--------------|--|-----------|
|              | Guided Elective | 3         |              |  |           |
| <b>Total</b> |                 | <b>15</b> | <b>Total</b> |  | <b>15</b> |

**Minor Program in English**

The English minor program has two concentrations that serve different populations of students. The concentration in literature is for students who intend to pursue undergraduate minors in literature or related fields, either in preparation for teaching or for other personal or professional goals. The concentration in writing is for students seeking advanced preparation for careers requiring high levels of skill in written communication (or also for graduate programs in technical or professional writing).

**ENGLISH MINOR PROGRAM REQUIREMENTS**

**Upper Division Requirement ..... 3 hours**  
 ENGL 3100 Introduction to English Studies

**Upper Division Electives..... 12 hours**  
 Literature Emphasis..... 9-12 hours

- Select from Literature Courses (9 – 12 hours)
- ENGL 3150, ENGL 3200, ENGL 3300, ENGL 3410, ENGL 3420, ENGL 3501, ENGL 3510, ENGL 3620, ENGL 4000, ENGL 4011, ENGL 4100, ENGL 4110, ENGL 4120, ENGL 4130, ENGL 4140, ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4221, ENGL 4222, ENGL 4241, ENGL 4242, ENGL 4250, ENGL 4610, ENGL 4630, ENGL 4800, ENGL 4810, ENGL 4820, ENGL 4900

- Select from Writing Courses (0 – 3 hours)
- ENGL 3140, ENGL 3210, ENGL 3212, ENGL 3600, ENGL 3650, ENGL 3700, ENGL 3800, ENGL 3900, ENGL 3910, ENGL 4000, ENGL 4300, ENGL 4301, ENGL 4320, ENGL 4800

Writing Emphasis..... 9-12 hours

- Select from Writing Courses (9 -12 hours)
- ENGL 3210, ENGL 3212, ENGL 3600, ENGL 3650, ENGL 3700, ENGL 3800, ENGL 3900, ENGL 3910, ENGL 4000, ENGL 4300, ENGL 4301, ENGL 4320, ENGL 4800

- Select from Literature Courses (0 – 3 hours)
- ENGL 3150, ENGL 3200, ENGL 3410, ENGL 3420, ENGL 3501, ENGL 3510, ENGL 3620, ENGL 4011, ENGL 4100, ENGL 4110, ENGL 4114, ENGL 4120, ENGL 4130, ENGL 4140, ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4221, ENGL 4222, ENGL 4241, ENGL 4242, ENGL 4250, ENGL 4610, ENGL 4630, ENGL 4800, ENGL 4810, ENGL 4820, ENGL 4900

**Total Program Requirements ..... 15 hours**

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## Department of Humanities

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### ADMINISTRATIVE OFFICER

R. B. Rosenberg, *Department Head*

### FACULTY

Khedija Gadhoun, *Spanish*

David Gilbert, *History*

Randall S. Gooden, *History*

Alexander W. Hall, *Philosophy*

Ronald L. Jackson, *Philosophy*

Todd Janke, *Philosophy*

E. Joe Johnson, *French and Spanish*

Kathryn W. Kemp, *History*

Marko Maunula, *History*

Dennis R. Miller, *Spanish*

Victoria Pasley, *History*

R.B. Rosenberg, *History*

Adam Tate, *History*

Chris Ward, *History*

### MISSION AND GOALS

The Department of Humanities is a multidisciplinary unit composed of dedicated and talented faculty whose mission is to cultivate awareness of and sensitivity to the ideas and values characterizing human discourse, thought, and experience. The Department provides leadership for the University's commitment to teaching students critical and creative thinking, analytical reading and listening, as well as international language and information-gathering skills. The Department offers a diverse and technology-enhanced curriculum that encourages critical, open-minded and informed consideration of the human tradition and the many beliefs, histories, and words of our collective cultural heritage. Together, we teach introductory and advanced courses in the areas of History, Philosophy, International Languages, and Humanities, with a B.A. in History, a B.A. in History and Secondary Education, and minors in Philosophy, French and Spanish. As Humanities faculty, we are devoted to our students, and we are actively involved in scholarly research and in service to the profession, to the University and to the larger community.

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## Bachelor of Arts in History

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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 public service, business, writing, and education careers. The study of 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 in these brand new facilities.

History majors may choose from four concentrations:

- Southern Studies
- World Cultures
- 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**

International 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.

Lower Division Major Requirements ..... 12 hours

Select from among:

HIST 1111 or 1112 World History..... 3 hours

HIST 2111 or 2112 U. S. History..... 3 hours

HIST 2265 Minorities in American History or

HIST 2750 Critical Trends & Issues in World History ..... 3 hours

HIST 2500 Historical Methods ..... 3 hours

Lower Division Major Electives ..... 0-6 hours

Select from: AFAM 2010, ECON 2105, ECON 2106, MATH 1231, PHIL 2201, PHIL 2401, PHIL 2601, POLS 2101, POLS 2401, , , PSYC 2103, SOCI 1101, SOCI 2293

A maximum of two D grades in the upper division major requirements, upper division major electives, and internship categories will be counted toward degree completion.

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

HIST 3001 Historiography ..... 3 hours

HIST 3010 Introduction to Public History..... 3 hours

HIST 3110 Georgia History and Government..... 3 hours

HIST 4850 Senior History Seminar..... 3 hours

**Required Upper Division United States History Core ..... 12 Hours**

Select from among:

HIST 3120 The Establishment of the U.S., 1607-1800..... 3 hours

HIST 3125 The Age of Jefferson and Jackson ..... 3 hours

HIST 3130 Sectionalism and the Civil War ..... 3 hours

HIST 3132 The Reconstruction Era, 1863-1877..... 3 hours

HIST 3135 The U.S. in the Gilded Age and Progressive Era 1877-1917 ... 3 hours

HIST 3140 Themes of 20th Century U.S. .... 3 hours

HIST 3150 War and Diplomacy 1898-Present..... 3 hours

HIST 3245 History through Film (relevant topics) ..... 3 hours

HIST 3330 Business and Economic History of the U.S. .... 3 hours

HIST 3420 Family History & Genealogical Resources ..... 3 hours

HIST 3450 U.S. Military History ..... 3 hours

|   |                 |
|---|-----------------|
| HIST 3501 Selected Topics in U.S. History .....             | 3 hours         |
| HIST 3700 U.S. Historical Geography .....                   | 3 hours         |
| HIST 4001 African American History .....                    | 3 hours         |
| HIST 4003 Women's History .....                             | 3 hours         |
| HIST 4004 American Environmental History .....              | 3 hours         |
| HIST 4010 U.S. Intellectual History .....                   | 3 hours         |
| HIST 4020 History of the Old South .....                    | 3 hours         |
| HIST 4030 History of the New South .....                    | 3 hours         |
| HIST 4440 Historical Exhibitions & Public Programming ..... | 3 hours         |
| HIST 4450 Intro to Historic Preservation .....              | 3 hours         |
| HIST 4900 Independent Study in History .....                | variable credit |

**Required Upper Division World History Core ..... 9 Hours**

Select from among:

|   |                 |
|---|-----------------|
| HIST 3210 The Twentieth Century World .....             | 3 hours         |
| HIST 3215 Latin American-U.S. Relations .....           | 3 hours         |
| HIST 3220 Latin American History .....                  | 3 hours         |
| HIST 3225 Caribbean History .....                       | 3 hours         |
| HIST 3230 History of Sub-Sahara Africa .....            | 3 hours         |
| HIST 3240 History of Middle East and North Africa ..... | 3 hours         |
| HIST 3245 History through Film (relevant topics) .....  | 3 hours         |
| HIST 3250 Pre-Modern East Asian History .....           | 3 hours         |
| HIST 3255 Modern East Asian History .....               | 3 hours         |
| HIST 3260 Pre-Modern South Asia History .....           | 3 hours         |
| HIST 3265 Modern South Asian History .....              | 3 hours         |
| HIST 3270 Pre-Modern History of Russia .....            | 3 hours         |
| HIST 3275 Modern Russian History .....                  | 3 hours         |
| HIST 3500 Selected Topics in World History .....        | 3 hours         |
| HIST 3800 World Historical Geography .....              | 3 hours         |
| HIST 4110 Ancient Greece & Rome .....                   | 3 hours         |
| HIST 4115 Middle Ages .....                             | 3 hours         |
| HIST 4120 Renaissance and Reformation .....             | 3 hours         |
| HIST 4130 The Age of European Expansionism .....        | 3 hours         |
| HIST 4200 Nineteenth Century Europe .....               | 3 hours         |
| HIST 4250 History of World Religions .....              | 3 hours         |
| HIST 4350 Modern World Intellectual History .....       | 3 hours         |
| HIST 4900 Independent Study in History .....            | variable credit |

**Upper Division Major Concentration ..... 18-21 hours**

History majors must select one of the following four concentrations or choose a minor in another discipline:

**Southern Studies Concentration ..... 21 hours**

Select 3-4 courses:

|   |         |
|---|---------|
| HIST 3120 The Establishment of the U.S. ....                      | 3 hours |
| HIST 3125 Age of Jefferson and Jackson .....                      | 3 hours |
| HIST 3130 Sectionalism and the Civil War .....                    | 3 hours |
| HIST 3132 The Reconstruction Era .....                            | 3 hours |
| HIST 3135 Gilded Age and Progressive Era .....                    | 3 hours |
| HIST 3420 Family History & Genealogical Resources .....           | 3 hours |
| HIST 3501 Selected Topics in U.S. History (relevant topics) ..... | 3 hours |
| HIST 3700 U.S. Historical Geography .....                         | 3 hours |
| HIST 4001 African American History .....                          | 3 hours |

Required courses:

|  |         |
|--|---------|
| HIST 4020 History of the Old South ..... | 3 hours |
|--|---------|

|  |          |
|--|----------|
| HIST 4030 History of the New South.....                          | 3 hours  |
| Select 1-2 course(s):  |          |
| ENGL 3410 African American Literature I .....                    | 3 hours  |
| ENGL 3420 African American Literature II .....                   | 3 hours  |
| ENGL 4130 Southern Literature .....                              | 3 hours  |
| POLS 4422 African American Political Thought .....               | 3 hours  |
| <b>World Cultures Concentration</b> .....                        | 21 hours |
| Select three courses:  |          |
| HIST 3210 The Twentieth Century World.....                       | 3 hours  |
| HIST 3215 Latin American-U.S. Relations .....                    | 3 hours  |
| HIST 3220 Latin American History .....                           | 3 hours  |
| HIST 3225 Caribbean History.....                                 | 3 hours  |
| HIST 3230 History of Sub-Sahara Africa.....                      | 3 hours  |
| HIST 3240 History of Middle East and North Africa.....           | 3 hours  |
| HIST 3245 History through Film (relevant topics).....            | 3 hours  |
| HIST 3250 Pre-Modern East Asian History .....                    | 3 hours  |
| HIST 3255 Modern East Asian History .....                        | 3 hours  |
| HIST 3260 Pre-Modern South Asian History .....                   | 3 hours  |
| HIST 3265 Modern South Asian History.....                        | 3 hours  |
| HIST 3270 Pre-Modern History of Russia .....                     | 3 hours  |
| HIST 3275 Modern Russian History .....                           | 3 hours  |
| HIST 3500 Selected Topics in World History.....                  | 3 hours  |
| Select one:  |          |
| PHIL 4400 Philosophy of Culture .....                            | 3 hours  |
| HUMN 3102 International Arts & Culture.....                      | 3 hours  |
| HUMN 4800 - Selected Topics in Humanities .....                  | 3 hours  |
| Required courses:  |          |
| HIST 3800 World Historical Geography .....                       | 3 hours  |
| HIST 4250 History of World Religions .....                       | 3 hours  |
| Select one:  |          |
| CMS 3101 Media and Culture .....                                 | 3 hours  |
| CMS 3810 Women and Popular Culture .....                         | 3 hours  |
| CMS 4500 Global Contexts in Communication & Media Studies .....  | 3 hours  |
| CMS 4810 Women & the Arts .....                                  | 3 hours  |
| FREN 3110 French Culture & Civilization.....                     | 3 hours  |
| INTL 3800 Study Abroad.....                                      | 3 hours  |
| POLS 4452 Politics of Asia.....                                  | 3 hours  |
| POLS 4453 Politics of Africa .....                               | 3 hours  |
| POLS 4454 Politics of the Middle East.....                       | 3 hours  |
| POLS 4455 Politics of Latin America.....                         | 3 hours  |
| SOCI 3310 Race & Ethnicity .....                                 | 3 hours  |
| SPAN 4334 Contemporary Spanish Culture.....                      | 3 hours  |
| SPAN 4335 Latin America Culture & Civilization.....              | 3 hours  |
| WST 3400 Global Studies: Gender, Culture & Globalization.....    | 3 hours  |
| <b>Archival Concentration</b> .....                              | 21 hours |
| HIST 3901 Archival Internship I.....                             | 3 hours  |
| HIST 3401 Introduction to Archival Theory and Practice .....     | 3 hours  |
| HIST 3410 Introduction to Electronic Records.....                | 3 hours  |
| HIST 3420 Family History and Genealogical Resources.....         | 3 hours  |
| HIST 4401 Readings in Archival Studies.....                      | 3 hours  |
| HIST 4902 Archival Internship II.....                            | 3 hours  |
| Select one additional relevant course as approved by<br>advisor. |          |



**Public History Concentration ..... 21 hours****Take the following: ..... 6 hours**

HIST 3901 Archival Internship I ..... 3 hours  
 HIST 4901 History Internship or HIST 4903 History Practicum ..... 3 hours

**Choose five of the following courses ..... 15 hours**

HIST 3401 Introduction to Archival Theory and Practice ..... 3 hours  
 HIST 3410 Introduction to Electronic Records ..... 3 hours  
 HIST 3420 Family History and Genealogical Resources ..... 3 hours  
 HIST 4440 Historical Exhibitions & Public Programming ..... 3 hours  
 HIST 4450 Introduction to Historic Preservation ..... 3 hours  
 HIST 4900 Independent Study in History ..... variable credit

**Major Related Electives ..... 3-6 hours**

Select from among:

AFAM 3100 Harlem Renaissance ..... 3 hours  
 ART 3401 American Art Visions ..... 3 hours  
 CMS 3200 History of Communication ..... 3 hours  
 CMS 3310 Film History ..... 3 hours  
 CMS 3340 National Cinemas ..... 3 hours  
 CMS 3810 Women & Popular Culture ..... 3 hours  
 CMS 4330 Film Genres ..... 3 hours  
 ENGL 2111 World Literature I ..... 3 hours  
 ENGL 2112 World Literature II ..... 3 hours  
 ENGL 2121 British Literature I ..... 3 hours  
 ENGL 2122 British Literature II ..... 3 hours  
 ENGL 2131 American Literature ..... 3 hours  
 ENGL 2132 American Literature II ..... 3 hours  
 ENGL 3200 History of English Language ..... 3 hours  
 ENGL 3330 Women & Literature ..... 3 hours  
 ENGL 3410 African American Literature I ..... 3 hours  
 ENGL 3420 African American Literature II ..... 3 hours  
 ENGL 3501 Multicultural Literature ..... 3 hours  
 ENGL 3620 Post-Colonial Literature ..... 3 hours  
 ENGL 4100 American Colonial & Federal Literature ..... 3 hours  
 ENGL 4110 American Romanticism ..... 3 hours  
 ENGL 4120 American Realism & Naturalism ..... 3 hours  
 ENGL 4130 Southern Literature ..... 3 hours  
 ENGL 4140 Modern American Literature ..... 3 hours  
 ENGL 4150 Contemporary American Literature ..... 3 hours  
 ENGL 4200 Medieval Literature ..... 3 hours  
 ENGL 4210 Renaissance Literature ..... 3 hours  
 ENGL 4220 Restoration & Neoclassical Literature ..... 3 hours  
 ENGL 4241 Romantic Literature ..... 3 hours  
 ENGL 4242 Victorian Literature ..... 3 hours  
 ENGL 4250 Modern British Literature ..... 3 hours  
 FREN 3110 French Culture & Civilization I ..... 3 hours  
 FREN 3120 French Culture & Civilization II ..... 3 hours  
 FREN 4030 Introduction to French Literature ..... 3 hours  
 FREN 4200 The Francophone World ..... 3 hours  
 HUMN 3101 The Humanities, Arts, and Society ..... 3 hours  
 HUMN 3102 International Arts and Culture ..... 3 hours  
 INTL 2800 Study Abroad ..... credit varies

INTL 3800 Study Abroad ..... credit varies  
 MUSC 2611 Music History I..... 3 hours  
 MUSC 3101 History of Jazz..... 3 hours  
 MUSC 3612 Music History II..... 3 hours  
 MUSC 3613 Music History III..... 3 hours  
 PHIL 3200 Ancient Philosophy ..... 3 hours  
 PHIL 3400 Medieval Philosophy ..... 3 hours  
 PHIL 3600 Modern Philosophy ..... 3 hours  
 PHIL 3800 Contemporary Philosophy ..... 3 hours  
 PHIL 4200 Philosophy of Religion ..... 3 hours  
 PHIL 4400 Philosophy of Culture..... 3 hours  
 POLS 3350 International Relations ..... 3 hours  
 POLS 3360 The US Congress..... 3 hours  
 POLS 3370 The US Presidency ..... 3 hours  
 POLS 3382 Women & Politics ..... 3 hours  
 POLS 4420 Political Philosophy ..... 3 hours  
 POLS 4421 American Political Thought 1620-Present..... 3 hours  
 POLS 4422 African American Political Thought ..... 3 hours  
 POLS 4426 Civil Liberties..... 3 hours  
 POLS 4427 Equal Rights in America..... 3 hours  
 POLS 4450 American Foreign Policy ..... 3 hours  
 POLS 4451 Politics of Europe ..... 3 hours  
 POLS 4452 Politics of Asia..... 3 hours  
 POLS 4453 Politics of Africa..... 3 hours  
 POLS 4454 Politics of Middle East ..... 3 hours  
 POLS 4455 Politics of Latin America ..... 3 hours  
 SOCI 3310 Race and Ethnicity ..... 3 hours  
 SPAN 4231 Intro to Spanish Literature..... 3 hours  
 SPAN 4234 Intro to Contemporary Spanish Literature ..... 3 hours  
 SPAN 4334 Contemporary Spanish Culture & Civilization ..... 3 hours  
 THEA 3101 Theatre, Cinema, and Society..... 3 hours  
 THEA 4520 African American Theatre ..... 3 hours

**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).

**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     |
| HIST 2111*     | U.S. History to 1877   | 3     | SPAN 1002       | Elementary Spanish II    | 3     |
| POLS 1101*     | American Government    | 3     | HIST 1111*      | Pre-Modern World History | 3     |
| MATH 1101      | Intro to Math Modeling | 3     | MATH 1231       | Introductory Statistics  | 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 1112*            | Modern World History        | 3            | BIOL 1112              | Introductory Biology II   | 3            |
| BIOL 1111             | Introductory Biology I      | 3            | HIST 2112*             | U.S. since Reconstruction | 3            |
| BIOL 1111L            | Intro to Biology Laboratory | 1            | HIST 2500*             | Historical Methods        | 3            |
| HIST 2750             | Critical Issues & Trends    | 3            | PHIL 2201              | Intro to World Philosophy | 3            |
| ECON 2105             | Macroeconomics              | 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> |
| HIST 3001*            | Historiography            | 3            | HIST 3110*             | Georgia History        | 3            |
| HIST 3010*            | Public History            | 3            | HIST 3130              | Civil War              | 3            |
| HIST 3120             | Establishment of the U.S. | 3            | HIST 3300              | Business History       | 3            |
| HIST 3150             | War and Diplomacy         | 3            | HIST 3220              | Latin American History | 3            |
| HIST 3700             | U.S. Historical Geography | 3            | HIST 4003              | Women's History        | 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> |
| PHIL 4400             | Philosophy of Culture    | 3            | HIST 4030              | New South                   | 3            |
| HIST 4020             | Old South                | 3            | ENGL 3410              | African American Literature | 3            |
| HIST 4001             | African American History | 3            | HIST 4004              | Environmental History       | 3            |
| ENGL 4130             | Southern Literature      | 3            | SOCI 3310              | Race and Ethnicity          | 3            |
| HIST 4110             | Ancient Greece & Rome    | 3            | HIST 4850              | Senior Seminar              | 3            |
| <b>Total</b>          |                          | <b>15</b>    | <b>Total</b>           |                             | <b>15</b>    |

**BACHELOR OF ARTS IN HISTORY and SECONDARY EDUCATION DEGREE PROGRAM REQUIREMENTS**

The Bachelor of Arts degree in History and Secondary Education has been approved by the Board of Regents. The Georgia Professional Standards Commission plans to conduct formal PSC developmental program reviews beginning Fall 2009. Completion of program reviews and formal approval are expected in 2010. However, graduates who are seeking secondary certification and who complete these programs prior to PSC approval cannot be recommended for certification.

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

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

**Lower Division Core Requirements (Core Curriculum Area F) .... 15-18 hours**

International Language..... 0-3 hours

The Georgia Board of Regents requires competence in a language other than English for the History major. For History & Secondary Education majors, an international language is strongly recommended.

Lower Division Major Requirements ..... 15 hours

Select from among:

HIST 1111 or 1112 World History

(Whichever NOT taken in Area E2) ..... 3 hours

HIST 2111 or 2112 U. S. History

Whichever NOT taken in Area E3 ..... 3 hours

HIST 2265 Minorities in American History ..... 3 hours

HIST 2750 Critical Trends & Issues in World History ..... 3 hours

HIST 2500 Historical Methods ..... 3 hours

Grades of C or better are required for all lower division HIST courses.

**History Major Requirements ..... 18 hours**

HIST 3001 Historiography ..... 3 hours

HIST 3110 Georgia History and Government ..... 3 hours

HIST 3700 U.S. Historical Geography ..... 3 hours

HIST 3800 World Historical Geography ..... 3 hours

HIST 4250 World Religions ..... 3 hours

HIST 3601 Methods/Strategies Teaching History ..... 3 hours

**Upper Division U.S. History Electives ..... 9 Hours**

Select from among:

HIST 3120 The Establishment of the U.S., 1607-1800..... 3 hours

HIST 3125 The Age of Jefferson and Jackson ..... 3 hours

HIST 3130 Sectionalism and the Civil War ..... 3 hours

HIST 3132 The Reconstruction Era, 1863-1877 ..... 3 hours

HIST 3135 The U.S. in the Gilded Age and Progressive Era 1877-1917 ... 3 hours

HIST 3150 War and Diplomacy 1898-Present..... 3 hours

HIST 3330 Business and Economic History of the U.S. .... 3 hours

HIST 3450 U.S. Military History ..... 3 hours

**Upper Division World History Electives ..... 9 Hours**

Select from among:

HIST 3210 The Twentieth Century World ..... 3 hours

HIST 3220 Latin American History ..... 3 hours

HIST 3230 History of Sub-Sahara Africa ..... 3 hours

HIST 3240 History of Middle East and North Africa ..... 3 hours

HIST 3255 Modern East Asian History ..... 3 hours

HIST 3265 Modern South Asian History ..... 3 hours

HIST 4130 The Age of European Expansionism ..... 3 hours

HIST 4200 Nineteenth Century Europe ..... 3 hours

**Secondary Teacher Education Emphasis Area ..... 27 Hours**

EDUC 2110 Investigating Critical/Contemp. Issues..... 3 hours

EDUC 2120 Exploring Socio-Culture..... 3 hours

|   |         |
|---|---------|
| EDUC 2130 Exploring Teaching & Learning.....              | 3 hours |
| EDUC 3030 Exploring-Exceptional Learner .....             | 3 hours |
| EDUC 3200 Secondary School Curriculum and Assessment..... | 3 hours |
| EDUC 3210 Classroom Methods and Management.....           | 3 hours |
| EDUC 4003 Secondary Level Seminar .....                   | 1 hour  |
| EDUC 4730 Secondary Level Internship .....                | 8 hours |

**BACHELOR OF ARTS IN HISTORY and SECONDARY 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         |
| HIST 2111*     | U.S. History to 1877   | 3         | SPAN 1002       | Elementary Spanish II                     | 3         |
| POLS 1101*     | American Government    | 3         | HIST 1111*      | Pre-Modern World History                  | 3         |
| MATH 1101      | Intro to Math Modeling | 3         | MATH 1231       | Introductory Statistics                   | 3         |
| SPAN 1001      | Elementary Spanish I   | 3         | EDUC 2110*      | Investigating<br>Critical/Contemp. Issues | 3         |
|                |                        |           |                 |   |           |
| <b>Total</b>   |                        | <b>18</b> | <b>Total</b>    |   | <b>18</b> |

| SOPHOMORE YEAR |                                   |           |                 |                                  |           |
|----------------|-----------------------------------|-----------|-----------------|----------------------------------|-----------|
| First Semester |                                   |           | Second Semester |                                  |           |
| Course         | Title                             | Hours     | Course          | Title                            | Hours     |
| EDUC 2120      | Exploring Socio-Culture           | 3         | EDUC 2130       | Exploring Teaching &<br>Learning | 3         |
| HIST 1112*     | Modern World History              | 3         | BIOL 1112       | Introductory Biology II          | 3         |
| BIOL 1111      | Introductory Biology I            | 3         | HIST 2112*      | U.S. since Reconstruction        | 3         |
| BIOL 1111L     | Intro to Biology Laboratory       | 1         | HIST 2500*      | Historical Methods               | 3         |
| HIST 2750*     | Critical Issues & Trends          | 3         | PHIL 2201       | Into to World Philosophy         | 3         |
| HIST 2265*     | Minorities in American<br>History | 3         | MUSC 2101       | Music Appreciation               | 3         |
| <b>Total</b>   |                                   | <b>16</b> | <b>Total</b>    |                                  | <b>18</b> |

| JUNIOR YEAR    |  |       |                 |                                  |       |
|----------------|--|-------|-----------------|----------------------------------|-------|
| First Semester |  |       | Second Semester |                                  |       |
| Course         | Title  | Hours | Course          | Title                            | Hours |
| EDUC 3200*     | Secondary School<br>Curriculum and<br>Assessment | 3     | HIST 3110*      | Georgia History                  | 3     |
| HIST 4250*     | World Religions                                  | 3     | HIST 3130       | Civil War                        | 3     |
| HIST 3120      | Establishment of the U.S.                        | 3     | EDUC 3030*      | Exploring-Exceptional<br>Learner | 3     |
| HIST 3150      | War and Diplomacy                                | 3     | HIST 3220       | Latin American History           | 3     |
| EDUC 3210*     | Classroom Methods and                            | 3     | HIST 3700*      | U.S. Historical Geography        | 3     |

|              |            |           |              |  |           |
|--------------|------------|-----------|--------------|--|-----------|
|              | Management |           |              |  |           |
| <b>Total</b> |            | <b>15</b> | <b>Total</b> |  | <b>15</b> |

| SENIOR YEAR     |                                     |           |                 |                            |       |
|-----------------|-------------------------------------|-----------|-----------------|----------------------------|-------|
| First Semester  |                                     |           | Second Semester |                            |       |
| Course          | Title                               | Hours     | Course          | Title                      | Hours |
| HIST 3001*      | Historiography                      | 3         | EDUC 4003*      | Secondary Level Seminar    | 1     |
| HIST/EDUC 3601* | Methods/Strategies Teaching History | 3         | EDUC 4730*      | Secondary Level Internship | 8     |
| HIST 3800*      | World Historical Geography          | 3         |                 |                            |       |
| HIST 3230       | History of Sub-Sahara Africa        | 3         |                 |                            |       |
| HIST 4110       | Ancient Greece & Rome               | 3         |                 |                            |       |
| <b>Total</b>    |                                     | <b>15</b> | <b>Total</b>    |                            |       |

**Minor Program in History**

The objectives of the history minor are:

- To help prepare students for professional careers and advanced study in political science, law, teaching and a myriad of other public and private sector positions;
- To offer an opportunity for students to broaden their education and to pursue their interests in history but who choose to major in another discipline, perhaps completely unrelated to history;
- To provide students with a way of thinking about the human experience over time, to reason systematically, to examine critically the relationships among people and events, and to reach thoughtful judgments about human affairs;
- To offer Clayton State students in other major degree programs minor concentration course options similar to those provided at other system institutions with history four-year degree and minor programs.

**HISTORY MINOR PROGRAM REQUIREMENTS**

**Lower Division Requirements ..... 6 hours**

- HIST 2500 Historical Methods
- HIST 2750 Critical Issues & Trends in World History

**Upper Division Electives ..... 12 hours**

Select four 3000-4000 level HIST courses (at least one course must be from Required Upper Division World History Core).

**Total Program Requirements ..... 18 hours**

**Minor Program in French**

The Department of Humanities offers two minors in international languages: French and Spanish. These minors will enhance listening, oral, writing, and reading, speaking, and cultural expertise of students in the target language. They will supplement students' degrees in other programs offered at the University and in graduate school programs, they will help prepare students to engage effectively with the world in varied ways, and they will enhance students' career opportunities.

#### **FRENCH MINOR PROGRAM REQUIREMENTS**

**Lower Division Prerequisite** ..... **3 hours**  
Completion of FREN 2002 with a C or better.

**Upper Division Electives** ..... **12 hours**  
Select from FREN 3000, FREN 3101, FREN 3110, FREN 3120, FREN 3999, FREN 4030, FREN 4200, or FREN 4999.

**Total Program Requirements** ..... **15 hours**

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### **Minor Program in Philosophy**

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The Philosophy minor will provide students with skills that will enhance their academic performance whatever their major course of study and whatever their career aim. The hallmark of philosophy is the attempt to think with rigor and clarity about difficult and enduring questions: Who am I? What can I know? How should I act? In coming to understand and think philosophically about such questions, students develop the ability to think more clearly and deeply about any question. So, the study of philosophy, in itself often abstract and theoretical, pays dividends of the most practical sort, enabling the student to do whatever s/he chooses to do, better. Moreover, the philosophy minor gives the student's academic record something distinctive, which is attractive to potential employers.

To fulfill a minor in Philosophy, students must complete a minimum of 18 semester hours of coursework with at least 9 hours of upper-division coursework. Students will choose from among 8 upper division courses and 3 lower division courses to complete the 18 hours required for the minor in Philosophy. Prerequisites for the upper division courses will be Critical Thinking 1101, English 1101 & 1102, and either Philosophy 2201, 2401, or 2601.

#### **PHILOSOPHY MINOR PROGRAM REQUIREMENTS**

**Lower Division Requirements (Choose at least two from the following):** ..... **6-9 hours**  
PHIL 2201 - Introduction to World Philosophy ..... 3 hours  
PHIL 2401 - Introduction to Aesthetics ..... 3 hours  
PHIL 2601 – Ethics in Historical & Contemporary Perspective ..... 3 hours

**Upper Division Courses (Choose at least three from the following):** ..... **9-12 hours**  
PHIL 3200 – Ancient Philosophy ..... 3 hours  
PHIL 3400 – Medieval Philosophy ..... 3 hours  
PHIL 3600 - Modern Philosophy ..... 3 hours  
PHIL 3800 - Contemporary Philosophy ..... 3 hours

|   |                 |
|---|-----------------|
| PHIL 4200 – Philosophy of World Religions ..... | 3 hours         |
| PHIL 4400 – Philosophy of Culture .....         | 3 hours         |
| PHIL 4600 – Logic & Philosophy .....            | 3 hours         |
| PHIL 4900 - Directed Study in Philosophy .....  | 3 hours         |
| <b>Total Program Requirements .....</b>         | <b>18 hours</b> |

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**Minor Program in Spanish**

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|   |                 |
|---|-----------------|
| <b>Lower Division Prerequisite .....</b>  | <b>3 hours</b>  |
| Completion of SPAN 2002 with a C or better.   |                 |
| <b>Upper Division Electives.....</b>  | <b>12 hours</b> |
| Select from SPAN 3131, SPAN 3530, SPAN3529, SPAN<br>3999, SPAN 4231, SPAN 4234, SPAN 4334, SPAN 4335,<br>SPAN 4999. |                 |
| <b>Total Program Requirements .....</b>   | <b>15 hours</b> |



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**Department of Natural Sciences**

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**ADMINISTRATIVE OFFICER**

Michelle A. Furlong, *Department Head*

**FACULTY**

Augustine Agyeman, *Chemistry*  
Harold R. Banke, *Science Education*  
Jere A. Boudell, *Biology*  
James R. Braun, *Chemistry*  
Stephen C. Burnett, *Biology*  
John G. Campbell, *Physics*  
Caroline E. Clower, *Chemistry*  
Joshua M. Dyer, *Physics*  
Samantha R. Fowler, *Biology*  
Michelle A. Furlong, *Biology*  
J. Yvette Gardner, *Biology*  
Susan F. Hornbuckle, *Chemistry*  
Jacqueline A. Jordan, *Biology*  
Christopher H. Kodani, *Biology*  
Tatiana A. Krivosheev, *Physics*  
Jonathan T. Lyons, *Chemistry*  
Renee E. McFarlane, *Biology*  
Paul D. Melvin III, *Biology*  
Barbara E. Musolf, *Biology*  
Francine N. Norflus, *Biology*  
Melanie Poudevigne, *Health and Fitness Management*  
Manning J. Sabatier, *Health and Fitness Management*  
Richard H. Singiser, *Chemistry*  
Jared P. Tagliatela, *Biology*  
Patricia Todebush, *Chemistry*

**MISSION AND GOALS**

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

- Bachelor of Science (B.S.) degree in Biology.
- Bachelor of Science (B.S.) degree in Health Fitness Management.
- Area D courses in the Core Curriculum.
- Service courses that support Teacher Education, Integrative Studies, Nursing and Professional Studies 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).
- Minor in Chemistry

**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 a chapter of Beta Beta Beta Biological Honors Society, a chapter of the American Medical Students' Association, Clayton State University SEEDS Science Association, a chapter of the American Medical Students Association, Clayton State University SEEDS chapter, Pre-Dental Student Association and the Pre-Pharmacy Student Association.

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## Bachelor of Science in Biology

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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 emphasis on areas in Biomedical Applications, preparation for graduate school, Pre-Veterinary Medicine, Forensic Science, Environmental Science, Pre-Pharmacy, and Physical Therapy and Physicians Assistant Program Preparation.

### BACHELOR OF SCIENCE IN BIOLOGY DEGREE PROGRAM REQUIREMENTS

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

All Core Curriculum requirements for the Biology degree 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 Introductory Plant Biology.....            | 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 Biology Major Core Requirements..... 32 hours**

|  |         |
|--|---------|
| BIOL 3200 Cell Biology .....                               | 3 hours |
| BIOL 3250 Introductory Microbiology .....                  | 3 hours |
| BIOL 3250L Introductory Microbiology Laboratory .....      | 1 hour  |
| BIOL 3380 Evolution and Population Biology .....           | 3 hours |
| BIOL 3500 Ecology.....                                     | 3 hours |
| BIOL 3500L Ecology Laboratory .....                        | 1 hour  |
| BIOL 3650 Comparative Vertebrate Anatomy .....             | 3 hours |
| BIOL 3650L Comparative Vertebrate Anatomy Laboratory ..... | 1 hour  |
| BIOL 4100 Animal Physiology .....                          | 3 hours |
| BIOL 4201 Genetics .....                                   | 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 4999A/BIOL 4999B Student Evaluation .....             | 0 hours |

#### **Biology Major Tracks (Choose one track).**

|   |                 |
|---|-----------------|
| <b>Option 1: General Biology Track</b> .....  | <b>28 hours</b> |
| BIOL 4900 Biocomputing.....   | 3 hours         |
| BIOL 3222 Off-Campus Internship, BIOL 3223 On-Campus<br>Internship, BIOL 3224 Introductory Research or BIOL<br>4222 Biology Research Practicum* ..... | 3 hours         |
| BIOL 4202L Biotechnology Laboratory.....  | 3 hours         |
| CHEM 4202 Biochemistry I.....   | 3 hours         |
| BIOL 4500 Biology Seminar .....   | 1 hour          |
| Emphasis Area Courses (select 15 hours from one of the seven areas).....  | 15 hours        |

\* Consult your advisor to determine which of these courses best fits your academic needs.

|  |                 |
|--|-----------------|
| <b>Option 2: Secondary Teacher Education Track</b> ..... | <b>31 hours</b> |
| EDUC 2110 Investigating Critical/Contemp. Issues .....   | 3 hours         |
| EDUC 2120 Exploring Socio-Culture .....                  | 3 hours         |
| EDUC 2130 Exploring Learning & Teaching .....            | 3 hours         |
| EDUC 3030 Exploring-Exceptional Learner .....            | 3 hours         |
| EDUC 3200 Secondary School Curriculum & Assessment ..... | 3 hours         |
| EDUC 3210 Classroom Methods & Management .....           | 3 hours         |
| EDUC 4003 Secondary Level Seminar .....                  | 1 hour          |
| EDUC 4730 Secondary Level Internship .....               | 8 hours         |
| SCI 4901 Secondary Ed Science Instruction .....          | 4 hour          |

NOTE: BA and BS students in History, English, Biology, and Mathematics who are seeking Secondary Education Teacher Certification: Students may matriculate in the BA/BS degree programs in secondary English, mathematics, biology and history. The programs have been approved by the Board of Regents. The Georgia Professional Standards Commission plans to conduct formal PSC developmental program reviews beginning fall 2009. Completion of program reviews and formal approval are expected in 2010. However, graduates who are seeking secondary certification and who complete these programs prior to PSC approval cannot be recommended for certification.

**Biology Emphasis Area Requirements**..... **15 hours**  
Select 15 hours from one of the following seven areas. Students whose career goals are better suited by a mixture of the courses contained within the emphasis areas or who have transferred other science electives from another school that are appropriate for a desired career goal may choose to build an alternative emphasis area with the approval of their advisors, the Biology Coordinator and the Natural Sciences department head.

|   |                  |
|---|------------------|
| <b>Biomedical Applications</b> .....                        | <b>≥15 hours</b> |
| Select at least 15 credit hours from the following list.    |                  |
| BIOL 3222 Off-Campus Internship <sup>1,2,3</sup> .....      | 3 hours          |
| BIOL 3223 On-Campus Internship <sup>1,2,3</sup> .....       | 3 hours          |
| BIOL 3224 Introductory Research <sup>1,2,3</sup> .....      | 3 hours          |
| BIOL 3320 Invertebrate Zoology.....                         | 3 hours          |
| BIOL 3740 Economic Botany .....                             | 3 hours          |
| BIOL 4100L Animal Physiology Laboratory <sup>4</sup> .....  | 1 hour           |
| BIOL 4120 Neurobiology .....                                | 3 hours          |
| BIOL 4160 Vertebrate Endocrinology .....                    | 3 hours          |
| BIOL 4222 Biology Research Practicum <sup>1,2,3</sup> ..... | 3 hours          |
| BIOL 4325 Parasitology.....                                 | 3 hours          |

|  |                           |
|--|---------------------------|
| BIOL 4330 Developmental Biology.....                               | 3 hours                   |
| BIOL 4420 Histology .....  | 3 hours                   |
| BIOL 4450 Immunology .....   | 3 hours                   |
| BIOL 4460 Virology .....   | 3 hours                   |
| BIOL 4500 Biology Seminar <sup>1,3</sup> .....                     | 1 hour                    |
| BIOL 4600 Medical Microbiology.....                                | 3 hours                   |
| BIOL 4620 Applied and Environmental Microbiology .....             | 3 hours                   |
| BIOL 4620L Applied and Environmental Microbiology Laboratory ..... | 1 hours                   |
| BIOL 4630 Mycology .....   | 3 hours                   |
| BIOL 4930 Environmental Toxicology.....                            | 3 hours                   |
| CHEM 3223 On-Campus Internship <sup>2,5,6</sup> .....              | 3 hours                   |
| CHEM 3224 Introductory Research <sup>2,5,6</sup> .....             | 3 hours                   |
| CHEM 4203 Biochemistry II <sup>5</sup> .....                       | 3 hours                   |
| CHEM 4205 Medicinal Chemistry <sup>5</sup> .....                   | 3 hours                   |
| CHEM 4222 Chemistry Research Practicum <sup>2,5,6</sup> .....      | 3 hours                   |
| HSCI 4330 Nutrition .....  | 3 hours                   |
| MATH 1501 Calculus I .....   | 4 or 1 hours <sup>7</sup> |
| MATH 3220 Applied Statistics.....                                  | 3 hours                   |
| PHYS 3223 On-Campus Internship <sup>2,6</sup> .....                | 3 hours                   |
| PHYS 3224 Introductory Research <sup>2,6</sup> .....               | 3 hours                   |
| PHYS 3650 Modern Physics .....                                     | 3 hours                   |
| PHYS 3650L Modern Physics Lab.....                                 | 1 hour                    |
| PYSC 3350 Abnormal Psychology <sup>8</sup> .....                   | 3 hours                   |
| PYSC 4120 Physiological Psychology <sup>8</sup> .....              | 3 hours                   |

**Graduate School Preparation..... ≥15 hours**

Select at least 15 credit hours from the following list. At least 4 hours must be at the 3000 or 4000 level.

|  |                           |
|--|---------------------------|
| BIOL 3xxx or BIOL 4xxx Any upper level course that is not<br>already used in the biology core <sup>9</sup> ..... | varies                    |
| BIOL 4222 Biology Research Practicum <sup>1</sup> .....  | 3 hours                   |
| BIOL 4500 Biology Seminar <sup>1</sup> .....   | 1 hour                    |
| CHEM 3223 On-Campus Internship <sup>2,5,6</sup> .....  | 3 hours                   |
| CHEM 3224 Introductory Research <sup>2,5,6</sup> .....   | 3 hours                   |
| CHEM 4110 Environmental Chemistry <sup>5</sup> .....   | 3 hours                   |
| CHEM 4203 Biochemistry II <sup>5</sup> .....   | 3 hours                   |
| CHEM 4204 Forensic Chemistry <sup>5</sup> .....  | 3 hours                   |
| CHEM 4205 Medicinal Chemistry <sup>4</sup> .....   | 3 hours                   |
| CHEM 4222 Chemistry Research Practicum <sup>2,5,6</sup> .....  | 3 hours                   |
| CSCI 1301 Computer Science I .....   | 3 hours                   |
| CSCI 1302 Computer Science II <sup>10</sup> .....  | 4 hours                   |
| MATH 1501 Calculus I .....   | 4 or 1 hours <sup>7</sup> |
| MATH 3220 Applied Statistics.....  | 3 hours                   |
| PHYS 3223 On-Campus Internship <sup>2,6</sup> .....  | 3 hours                   |
| PHYS 3224 Introductory Research <sup>2,6</sup> .....   | 3 hours                   |
| PHYS 3650 Modern Physics .....   | 3 hours                   |
| PHYS 3650L Modern Physics Lab.....   | 1 hour                    |
| PYSC 4120 Physiological Psychology <sup>8</sup> .....  | 3 hours                   |

**Pre-Veterinary Medicine..... ≥15 hours**

Select at least 15 credit hours from the following list.

|  |         |
|--|---------|
| BIOL 3222 Off-Campus Internship <sup>1,2,3</sup> ..... | 3 hours |
| BIOL 3223 On-Campus Internship <sup>1,2,3</sup> .....  | 3 hours |
| BIOL 3224 Introductory Research <sup>1,2,3</sup> ..... | 3 hours |

|  |                           |
|--|---------------------------|
| BIOL 3300 Vertebrate Natural History .....                         | 3 hours                   |
| BIOL 3320 Invertebrate Zoology. ....                               | 3 hours                   |
| BIOL 3340 Entomology .....   | 3 hours                   |
| BIOL 3375 Animal Behavior .....                                    | 3 hours                   |
| BIOL 4100L Animal Physiology Laboratory <sup>4</sup> .....         | 1 hour                    |
| BIOL 4120 Neurobiology .....                                       | 3 hours                   |
| BIOL 4160 Vertebrate Endocrinology .....                           | 3 hours                   |
| BIOL 4222 Biology Research Practicum <sup>1,2,3</sup> .....        | 3 hours                   |
| BIOL 4325 Parasitology.....  | 3 hours                   |
| BIOL 4330 Developmental Biology.....                               | 3 hours                   |
| BIOL 4420 Histology .....  | 3 hours                   |
| BIOL 4450 Immunology .....   | 3 hours                   |
| BIOL 4460 Virology .....   | 3 hours                   |
| BIOL 4500 Biology Seminar <sup>1,3</sup> .....                     | 1 hour                    |
| BIOL 4600 Medical Microbiology .....                               | 3 hours                   |
| BIOL 4620 Applied and Environmental Microbiology .....             | 3 hours                   |
| BIOL 4620L Applied and Environmental Microbiology Laboratory ..... | 1 hours                   |
| BIOL 4630 Mycology .....   | 3 hours                   |
| BIOL 4930 Environmental Toxicology .....                           | 3 hours                   |
| CHEM 3223 On-Campus Internship <sup>2,5,6</sup> .....              | 3 hours                   |
| CHEM 3224 Introductory Research <sup>2,5,6</sup> .....             | 3 hours                   |
| CHEM 4203 Biochemistry II <sup>5</sup> .....                       | 3 hours                   |
| CHEM 4205 Medicinal Chemistry <sup>5</sup> .....                   | 3 hours                   |
| CHEM 4222 Chemistry Research Practicum <sup>2,5,6</sup> .....      | 3 hours                   |
| HSCI 4330 Nutrition .....  | 3 hours                   |
| MATH 1501 Calculus I .....   | 4 or 1 hours <sup>7</sup> |
| MATH 3220 Applied Statistics .....                                 | 3 hours                   |
| PHYS 3223 On-Campus Internship <sup>2,6</sup> .....                | 3 hours                   |
| PHYS 3224 Introductory Research <sup>2,6</sup> .....               | 3 hours                   |
| PHYS 3650 Modern Physics .....                                     | 3 hours                   |
| PHYS 3650L Modern Physics Lab .....                                | 1 hours                   |

**Forensic Science .....** **≥15 hours**

Select at least 15 credit hours from the following list.

|  |         |
|--|---------|
| BIOL 3222 Off-Campus Internship <sup>1,2,3</sup> .....             | 3 hours |
| BIOL 3223 On-Campus Internship <sup>1,2,3</sup> .....              | 3 hours |
| BIOL 3224 Introductory Research <sup>1,2,3</sup> .....             | 3 hours |
| BIOL 3320 Invertebrate Zoology. ....                               | 3 hours |
| BIOL 3340 Entomology .....   | 3 hours |
| BIOL 3375 Animal Behavior .....                                    | 3 hours |
| BIOL 3720 Plant Taxonomy .....                                     | 3 hours |
| BIOL 3740 Economic Botany .....                                    | 3 hours |
| BIOL 4100L Animal Physiology Laboratory <sup>4</sup> .....         | 1 hour  |
| BIOL 4120 Neurobiology .....                                       | 3 hours |
| BIOL 4222 Biology Research Practicum <sup>1,2,3</sup> .....        | 3 hours |
| BIOL 4325 Parasitology.....  | 3 hours |
| BIOL 4330 Developmental Biology.....                               | 3 hours |
| BIOL 4420 Histology .....  | 3 hours |
| BIOL 4500 Biology Seminar <sup>1,3</sup> .....                     | 1 hour  |
| BIOL 4620 Applied and Environmental Microbiology .....             | 3 hours |
| BIOL 4620L Applied and Environmental Microbiology Laboratory ..... | 1 hours |
| BIOL 4630 Mycology .....   | 3 hours |
| BIOL 4920 Aquatic Biology.....                                     | 3 hours |
| BIOL 4930 Environmental Toxicology .....                           | 3 hours |
| CHEM 3223 On-Campus Internship <sup>2,5,6</sup> .....              | 3 hours |

|   |           |
|---|-----------|
| CHEM 3224 Introductory Research <sup>2, 5, 6</sup>        | 3 hours   |
| CHEM 4110 Environmental Chemistry <sup>5</sup>            | 3 hours   |
| CHEM 4203 Biochemistry II <sup>5</sup>                    | 3 hours** |
| CHEM 4204 Forensic Chemistry <sup>5</sup>                 | 3 hours** |
| CHEM 4205 Medicinal Chemistry <sup>5</sup>                | 3 hours** |
| CHEM 4222 Chemistry Research Practicum <sup>2, 5, 6</sup> | 3 hours** |
| CRJU 1150 Introduction to Criminal Justice                | 3 hours   |
| CRJU 3100 Criminology <sup>11</sup>                       | 3 hours   |
| MATH 3220 Applied Statistics                              | 3 hours   |
| PHYS 3223 On-Campus Internship <sup>2, 6</sup>            | 3 hours   |
| PHYS 3224 Introductory Research <sup>2, 6</sup>           | 3 hours   |
| PHYS 3650 Modern Physics                                  | 3 hours   |
| PHYS 3650L Modern Physics Lab                             | 1 hour    |
| PSYC 3350 Abnormal Psychology <sup>8</sup>                | 3 hours   |
| PSYC 4120 Physiological Psychology <sup>8</sup>           | 3 hours   |

**Environmental Science** ..... ≥15 hours

Select at least 15 credit hours from the following list.

|  |         |
|--|---------|
| BIOL 3222 Off-Campus Internship <sup>1, 2, 3</sup>           | 3 hours |
| BIOL 3223 On-Campus Internship <sup>1, 2, 3</sup>            | 3 hours |
| BIOL 3224 Introductory Research <sup>1, 2, 3</sup>           | 3 hours |
| BIOL 3300 Vertebrate Natural History                         | 3 hours |
| BIOL 3320 Invertebrate Zoology                               | 3 hours |
| BIOL 3340 Entomology   | 3 hours |
| BIOL 3375 Animal Behavior                                    | 3 hours |
| BIOL 3550 Tropical Ecology                                   | 3 hours |
| BIOL 3700 Plant Physiology                                   | 3 hours |
| BIOL 3720 Plant Taxonomy                                     | 3 hours |
| BIOL 4100L Animal Physiology Laboratory <sup>4</sup>         | 1 hour  |
| BIOL 4160 Vertebrate Endocrinology                           | 3 hours |
| BIOL 4222 Biology Research Practicum <sup>1, 2, 3</sup>      | 3 hours |
| BIOL 4325 Parasitology                                       | 3 hours |
| BIOL 4500 Biology Seminar <sup>1, 3</sup>                    | 1 hour  |
| BIOL 4620 Applied and Environmental Microbiology             | 3 hours |
| BIOL 4620L Applied and Environmental Microbiology Laboratory | 1 hour  |
| BIOL 4630 Mycology   | 3 hours |
| BIOL 4920 Aquatic Biology                                    | 3 hours |
| BIOL 4930 Environmental Toxicology                           | 3 hours |
| CHEM 3223 On-Campus Internship <sup>2, 5, 6</sup>            | 3 hours |
| CHEM 3224 Introductory Research <sup>2, 5, 6</sup>           | 3 hours |
| CHEM 4110 Environmental Chemistry <sup>5</sup>               | 3 hours |
| CHEM 4203 Biochemistry II <sup>5</sup>                       | 3 hours |
| CHEM 4222 Chemistry Research Practicum <sup>2, 5, 6</sup>    | 3 hours |
| MATH 3220 Applied Statistics                                 | 3 hours |
| PHYS 3223 On-Campus Internship <sup>2, 6</sup>               | 3 hours |
| PHYS 3224 Introductory Research <sup>2, 6</sup>              | 3 hours |
| PHYS 3650 Modern Physics                                     | 3 hours |
| PHYS 3650L Modern Physics Lab                                | 1 hour  |

**Physical Therapy and Physicians Assistant Program Preparation** ≥15 hours

Select at least 15 credit hours from the following list.

|   |         |
|---|---------|
| BIOL 1151 Anatomy and Physiology I <sup>12</sup>                  | 3 hours |
| BIOL 1151L Anatomy and Physiology Laboratory I <sup>12</sup>      | 1 hour  |
| BIOL 1152 Anatomy and Physiology II <sup>12, 13</sup>             | 3 hours |
| BIOL 1152L Anatomy and Physiology Laboratory LI <sup>12, 13</sup> | 1 hour  |

|  |         |
|--|---------|
| BIOL 3222 Off-Campus Internship <sup>1, 2, 3</sup> | 3 hours |
| MEDA 1100 Medical Terminology <sup>12</sup>        | 1 hour  |
| HFMG 3101 Kinesiology <sup>13, 14</sup>            | 3 hours |
| HFMG 3102 Exercise Physiology <sup>14, 15</sup>    | 3 hours |
| PSYC 2103 Human Development <sup>8, 12</sup>       | 3 hours |
| PSYC 3350 Abnormal Psychology <sup>8</sup>         | 3 hours |

**Pre Pharmacy** ..... **≥15 hours**

Select at least 15 credit hours from the following list.

|  |                           |
|--|---------------------------|
| BIOL 3222 Off-Campus Internship <sup>1, 2, 3</sup>           | 3 hours                   |
| BIOL 3223 On-Campus Internship <sup>1, 2, 3</sup>            | 3 hours                   |
| BIOL 3224 Introductory Research <sup>1, 2, 3</sup>           | 3 hours                   |
| BIOL 3320 Invertebrate Zoology                               | 3 hours                   |
| BIOL 3740 Economic Botany                                    | 3 hours                   |
| BIOL 4100L Animal Physiology Lab <sup>4</sup>                | 1 hour                    |
| BIOL 4120 Neurobiology                                       | 3 hours                   |
| BIOL 4160 Vertebrate Endocrinology                           | 3 hours                   |
| BIOL 4222 Biology Research Practicum <sup>1, 2, 3</sup>      | 3 hours                   |
| BIOL 4325 Parasitology                                       | 3 hours                   |
| BIOL 4330 Developmental Biology                              | 3 hours                   |
| BIOL 4420 Histology  | 3 hours                   |
| BIOL 4450 Immunology   | 3 hours                   |
| BIOL 4460 Virology   | 3 hours                   |
| BIOL 4500 Biology Seminar <sup>1, 3</sup>                    | 1 hour                    |
| BIOL 4600 Medical Microbiology                               | 3 hours                   |
| BIOL 4620 Applied and Environmental Microbiology             | 3 hours                   |
| BIOL 4620L Applied and Environmental Microbiology Laboratory | 1 hour                    |
| BIOL 4630 Mycology   | 3 hours                   |
| BIOL 4930 Environmental Toxicology                           | 3 hours                   |
| CHEM 3223 On-Campus Internship <sup>2, 5, 6</sup>            | 3 hours                   |
| CHEM 3224 Introductory Research <sup>2, 5, 6</sup>           | 3 hours                   |
| CHEM 4203 Biochemistry II <sup>5</sup>                       | 3 hours                   |
| CHEM 4205 Medicinal Chemistry <sup>5</sup>                   | 3 hours                   |
| CHEM 4222 Chemistry Research Practicum <sup>2, 5, 6</sup>    | 3 hours                   |
| ECON 2105 Principles of Macroeconomics <sup>16</sup>         | 3 hours                   |
| ECON 2106 Principles of Microeconomics <sup>16</sup>         | 3 hours                   |
| MATH 1501 Calculus I   | 4 or 1 hours <sup>7</sup> |
| MATH 3220 Applied Statistics                                 | 3 hours                   |
| PHYS 3223 On-Campus Internship <sup>2, 6</sup>               | 3 hours                   |
| PHYS 3224 Introductory Research <sup>2, 6</sup>              | 3 hours                   |

Footnotes of Emphasis Areas:

- <sup>1</sup> The biology core requirements involving these courses must be satisfied first before these courses can be applied to this area. No single course can count in both areas (Biology Core and the emphasis area).
- <sup>2</sup> A total maximum of three experiential learning courses can be counted in the Biology program. Experiential learning courses include the following: BIOL 3222, BIOL 3223, BIOL 3224, BIOL 4222, CHEM 3222, CHEM 3223, CHEM 3224, CHEM 4222, PHYS 3223, PHYS 3224
- <sup>3</sup> This course can be taken a maximum of 2 times for credit.
- <sup>4</sup> BIOL 4100, Animal Physiology, is a prerequisite or co-requisite for BIOL 4100L.
- <sup>5</sup> A maximum of nine (9) credit hours of upper-level chemistry may be applied in these emphasis areas.
- <sup>6</sup> These courses can be taken only one (1) time in an emphasis area.
- <sup>7</sup> If MATH 1501 is used in Area A, one hour of credit may be applied here.
- <sup>8</sup> PSYC 1101, Introduction to Psychology, must be selected in Area E to meet the prerequisite for this course.

- <sup>9</sup> BIOL 3222 is an exception. BIOL 3222 will not count in the Graduate School Preparation Emphasis area.
- <sup>10</sup> CSCI 1301 is a prerequisite for CSCI 1302.
- <sup>11</sup> CRJU 1150, Introduction to Criminal Justice is a prerequisite for CRJU 3100, Criminology.
- <sup>12</sup> These courses are required for entrance into the Emory University, Georgia State University and Medical College of Georgia Physical Therapy programs.
- <sup>13</sup> These courses require BIOL 1151 and BIOL 1151L as a prerequisite.
- <sup>14</sup> These courses are required for entrance into the Physical Therapy program at the Medical College of Georgia.
- <sup>15</sup> This course requires PHED 3101 as a prerequisite.
- <sup>16</sup> One economics course is required before application to the pharmacy programs at the University of Georgia, Mercer University or South University.

**Total Degree Requirements ..... 120-123 hours**

**Other Program-Specific Graduation Requirements**

1. MATH 1112A Trigonometry & Analytic Geometry or MATH 1113 Precalculus or MATH 1501 Calculus 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.
3. No more than two grades of D in upper-level courses are allowed.

**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.

**Sequence for the General Biology Track**

| <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            |
| MATH 1112A*           | Trigonometry & Analytic Geometry | 3            | HIST 2111              | U.S. History to 1877         | 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 1211L*            | 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>    |

| <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> |
| ENGL 2132             | American Literature II | 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    | Pre-Modern World History   | 3         |
|              |                          |           | BIOL 2500*   | Introductory Plant Biology | 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 3380*      | Evolution and Population Biology | 3         |
| BIOL 3650L*    | Comparative Vert Anat Lab  | 1         | BIOL 3250*      | Microbiology                     | 3         |
| BIOL 3200*     | Cell Biology               | 3         | BIOL 3250L*     | Microbiology Laboratory          | 1         |
| BIOL 3500*     | Ecology                    | 3         | CHEM 4202*      | Biochemistry I                   | 3         |
| BIOL 3500L*    | Ecology Lab                | 1         | BIOL 4201*      | Genetics                         | 3         |
| <b>Total</b>   |                            | <b>15</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 4600      | Medical Microbiology | 3         | BIOL 4100*      | Animal Physiology          | 3         |
| BIOL 4202L*    | Biotechnology Lab    | 3         | BIOL 4460       | Virology                   | 3         |
| HCSI 4330      | Nutrition            | 3         | BIOL 4500*      | Biology Seminar            | 1         |
| PHYS 3650      | Modern Physics       | 3         | BIOL 4999A      | Student Evaluation         | 0         |
|                |                      |           | PSYC 3350       | Abnormal Psychology        | 3         |
| <b>Total</b>   |                      | <b>16</b> | <b>Total</b>    |                            | <b>13</b> |

## Sequence for the Secondary Education Track

| 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 1112A*    | Trigonometry & Analytic Geometry   | 3     | EDUC 2110*      | Investigating Critical/Contemp. Issues | 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 1211L*     | Principles of Chem Lab II              | 1     |
| PSYC 1101      | Introduction to General Psychology | 3     | MATH 1231*      | Introductory Statistics                | 3     |
| COMM 1001*     | Presentational Speaking            | 1     |                 |  |       |

|              |  |           |              |  |           |
|--------------|--|-----------|--------------|--|-----------|
| <b>Total</b> |  | <b>18</b> | <b>Total</b> |  | <b>17</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> |
| ENGL 2132             | American Literature II     | 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            |
| HIST 1111             | World History I            | 3            | POLS 1101*             | American Government           | 3            |
| CRIT 1101*            | Critical Thinking          | 3            | HIST 2111              | United States History to 1877 | 3            |
| BIOL 2500*            | Introductory Plant Biology | 2            | EDUC 2130*             | Exploring Teaching & Learning | 3            |
| EDUC 2120*            | Exploring Socio-Culture    |              |                        |                               |              |
| <b>Total</b>          |                            | <b>18</b>    | <b>Total</b>           |                               | <b>16</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> |
| 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 4100*             | Animal Physiology                 | 3            |
| BIOL 3650L*           | Comparative Vert Anat Lab                | 1            | BIOL 3250*             | Microbiology                      | 3            |
| EDUC 3200*            | Secondary School Curriculum & Assessment | 3            | BIOL 3250L*            | Microbiology Laboratory           | 1            |
| BIOL 3500*            | Ecology                                  | 3            | EDUC 3030*             | Exploring the Exceptional Learner | 3            |
| BIOL 3500L*           | Ecology Lab                              | 1            |                        |                                   |              |
| <b>Total</b>          |  | <b>15</b>    | <b>Total</b>           |                                   | <b>14</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> |
| SCI 4901*             | Secondary Education Science Instruction | 4            | EDUC 4003*             | Secondary Level Seminar    | 1            |
| EDUC 3210*            | Classroom Methods & Management          | 3            | EDUC 4730*             | Secondary Level Internship | 8            |
| BIOL 3380*            | Evolution and Population Biology        | 3            | BIOL 4999A*            | Student Evaluation         | 0            |
| BIOL 3200*            | Cell Biology                            | 3            | BIOL 4201*             | Genetics                   | 3            |
| <b>Total</b>          |   | <b>13</b>    | <b>Total</b>           |                            | <b>12</b>    |

### Minor Program in Chemistry

The objectives of the chemistry minor are to provide a stronger background in the chemical sciences for biology majors and other majors, and to provide preparation for the workplace and graduate or professional schooling.

**CHEMISTRY MINOR PROGRAM REQUIREMENTS**

|  |                 |
|--|-----------------|
| <b>Lower Division Requirement</b> .....      | <b>6 hours</b>  |
| CHEM 2411 Organic Chemistry I .....          | 3 hours         |
| CHEM 2412 Organic Chemistry II .....         | 3 hours         |
| <b>Upper Division Electives</b> .....        | <b>12 hours</b> |
| Select from:                                 |                 |
| CHEM 3223 On-Campus Internship .....         | 3 hours         |
| CHEM 3811 Analytical Chemistry .....         | 3 hours         |
| CHEM 4110 Environmental Chemistry .....      | 3 hours         |
| CHEM 4201 Advanced Organic Chemistry .....   | 3 hours         |
| CHEM 4202 Biochemistry I .....               | 3 hours         |
| CHEM 4202L Biochemistry Laboratory .....     | 2 hours         |
| CHEM 4203 Biochemistry II .....              | 3 hours         |
| CHEM 4204 Forensic Chemistry .....           | 3 hours         |
| CHEM 4205 Medicinal Chemistry .....          | 3 hours         |
| CHEM 4222 Chemistry Research Practicum ..... | 3 hours         |
| CHEM 4300 Survey of Physical Chemistry ..... | 3 hours         |
| CHEM 4301 Inorganic Chemistry .....          | 3 hours         |
| CHEM 4812 Spectroscopy .....                 | 3 hours         |
| <b>Total Program Requirements</b> .....      | <b>18 hours</b> |

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## Bachelor of Science in Health and Fitness Management

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The Health and Fitness Management major provides students with a solid foundation concerning the management and clinical sides of preventative health care. Students will be prepared for entry and mid-level management positions in organizations providing health and fitness services, such as within Commercial Fitness Centers, YMCA, Corporate Fitness/Wellness Centers, University Wellness/Adult Fitness Centers, Hospitals/Clinicals with specialties in Cardiac and/or Pulmonary Rehabilitation, Municipal/City Recreation/Family Centers, Activity Centers for Older Adults, Community Centers and Worksite Health Promotion Programs. 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:**

- 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;

- prepare students for national certification exams in the field of health and fitness; and
- enhance the preparation of students for graduate study (exercise physiology, exercise science, management, business administration, gerontology and other related fields).

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, personal nutrition, principles of fitness across populations, substance use in fitness, 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.

### **Curriculum Overview**

#### **Freshman-Sophomore Years**

|  |          |
|--|----------|
| Areas A - E: General Education Core Curriculum .....         | 43 hours |
| Area F: Major-related Core Curriculum (USG guidelines) ..... | 18 hours |

#### **Junior-Senior Years**

|  |          |
|--|----------|
| I. Program Core Requirements.....        | 30 hours |
| II: Upper Division Requirements.....     | 21 hours |
| III: Program Capstone Requirements ..... | 9 hours  |

**Total Degree Requirements ..... 121 hours**

#### **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.

##### **Lower Division Program Core ..... 18 hours**

|  |         |
|--|---------|
| 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 |

##### **Program Core Requirements ..... 30 hours**

|  |         |
|--|---------|
| MGMT 3101 .....                            | 3 hours |
| HLTH 3110 Interactive Communications ..... | 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 |
| MGMT 4101 Human Resources Management .....               | 3 hours |

**Upper Division Requirements ..... 21 hours**

|  |         |
|--|---------|
| MKTG 3101 Principles of Marketing .....                  | 3 hours |
| FINA 3100 Personal Financial Management .....            | 3 hours |
| HLTH 3341 Cultural Diversity in Health and Illness ..... | 3 hours |
| HLTH 3382 Substance Use in Health & Fitness .....        | 3 hours |
| HLTH 3550 Ethical Issues in Health Care .....            | 3 hours |
| HLTH 4060 Personal Nutrition for Health .....            | 3 hours |

Choose one elective from the following: ..... 3 hours

|   |         |
|---|---------|
| HFMG 4800 Selected Topics in Health & Fitness ..... | 3 hours |
| HFMG 4400 Exercise & Sport Psychology .....         | 3 hours |
| MGMT 4311 Entrepreneurship .....                    | 3 hours |

**Program Capstones ..... 9 hours**

|   |         |
|---|---------|
| HFMG 4110 Health and Fitness Management ..... | 3 hours |
| HFMG 4970 Internship/Practicum .....          | 3 hours |
| HFMG 4999 Capstone Course .....               | 3 hours |

**Sample Program of Study**

| FRESHMAN YEAR = 32-33 hours |   |           |                 |  |           |
|-----------------------------|---|-----------|-----------------|--|-----------|
| Fall Semester               |   |           | Spring Semester |  |           |
| Course                      | Title   | Hours     | Course          | Title  | Hours     |
| ENGL 1101                   | English Composition (C or higher)   | 3         | ENGL 1102       | English Composition II   | 3         |
| Area A2                     | MATH 1101, 111, 1113, 1241, 1501  | 3         | Area D2         | MATH 1113, 1221, 1231*, 1241, 1501, 2502, CSC1 1301, SCI 1901                                | 3         |
| Area B2                     | COMM 1110, COMM 1001/1002; SPAN 1002, or, FREN 1002                                       | 3         | HFMG 1101       | Survey of Health & Fitness Professions   | 1         |
| POLS 1101                   | American Government   | 3         | CRIT 1101       | Critical Thinking Across the Curriculum  | 3         |
| Area D1                     | BIOL 1107, 1111, CHEM 1151, PHYS 1111, or 2111  | 3         | Area E3         | HIST 2111 or 2112  | 3         |
| Area D1                     | BIOL 1107L, 1111L, CHEM 1151L, PHYS 1111L, or 2111L                                       | 1         | Area D1         | BIOL 1108, 1112, CHEM 1152, PHYS 1112, or 2212   | 3         |
|                             |   |           | Area D1         | BIOL 1108L, 1112L, or PHYS 1111L, or 2212L   | 1         |
| <b>Total</b>                |   | <b>16</b> | <b>Total</b>    |  | <b>17</b> |
| SOPHOMORE YEAR = 32 hours   |   |           |                 |  |           |
| Fall Semester               |   |           | Spring Semester |  |           |
| Course                      | Title   | Hours     | Course          | Title  | Hours     |
| Area C1                     | ENGL 2111, 2112, 2131, 2132, 2121, 2122, PHIL 2201, 2601 or Foreign Language 2001 or 2002 | 3         | Area C2         | ART 2301, 2302, THEA 1100, MUSC 2301, 2101, PHIL 2401, CMS 2100, or Foreign Language 2001 or | 3         |

|                               |  |              |                        |  |              |
|-------------------------------|--|--------------|------------------------|--|--------------|
|                               |  |              |                        | 2002                                   |              |
| Area F                        | BIOL 1151 Anatomy & Physiology I           | 3            | Area E2                | HIST 1111/1112, SOSC 2501              | 3            |
| Area F                        | BIOL 1151L Anatomy & Physiology I Lab      | 1            | Area F                 | BIOL 1152 Anatomy & Physiology II      | 3            |
| ACCT 2101                     | Principles of Accounting                   | 3            | Area F                 | BIOL 1152L Anatomy & Physiology II Lab | 1            |
| HFMG 2110                     | First Aid & CPR                            | 3            | ECON 2105              | Principles of Economics I              | 3            |
| Area E4                       | PSYC 1101 or SOCI 1101                     | 3            | MGMT 3101              | Mgmt. Princ. & Org. Behavior           | 3            |
| <b>Total</b>                  |  | <b>16</b>    | <b>Total</b>           |  | <b>16</b>    |
| <b>JUNIOR YEAR = 36 hours</b> |  |              |                        |  |              |
| <b>Fall Semester</b>          |  |              | <b>Spring Semester</b> |  |              |
| <b>Course</b>                 | <b>Title</b>                               | <b>Hours</b> | <b>Course</b>          | <b>Title</b>                           | <b>Hours</b> |
| HFMG 3101                     | Kinesiology                                | 3            | HFMG 3102              | Exercise Physiology                    | 3            |
| HFMG 3110                     | Personal Health & Wellness                 | 3            | HFMG 3121              | Injury Prevention & Rehab              | 3            |
| HLTH 3110                     | Interactive Communication                  | 3            | HFMG 4060              | Personal Nutrition for Health          | 3            |
| MKTG 3101                     | Principles of Marketing                    | 3            | HSCI 3520              | Legal Issues in Health Care            | 3            |
| HLTH 3341                     | Cultural Diversity in Health & Illness     | 3            | HSCI 3550              | Ethical Issues in Health Care          | 3            |
|                               |  |              | FINA 3100              | Personal Financial Management          | 3            |
| <b>Total</b>                  |  | <b>15</b>    | <b>Total</b>           |  | <b>18</b>    |
| <b>SENIOR YEAR = 24 hours</b> |  |              |                        |  |              |
| <b>Fall Semester</b>          |  |              | <b>Spring Semester</b> |  |              |
| <b>Course</b>                 | <b>Title</b>                               | <b>Hours</b> | <b>Course</b>          | <b>Title</b>                           | <b>Hours</b> |
| MGMT 4101                     | Human Resources Management                 | 3            | HFMG 3382              | Substance Use in Health & Fitness      | 3            |
| HFMG 3130                     | Principles of Fitness (across populations) | 3            | HFMG 4999              | Health & Fitness Management Capstone   | 3            |
| HFMG 3140                     | Exercise Testing & Prescription            | 3            | HFMG 4970              | Health & Fitness Internship/Practicum  | 3            |
| HFMG 4110                     | Health & Fitness Management                | 3            | Elective               | HFMG 4800, HFMG 4400, or MGMT 4311     | 3            |
| <b>Total</b>                  |  | <b>12</b>    | <b>Total</b>           |  | <b>12</b>    |

\*Recommended.

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## Minor in Health & Fitness Management

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The Health & Fitness Management minor integrates science, exercise science and fitness management approaches to analyze themes in epidemiology, exercise physiology, natural sciences and the fitness industry. The Health & Fitness Management minor further emphasizes the interdisciplinary study of the mind and body. The courses emphasize the introduction to exercise science with an emphasis on public health, or exercise physiology, or the fitness industry/management. The Health & Fitness Management Minor offers information and tools for future health professionals who have an interest in or responsibility for increasing physical activity participation. It provides key reference documents, data and surveillance resources, information to assist the Clayton State students with program planning and evaluation, and ideas for physical activity promotion as well as enhancing creativity for entrepreneurs in the fitness industry. By considering a variety of health issues from different perspectives, it encourages critical reading, writing and thinking. Students develop their skills in oral and written expression.

### Minor Requirements

**Lower Division Program Core Requirements ..... 7 hours**  
 BIOL 1151 Human Anatomy & Physiology ..... 3 hours  
 BIOL 1151L Human Anatomy & Physiology I Lab ..... 1 hour  
 HFMG 2110 First Aid & CPR ..... 3 hours

**Upper Division Program Requirements ..... 9 hours**  
 (Nine upper division credit hours required, courses that were used to satisfy the Health Management Program requirements may not be used.)

HFMG 3101 Kinesiology ..... 3 hours  
 HFMG 3130 Principles of Fitness ..... 3 hours  
 Select one course from the tracks below ..... 3 hours

**Exercise Science Track:**

HFMG 3102 Physiology of Exercise ..... 3 hours

**Public Health Track:**

HFMG 3110 Personal Health & Wellness ..... 3 hours

**Fitness Management Track:**

HFMG 4110 Health & Fitness Management ..... 3 hours

**Total Health & Fitness Minor Requirements ..... 16 hours**

Other Electives in Health & fitness include for all CSU students multiple Physical Activity courses that can be found at the 1000 level.

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## Department of Psychology

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**ADMINISTRATIVE OFFICER**

Donna W. McCarty, Department Head

**FACULTY**

Eric M. Bridges, *Psychology*  
 Mark Daddona, *Psychology*  
 Deborah F. Deckner, *Psychology*  
 Catherine G. Deering, *Psychology*  
 Erica J. Gannon, *Psychology*  
 Brian M. Goldman, *Psychology*  
 Sandra Harrison, *Psychology*  
 Samuel J. Maddox, *Psychology*  
 Donna W. McCarty, *Psychology*  
 Antoinette R. Miller, *Psychology*  
 Mario V. Norman, *Psychology*  
 J. Celeste Walley-Jean, *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 and for graduate programs in areas such as counseling, social work, and psychology. The carefully designed program maintains an innovative balance between applied and theoretical elements. 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.

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### Bachelor of Science in Psychology and Human Services

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The Bachelor of Science (B.S.) degree program in Psychology and Human Services is firmly grounded in the discipline of psychology while also stressing realistic career opportunities in human services fields for graduates. The curriculum design allows students to explore an academic and experiential environment that prepares them for careers in diverse areas of the helping professions. The program 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 MATH 1231 (if not taken in Area D) or PSYC 2105, HIST 2265, any lower division PHIL, or any foreign language numbered 1001, 1002, 2001, or 2002. |         |

**A maximum of two D grades in the upper division major requirements, upper division major electives, and internship categories will be counted toward degree completion.**

|  |                 |
|--|-----------------|
| <b>Upper Division Major Requirements.....</b>                        | <b>24 hours</b> |
| PSYC 3300 Applied Ethics in Helping Professions.....                 | 3 hours         |
| HMSV 3010 Introduction to Human Services .....                       | 3 hours         |
| HMSV 3501 Organization & Administration of Human Services Agencies . | 3 hours         |
| or   |                 |
| HMSV 3230 Human Services in Multicultural Context.....               | 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         |
| PSYC 3560 Research Methods in Psychology.....                        | 3 hours         |

|   |                    |
|---|--------------------|
| <b>Upper Division Major Electives .....</b>   | <b>18-21 hours</b> |
| Select from among:  |                    |
| PSYC 2105* Statistics for Psychology.....   | 3 hours            |
| PSYC 3140 Crisis Intervention .....   | 3 hours            |
| PSYC 3150 Group Dynamics .....  | 3 hours            |
| PSYC 3160 Educational Psychology.....   | 3 hours            |
| PSYC 3170 Psychology of the African American Experience .....   | 3 hours            |
| PSYC 3180 Cross-Cultural Psychology.....  | 3 hours            |
| PSYC 3210 Abnormal Child Psychology .....   | 3 hours            |
| PSYC 3510 Psychological Testing and Measurement .....   | 3 hours            |
| PSYC 3520 Theories of Personality .....   | 3 hours            |
| PSYC 3530 Health Psychology .....   | 3 hours            |
| PSYC 3800 Selected Topics in Psychology<br>(may repeat up to two times with different topics).....          | 3 hours            |
| PSYC 4110 The Psychology of Gender .....  | 3 hours            |
| PSYC 4120 Physiological Psychology.....   | 3 hours            |
| PSYC 4130 Introduction to Cognitive Psychology .....  | 3 hours            |
| PSYC 4160 Death and Dying .....   | 3 hours            |
| PSYC 4170 Advanced Theories: Psychoanalytic and Existential .....   | 3 hours            |
| PSYC 4190 Adolescent Psychology.....  | 3 hours            |
| PSYC 4540 Introduction to Learning and Behavior .....   | 3 hours            |
| PSYC 4550 Program Evaluation .....  | 3 hours            |
| PSYC 4800 Advanced Selected Topics in Psychology<br>(may repeat up to two times with different topics)..... | 3 hours            |
| PSYC 4900 Directed Readings in Psychology<br>(may repeat with different topics).....                        | 3 hours            |
| *Must be selected if not taken in Area F or if MATH 1231 has not been taken in another area                 |                    |

|  |                   |
|--|-------------------|
| <b>Upper Division Related Electives.....</b> | <b>6-12 hours</b> |
|--|-------------------|

|  |         |
|--|---------|
| COMM 3320 Communication with Families.....                               | 3 hours |
| CRJU 1150 Introduction to Criminal Justice .....                         | 3 hours |
| CRJU 3100 Criminology .....  | 3 hours |
| CRJU 3200 Law Enforcement .....  | 3 hours |
| CRJU 3510 Juvenile Justice.....  | 3 hours |
| CRJU 3410 Survey of Criminal Law & Procedures.....                       | 3 hours |
| EDUC 2201 Introduction to Education .....                                | 3 hours |
| EDUC 2110 Investigating Critical & Contemporary Issues in Education .... | 3 hours |
| EDUC 2202 Introduction to Exceptional Children and Youth.....            | 3 hours |
| EDUC 3030 Exploring the Exceptional Learner.....                         | 3 hours |
| ENGL 3300 Women and Literature .....                                     | 3 hours |
| ENGL 3501 Multicultural Literature.....                                  | 3 hours |
| ENGL 4113 Themes in World Literature.....                                | 3 hours |
| ENGL 4114 Adolescent Literature .....                                    | 3 hours |
| HCMG 3101 Introduction to Health Systems Management .....                | 3 hours |
| HCMG 3601 Introduction to Mental Health/Case Management.....             | 3 hours |
| HCMG 3801 Future Trends in Health Care .....                             | 3 hours |
| HCMG 4180 Health in the Corporate Setting .....                          | 3 hours |
| HIST 3140 Themes of Twentieth Century U.S. History .....                 | 3 hours |
| HIST 3220 Latin America History .....                                    | 3 hours |
| HIST 4001 African American History .....                                 | 3 hours |
| HIST 4250 History of World Religions .....                               | 3 hours |
| HMSV 4201 Fund Raising in the Not-for-profit Sector .....                | 3 hours |
| HLTH 2111/2111L Introduction to the Health Care Environment.....         | 3 hours |
| HLTH 3341 Cultural Diversity in Health and Illness .....                 | 3 hours |
| HLTH 3401 Contemporary Women's Health .....                              | 3 hours |
| HLTH 3420 Health Education .....   | 3 hours |
| HLTH 3501 Aids Epidemic .....  | 3 hours |
| HLTH 4330 Nutrition.....   | 3 hours |
| MATH 1231 Introductory Statistics .....                                  | 3 hours |
| PHIL 3101 Philosophy and Society .....                                   | 3 hours |
| PHIL 3800 Contemporary Philosophy .....                                  | 3 hours |
| SOCI 3310 Race and Ethnicity .....                                       | 3 hours |

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

Any course (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:

PSYC/HMSV 4490 Internship/Practicum in Human Services/Psychology.. 3 hours

or

PSYC 4590 Applied Research Practicum..... 3 hours

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

Select from:

PSYC/HMSV 4500 Internship/Practicum in Psychology II..... 3 hours

or

PSYC 4600 Applied Research Practicum II..... 3 hours

**Required Capstone Experience.....** **0 hours**

PSYC 4999A or 4999B Senior Evaluation – consult your advisor to determine which is appropriate.

Total Degree Requirements ..... 120 hours

**BACHELOR OF SCIENCE IN PSYCHOLOGY 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 to General Psychology | 3         |
| COMM 1101/1102 | 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 to Marriage & Family  | 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     |
| HIST 2265       | Minorities in Am. History | 3         | SOCI 2501       | Survey of Social Sciences | 3         |
| PHIL 2201       | Intro to World Philosophy | 3         | SCI 1901G       | Sex and Gender            | 3         |
| BIOL 1111       | Introductory Biology I    | 3         | BIOL 1112       | Introductory Biology II   | 3         |
| BIOL 1111L      | Intro to Biology Lab      | 1         | ART 2302        | Art of the Modern World   | 3         |
| MATH 1231       | Introductory Statistics   |           | PSYC 2103*      | Intro Human Development   | 3         |
| Or<br>PSYC 2105 | Psychological Statistics  | 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     |
| PSYC 3110*     | Applied Psychology                        | 3         | HMSV 3501*      | Admin. Human Services    | 3         |
|                | Psychology Elective                       | 3         | PSYC 3130*      | Social Psychology        | 3         |
| HMSV 3010*     | Intro to Human Services                   | 3         | PSYC 3120*      | Intro Ther. Intervention | 3         |
| PSYC 3300*     | Applied Ethics in the Helping Professions | 3         |                 | Psychology Elective      | 6         |
| PSYC 3350*     | Abnormal Psychology                       | 3         |                 | Related 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 |

|                    |                      |           |                                   |                         |           |
|--------------------|----------------------|-----------|-----------------------------------|-------------------------|-----------|
| PSYC/HMSV<br>4490* | Internship/Practicum | 3         | PSYC 3560*                        | Research Methods Psyc.  | 3         |
|                    | Psychology Electives | 9         | PSYC/HMSV<br>4500 Or<br>PSYC 4600 | Internship/Practicum II | 3         |
|                    | Related Elective     | 3         |                                   | Psychology Elective     | 3         |
|                    |                      |           |                                   | Related Elective        | 3         |
|                    |                      |           |                                   | Free Elective           | 3         |
|                    |                      |           | PSYC 4999A<br>or<br>PSYC 4999B    | Senior Evaluation       |           |
| <b>Total</b>       |                      | <b>15</b> | <b>Total</b>                      |                         | <b>15</b> |

### Minor Program in Psychology

#### PSYCHOLOGY MINOR PROGRAM REQUIREMENTS

**Lower Division Requirements ..... 6 hours**  
 PSYC 1101 Introduction to General Psychology ..... 3 hours  
 PSYC 2103 Introduction to Human Development..... 3 hours

**Upper Division Requirements ..... 6 hours**  
 PSYC 3130 Social Psychology..... 3 hours  
 PSYC 3350 Abnormal Psychology ..... 3 hours

**Upper Division Electives..... 6 hours**  
 Select two from: PSYC 3110, PSYC 3120, PSYC 4140, PSYC 4150, PSYC 3160, PSYC 3170, PSYC 3180, PSYC 3210, PSYC 3300, PSYC 3510, PSYC 3520, PSYC 3530, PSYC 3560\*, PSYC 3800, PSYC 4110, PSYC 4120, PSYC 4130, PSYC 4160, PSYC 4170, PSYC 4190, PSYC 3540, PSYC 3550, PSYC 4800, PSYC 4900

\*Note: Either MATH 1231 Statistics or PSYC 2105 Statistics for Psychology must be taken as a prerequisite for this course.

**Total Program Requirements ..... 18 hours**

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**Department of Social Sciences**

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**ADMINISTRATIVE OFFICER**

A. Rafik Mohamed, *Department Head*

**FACULTY**

Renee Ahmann, *Bachelor of Applied Sciences Program*  
Augustine E. Ayuk, *Political Science*  
Joan Bass, *Bachelor of Applied Sciences Program*  
Rodger Bates, *Sociology*  
Christie Burton, *Bachelor of Applied Sciences Program*  
Matthew S. Cornick, *Legal Studies*  
Joseph A. Corrado, *Political Science*  
Jason L. Davis, *Criminal Justice*  
Kevin P. Demmitt, *Sociology*  
Lisa D. Holland-Davis, *Criminal Justice*  
Emran W. Khan, *Criminal Justice*  
Bryan LaBrecque, *Bachelor of Applied Sciences Program*  
Sean Mattie, *Political Science*  
A. Rafik Mohamed, *Criminal Justice*  
Nasser Momayezi, *Political Science*  
Mara A. Mooney, *Legal Studies*  
Laveda Pullens, *Bachelor of Applied Sciences Program*  
Sheryne M. Richardson, *Legal Studies*  
Joseph S. Trachtenberg, *Political Science*  
Zi Wan, *Bachelor of Applied Sciences Program*  
Karen Beasley Young, *Sociology*

**MISSION AND GOALS**

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

- Bachelor of Applied Science (B.A.S.) in Administrative Management
- Bachelor of Science (B.S.) degree in Criminal Justice
- Bachelor of Science (B.S.) in Legal Studies.
- Bachelor of Science (B.S.) degree in Political Science
- Bachelor of Applied Science (B.A.S.) in Technology Management
- 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.

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## Bachelor of Applied Science in Administrative Management

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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 or career courses should be in an office- or business-related field, such as office administration, secretarial studies, merchandising, paralegal studies, or business data processing. We offer the following concentrations in the Administrative Management major: Project Supervision and Organizational Leadership.

### 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 State University or another institution.

#### Organizational Leadership Concentration

**Upper Division Major Requirements ..... 34 hours**

**Required for both concentrations ..... 16 hours**

ENGL 3900 Professional and Technical Writing  
or COMM 3300 Interpersonal Communications..... 3 hours  
TECH 3101 Supervision for the Workplace ..... 3 hours  
TECH 3104 Ethics for Administrative and Technology Managers ..... 3 hours  
TECH 3111 Applied Economics\* ..... 3 hours  
TECH 4115 Global Technology ..... 3 hours  
TECH 4850 Capstone Seminar for Administrative &  
Technology Managers ..... 1 hour

**Organizational Leadership Courses ..... 15 hours**

TECH 3112 Applied Accounting \*\* ..... 3 hours  
TECH 3115 Legal Issues for Administrative & Technology Managers ..... 3 hours  
TECH 3160 Technology Entrepreneurship..... 3 hours  
TECH 4101 Human Resources for Administrative and  
Technology Managers ..... 3 hours  
TECH 4111 Leadership for Administrative & Technology Managers ..... 3 hours

**Related Electives ..... 6 hours**

Select one course from among:

FINA 3100 Personal Financial Management ..... 3 hours  
HMSV 3010 Introduction to Health & Human Services..... 3 hours  
HCMG 3101 Introduction to Health Systems Management ..... 3 hours  
HCMG 3112/3112L Introduction to Allied Health Administration ..... 3 hours  
HFMG 3110 Personal Health & Wellness..... 3 hours

|   |         |
|---|---------|
| MGMT 3101 Management Principles & Organizational Behavior ..... | 3 hours |
| MGMT 3520 Negotiation & Dispute Resolution in Business .....    | 3 hours |
| MGMT 4520 Women in Leadership .....                             | 3 hours |
| MKTG 3100 Personal Marketing .....                              | 3 hours |
| MKTG 3101 Principles of Marketing .....                         | 3 hours |
| OFFC 3810 The Role of the Executive Assistant .....             | 3 hours |
| OFFC 4098 Internship .....                                      | 3 hours |
| OFFC 3510 Advanced Office Software Applications .....           | 3 hours |
| OFFC 4800 Special Topics .....                                  | 3 hours |
| TECH 3113 Survey of Statistical Methods in Technology .....     | 3 hours |
| TECH 3120 Fleet Planning & Scheduling .....                     | 3 hours |
| TECH 3130 Leadership in the Aviation Industry .....             | 3 hours |
| TECH 4120 Introduction to Airport Operations .....              | 3 hours |
| TECH 4130 Aviation Labor Relations .....                        | 3 hours |
| TECH 4800 Special Topics .....                                  | 3 hours |

**Free Elective .....** 3 hours  
Any upper division 3000- or 4000-level course.

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

\* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective.

\*\* Students with credit for ACCT 2101-2102 or OFFC 2250-2251 may exempt this course and take an additional upper division related elective.

#### Administrative Services Concentration

**Upper Division Major Requirements .....** 34 hours

**(Required of both concentrations) .....** 16 hours

|   |         |
|---|---------|
| ENGL 3900 Professional and Technical Writing<br>or COMM 3300 Interpersonal Communications ..... | 3 hours |
| TECH 3101 Supervision for the Workplace .....   | 3 hours |
| TECH 3104 Ethics for Administrative and Technology Managers .....                               | 3 hours |
| TECH 3111 Applied Economics* .....  | 3 hours |
| TECH 4115 Global Technology .....   | 3 hours |
| TECH 4850 Capstone Seminar for Administrative &<br>Technology Managers .....                    | 1 hour  |

**Administrative Services Concentration .....** 15 hours

|   |         |
|---|---------|
| OFFC 3510 Advanced Office Software Applications .....                 | 3 hours |
| OFFC 3810 Role of the Executive Assistant .....                       | 3 hours |
| TECH 3112 Applied Accounting .....                                    | 3 hours |
| TECH 3115 Legal Issues for Administrative & Technology Managers ..... | 3 hours |
| TECH 3160 Technology Entrepreneurship .....                           | 3 hours |

**Related Electives .....** 6 hours

|   |         |
|---|---------|
| FINA 3100 Personal Financial Management .....                   | 3 hours |
| HMSV 3010 Introduction to Health & Human Services .....         | 3 hours |
| HCMG 3101 Introduction to Health Systems Management .....       | 3 hours |
| HCMG 3112/3112L Intro to Allied Health Administration .....     | 3 hours |
| HFMG 3110 Personal Health & Wellness .....                      | 3 hours |
| MGMT 3101 Management Principles & Organizational Behavior ..... | 3 hours |
| MGMT 3520 Negotiation & Dispute Resolution in Business .....    | 3 hours |
| MGMT 4520 Women in Leadership .....                             | 3 hours |

|  |         |
|--|---------|
| MKTG 3100 Personal Marketing .....   | 3 hours |
| MKTG 3101 Principles of Marketing .....                                    | 3 hours |
| OFFC 4098 Internship .....   | 3 hours |
| OFFC 4800 Special Topics.....  | 3 hours |
| TECH 3120 Fleet Planning & Scheduling.....                                 | 3 hours |
| TECH 3130 Leadership in the Aviation Industry .....                        | 3 hours |
| TECH 4101 Human Resources for Administrative &<br>Technology Managers..... | 3 hours |
| TECH 4111 Leadership for Administrative & Technology Managers.....         | 3 hours |
| TECH 4120 Introduction to Airport Operations .....                         | 3 hours |
| TECH 4130 Aviation Labor Relations .....                                   | 3 hours |
| TECH 4800 Special Topics.....  | 3 hours |

**Upper Division Free Elective .....** 3 hours  
(Any upper division 3000- or 4000-level course)

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

\* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective.

#### Other Program-Specific Graduation Requirements

1. Student must have minimum overall GPA (as defined by Banner) of 2.2 at time of application.
2. In order to graduate, students must pass the writing assessment that is given as part of TECH 3104. Students that do not pass the writing assessment will be required to successfully complete WLAB 2999 as evidence of satisfactory program writing proficiency.
3. Student must complete Regents Test prior to being admitted to BAS program.
4. Student must complete Legislative Requirements prior to being admitted to BAS program.
5. Student must complete all Area A courses (ENGL 1101, ENGL 1102, MATH 1101/1111) prior to being admitted to BAS program
6. The student must satisfy one of the two career course requirements prior to being admitted to BAS program:
  - a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited Commission on Colleges college or university OR
  - b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited Commission on Colleges college or university with a grade of C or higher and 21 of these 38 must be in one professional/technical area. The student must not have been enrolled in any certificate or career associate degree program within the last two academic years prior to applying for the BAS program. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

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### **Bachelor of Applied Science in Technology Management**

The Bachelor of Applied Science in Technology Management, with concentrations in Computer Networking and Supervision, 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 Supervision concentration, the associate degree or career courses should be in a technical or production field, such as electronics, drafting, or aviation maintenance. For the Technology Management Computer Networking concentration, the associate degree or career courses should be in the Computer Networking field. We offer the following concentrations in the Technology Management Major: Aviation Administration, Computer Networking, and Project Supervision.

### **BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT DEGREE PROGRAM REQUIREMENTS**

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

**Choose one of the following concentrations:**

#### **Project Supervision in a Technological Environment Concentration**

**Upper Division Major Requirements..... 40 hours**

**Required for all concentrations..... 16 hours**

ENGL 3900 Professional and Technical Writing  
or COMM 3300 Interpersonal Communications..... 3 hours  
TECH 3101 Principles of Management ..... 3 hours  
TECH 3104 Ethics for Administrative and Technology Managers ..... 3 hours  
TECH 3111 Applied Economics\* ..... 3 hours  
TECH 4115 Global Technology ..... 3 hours  
TECH 4850 Capstone Seminar for Administrative & Technology  
Managers ..... 1 hour

**Project Supervision Courses..... 15 hours**

TECH 3102 Quality Issues in Technology ..... 3 hours  
TECH 3112 Applied Accounting \*\* ..... 3 hours  
TECH 3113 Survey of Statistical Methods in Technology ..... 3 hours  
TECH 3115 Legal Issues for Administrative & Technology Managers ..... 3 hours  
TECH 4101 Human Resources for Administrative & Technology  
Managers ..... 3 hours

**Related Electives ..... 6 hours**

CNET 3210 Advanced Routing..... 3 hours  
CNET 3220 Multi-Layer Switching..... 3 hours  
FINA 3100 Personal Financial Management ..... 3 hours  
HMSV 3010 Introduction to Health & Human Services..... 3 hours  
HCMG 3101 Introduction to Health Systems Management ..... 3 hours  
HCMG 3112/3112L Introduction to Allied Health Administration ..... 3 hours  
HFMG 3110 Personal Health & Wellness..... 3 hours  
MGMT 3101 Management Principles & Organizational Behavior..... 3 hours  
MGMT 3520 Negotiation & Dispute Resolution in Business ..... 3 hours  
MGMT 4520 Women in Leadership..... 3 hours  
MKTG 3101 Principles of Marketing ..... 3 hours  
MKTG 3100 Personal Marketing ..... 3 hours  
OFFC 3510 Advance Office Software Applications ..... 3 hours

|   |         |
|---|---------|
| OFFC 3810 The Role of the Executive Assistant .....                   | 3 hours |
| TECH 3120 Fleet Planning & Scheduling .....                           | 3 hours |
| TECH 3130 Leadership in the Aviation Industry .....                   | 3 hours |
| TECH 3160 Technology Entrepreneurship .....                           | 3 hours |
| TECH 4098 Internship .....  | 3 hours |
| TECH 4111 Leadership for Administrative and Technology Managers ..... | 3 hours |
| TECH 4120 Introduction to Airport Operations .....                    | 3 hours |
| TECH 4130 Aviation Labor Relations .....                              | 3 hours |
| TECH 4800 Special Topics .....  | 3 hours |

**Free Elective** ..... **3 hours**  
Any upper division 3000- or 4000-level course.

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

### Aviation Administration Concentration

**Upper Division Major Requirements** ..... **34 hours**

**Required for all concentrations** ..... **16 hours**

|   |         |
|---|---------|
| ENGL 3900 Professional and Technical Writing<br>or COMM 3300 Interpersonal Communications ..... | 3 hours |
| TECH 3101 Principles of Management .....  | 3 hours |
| TECH 3104 Ethics for Administrative and Technology Managers .....                               | 3 hours |
| TECH 3111 Applied Economics* .....  | 3 hours |
| TECH 4115 Global Technology .....   | 3 hours |
| TECH 4850 Capstone Seminar for Administrative & Technology<br>Managers .....                    | 1 hour  |

**Aviation Administration Courses** ..... **18 hours**

|   |         |
|---|---------|
| TECH 3112 Applied Accounting .....                                    | 3 hours |
| TECH 3115 Legal Issues for Administrative & Technology Managers ..... | 3 hours |
| TECH 3120 Fleet Planning & Scheduling .....                           | 3 hours |
| TECH 3130 Leadership in the Aviation Industry .....                   | 3 hours |
| TECH 4120 Introduction to Airport Operations .....                    | 3 hours |
| TECH 4130 Aviation Labor Relations .....                              | 3 hours |

**Related Electives (Select one course from the list below)** ..... **3 hours**

|   |         |
|---|---------|
| FINA 3100 Personal Financial Management .....                               | 3 hours |
| MGMT 3101 Management Principles & Organizational Behavior .....             | 3 hours |
| MGMT 3520 Negotiation & Dispute Resolution in Business .....                | 3 hours |
| MGMT 4520 Women in Leadership .....   | 3 hours |
| MKTG 3100 Personal Marketing .....  | 3 hours |
| MKTG 3101 Principles of Marketing .....                                     | 3 hours |
| OFFC 3510 Advance Office Software Applications .....                        | 3 hours |
| OFFC 3810 The Role of the Executive Assistant .....                         | 3 hours |
| TECH 3113 Survey of Statistical Methods in Technology .....                 | 3 hours |
| TECH 3160 Technology Entrepreneurship .....                                 | 3 hours |
| TECH 4098 Internship .....  | 3 hours |
| TECH 4101 Human Resources for Administrative & Technology<br>Managers ..... | 3 hours |
| TECH4111 Leadership for Technology & Technology Managers .....              | 3 hours |
| TECH 4800 Special Topics .....  | 3 hours |

|  |                  |
|--|------------------|
| Free elective (any 3000- or 4000-level course) ..... | 3 hours          |
| <b>Total Degree Requirements .....</b>               | <b>120 hours</b> |

**Computer Networking Concentration**

|  |                 |
|--|-----------------|
| <b>Upper Division Major Requirements .....</b>   | <b>16 hours</b> |
| ENGL 3900 Professional and Technical Writing<br>or COMM 3300 Interpersonal Communications..... | 3 hours         |
| TECH 3101 Principles of Management .....   | 3 hours         |
| TECH 3104 Ethics for Administrative and Technology Managers .....                              | 3 hours         |
| TECH 3111 Applied Economics* .....   | 3 hours         |
| TECH 4115 Global Technology .....  | 3 hours         |
| TECH 4850 Capstone Seminar for Administrative & Technology<br>Managers .....                   | 1 hour          |

|   |                 |
|---|-----------------|
| <b>Computer Networking Courses .....</b>      | <b>12 hours</b> |
| CNET 3210 Advanced Routing.....               | 3 hours         |
| CNET 3220 Multi-Layer Switching.....          | 3 hours         |
| CNET 3230 Converged Wide Area Networks.....   | 3 hours         |
| CNET 4240 Optimizing Converged Networks ..... | 3 hours         |

|  |                |
|--|----------------|
| <b>Choose three from the following courses .....</b>                       | <b>9 hours</b> |
| CNET 4110 IP Telephony.....  | 3 hours        |
| CNET 4210 Network Security and Firewalls.....                              | 3 hours        |
| CNET 4310 Advanced Server Technology.....                                  | 3 hours        |
| CNET 4800 Selected Topics in Computer Networking.....                      | 3 hours        |
| ITFN 3112 Systems Analysis.....  | 3 hours        |
| ITFN 3134 Secure Systems Development .....                                 | 3 hours        |
| ITFN 3314 Testing and Quality Assurance .....                              | 3 hours        |
| ITFN 3601 Operating Systems .....  | 3 hours        |
| ITFN 4700 Applied Research in Information Technology .....                 | 3 hours        |
| MGMT 3101 Management Principles & Organizational Behavior.....             | 3 hours        |
| MKTG 3100 Personal Marketing .....   | 3 hours        |
| MKTG 3101 Principles of Marketing .....                                    | 3 hours        |
| TECH 3102 Quality Issues in Technology .....                               | 3 hours        |
| TECH 3112 Applied Accounting .....   | 3 hours        |
| TECH 3113 Survey of Statistical Methods in Technology .....                | 3 hours        |
| TECH 3115 Legal Issues for Administrative & Technology Managers .....      | 3 hours        |
| TECH 4098 Internship .....   | 3 hours        |
| TECH 4101 Human Resources for Administrative &<br>Technology Managers..... | 3 hours        |
| TECH 4111 Leadership for Administrative & Technology Managers.....         | 3 hours        |
| TECH 4800 Selected Topics in Technology Management .....                   | 3 hours        |

|  |                |
|--|----------------|
| <b>Free Elective .....</b>                     | <b>3 hours</b> |
| Any upper division 3000- or 4000-level course. |                |

|  |                  |
|--|------------------|
| <b>Total Degree Requirements .....</b> | <b>120 hours</b> |
|--|------------------|

\* Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division related elective.

**Other Program-Specific Graduation Requirements**

1. Student must have minimum overall GPA (as defined by Banner) of 2.2 at time of application.
2. In order to graduate, students must pass the writing assessment that is given as part of TECH 3104. Students that do not pass the writing assessment will be required to successfully complete WLAB 2999 as evidence of satisfactory program writing proficiency.
3. Student must complete Regents Test prior to being admitted to BAS program.
4. Student must complete Legislative Requirements prior to being admitted to BAS program.
5. Student must complete all Area A courses (ENGL 1101, ENGL 1102, MATH 1101/1111) prior to being admitted to BAS program
6. The student must satisfy one of the two career course requirements prior to being admitted to BAS program:
  - a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited Commission on Colleges college or university OR
  - b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited Commission on Colleges college or university with a grade of C or higher and 21 of these 38 must be in one professional/technical area. The student must not have been enrolled in any certificate or career associate degree program within the last two academic years prior to applying for the BAS program. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

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**Bachelor of Science in Criminal Justice**


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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 2105, ECON 2106, HIST 1111, HIST 1112, HIST 2111, HIST 2112, HIST 2265, HIST 2750, ITFN 1101, ITFN 1501, MATH 1231, POLS 2101, POLS 2301, POLS 2401, PSYC 2101, PSYC 2103, SOCI 2293, SPAN 1001, SPAN 1002, SPAN 1999, SPAN 2001, SPAN 2002.

A maximum of two D grades in the upper division major requirements, upper division major electives, and internship categories will be counted toward degree completion.

|   |                 |
|---|-----------------|
| <b>Upper Division Major Requirements</b> .....        | <b>15 hours</b> |
| CRJU 3100 Criminology .....                           | 3 hours         |
| CRJU 3200 Law Enforcement .....                       | 3 hours         |
| CRJU 3300 Corrections .....                           | 3 hours         |
| CRJU 3410 Survey of Criminal Law and Procedures ..... | 3 hours         |
| CRJU 3600 Juvenile Justice .....                      | 3 hours         |

|   |                    |
|---|--------------------|
| <b>Upper Division Major Electives</b> .....                   | <b>12-33 hours</b> |
| Select from among:  |                    |
| CRJU 3110 Race and Crime .....                                | 3 hours            |
| CRJU 3210 Criminal Investigations .....                       | 3 hours            |
| CRJU 3220 Domestic Security .....                             | 3 hours            |
| CRJU 3230 Law Enforcement Administration and Management ..... | 3 hours            |
| CRJU 3240 Law Enforcement and the Community .....             | 3 hours            |
| CRJU 3343 Principles of Public Administration .....           | 3 hours            |
| CRJU 3420 Constitutional Law .....                            | 3 hours            |
| CRJU 3510 Basic Data Recovery & Analysis .....                | 3 hours            |
| CRJU 4200 Criminal Justice Ethics .....                       | 3 hours            |
| CRJU 4410 Comparative Criminal Justice .....                  | 3 hours            |
| CRJU 4424 Judicial Process .....                              | 3 hours            |
| CRJU 4426 Civil Liberties .....                               | 3 hours            |
| CRJU 4501 Research Methods .....                              | 3 hours            |
| CRJU 4510 Cybercrime Law and Investigation .....              | 3 hours            |
| CRJU 4520 Economic Crime Law and Investigation .....          | 3 hours            |
| CRJU 4800 Selected Topics in Criminal Justice .....           | 3 hours            |

|  |                   |
|--|-------------------|
| <b>Upper Division Major-Related Courses</b> .....                  | <b>0-30 hours</b> |
| Select from among:   |                   |
| HIST 3150 War and Diplomacy 1898 to the Present .....              | 3 hours           |
| HIST 3450 U.S. Military History .....                              | 3 hours           |
| HIST 4003 Women's History .....                                    | 3 hours           |
| HLTH 3320 Communication with Families .....                        | 3 hours           |
| HMSV 3010 Introduction to Human Services .....                     | 3 hours           |
| HMSV 3320 Human Services in Multicultural Context .....            | 3 hours           |
| HMSV 3501 Organization/Administration Human Service Agencies ..... | 3 hours           |
| HUMN 4800 Selected Topics in Humanities .....                      | 3 hours           |
| MGMT 3101 Principles of Management .....                           | 3 hours           |
| POLS 3212 State and Local Government .....                         | 3 hours           |
| POLS 3320 Public Policy .....                                      | 3 hours           |
| POLS 4454 Politics of the Middle East .....                        | 3 hours           |
| PSYC 3120 Introduction to Therapeutic Intervention .....           | 3 hours           |
| PSYC 3130 Social Psychology .....                                  | 3 hours           |
| PSYC 3350 Abnormal Psychology .....                                | 3 hours           |
| PSYC 3540 Introduction to Learning and Behavior .....              | 3 hours           |
| PSYC 4110 The Psychology of Gender and Sexuality .....             | 3 hours           |
| PSYC 4140 Crisis Intervention .....                                | 3 hours           |
| SOCI 3310 Race and Ethnicity .....                                 | 3 hours           |

|  |                  |
|--|------------------|
| <b>Math and International Language Electives</b> ..... | <b>0-9 hours</b> |
| MATH 1231 Statistics .....                             | 3 hours          |
| SPAN 1002 Elementary Spanish II .....                  | 3 hours          |

|   |         |
|---|---------|
| SPAN 2001 Intermediate Spanish I .....  | 3 hours |
| SPAN 2002 Intermediate Spanish II ..... | 3 hours |

**Internship or Clinical Requirements ..... 3-6 hours**

Select from among:

|  |         |
|--|---------|
| CRJU 4901 Criminal Justice Internship I .....  | 3 hours |
| CRJU 4902 Criminal Justice Internship II ..... | 3 hours |

**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 2750       | Critical Trends and Issues in Recent World 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         | CRJU 3600       | Juvenile Justice            | 3         |
| HMSV 3501      | Org Admin Human Service | 3         | HIST 3450       | U.S. Military History       | 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 Legal Studies**

The purpose of the Bachelor of Science in Legal Studies is to prepare graduates for a career in the legal field. The Legal Studies Program emphasizes substantive legal knowledge, excellent reading, writing, and critical thinking skills, technology skills, an understanding of government systems, and an appreciation of the myriad of ethics rules that govern the legal profession. Graduates will also acquire the specific law office skills necessary to perform delegated substantive legal work under the supervision of an attorney. Paralegals and other non-lawyers are prohibited from practicing law.

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

The Legal Studies major will utilize the standard general education Core Curriculum.

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

- PARA 1101 – Introduction to Law & Ethics ..... 3 hours
- PARA 2203 – Civil Litigation..... 3 hours
- PARA 2205 – Legal Research & Writing ..... 3 hours
- PARA 2209 – Business Organizations ..... 3 hours
- PARA 2211 – Computers in the Law ..... 3 hours
- PARA 2235 – Law Office Skills..... 3 hours

**Lower Division Major Electives ..... 12 hours**  
**Select 4 courses**

- PARA 2207 – Criminal Litigation ..... 3 hours
- PARA 2213 – Real Estate Law..... 3 hours
- PARA 2225 – Family Law..... 3 hours
- PARA 2221 – Bankruptcy/Debtor-Creditor Relations ..... 3 hours
- PARA 2223 – Wills, Trusts & Probate Law ..... 3 hours
- PARA 2227 – Health Care Law ..... 3 hours
- PARA 2229 – Intellectual Property Law..... 3 hours
- PARA 2231 – Administrative Law..... 3 hours

|  |         |
|--|---------|
| PARA 2233 – Employment Law .....                   | 3 hours |
| CRJU 1150 – Introduction to Criminal Justice ..... | 3 hours |

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

**Required courses**

|   |         |
|---|---------|
| PARA 4020 – Advanced Civil Litigation .....         | 3 hours |
| PARA 4030 – Advanced Legal Research & Writing ..... | 3 hours |
| PARA 4098 – Practicum .....                         | 3 hours |
| PARA 4850 – Capstone Course .....                   | 3 hours |

**Upper Division Major Electives ..... 36 hours**

**Select 12 courses**

|   |         |
|---|---------|
| COMM 3100 – Professional Speaking .....                           | 3 hours |
| ENGL 3210 – Advanced Grammar .....                                | 3 hours |
| ENGL 3212 – Advanced Composition .....                            | 3 hours |
| ENGL 3910 – Professional Editing .....                            | 3 hours |
| MGMT 3101 – Management Principles & Organizational Behavior ..... | 3 hours |
| POLS 3212 – State and Local Government .....                      | 3 hours |
| POLS 3343 – Principles of Public Administration                   |         |
| or CRJU 3343 – Principles of Public Administration .....          | 3 hours |
| POLS 4424 – Judicial Process                                      |         |
| or CRJU 4424 – Judicial Process .....                             | 3 hours |
| POLS 4425 – Constitutional Law                                    |         |
| or CRJU 3420 – Constitutional Law .....                           | 3 hours |
| POLS 4426 – Civil Liberties                                       |         |
| or CRJU 4426 – Civil Liberties .....                              | 3 hours |
| TECH 3111 – Applied Economics .....                               | 3 hours |
| TECH 3115 – Legal Issues for Administrative Managers .....        | 3 hours |
| TECH 4101 – Human Resources for Admin. and Tech. Managers .....   | 3 hours |
| One – Three 3000-4000 level ENGL course .....                     | 3 hours |
| One – Two 3000-4000 level HIST course .....                       | 3 hours |
| One – Two 3000-4000 level PHIL course .....                       | 3 hours |
| One – Three 3000-4000 level POLS course .....                     | 3 hours |

**Total Degree Requirement ..... 120 hours**

- \* Legal Studies majors are encouraged to pursue an English minor, a History minor or a Political Science minor to complement the Legal Studies baccalaureate degree. Students who desire to obtain a minor in English, History, or Political Science should consult their academic advisor and the academic catalog regarding the specific number and type of English or Political Science classes that should be taken in order to satisfy the minor requirement.
- \* Please also see Paralegal – A.A.S. and Paralegal Certificate

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## Certificate and Associate of Applied Science in Paralegal Studies

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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**

|  |                 |
|--|-----------------|
| <b>Lower Division Requirements</b> .....             | <b>24 hours</b> |
| PARA 1101 Introduction to Law and Ethics .....       | 3 hours         |
| PARA 2203 Civil Litigation.....                      | 3 hours         |
| PARA 2205 Legal Research and Writing.....            | 3 hours         |
| PARA 2207 Criminal Litigation .....                  | 3 hours         |
| PARA 2209 Business Organizations .....               | 3 hours         |
| PARA 2211 Computers in the Law .....                 | 3 hours         |
| PARA 2213 Real Estate .....                          | 3 hours         |
| PARA 2225 Family Law.....                            | 3 hours         |
| <b>Lower Division Electives</b> .....                | <b>6 hours</b>  |
| Select two courses from among:                       |                 |
| PARA 2103 Advanced Civil Litigation.....             | 3 hours         |
| PARA 2105 Advanced Legal Research and Writing.....   | 3 hours         |
| PARA 2221 Bankruptcy/Debtor-Creditor Relations ..... | 3 hours         |
| PARA 2222 Occupational Internship .....              | 3 hours         |
| PARA 2223 Wills, Trusts and Probate Law .....        | 3 hours         |
| PARA 2227 Health Care Law .....                      | 3 hours         |
| PARA 2229 Intellectual Property Law.....             | 3 hours         |
| PARA 2231 Administrative Law.....                    | 3 hours         |
| PARA 2233 Employment Law .....                       | 3 hours         |
| PARA 2235 Law Office Skills.....                     | 3 hours         |
| <b>Total Program Requirements</b> .....              | <b>30 hours</b> |

#### **ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES DEGREE PROGRAM REQUIREMENTS**

|  |                 |
|--|-----------------|
| <b>Core Curriculum</b> .....   | <b>22 hours</b> |
| 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<br>Survey of U.S. History since Reconstruction ..... | 3 hours         |
| MATH 1101 Mathematical Modeling or higher 1000-level<br>MATH course .....                                  | 3 hours         |
| POLS 1101 American Government .....  | 3 hours         |
| One course from Area C of the Core Curriculum.....   | 3 hours         |
| <b>Lower Division Major Requirements</b> .....   | <b>27 hours</b> |
| PARA 1101 Introduction to Law and Ethics .....   | 3 hours         |

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|  |                 |
|--|-----------------|
| PARA 2203 Civil Litigation.....                      | 3 hours         |
| PARA 2205 Legal Research and Writing.....            | 3 hours         |
| PARA 2207 Criminal Litigation .....                  | 3 hours         |
| PARA 2209 Business Organizations .....               | 3 hours         |
| PARA 2211 Computers in the Law .....                 | 3 hours         |
| PARA 2213 Real Estate .....                          | 3 hours         |
| PARA 2225 Family Law.....                            | 3 hours         |
| PARA 2235 Law Office Skills.....                     | 3 hours         |
| <b>Lower Division Electives .....</b>                | <b>12 hours</b> |
| Select four courses from among:                      |                 |
| PARA 2103 Advanced Civil Litigation.....             | 3 hours         |
| PARA 2105 Advanced Legal Research and Writing.....   | 3 hours         |
| PARA 2221 Bankruptcy/Debtor-Creditor Relations ..... | 3 hours         |
| PARA 2222 Occupational Internship .....              | 3 hours         |
| PARA 2223 Wills, Trusts and Probate Law .....        | 3 hours         |
| PARA 2227 Health Care Law .....                      | 3 hours         |
| PARA 2229 Intellectual Property Law.....             | 3 hours         |
| PARA 2231 Administrative Law.....                    | 3 hours         |
| PARA 2233 Employment Law .....                       | 3 hours         |
| <b>Total Degree Requirements .....</b>               | <b>61 hours</b> |

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## Bachelor of Science in Political Science

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The political science curriculum at Clayton 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 for local government and small and moderate-sized business in need of innovative new public initiatives and programs equipping them to respond effectively to the challenges of unprecedented regional growth and economic development. Nowhere in the Atlanta Region is there a greater need for potential employees with this expertise than in the Clayton State University service area. As all of these needs and opportunities require expertise in relevant uses of technology, program 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**

Prerequisites for all Political Science Area F courses will include POLS 1101.

HIST 2111 or 2112 Survey of U.S. History ..... 3 hours  
(History 2111 or 2112 not taken in Area E3 must be taken in Area F.)

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

Select from among:

HIST 2265 Minorities in American History ..... 3 hours

HIST 2750 Critical Trends and Issues in Recent World History ..... 3 hours

MATH 1231 Introductory Statistics ..... 3 hours

PHIL 2201 Introduction to World Philosophy ..... 3 hours

POLS 2101 Introduction to Political Science ..... 3 hours

POLS 2401 Introduction to Global Issues..... 3 hours

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

Select from: ECON 2105, ECON 2106, FREN 1001, FREN 1002, FREN 1999, FREN 2001, FREN 2002, HIST 1111, HIST 1112, HIST 2111, 2112, PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI 2293, SOSC 2501, SPAN 1001, SPAN 1002, SPAN 1999, SPAN 2001, SPAN 2002.

(HIST 1111 or 1112 not taken in Area E2 may be taken in Area F2)

A maximum of two D grades in the upper division major requirements, upper division major electives, and internship categories will be counted toward degree completion,

### **UPPER DIVISION POLITICAL SCIENCE PROGRAM**

Course prerequisites: students must take POLS 1101.

|   |                    |
|---|--------------------|
| <b>Upper Division Major Requirements</b> .....  | <b>6 hours</b>     |
| POLS 4500 Senior Seminar .....  | 3 hours            |
| SOSC 4501 Research Methods .....  | 3 hours            |
| <b>Upper Division Major Electives</b> .....   | <b>30-33 hours</b> |
| Select from among:  |                    |
| POLS 3212 State and Local Government .....  | 3 hours            |
| POLS 3320 Public Policy.....  | 3 hours            |
| POLS 3323 Comparative Politics .....  | 3 hours            |
| POLS 3343 Principles of Public Administration .....   | 3 hours            |
| POLS 3350 International Relations .....   | 3 hours            |
| POLS 3360 The U.S. Congress.....  | 3 hours            |
| POLS 3370 The Presidency .....  | 3 hours            |
| POLS 3380 Interest Groups and Political Parties .....   | 3 hours            |
| POLS 3382 Women and Politics .....  | 3 hours            |
| POLS 3385 Campaigns and Elections .....   | 3 hours            |
| POLS 3386 Mass Media & Politics .....   | 3 hours            |
| POLS 4420 Political Philosophy .....  | 3 hours            |
| POLS 4421 American Political Thought .....  | 3 hours            |
| POLS 4422 African American Political Thought .....  | 3 hours            |
| POLS 4424 Judicial Process .....  | 3 hours            |
| POLS 4425 Constitutional Law.....   | 3 hours            |
| POLS 4426 Civil Liberties.....  | 3 hours            |
| POLS 4427 Equal Rights in America .....   | 3 hours            |
| POLS 4450 American Foreign Policy .....   | 3 hours            |
| POLS 4451 Politics of Europe .....  | 3 hours            |
| POLS 4452 Politics of Asia.....   | 3 hours            |
| POLS 4453 Politics of Africa.....   | 3 hours            |
| POLS 4454 Politics of the Middle East .....   | 3 hours            |
| POLS 4455 Politics of Latin America.....  | 3 hours            |
| POLS 4800 Selected Topics in Political Science.....   | 3 hours            |
| POLS 4900 Independent Study in Political Science with<br>Directed Research and Readings ..... | 3 hours            |
| <b>Upper Division Related Electives</b> .....   | <b>18-21 hours</b> |
| Select from among:  |                    |
| CRJU 3200 Law Enforcement .....   | 3 hours            |
| CRJU 3210 Race and Crime .....  | 3 hours            |
| CRJU 3230 Law Enforcement Administration and Management.....                                  | 3 hours            |
| CRJU 3240 Law Enforcement and the Community. ....   | 3 hours            |
| CRJU 3300 Corrections.....  | 3 hours            |
| CRJU 3410 Survey of Criminal Law and Procedures .....   | 3 hours            |
| HIST 3110 Georgia History and Government.....   | 3 hours            |
| HIST 3120 Establishment of the U.S., 1607-1800 .....  | 3 hours            |
| HIST 3140 Themes of Twentieth Century U.S. History .....                                      | 3 hours            |
| HIST 3150 War and Diplomacy 1898-Present.....   | 3 hours            |
| HIST 3210 The Twentieth Century World.....  | 3 hours            |
| HIST 3215 Latin American-U.S. Relations.....  | 3 hours            |
| HIST 3220 Latin American History .....  | 3 hours            |
| HIST 3230 History of Sub Saharan Africa .....   | 3 hours            |
| HIST 3240 History of the Middle East and North Africa.....                                    | 3 hours            |
| HIST 3255 Modern East Asian History .....   | 3 hours            |
| HIST 3265 Modern South Asian History .....  | 3 hours            |
| HIST 3275 Modern Russian History .....  | 3 hours            |

|  |         |
|--|---------|
| HIST 3450 U.S. Military History .....                  | 3 hours |
| HIST 4001 African American History .....               | 3 hours |
| HIST 4003 Women’s History .....                        | 3 hours |
| HIST 4030 History of the New South.....                | 3 hours |
| HIST 4250 History of World Religions .....             | 3 hours |
| HIST 4350 – Modern World Intellectual History.....     | 3 hours |
| HMSV 3010 Introduction to Human Services .....         | 3 hours |
| PSYC 3130 Social Psychology.....                       | 3 hours |
| PSYC 3350 Abnormal Psychology .....                    | 3 hours |
| PSYC 4110 The Psychology of Gender and Sexuality ..... | 3 hours |
| SOCI 3310 Race and Ethnicity .....                     | 3 hours |

**Internship or Clinical Requirements ..... 3-6 hours**  
 POLS 4490 Internship/Practicum in Political science (may be repeated) ... 3 hours  
 Or  
 POLS 4491 Internship/Practicum in Political Science..... 6 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         |
| HIST 2111*     | U.S. History to 1877    | 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 2112      | US History since 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 2750       | Critical Trends and Issues in Recent World 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     |
| HIST 3110      | Georgia History/Govt  | 3         | POLS 3320       | Public Policy             | 3         |
| HIST 3450      | U.S. Military History | 3         | POLS 4424       | Judicial Process          | 3         |
| POLS 4425      | Constitutional Law    | 3         | HIST 3255       | Modern East Asian History | 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 4490*     | Internship               | 3         | POLS 4421       | American Political Thought | 3         |
| POLS 4426      | Civil Liberties          | 3         | PSYC 4110       | Psychology of Gender       | 3         |
| HIST 4001      | African American History | 3         | HIST 3240       | History of the Middle East | 3         |
| SOCI 4501*     | Social Research Methods  | 3         | POLS 4500*      | Senior Seminar             | 3         |
| POLS 4900      | Independent Study        | 3         | POLS 3212       | State and Local Government | 3         |
| <b>Total</b>   |                          | <b>15</b> | <b>Total</b>    |                            | <b>15</b> |

### Minor Program in Political Science

The political science minor will offer Clayton State University students in other major degree programs minor concentration course options that prepare students for community service, public service, law school, and graduate school to meet the expanding needs of South Metropolitan Atlanta. In order to graduate with a formal minor that will be noted on the student's permanent record, the student must complete the requirements for the specific minor as stipulated in the online CSU catalog. The major advisor is responsible for reviewing a student's progress in the minor. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

#### POLITICAL SCIENCE MINOR PROGRAM REQUIREMENTS

##### Lower Division Electives ..... 0-6 hours

Select from:

- POLS 2101 Introduction to Political Science ..... 3 hours  
 POLS 2401 Introduction to Global Issues ..... 3 hours

##### Upper Division Electives ..... 12-18 hours

Select from: POLS 3110, POLS 3212, POLS 3320, POLS 3323, POLS 3343, POLS 3350, POLS 3360, POLS 3370, POLS 3380, POLS 3382, POLS 3385, POLS 4421, POLS 4422, POLS 4424, POLS 4425, POLS 4426, POLS 4427, POLS 4451, POLS 4453, POLS 4454, POLS 4800, POLS

4900 (or any other POLS course upon approval of department head).

**Total Program Requirements ..... 18 hours**

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## Bachelor of Science in Sociology

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The sociology curriculum includes a basic core of courses essential for all sociology-related careers, with specialized concentrations in the study of families and youth, stratification and social problems, and human services.

### BACHELOR OF SCIENCE IN SOCIOLOGY DEGREE PROGRAM REQUIREMENTS

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

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

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

SOCI 1101 Introduction to Sociology ..... 3 hours  
 SOCI 2293 Introduction to Marriage and Family ..... 3 hours

Select 12 credits hours of lower division electives from courses with the following prefixes: AFAM, CSCI, ECON, FREN, HIST, PHIL, POLS, PSYC, SOSC, SPAN, or WST.

**Required Upper Division Sociology Core..... 12 hours**

SOCI 3010 Sociological Theory ..... 3 hours  
 SOCI 3510 Social Statistics..... 3 hours  
 SOCI 4501 Research Methods..... 3 hours  
 SOCI 4901 Sociology Practicum ..... 3 hours

**Upper Division Major Concentration (Choose One)..... 12 hours**

**Family and Youth Concentration Area:**

CRJU 3600 Juvenile Justice..... 3 hours  
 PSYC 4110 Psychology of Gender and Sexuality ..... 3 hours  
 SOCI 3210 Family Formation and Development ..... 3 hours  
 SOCI 3220 Adolescence ..... 3 hours  
 SOCI 3610 Juvenile Delinquency ..... 3 hours  
 SOCI 4210 Family Life Education ..... 3 hours

**Stratification and Social Problems Concentration Area:**

CRJU 3100 (or SOCI 3100) Criminology..... 3 hours  
 CRJU 3110 Race and Crime ..... 3 hours  
 SOCI 3320 Social Stratification ..... 3 hours  
 SOCI 3130 Drugs and Society ..... 3 hours  
 SOCI 3310 Race and Ethnicity ..... 3 hours  
 SOCI 3420 Social Problems..... 3 hours  
 WST 3500 Feminist Theory ..... 3 hours

**Human Services Concentration Area:**

HMSV 3010 Introduction to Human Services ..... 3 hours  
 HMSV 3230 Human Services in Multicultural Context..... 3 hours  
 HMSV 3300 Community-Based Development..... 3 hours

|  |         |
|--|---------|
| HMSV 3501 Organization and Administration of Human Services Agencies ..... | 3 hours |
| HMSV 4201 Nonprofit Promotion & Funding .....                              | 3 hours |
| PSYC 3130 (or SOCI 3130) Social Psychology .....                           | 3 hours |
| SOCI 3410 Sociology of Religion .....                                      | 3 hours |

**Upper Division Major Electives ..... 9-15 hours**

Select any upper division SOCI course not used to meet another requirement.

**Approved Minor in Another Discipline..... 18-21 hours**

Or all of the following:

**Major Related Electives ..... 9-18 hours**

|  |         |
|--|---------|
| CRJU 3300 Corrections.....                               | 3 hours |
| CRJU 3410 Criminal Law and Procedures .....              | 3 hours |
| HIST 3220 Latin American History .....                   | 3 hours |
| HIST 3420 Family History/Genealogical Records .....      | 3 hours |
| HIST 3450 U.S. Military History .....                    | 3 hours |
| HIST 4001 African-American History.....                  | 3 hours |
| HIST 4003 Women's History .....                          | 3 hours |
| HIST 4250 History of World Religions .....               | 3 hours |
| HLTH 3110 Interactive Communication.....                 | 3 hours |
| POLS 3212 State and Local Government .....               | 3 hours |
| POLS 3320 Public Policy.....                             | 3 hours |
| POLS 3323 Comparative Politics .....                     | 3 hours |
| POLS 3343 Principles of Public Administration .....      | 3 hours |
| POLS 3380 Interest Groups and Political Parties.....     | 3 hours |
| POLS 3382 Women and Politics .....                       | 3 hours |
| PSYC 3120 Introduction to Therapeutic Intervention ..... | 3 hours |
| PSYC 3350 Abnormal Psychology .....                      | 3 hours |
| PSYC 3520 Theories of Personality .....                  | 3 hours |
| PSYC 3540 Introduction to Learning and Behavior .....    | 3 hours |
| PSYC 4120 Physiological Psychology .....                 | 3 hours |
| PSYC 4130 Cognitive Psychology .....                     | 3 hours |
| PSYC 4140 Crisis Intervention .....                      | 3 hours |
| WST 3400 Gender, Culture & Globalization .....           | 3 hours |
| WST 3410 U.S. Women of Color.....                        | 3 hours |

**International Language Electives..... 0-9 hours**

|   |         |
|---|---------|
| SPAN 2001 Intermediate Spanish I.....           | 3 hours |
| SPAN 2002 Intermediate Spanish II.....          | 3 hours |
| SPAN 3131 Advanced Grammar and Composition..... | 3 hours |

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

Excludes PHED activity courses, courses offered for institutional credit only, and career program courses.

**Total Degree Requirements ..... 120 hours****BACHELOR OF SCIENCE IN SOCIOLOGY 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         |                                 |              |                        |                               |              |
|-----------------------|---------------------------------|--------------|------------------------|-------------------------------|--------------|
| <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             | 3            | ENGL 1102*             | English Composition           | 3            |
| CSU 1022              | University Foundations          | 2            | SOCI 2293*             | Intro. to Marriage and Family | 3            |
| POLS 1101*            | American Government             | 3            | CRIT 1101*             | Critical Thinking             | 3            |
| MATH 1101             | Intro. to Mathematical Modeling | 3            |                        |                               |              |
| SOCI 1101*            | Introduction to Sociology       | 3            | BIOL 1111              | Introductory Biology I        | 3            |
| COMM 1001             | Presentational Speaking         | 1            |                        |                               |              |
|                       |                                 |              | BIOL 1111L             | Intro. to Biology Lab         | 1            |
|                       |                                 |              | MUSC 2101              | Music Appreciation            | 3            |
| <b>Total</b>          |                                 | <b>15</b>    | <b>Total</b>           |                               | <b>16</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> |
| HIST 2112             | U.S. History since Reconstruction  | 3            | SOSC 2501              | Survey of Social Sciences                          | 3            |
| PSYC 1101*            | Introduction to General Psychology | 3            | SCI 1901F              | Forensics  | 3            |
| BIOL 1112             | Introductory Biology II            | 3            | HIST 2750              | Critical Trends and Issues in Recent World History | 3            |
| PSYC 2101             | Psychology of Adjustment           | 3            | POLS 2101              | Introduction to Political Science                  | 3            |
| PHIL 2201             | Introduction to World Philosophy   | 3            | HIST 1112              | Survey of Modern World History                     | 3            |
| CRJU 1150             | Intro to Criminal Justice          | 3            |                        |  |              |
| <b>Total</b>          |                                    | <b>18</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> |
| SOCI 3320             | Social Stratification | 3            | SOCI 4501*             | Social Research Methods        | 3            |
| SOCI 3010*            | Sociological Theory   | 3            | SOCI 3220              | Adolescence                    | 3            |
| SOCI 3510*            | Social Statistics     | 3            | SOCI 3420              | Social Problems                | 3            |
| CRJU 3100             | Criminology           | 3            | SOCI 3310              | Race and Ethnicity             | 3            |
| SOCI 3610             | Juvenile Delinquency  | 3            | HMSV 3010              | Introduction 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 3320      | Public Policy                             | 3         | SOCI 4901*      | Sociology Practicum   | 3         |
| PSYC 3130      | Social Psychology                         | 3         | WST 3500        | Feminist Theory       | 3         |
| HIST 3450      | U.S. Military History                     | 3         | SOCI 4210       | Family Life Education | 3         |
| HMSV 3501      | Organization and Admin. of Human Services | 3         | SOCI 3410       | Sociology of Religion | 3         |
| PSYC 4110      | Psychology of Gender and Sexuality        | 3         | PSYC 4140       | Crisis Intervention   | 3         |
| <b>Total</b>   |   | <b>15</b> | <b>Total</b>    |                       | <b>15</b> |

**Minor Program in Sociology**

**SOCIOLOGY MINOR PROGRAM REQUIREMENTS**

**Lower Division Requirements ..... 6 hours**

SOCI 1101 Introduction to Sociology ..... 3 hours

SOCI 2293 Introduction to Marriage & the Family ..... 3 hours

**Upper Division Electives ..... 12 hours**

Select four (4) courses from the following: SOCI 3010, SOCI 3030, SOCI 3100, SOCI 3130, SOCI 3210, SOCI 3220, SOCI 3310, SOCI 3320, SOCI 3410, SOCI 3420, SOCI 3510, SOCI 3610, SOCI 4210, SOCI 4501, SOCI 4800, SOCI 4901 (or any other SOCI course upon approval of the department head)

**Total Program Requirements ..... 18 hours**

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**Department of Teacher Education**

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**ADMINISTRATIVE OFFICER**

Carla R. Monroe, *Department Head*

**FACULTY**

Larry C. Bryant, *Education*

Thomas Eaves, *Education*

Mary Nix Hollowell, *Education*

David W. Messer, *Education*

Shayla L. Mitchell, *Education*

Carla R. Monroe, *Education*

Mari Ann Roberts, *Education*

**MISSION AND GOALS**

The mission and goals of the Teacher Education Unit and Department are to prepare collaborative, reflective professional educators who are competent, caring and committed individuals for teaching diverse learners in today's world.

The primary goals are to develop teachers who:

- are knowledgeable about and committed to working with learners,
- understand curriculum and the organization of schools for teaching and learning,
- understand that teaching is inquiring,
- have content knowledge and are lifelong learners,
- value varying learning experiences and diversity, and determine and adjust teaching methods and strategies according to the needs of individual learners.

The Department of Teacher Education offers a BA in Middle Level Education. The Middle Level Education program is designed to lead to certification for teaching two concentrations among four areas such as mathematics, science, social sciences and language arts in grades 4-8. BA/BS teacher certification programs for teaching secondary (6-12 grades) biology, English, history and mathematics, as well as music education (P-12 grades), are housed in the respective content departments. Refer to the Departments of English, Humanities, Mathematics, Music, and Natural Sciences sections of this catalog for additional information. Faculty members from departments in the College of Arts and Sciences and the Department of Mathematics in the College of Informational and Mathematical Sciences teach the content subject courses. Education faculty members teach on-campus professional studies courses and some partnership field-based teachers collaborate with education faculty for providing field-based experiences and instruction.

**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 CSU 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 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 last 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. (Middle Level Education Candidates)
5. Middle Level Education Candidates who select a teaching concentration in mathematics, must earn a grade of “C” or better in MATH 1113 (precalculus) and MATH 1231 (statistics) before declaring mathematics as a first or second teaching concentration. Passage of both MATH 1111 and MATH 1112A with a grade of “C” or better will be accepted as a substitute for MATH 1113.
6. Music Education Candidates must pass the Bachelor of Music Qualifying Examination with a grade of B or better.
7. Passing both the reading and writing portions of the Regents' Testing Program.
8. Documented experience observing and/or working with children and youth. (This requirement is met by Core Curriculum course requirements at Clayton State University, equivalent transfer course experiences, career exploration activities, or other documented experiences.)
9. Minimum competence in microcomputer applications as required by the Clayton State Notebook Computer Policy (refer to policy in this Clayton State University Catalog).
10. Attendance at a general information session and/or personal interview. (Contact the Department of Teacher Education for specific dates of information sessions.)
11. Completion of the GACE Basic Skills Assessment. The Georgia Professional Standards Commission (GPSC) has adopted the following policy: "Students will be required to pass all sections (reading, writing, and mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate as of July 1, 1997." The assessment is GACE Basic Skills Assessment, developed and administered by Pearson Education, Inc. Contact the Department of Teacher Education

- for further information. (Note: Testing requirements will be updated in accordance with GPSC regulations.)
12. 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. or B.M. program.
  13. A one-page essay on why the applicant wants to become a teacher.
  14. A background check. (Conducted by Clayton State Public Safety. A \$10.00 processing fee is required.)
  15. Provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences when required.

### APPLICATION PROCEDURES

1. Applicants who meet the criteria explained above should submit a teacher education application form and supporting documentation to the Clayton State University Department of Teacher Education. (Application forms are available from the Department of Teacher Education.)
2. The application deadline for Teacher Education programs 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 programs 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. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants 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 programs becomes available.
6. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Candidates admitted into the B.A. or B.M. 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 middle level teacher education at Clayton State University. The following courses must be taken at Clayton State University: LART 3010, MATH 3010, SCI 3110, HIST 3110, EDUC 3000, 3001, 3010, 3020, 3100, 3350, 4001, 4002, 4710, 4712, and 4720. The Department of Teacher Education will evaluate equivalencies for other courses in the middle level education program. Every effort will be made to accept credit that is reasonably equivalent to Clayton 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 programs place high emphasis on the ability of graduates to communicate effectively. Accordingly, these skills are assessed and monitored throughout the programs, and academic support is provided.

As stipulated in the Application and Admission Eligibility Standards section, all applicants applying to enter the middle level education program are assessed on writing using the Clayton State University Writing Criteria. Candidates have two opportunities to complete this assessment successfully. If an applicant's scores indicate a weakness in some area, provisional admission status may be granted.

Candidates writing skills will be reassessed in Language Arts (LART3010) during the first semester of enrollment. This course assessment includes multiple writing tasks and will provide candidates with a writing profile with criterion-referenced feedback. If a candidate's writing profile for this course is below the required program writing level of 39 with no area below 5, the candidate will be required to take Writing Skills Laboratory II (WLAB 2999) concurrently with LART 3010. This requirement for additional individualized help in writing will be in effect regardless of the candidate's grade in LART 3010 or other courses. Continuous enrollment in WLAB 2999 is required until the candidate has achieved the designated middle level teacher education program writing profile as stated above. Through writing experiences in other teacher education courses and assistance in the Center for Academic Success, the candidate's writing skills should continue to improve. Obtaining the required profile is a prerequisite for EDUC 4710 (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 programs (except that for teacher education the standard is a 2.50 cumulative Program GPA on the last attempt of courses taken to meet program requirements, and a cumulative Institutional GPA of 2.50 rather than a 2.00 Institutional GPA). Due to the sensitive nature of working with children and youth 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 candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The department head will issue a written ruling to the candidate 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 at the end of July or beginning of August, depending on the school year calendars of the six partnership school districts, candidates 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. (Middle Level Education majors)
5. Endorsement of the junior year by the Professional Education Programs Committee (PEPC).
6. Passage of an updated background check.
7. Renewal of liability insurance coverage.

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 the GACE Content Assessment(s). Application forms to apply for Georgia certification are available online at [www.gapsc.com](http://www.gapsc.com). 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 may be submitted to the Professional Standards Commission (PSC) in a single package. However, the Department will submit all application packages as a bundle to the PSC.

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## Bachelor of Arts in Middle Level Education

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The B.A. in Middle Level Education was developed through a collaborative partnership of classroom teachers, education experts, and Clayton State University faculty. The Clayton State University teacher education programs are maintained in partnership with seven county school systems in the University's primary service area—Clayton, Dekalb, Fayette, Fulton, Henry, Rockdale, and Spalding. All on-site education field experiences will be provided by these systems. The Teacher Education Advisory Council serves as an external advisory group for teacher education programs.

### 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 2110 Investigating Critical & Contemporary Issues in Education. ....                  | 3 hours |
| EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts ..... | 3 hours |
| EDUC 2130 Exploring Learning and Teaching.....   | 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 1112A, MATH 1113, MATH 1231, MATH 1241, 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 ..... 17 hours**

|  |         |
|--|---------|
| EDUC 3000 Teacher Education Seminar I (Fall Semester - Institutional Credit Only) .....            | 1 hours |
| EDUC 3001 Teacher Education Curriculum Seminar (Spring Semester - Institutional Credit Only) ..... | 1 hour  |
| EDUC 4001 Teacher Education Seminar II (Institutional Credit Only) .....                           | 1 hour  |
| EDUC 4002 Teacher Education Seminar III (Institutional Credit Only) .....                          | 1 hour  |
| EDUC 3100 Middle Level Teaching Methods and Materials .....  | 2 hours |
| EDUC 3010 Cognitive, Social/Affective and Physical Aspects of the Middle Level Learner .....       | 3 hours |
| EDUC 3020 Instructional Technology for Teachers.....   | 3 hours |
| EDUC 3030 Exploring the Exceptional Learner.....   | 3 hours |
| EDUC 3350 Instructional Strategies for Individual and Interdisciplinary Teaching.....              | 3 hours |
| LART 3010 Teaching Reading and Writing in the Content Areas.....                                   | 3 hours |

**First Teaching Field Requirements ..... 15 hours**

Select all 15 hours from one of the following areas:

**Language Arts**

|   |         |
|---|---------|
| ENGL 3100 Introduction to English Studies .....                                   | 3 hours |
| ENGL 3210 Advanced Grammar.....   | 3 hours |
| ENGL 4114 Adolescent Literature .....   | 3 hours |
| LART 3120 Language Arts: Skills and Concepts.....                                 | 3 hours |
| ENGL 3000-4000 (Choose any 3000 or 4000 level course not previously taken.) ..... | 3 hours |

**Mathematics**

|   |         |
|---|---------|
| MATH 3010 Number Concepts and Relationships .....               | 3 hours |
| MATH 3020 Concepts of Algebra .....                             | 3 hours |
| MATH 3030 Concepts of Geometry .....                            | 3 hours |
| MATH 4010 Mathematical Problem Solving: Advanced Concepts ..... | 3 hours |
| MATH 4020 Concepts of Discrete Mathematics .....                | 3 hours |

**Science**

|  |         |
|--|---------|
| SCI 3110 Physical Science I .....                | 2 hours |
| SCI 3110L Physical Science I Laboratory .....    | 1 hour  |
| SCI 3120 Physical Science II .....               | 3 hours |
| SCI 3130 Integrated Science – Life Science ..... | 3 hours |
| SCI 3140 Physical Science III .....              | 3 hours |
| BIOL 3500 Ecology .....                          | 3 hours |

**Social Sciences**

|   |         |
|---|---------|
| HIST 3110 Georgia History and Government..... | 3 hours |
|---|---------|



|   |         |
|---|---------|
| HIST 3500 Selected Topics in World History.....         | 3 hours |
| HIST 3800 World Historical Geography .....              | 3 hours |
| HIST 4250 History of World Religions .....              | 3 hours |
| SOSC 4501 Research Methods in the Social Sciences ..... | 3 hours |

**Second Teaching Field Requirements ..... 12 hours**

Select all 12 hours from one of the following areas:

**Language Arts**

|   |         |
|---|---------|
| ENGL 3100 Introduction to English Studies .....   | 3 hours |
| ENGL 3210 Advanced Grammar.....                   | 3 hours |
| ENGL 4114 Adolescent Literature.....              | 3 hours |
| LART 3120 Language Arts: Skills and Concepts..... | 3 hours |

**Mathematics**

|  |         |
|--|---------|
| MATH 3010 Number Concepts and Relationships .....                  | 3 hours |
| MATH 3020 Concepts of Algebra.....                                 | 3 hours |
| MATH 3030 Concepts of Geometry .....                               | 3 hours |
| MATH 4010 Mathematical Problem Solving: Advanced<br>Concepts ..... | 3 hours |

**Science**

|  |         |
|--|---------|
| SCI 3110 Physical Science I .....                | 2 hours |
| SCI 3110L Physical Science I Laboratory .....    | 1 hour  |
| SCI 3120 Physical Science II .....               | 3 hours |
| SCI 3130 Integrated Science – Life Science ..... | 3 hours |
| SCI 3140 Physical Science III .....              | 3 hours |

**Social**

|   |         |
|---|---------|
| HIST 3110 Georgia History and Government.....   | 3 hours |
| HIST 3500 Selected Topics in World History..... | 3 hours |
| HIST 3700 U.S. Historical Geography.....        | 3 hours |
| HIST 4250 History of World Religions .....      | 3 hours |

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

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

|  |          |
|--|----------|
| EDUC 4710 Middle Level Internship I.....             | 3 hours  |
| EDUC 4712 Middle Level Internship IIA .....          | 3 hours  |
| EDUC 4720 Middle Level Internship II Grades 4-8..... | 12 hours |

**Total Degree Requirements ..... 122 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 State University, including the following courses: LART 3010, MATH 3010, SCI 3110, HIST 3010, EDUC 3000, 3001, 3010, 3020, 3030, 3100, 3350, 4001, 4002, 4710, 4712, 4720.
3. Submission of a complete teacher work sample portfolio and exit interview assessment prepared in accordance with published guidelines to establish that the Unit Outcomes and Candidate Proficiencies 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. Contact a teacher education advisor to receive advisement with the Middle Level Education Admission Worksheet for specific courses required for the common core curriculum, and for courses to support teaching concentrations.

| 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 1110      | Spoken Communication                         | 3         | POLS 1101*      | American Government       | 3         |
| EDUC 2110      | Invest. Crit. & Contemp. Issues in Education | 3         | HIST 2111       | US History to 1877        |           |
| MATH 1101      | Intro to Math Modeling                       | 3         | Or<br>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     |
| ENGL 2111<br>Or<br>SPAN 2001 | World Literature I<br>Intermediate Spanish I              | 3         | MUSC 2101<br>Or<br>SPAN 2002 | Music Appreciation<br>Intermediate Spanish II            | 3         |
| BIOL 1111                    | Introductory Biology I                                    | 3         | BIOL 1112                    | Introductory Biology II                                  | 3         |
| BIOL 1111L                   | Intro to Biology Laboratory                               | 1         |                              | 1 <sup>st</sup> or 2 <sup>nd</sup> Teaching Field Course | 3         |
| MATH 1231                    | Introductory Statistics                                   | 3         |                              | 2 <sup>nd</sup> Teaching Field Course                    | 3         |
| MATH 1241                    | Survey of Calculus  | 3         | EDUC 2130*                   | Exploring Learning and Teaching                          | 3         |
|                              | 1 <sup>st</sup> Teaching Field Course                     | 3         |                              |  |           |
| EDUC 2120*                   | Exploring Socio-Cultural Persp. on Div. in Educ. Contexts | 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 Education Sem. I                          | 1     | EDUC 3350*      | Instructional Strategies                | 3     |
| EDUC 3010*     | Middle Level Learner                              | 3     |                 | 1 <sup>st</sup> Teaching Field Courses* | 6     |
| EDUC 3030*     | Exploring the Exceptional Learner                 | 3     |                 | 2 <sup>nd</sup> Teaching Field Courses* | 6     |
| LART 3010*     | Teaching Reading and Writing in the Content Areas | 3     | EDUC 3001*      | Teacher Education Curriculum Seminar    | 1     |
|                | 1 <sup>st</sup> Teaching Field Course*            | 3     |                 |   |       |
|                | 2 <sup>nd</sup> Teaching Field Course*            | 3     |                 |   |       |

|              |   |           |              |  |           |
|--------------|---|-----------|--------------|--|-----------|
| EDUC 3100*   | Middle Level Teaching Methods & Materials | 2         |              |  |           |
| <b>Total</b> |   | <b>18</b> | <b>Total</b> |  | <b>16</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> |
| EDUC 4001*            | Teacher Ed Seminar II                  | 1            | EDUC 4002*             | Teacher Ed Seminar III      | 1            |
| EDUC 4710*            | Middle Level Internship I              | 3            | EDUC 4712*             | Middle Level Internship IIA | 3            |
|                       | 1 <sup>st</sup> Teaching Field Courses | 6            | EDUC 4720*             | Middle Level Internship II  | 12           |
|                       | 2 <sup>nd</sup> Teaching Field Course  | 3            |                        |                             |              |
| EDUC 3020*            | Instructional Technology               | 3            |                        |                             |              |
| <b>Total</b>          |  | <b>16</b>    | <b>Total</b>           |                             | <b>16</b>    |

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**Department of Visual and Performing Arts**

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**ADMINISTRATIVE OFFICER**

Susan Tusing, *Department Head*

**FACULTY**

Shaun M. Amos, *Choral Music*  
Virginia Bonner, *Film and Media Studies*  
Patrick K. Carney, *Instrumental Music Education*  
A. Randall Clark, *Journalism*  
Phillip DePoy, *Theater*  
John W. Flinn, *Music*  
Christina T. Howell, *Music*  
David A. Ludley, *Art History*  
Kristin M. Lyman, *Music Education*  
Mark May, *Communication*  
Michiko Otaki, *Piano*  
Steven A. Spence, *English and Media Studies*  
Felicia Rene Stewart, *Communication*  
Keisha E. Tassie, *Communication*  
Shontelle Thrash, *Theatre and Communication*  
Susan Tusing, *Music*  
Douglas Wheeler, *Music History*  
Alan Xie, *Art*  
Kurt-Alexander N. Zeller, *Vocal Music, Opera*

**MISSION AND GOALS**

The Department of Visual and Performing Arts offers instruction in the fine and performing arts.

**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, involvement in Clayton State Theater and the Drama Club, and the Art, Film, and Video Club. Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of music students are Mu Phi Epsilon and the CSU Student Chapter of the Society of Composers.

Clayton State University is an accredited institutional member of the National Association of Schools of Music. The Department of Visual and Performing Arts 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 Visual and Performing Arts strives to be an artistic and cultural resource for the region by presenting concerts, lectures, theatrical performances, and community education.

The department offers the Bachelor of Arts and the Bachelor of Music with concentrations in the areas of: Composition, Music Education, and Performance. The Performance concentration includes emphases in Instrumental Performance, Vocal Performance, and Keyboard Performance. The music education concentration includes emphases in vocal/general music and instrumental music.

### **ADMISSION AND READMISSION REQUIREMENTS**

Students, who wish to major in music, or take music restricted courses, must audition for members of the music faculty. Audition dates are available from the office of the Department of Visual and Performing Arts.. 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.

### **MISSION AND READMISSION REQUIREMENTS INTO THE MUSIC EDUCATION PROGRAM**

Students must meet the following criteria before submitting their applications for admission into the 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 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 last 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. Submit a one-page essay on why you want to be a music teacher.
5. Music Education Candidates must pass the Bachelor of Music Qualifying Examination with a grade of B or better.
6. Passing all sections (reading, writing, and mathematics portions of the Regents' Testing Program.
7. Documented experience observing and/or working with children and youth. (This requirement is met in EDUC 2201 or EDUC 2110 at Clayton State University.
8. Attendance at a general information session and/or personal interview. (Contact the Department of Teacher Education for specific dates of information sessions.)
16. Completion of the GACE Basic Skills Assessment. The Georgia Professional Standards Commission (GPSC) has adopted the following policy: "Students will be required to pass all sections (reading, writing, and mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate as of July 1, 1997." The

assessment is GACE Basic Skills Assessment, developed and administered by National Evaluations Systems, Inc. (NES). Contact the Department of Teacher Education for further information. (Note: Testing requirements will be updated in accordance with GPSC regulations.)

17. 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. or B.M. program.
18. A background check. (Conducted by Clayton State Public Safety. A \$10.00 processing fee is required.)
19. Provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences when required.

#### **APPLICATION PROCEDURES**

1. Applicants who meet the criteria explained above should submit a teacher education application form and supporting documentation to the Clayton State University Department of Teacher Education. (Application forms are available from the Department of Teacher Education.)
2. The application deadline for Teacher Education programs 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 programs 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. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants 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 programs becomes available.
6. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Candidates admitted into the B.A. or B.M. program will be assigned to an advisor in education for the junior and senior years.

#### **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education programs (except that for teacher education the standard is a 2.50 cumulative Program GPA on the last

attempt of courses taken to meet program requirements, and a cumulative Institutional GPA of 2.50 rather than a 2.00 Institutional GPA). Due to the sensitive nature of working with children and youth 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 candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The department head will issue a written ruling to the candidate 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 at the end of July or beginning of August, depending on the school year calendars of the six partnership school districts, candidates 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. Endorsement of the junior year by the Professional Education Programs Committee (PEPC).
5. Passage of an updated background check.
6. Renewal of liability insurance coverage.

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 the GACE Content Assessment(s). Application forms to apply for Georgia certification are available online at [www.gapsc.com](http://www.gapsc.com). 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 may be submitted to the Professional Standards Commission (PSC) in a single package. However, the Department will submit all application packages as a bundle to the PSC.

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## Bachelor of Arts in Communication and Media Studies

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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 1102, COMM 1110, CMS 2100, 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 CSU 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.

### 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. Students with deficiencies in speaking skills (as determined by the CMS program faculty) 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

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

**Lower Division Core Requirements (Core Curriculum Area F) ..... 9 hours**  
 COMM 1110 Spoken Communication ..... 3 hours



|  |         |
|--|---------|
| CMS 2010 Introduction to Media Studies ..... | 3 hours |
| CMS 2100 Introduction to Film .....          | 3 hours |

**Lower Division Major Electives (Core Curriculum Area F) ..... 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  |           |

**Upper Division Major Requirements ..... 21 hours**

|   |         |
|---|---------|
| CMS 3020 Research Methods.....                                    | 3 hours |
| CMS 3101 Media and Culture .....                                  | 3 hours |
| CMS 3200 History of Communication.....                            | 3 hours |
| CMS 3500 Writing and Editing for Mass Media .....                 | 3 hours |
| CMS 3710 Writing for Digital Media.....                           | 3 hours |
| CMS 4500 Global Contexts in Communication and Media Studies ..... | 3 hours |
| COMM 3300 Interpersonal Communication .....                       | 3 hours |

**Upper Division Major Electives ..... 21-30 hours**

Any 3000-level or higher CMS course;  
Any 3000-level or higher COMM course;

In addition, students may apply any of the following courses from other disciplines:

|   |         |
|---|---------|
| ENGL 3800 Introduction to Creative Writing.....   | 3 hours |
| ENGL 3900 Professional and Technical Writing..... | 3 hours |
| ENGL 4011 Critical Theory.....                    | 3 hours |
| HUMN 3101 Humanities, the Arts, and Society ..... | 3 hours |
| HUMN 3102 International Arts and Culture .....    | 3 hours |
| HUMN 4800 Special Topics in Humanities .....      | 3 hours |
| THEA 3101 Theater, Cinema, and Society.....       | 3 hours |
| THEA 3800 Playwriting.....                        | 3 hours |

**Minor / Guided Electives ..... 6-15 hours**

CMS majors are encouraged to complete a minor concentration. Students should discuss options with their advisors, and they should then contact the department responsible for administering the minor for details on its requirements.

If you choose not to pursue a minor, you must consult with your CMS advisor to select electives appropriate to your educational and/or career objectives. All courses applied must be offered by departments within the College of Arts and Sciences.

No more than 9 hours of courses applied to Minor/Guided Electives may be 1000- or 2000-level.

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

|  |           |
|--|-----------|
| CMS 3901 Internship/Practicum in Communication and Media Studies ..... | 3-9 hours |
| CMS 3902, CMS 3903, CSU 2500, JOUR 3011, or 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.

| 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         |
| CMS 2100*      | Introduction to Film      | 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> |

| SOPHOMORE YEAR |                             |           |                 |                            |           |
|----------------|-----------------------------|-----------|-----------------|----------------------------|-----------|
| First Semester |                             |           | Second Semester |                            |           |
| Course         | Title                       | Hours     | Course          | Title                      | Hours     |
| SPAN 2001      | Intermediate Spanish I      | 3         | SPAN 2002       | Intermediate Spanish II    | 3         |
| HIST 2111      | US History to 1877          |           | ENGL*           | Literature Requirement     | 3         |
| Or HIST 2112   | US Since Reconstruction     | 3         | BIOL 1112       | Introductory Biology II    | 3         |
| CMS 2010*      | Intro. to Media Studies     | 3         | MATH 1231       | Introductory Statistics    | 3         |
| BIOL 1111      | Introductory Biology I      | 3         | PHIL 2401       | Introduction to Aesthetics | 3         |
| BIOL 1111L     | Intro to Biology Laboratory | 1         |                 |                            |           |
| ART 2302       | Art of the Modern World     | 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 |
| CMS 3101*      | Media and Culture                  | 3     | CMS 3710*       | Writing for Digital Media | 3     |
| CMS 3500*      | Writing and Editing for Mass Media | 3     | CMS 3200*       | History of Communication  | 3     |
| COMM 3300*     | Interpersonal Communication        | 3     | CMS 3901*       | Internship/Practicum      | 3     |
|                | Upper-division Electives           | 6     | CMS 3020*       | Research Methods          | 3     |

|              |  |           |              |                 |           |
|--------------|--|-----------|--------------|-----------------|-----------|
|              |  |           |              | Guided 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     |
| CMS 3901       | Internship/Practicum     | 2         | CMS 4500*       | Global Contexts          | 3         |
|                | Upper Division Electives | 12        |                 | Upper Division Electives | 9         |
|                | Guided Elective          | 3         |                 | Guided Elective          | 3         |
| <b>Total</b>   |                          | <b>14</b> | <b>Total</b>    |                          | <b>15</b> |

### Minor Program in Communication and Media Studies

The minor program in Communication and Media Studies focuses on broad-based and adaptable skills that can enrich the lives of graduates in many diverse fields. The ability to write and speak well, the ability to think critically about differing media and modes of communication, the ability to recognize quality in written, visual, and multimedia texts—these are fundamental skills for life within a culture increasingly defined by the movement of information.

Students wishing to declare a minor in CMS will complete the same application process required to become a CMS major. Before admittance to the minor program, students must satisfy all Regents' Exam requirements and complete four courses with a combined GPA of at least 2.5:

- ENGL 1102 Composition II
- CMS 2010 Introduction to Media Studies
- CMS 2100 Introduction to Film
- COMM 1110 Spoken Communication

In addition, applicants must successfully complete a writing assessment administered by the Testing Center and evaluated by the CMS core faculty. Once these requirements are met, students will be admitted to the CMS minor and will be able to enroll in all upper-division CMS classes.

Students who choose to apply either CMS 2100 or COMM 1110 toward their General Education core requirements must substitute another course to meet the 18-hour requirement for the CMS minor. As substitutes, students may use any 3000-level or higher course with a CMS or COMM prefix, except the internship classes CMS 3901, CMS 3902, or CMS 3903

#### COMMUNICATION AND MEDIA STUDIES MINOR PROGRAM REQUIREMENTS

|   |                 |
|---|-----------------|
| <b>Lower Division Requirements</b> .....  | <b>9 hours</b>  |
| CMS 2010 Introduction to Media Studies.....   | 3 hours         |
| CMS 2100 Introduction to Film.....  | 3 hours         |
| COMM 1110 Spoken Communication.....   | 3 hours         |
| <b>Upper Division Electives</b> .....   | <b>9 hours</b>  |
| Any 3000-level or higher course with a CMS or COMM prefix, except the internship classes CMS 3901, CMS 3902, or CMS 3903. |                 |
| <b>Total Program Requirements</b> .....   | <b>18 hours</b> |

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## Bachelor of Arts in Music

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### 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.....                           | 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 .....                 | 3 hours |
| MUSC 3080 Scoring and Arranging .....        | 3 hours |
| MUSC 3101 History of Jazz.....               | 3 hours |
| MUSC 3410 Major Ensembles .....              | 1 hour  |
| MUSC 3430 Conducting .....                   | 2 hours |
| MUSC 3500 Applied Music.....                 | 2 hours |
| MUSC 3510 Chamber Ensembles.....             | 1 hour  |
| MUSC 3530 Opera Production .....             | 1 hour  |
| MUSC 3540 Musical Theater.....               | 1 hour  |
| MUSC 3550 Accompanying.....                  | 1 hour  |
| MUSC 3560 Chamber Choir.....                 | 1 hour  |
| MUSC 3711-3712 Art Song Literature I-II..... | 2 hours |
| MUSC 3750 Choral Literature .....            | 3 hours |
| MUSC 3760 Orchestral Literature .....        | 3 hours |
| MUSC 3770 Chamber Music Literature .....     | 3 hours |
| MUSC 3780 Organ Literature .....             | 3 hours |
| MUSC 3790 Guitar Literature .....            | 3 hours |
| MUSC 3811 Piano Literature I.....            | 2 hours |
| MUSC 3812 Piano Literature II.....           | 2 hours |
| MUSC 3970 Form and Analysis .....            | 3 hours |

MUSC 4160 Music Business ..... 3 hours  
 MUSC 4700 Vocal Pedagogy ..... 3 hours  
 MUSC 4710 Piano Pedagogy ..... 3 hours

**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 ..... 3 hours  
 ART 3401 American Art Vision ..... 3 hours  
 ENGL 3101 Literature and Society ..... 3 hours  
 ENGL 4011 Literary World ..... 3 hours  
 ENGL 4113 Themes in World Literature..... 3 hours  
 HUMN 3102 International Arts and Culture ..... 3 hours  
 THEA 3101 Theater, Cinema and Society..... 3 hours

**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. Students must pass the Junior Music Qualifying Examination (usually at the end of the sophomore year) as a pre-requisite to taking the 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.
5. Additional information related to the music program is located in the Music Department Student Handbook.

**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*   | 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         |
| CRIT 1101*   | Critical Thinking      | 3         | COMM 1001    | Presentational 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*     | 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         | 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     |                 |                  |       |

|       |  |    |       |  |    |
|-------|--|----|-------|--|----|
| Total |  | 14 | Total |  | 12 |
|-------|--|----|-------|--|----|

**Bachelor of Music**

**BACHELOR OF MUSIC DEGREE PROGRAM REQUIREMENTS**

Requirements for Areas A-E and Lower Division Core Requirements, Music Requirements and Music History Requirements are the same for each of the three concentrations. Students select a concentration in performance, composition, or music education.

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

**Lower Division Major 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 2011 Music Theory III..... 3 hours
- MUSC 2012 Music Theory IV ..... 3 hours

**Music Requirements: ..... 5 hours**

- MUSC 2111 Aural Skills III ..... 1 hour
- MUSC 2112 Aural Skills IV ..... 1 hour
- MUSC 3820 Improvisation..... 1 hour
- MUSC 3430 Conducting..... 2 hours

**Music History Requirements: ..... 9 hours**

- MUSC 2611 Music History I..... 3 hours
- MUSC 3612 Music History II..... 3 hours
- MUSC 3613 Music History III..... 3 hours

**Select from one of the three concentrations below to complete the Bachelor of Music degree program.**

**PERFORMANCE CONCENTRATION:**

See above for Area A-E and Major Requirements.

**Performance Concentration Requirements..... 30 hours**

- MUSC 0890 Recital Attendance .....6 semesters (0 hours)
- MUSC 1710 or MUSC 3410 Major Ensemble..... 4 hours
- MUSC 2500 or MUSC 4500 Applied Music ..... 16 hours
- MUSC 3220 Introduction to Music Technology..... 3 hours
- MUSC 3970 Form and Analysis ..... 3 hours
- MUSC 3890 Junior Recital ..... 0 hours
- MUSC 4890 Senior Recital..... 0 hours
- To be chosen from:
- MUSC 3510, 3530, 3540, 3560 Ensemble ..... 4 hours

**Performance Concentration Electives ..... 5 hours**

Select from among:

|   |         |
|---|---------|
| MUSC 2911-2912 Jazz Theory I-II .....         | 2 hours |
| MUSC 3070 Counterpoint .....                  | 3 hours |
| MUSC 3080 Scoring and Arranging .....         | 3 hours |
| MUSC 4160 Music Business .....                | 3 hours |
| MUSC 4180 Advanced Scoring and Arranging..... | 2 hours |
| MUSC 4430 Advanced Conducting .....           | 2 hours |

**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 |

**Performance Concentration 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**

**COMPOSITION CONCENTRATION:**

See above for Area A-E and Major Requirements.

**Composition Concentration Requirements..... 42 hours**

|  |                        |
|--|------------------------|
| MUSC 0890 Recital Attendance .....         | .6 semesters (0 hours) |
| MUSC 1601 Composition I .....              | 1 hour                 |
| MUSC 1602 Composition II .....             | 1 hour                 |
| MUSC 1710 or MUSC 3410 Major Ensemble..... | 2 hours                |
| 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 2500 Applied Music.....                             | 4 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 3970 Form and Analysis .....                        | 3 hours |
| MUSC 4180 Advanced Scoring and Arranging.....            | 2 hours |
| MUSC 4220 Techniques in Electroacoustic Composition..... | 2 hours |
| MUSC 4600 Advanced Composition .....                     | 8 hours |
| MUSC 4890 Senior Recital.....                            | 0 hours |

**Composition Concentration Electives ..... 5 hours**

Select from among:

|   |         |
|---|---------|
| MUSC 2911-2912 Jazz Theory I-II .....   | 2 hours |
| MUSC 3150 Advanced Piano Skills.....    | 2 hours |
| MUSC 3510 Chamber Ensembles.....        | 1 hour  |
| MUSC 3530 Opera Production.....         | 1 hour  |
| MUSC 3540 Musical Theater.....          | 1 hour  |
| MUSC 3550 Accompanying.....             | 1 hour  |
| MUSC 3560 Chamber Choir.....            | 1 hour  |
| MUSC 3711 Art Song Literature I .....   | 2 hours |
| MUSC 3712 Art Song Literature II .....  | 2 hours |
| MUSC 3760 Orchestral Literature .....   | 3 hours |
| MUSC 3770 Chamber Music Literature..... | 3 hours |
| MUSC 3811 Piano Literature I.....       | 2 hours |
| MUSC 3812 Piano Literature II.....      | 2 hours |
| MUSC 4160 Music Business .....          | 3 hours |
| MUSC 4430 Advanced Conducting.....      | 2 hours |

**Composition Concentration 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**

**MUSIC EDUCATION CONCENTRATION:**

See above for Area A-E and Major Requirements.

**Music Education Concentration Requirements ..... 46 hours**

|  |                       |
|--|-----------------------|
| MUSC 0890 Recital Attendance .....                                       | 7 semesters (0 hours) |
| MUSC 2151 Intermediate Piano Skills I.....                               | 1 hour                |
| MUSC 2152 Intermediate Piano Skills II.....                              | 1 hour                |
| MUSC 2400 and 4400 Applied Music.....                                    | 7 hours               |
| MUSC 2900 Introduction to Music Education and Technology.....            | 2 hours               |
| MUSC 3080 Scoring and Arranging .....                                    | 3 hours               |
| MUSC 3410 Major Ensemble .....   | 3 hours               |
| MUSC 3430 Conducting.....  | 2 hours               |
| MUSC 3910 Elementary Music Methods.....                                  | 3 hours               |
| MUSC 4430 Advanced Conducting .....                                      | 2 hours               |
| MUSC 4930 Student Teaching.....  | 12 hours              |
| EDUC 2110 Investigating Critical & Contemporary Issues in Education .... | 3 hours               |

EDUC 2120 Exploring Socio Cultural Perspectives on Diversity ..... 3 hours  
 EDUC 2120 Exploring Teaching & Learning..... 3 hours

**Select one of the following areas:..... 10 hours**

**A. Instrumental Music Education**

MUSC 1310 Class Voice ..... 1 hour  
 MUSC 3450 String Methods and Materials ..... 1 hour  
 MUSC 3451 Brass Methods and Materials..... 2 hours  
 MUSC 3452 Percussion Methods and Materials. .... 1 hour  
 MUSC 3453 Woodwind Methods and Materials ..... 2 hours  
 MUSC 4922 Instrumental Methods for Elementary School ..... 1 hour  
 MUSC 4923 Instrumental Methods ..... 2 hours

**B. Vocal Music Education**

MUSC 1761 Diction I..... 1 hour  
 MUSC 2762 Diction II  
     or MUSC 2763 Diction III..... 1 hour  
 MUSC 3911 Secondary General Music Methods ..... 1 hour  
 MUSC 3921 Strings, Wood Winds, Brass, Percussion Methods ..... 2 hours  
 MUSC 4700 Vocal Pedagogy..... 3 hours  
 MUSC 4910 Choral Methods and Literature..... 2 hours

**Music Education (Voice/General Music) Total Requirements ..... 130 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.
4. Students must pass the Bachelor of Music Qualifying Examination (usually at the end of the sophomore year) in order to enroll in many upper division courses and to continue in the program.
5. Additional information related to the music program is located in the Music Department Student Handbook.

**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 2762    | Diction II (Voice majors) | 1 |
| MUSC 1761    | Diction I (Voice majors) | 1 | CRIT 1101*   | Critical Thinking         | 3 |

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

| 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 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 2673      | Diction III (Voice majors)  | 1            |                 |                        |              |
| <b>Total</b>   |                             | <b>16-17</b> | <b>Total</b>    |                        | <b>16-17</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 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> |

| SENIOR YEAR    |                |       |                 |                |       |
|----------------|----------------|-------|-----------------|----------------|-------|
| First Semester |                |       | Second Semester |                |       |
| Course         | Title          | Hours | Course          | Title          | Hours |
| 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 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*     | 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         | 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*     | Major Ensemble              | 1         | MUSC 1710*      | Major 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 1101       | Intro to Math Modeling       | 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

| <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 0890             | Recital Attendance                    | 0            | MUSC 0890              | Recital Attendance                                  | 0            |
| MUSC 3612*            | Music History II                      | 3            | MUSC 3613*             | Music History III                                   | 3            |
| MUSC 3070*<br>or 3080 | Counterpoint<br>Scoring and Arranging | 3            | MUSC 4220*<br>or 4180  | Tech Electroacoustic Comp<br>Advanced Scor and Arr. | 2            |
| MUSC 3220*            | Music Technology                      | 3            | MUSC 4400              | Applied Music                                       | 1            |
| MUSC 4400             | Applied Music                         | 1            | MUSC 4600*             | Advanced Composition                                | 2            |
| MUSC 4600*            | Advanced 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>    |

| <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 3080*<br>or 3070 | Scoring and Arranging<br>Counterpoint | 3            | MUSC 4180*<br>or 4220  | Adv Scoring and Arranging<br>Tech Electroacoustic Comp | 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*            | Advanced Composition                  | 2            | MUSC 4600*             | Advanced 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 MUSIC EDUCATION SUGGESTED DEGREE PROGRAM SEQUENCE (Voice/General Music)**

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> |                             |              |
| <i>Course</i>         | <i>Title</i>              | <i>Hours</i> | <i>Course</i>          | <i>Title</i>                | <i>Hours</i> |
| 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         | MUSC 2762*   | Diction II     | 1         |
| MUSC 1761*   | Diction I          | 1         |              |                |           |
| <b>Total</b> |                    | <b>18</b> | <b>Total</b> |                | <b>17</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 2110*     | Invest Contemp Issues Ed | 3         | MUSC 2611*      | Music History I              | 3         |
| PSYC 1101      | Intro General Psychology | 3         | MUSC 2152*      | Inter Piano Skills II        | 1         |
| BIOL 1112      | Introductory Biology II  | 3         | EDUC 2120*      | Explor Soc Cul Diversity     | 2         |
| MUSC 2151*     | Inter Piano Skills I     | 1         | EDUC 3030*      | Exploring the Excep. Learner | 3         |
| MUSC 0890*     | Recital Attendance       | 0         | MUSC 0890*      | Recital Attendance           | 0         |
| MUSC 2900*     | Intro to Music Education | 2         |                 |                              |           |
| <b>Total</b>   |                          | <b>18</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 3410*     | Major Ensemble           | 1         | MUSC 3410*      | Major Ensemble            | 1         |
| MUSC 3430*     | Conducting               | 2         | MUSC 3911       | Sec. Gen. Music Methods   | 1         |
| MUSC 4400*     | Applied Music            | 1         | MUSC 4430*      | Advanced Conducting       | 2         |
| MUSC 3910*     | Elementary Music Methods | 3         | MUSC 4400*      | Applied Music             | 1         |
| MATH 1101      | Intro to Math Modeling   | 3         | MUSC 3921*      | Str, WW, Brass, Perc Meth | 2         |
| MUSC 3080*     | Scoring and Arranging    | 3         | MUSC 0890*      | Recital Attendance        | 0         |
| MUSC 0890*     | Recital Attendance       | 0         | HIST 1111       | Pre-Modern World History  | 3         |
|                |                          |           | ENGL 2111       | World Literature I        | 3         |
| <b>Total</b>   |                          | <b>16</b> | <b>Total</b>    |                           | <b>16</b> |

| SENIOR YEAR    |                             |       |                 |                  |       |
|----------------|-----------------------------|-------|-----------------|------------------|-------|
| First Semester |                             |       | Second Semester |                  |       |
| Course         | Title                       | Hours | Course          | Title            | Hours |
| MUSC 0890*     | Recital Attendance          | 0     |                 |                  |       |
| MUSC 3410*     | Major Ensemble              | 1     | MUSC 4930*      | Student Teaching | 12    |
| MUSC 4700*     | Vocal Pedagogy              | 3     |                 |                  |       |
| MUSC 4910*     | Choral Methods & Lit        | 2     |                 |                  |       |
| MUSC 3820*     | Improvisation               | 1     |                 |                  |       |
| MUSC 2301*     | Introduction to World Music | 3     |                 |                  |       |

|              |                         |           |              |  |           |
|--------------|-------------------------|-----------|--------------|--|-----------|
| HIST 2111    | US History to 1877      |           |              |  |           |
| Or HIST 2112 | US Since Reconstruction | 3         |              |  |           |
| MUSC 4400*   | Applied Music           | 1         |              |  |           |
| EDUC 2130*   | Explor Teach and Learn  | 3         |              |  |           |
| <b>Total</b> |                         | <b>17</b> | <b>Total</b> |  | <b>12</b> |

### BACHELOR OF MUSIC IN MUSIC EDUCATION SUGGESTED DEGREE PROGRAM SEQUENCE (Instrumental Music)

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         | MUSC 1310*      | Class Voice                 | 1         |
| <b>Total</b>   |                           | <b>17</b> | <b>Total</b>    |                             | <b>17</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 2110*     | Invest Contemp Issues Ed | 3         | MUSC 2611*      | Music History I              | 3         |
| PSYC 1101      | Intro General Psychology | 3         | MUSC 0890*      | Recital Attendance           | 0         |
| BIOL 1112      | Introductory Biology II  | 3         | MUSC 2152*      | Inter Piano Skills II        | 1         |
| MUSC 2151*     | Inter Piano Skills I     | 1         | MATH 1231       | Intro Statistics             | 3         |
| MUSC 0890*     | Recital Attendance       | 0         | EDUC 3030*      | Exploring the Excep. Learner | 3         |
| MUSC 2900*     | Intro to Music Education | 2         |                 |                              |           |
| <b>Total</b>   |                          | <b>18</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 3410*     | Major Ensemble           | 1         | MUSC 3410*      | Major Ensemble                | 1         |
| MUSC 3430*     | Conducting               | 2         | MUSC 3450*      | String Meth and Mat           | 1         |
| MUSC 4400*     | Applied Music            | 1         | MUSC 4430*      | Advanced Conducting           | 2         |
| MUSC 3910*     | Elementary Music Methods | 3         | MUSC 4400*      | Applied Music                 | 1         |
| MUSC 3453      | Woodwind Methods         | 2         | MUSC 4922       | Inst. Met Ele School          | 1         |
| MUSC 3080*     | Scoring and Arranging    | 3         | MUSC 0890*      | Recital Attendance            | 0         |
| MUSC 0890*     | Recital Attendance       | 0         | EDUC 2120       | Explor Soc Cultural Diversity | 3         |
| MUSC 3452*     | Percussion Meth and Mat  | 1         | HIST 1111       | Pre-Modern World History      | 3         |
|                |                          |           | ENGL 2111       | World Literature I            | 3         |
| <b>Total</b>   |                          | <b>16</b> | <b>Total</b>    |                               | <b>18</b> |

| SENIOR YEAR    |                             |           |                 |                  |           |
|----------------|-----------------------------|-----------|-----------------|------------------|-----------|
| First Semester |                             |           | Second Semester |                  |           |
| Course         | Title                       | Hours     | Course          | Title            | Hours     |
| MUSC 0890*     | Recital Attendance          | 0         |                 |                  |           |
| MUSC 3410*     | Major Ensemble              | 1         | MUSC 4930*      | Student Teaching | 12        |
| MUSC 3451*     | Brass Meth and Mat          | 2         |                 |                  |           |
| MUSC 3820*     | Improvisation               | 1         |                 |                  |           |
| MUSC 2301*     | Introduction to World Music | 3         |                 |                  |           |
| MUSC 4923*     | Instrumental Methods        | 2         |                 |                  |           |
| HIST 2111      | US History to 1877          |           |                 |                  |           |
| Or HIST 2112   | US Since Reconstruction     | 3         |                 |                  |           |
| MUSC 4400*     | Applied Music               | 1         |                 |                  |           |
| EDUC 2130*     | Explor Teach and Learning   | 3         |                 |                  |           |
| <b>Total</b>   |                             | <b>16</b> | <b>Total</b>    |                  | <b>12</b> |

**Minor in Music**

The following are courses required in the minor in music. Be sure to check for pre-requisite course requirements and co-requisite requirements.

- Required Courses:** ..... **9 hours**  
 MUSC 2011 Music Theory III..... 3 hours  
 MUSC 2111 Aural Skills III ..... 1 hour  
 MUSC 1500 Applied Music..... 4 hours  
 MUSC 0890 Recital Attendance (4 semesters) ..... 0 hours  
 MUSC 1151 Class Piano..... 1 hour

\*Introduction to World Music (3 hours)

**Choose one:**..... **3 hours**



MUSC 3612 Music History II ..... 3 hours  
MUSC 3613 Music History III ..... 3 hours

**Any upper division music courses ..... 6 hours**  
(except: any pedagogy course or music tech)

**TOTAL                    18 hours**

\*can be taken in area C2

Additional information:

Students wishing to minor in music must audition before the music faculty prior to being accepted into the program and registering for music courses.

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## Bachelor of Arts in Theatre

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The Theatre program prepares students for careers in the professional Theatre community and furnishes them with the tools for creating new work, making a significant impact on Theatre in our state and region.

### Admission and Readmission Requirements

Before beginning upper-division study in Theatre, applicants must

1. Have completed 45 semester credit hours;
2. Have achieved an overall institutional Grade Point Average (GPA) of at least 2.0;
3. Have completed ENGL 1101 and THEA 1101 with a grade of A, B, C, or K.

### Bachelor of Arts in Theatre Degree Program Requirements

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

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

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

- F1. THEA 1100 Introduction to Theatre ..... 3 hours
- F2. THEA 1880 Introduction to Acting ..... 3 hours  
 THEA 1990 Play Development ..... 3 hours  
 THEA 2900 Directing ..... 3 hours
- F3. THEA 1700 Introduction to Theatre Design ..... 3 hours
- F4. THEA 2100 Stagecraft ..... 3 hours  
 THEA 2990 Play Development II ..... 3 hours

#### Upper Division Required Courses ..... 18 hours

- THEA 3800 Playwriting ..... 3 hours  
 THEA 3880 Acting II ..... 3 hours  
 THEA 3991 Advance Play Production ..... 3 hours  
 THEA 4101 Theatre Concepts ..... 3 hours  
 THEA 4511 World Theatre ..... 3 hours  
 THEA 4500 Capstone Project ..... 3 hours  
 One of the following: ..... 3 hours  
     THEA 4102 Lighting Design ..... 3 hours  
     THEA 4103 Set Design ..... 3 hours  
     THEA 4104 Costume Design ..... 3 hours

#### Internship Requirement ..... 3-9 hours

THEA 3901 Practicum/Internship

#### Upper Division Major Electives ..... 12-21 hours

- THEA 3101 Theatre, Cinema, and Society ..... 3 hours  
 THEA 3900 Directing Project ..... 3 hours  
 THEA 3990 Play Development II ..... 3 hours  
 THEA 4520 African-American Theatre ..... 3 hours  
 THEA 4530 Music Theatre ..... 3 hours

|                                       |         |
|---------------------------------------|---------|
| THEA 4800 Selected Topics .....       | 3 hours |
| THEA 4901 Theatre Collaboration ..... | 3 hours |
| Choose one or both not taken above:   |         |
| THEA 4102 Lighting Design .....       | 3 hours |
| THEA 4103 Set Design .....            | 3 hours |
| THEA 4104 Costume Design .....        | 3 hours |

**Upper Division Major Related Courses ..... 9-27 hours**

|   |         |
|---|---------|
| ART 3101 The Visual Arts and Society .....              | 3 hours |
| ART 3401 American Art Visions .....                     | 3 hours |
| CMS 3500 Writing and Editing for Mass Media .....       | 3 hours |
| CMS 3502 New Media Design .....                         | 3 hours |
| CMS 3810 Women and Popular Culture .....                | 3 hours |
| CMS 4310 Film Analysis and Criticism .....              | 3 hours |
| CMS 4320 Women and Film .....                           | 3 hours |
| CMS 4410 Digital Video Production .....                 | 3 hours |
| CMS 4810 Women and the Arts .....                       | 3 hours |
| ENGL 3101 Literature and Society .....                  | 3 hours |
| ENGL 3150 Shakespeare.....                              | 3 hours |
| ENGL 3800 Introduction to Creative Writing .....        | 3 hours |
| ENGL 4011 Critical Theory .....                         | 3 hours |
| ENGL 4210 Renaissance Literature .....                  | 3 hours |
| ENGL 4220 Restoration and Neoclassical Literature ..... | 3 hours |
| ENGL 4250 Modern British Literature.....                | 3 hours |
| HIST 4003 Women’s History .....                         | 3 hours |
| HIST 4100 Ancient Greece & Rome.....                    | 3 hours |
| HIST 4250 History of World Religions .....              | 3 hours |
| HUMN 3101 The Humanities, the Arts, and Society .....   | 3 hours |
| HUMN 3102 International Arts and Culture .....          | 3 hours |
| PHIL 3101 Philosophy and Society .....                  | 3 hours |
| PHIL 3701 Contemporary Philosophy .....                 | 3 hours |
| PSYC 3350 Abnormal Psychology .....                     | 3 hours |

**Guided Electives..... 0-18 hours**

THEA majors may select appropriate electives in consultation with their advisor. All courses applied to this area must be courses offered by departments or programs within the College of Arts & Sciences.

While some lower division courses may be used to satisfy requirements in the upper division, a maximum of 18 lower division hours can be used in the upper division.

**Other Program-Specific Graduation Requirements**

1. A minimum of 42 hours must be completed in upper-division courses.
2. A grade of C or higher is required in all THEA courses.

**Bachelor of Arts in Theatre 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         |                        |
|-----------------------|------------------------|
| <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            | COMM 1001*    | Presentational Speaking   | 1            |
| MATH 1101     | Intro to Math Modeling  | 3            | COMM 1002*    | Presentation Applications | 1            |
| HIST 2111     | US History to 1877      |              | POLI 1101*    | American Government       | 3            |
| Or HIST 2112  | US Since Reconstruction | 3            | THEA 1990*    | Play Development I        | 3            |
| THEA 1100*    | Intro to Theatre        | 3            | THEA 1880*    | Intro to Acting           | 3            |
| <b>Total</b>  |                         | <b>15</b>    | <b>Total</b>  |                           | <b>14</b>    |

| <b>SOPHOMORE YEAR</b>     |   |              |                           |  |              |
|---------------------------|---|--------------|---------------------------|--|--------------|
| <b>First Semester</b>     |   |              | <b>Second Semester</b>    |  |              |
| <b>Course</b>             | <b>Title</b>                                  | <b>Hours</b> | <b>Course</b>             | <b>Title</b>                                     | <b>Hours</b> |
| BIOL 1111                 | Introductory Biology I                        | 3            | BIOL 1112                 | Introductory Biology II                          | 3            |
| BIOL 1111L                | Intro to Biology Laboratory                   | 1            | CMS 2100                  | Intro to Film                                    | 3            |
| ENGL 2111                 | World Literature I                            | 3            | HIST 1111 or<br>HIST 1112 | Pre-Modern World History<br>Modern World History | 3            |
| PSYC 1101<br>Or SOCI 1101 | Intro to General Psych.<br>Intro to Sociology | 3            | SCI 1901                  | Selected Topics in Science                       | 3            |
| THEA 2900*                | Directing                                     | 3            | THEA 2100*                | Stagecraft                                       | 3            |
| THEA 1700*                | Intro to Theatre Design                       | 3            |                           |  |              |
| <b>Total</b>              |   | <b>16</b>    | <b>Total</b>              |  | <b>15</b>    |

| <b>JUNIOR YEAR</b>    |                          |              |                        |                          |              |
|-----------------------|--------------------------|--------------|------------------------|--------------------------|--------------|
| <b>First Semester</b> |                          |              | <b>Second Semester</b> |                          |              |
| <b>Course</b>         | <b>Title</b>             | <b>Hours</b> | <b>Course</b>          | <b>Title</b>             | <b>Hours</b> |
| THEA 3800*            | Playwriting              | 3            | THEA 4101*             | Theatre Concepts         | 3            |
| THEA 3880*            | Acting Styles            | 3            | THEA 4102              | Lighting Design          | 3            |
|                       | Upper Division Electives | 9            | Or<br>THEA 4103        | Set Design               | -            |
|                       |                          |              | Or<br>THEA 4104        | Costume Design           | -            |
|                       |                          |              |                        | Upper Division Electives | 9            |
| <b>Total</b>          |                          | <b>15</b>    | <b>Total</b>           |                          | <b>15</b>    |

| <b>SENIOR YEAR</b>    |                          |              |                        |                          |              |
|-----------------------|--------------------------|--------------|------------------------|--------------------------|--------------|
| <b>First Semester</b> |                          |              | <b>Second Semester</b> |                          |              |
| <b>Course</b>         | <b>Title</b>             | <b>Hours</b> | <b>Course</b>          | <b>Title</b>             | <b>Hours</b> |
| THEA 3901*            | Internship               | 3            | THEA 4500*             | Capstone Project         | 3            |
| THEA 4511             | World Theatre            | 3            |                        | Upper Division Electives | 12           |
|                       | Upper Division Electives | 9            |                        |                          |              |
| <b>Total</b>          |                          | <b>15</b>    | <b>Total</b>           |                          | <b>15</b>    |

### Minor in Theatre

The following are courses required in the minor in theatre. Be sure to check for pre-requisite and co-requisite course requirements.

**Required Courses:** ..... **9 hours**  
THEA 1100 Theatre Appreciation ..... 3 hours  
THEA 1880 Introduction to Acting ..... 3 hours  
THEA 2900 Directing..... 3 hours

**Upper Division Courses**..... **9 hours**  
Any three (3) three-hour 3000- or 4000-level THEA courses.

**TOTAL**                    **18 hours**

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## Office of Interdisciplinary Studies

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### ADMINISTRATIVE OFFICER and FACULTY

Wendy A. Burns-Ardolino, *Head of the Interdisciplinary Studies & Director, Master of Arts in Liberal Studies*

### ACADEMIC PROFESSIONAL

Vangela Humphries, *Program Coordinator of Integrative and Liberal Studies*

### MISSION AND GOALS

The Office of Interdisciplinary Studies is responsible for the following programs and courses:

- Bachelor of Science (B.S.) & AA/AS degrees in Integrative Studies.
- Bachelor of Arts (B.A.) degree in Liberal Studies
- Minor in Women's Studies
- Minor in African American Studies
- Master of Arts in Liberal Studies with concentrations in political science, English, history and liberal arts (see graduate catalog for more information)

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## Associate of Arts/Science in Integrative Studies

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

All Communication and Media 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

Any 1000- or 2000-level courses with the following prefixes: ART, CMS, COMM, ENGL, FREN, HIST, MUSC, PHIL, SPAN, THEA, and WST.

Social Sciences ..... 3-9 hours

Any 1000- or 2000-level courses with the following prefixes: ECON, EDUC, POLS, PSYC, SOCI.

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

Any 1000- or 2000-level MATH courses numbered 1113 or higher not already applied to Areas A or D and/or any 1000- or 2000-level BIOL, CHEM, or PHYS, or other science courses not already applied to Area D.

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.

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## Bachelor of Arts in Liberal Studies

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The Bachelor of Arts in Liberal 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 of Arts in Liberal Studies can also be designed to prepare students for graduate school in Clayton State University's Master of Arts in Liberal Studies.

### ADMISSION AND READMISSION REQUIREMENTS

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

1. Have completed 45 semester credit hours;
2. Have achieved an overall institutional Grade Point Average (GPA) of at least 2.00;
3. Have completed ENGL 1101 with a grade of A, B, C, or K.

### BACHELOR OF ARTS IN LIBERAL STUDIES DEGREE PROGRAM REQUIREMENTS

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

All Bachelor of Arts in Liberal 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

Any 1000- or 2000-level courses with the following prefixes: AFAM, ART, CMS, COMM, ENGL, FREN, HIST, MUSC, PHIL, SPAN, THEA, and WST.

Social Sciences ..... 3-9 hours

Any 1000- or 2000-level courses with the following prefixes: AFAM, ECON, EDUC, HIST, POLS, PSYC, SOCI, WST.

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

Any 1000- or 2000-level MATH courses numbered 1113 or higher not already applied to Areas A or D and/or any 1000- or 2000-level BIOL, CHEM, or PHYS, or other science courses not already applied to Area D.

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 ..... 3 hours**

BALS 3901, Integrative Studies Practicum/Internship ..... 3-9 hours  
Students may take up to 9 hours of BALS 3901, but students may only register for 1 semester of BALS 3901 per semester. Additional terms of BALS 3901 will be applied in the upper division.

**Upper Division Area Major Courses ..... 57 hours**

The Bachelor of Arts in Liberal Studies Major requires students to complete a CSU minor program in Arts & Sciences (African American Studies, Women's Studies, Communication & Media Studies, History, English, Philosophy, Psychology, Sociology, Political Science, Chemistry, etc.). Fulfilling the

requirements for a minor enables students to claim a minor area of expertise as they move toward achieving career and academic goals. Additional courses may be drawn from any field, but must be in the student's advised program of study. No more than 18 hours of 1000-2000 level coursework 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 BALS courses must be taken in residence at Clayton State.
3. A grade of C or higher is required in all BALS 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 IN LIBERAL 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  | 3         | COMM 1002*      | Presentation Applications | 1         |
| Or SOCI 1101   | Introduction to Sociology |           | POLS 1101*      | American Government       | 3         |
| HIST 2111      | US History to 1877        | 3         | HIST 1111       | Pre-Modern World History  | 3         |
| Or HIST 2112   | US Since Reconstruction   |           | Or HIST 1112    | Survey of Modern History  |           |
| <b>Total</b>   |                           | <b>15</b> | <b>Total</b>    |                           | <b>14</b> |

| SOPHOMORE YEAR |                             |           |                 |                            |           |
|----------------|-----------------------------|-----------|-----------------|----------------------------|-----------|
| First Semester |                             |           | Second Semester |                            |           |
| Course         | Title                       | Hours     | Course          | Title                      | Hours     |
| 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     | 6         |
|                | Lower Division Courses      | 9         |                 | Minor Course               | 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     |
|--------------|----------------------------------|-----------|--------------|----------------------------------|-----------|
|              | Upper Division and Minor Courses | 12        | BALS 3901*   | Practicum/Internship             | 3         |
|              |                                  | 3         |              | Upper Division and Minor Courses | 12        |
| <b>Total</b> |                                  | <b>15</b> | <b>Total</b> |                                  | <b>15</b> |

| SENIOR YEAR    |                                  |           |                 |                                  |           |
|----------------|----------------------------------|-----------|-----------------|----------------------------------|-----------|
| First Semester |                                  |           | Second Semester |                                  |           |
| Course         | Title                            | Hours     | Course          | Title                            | Hours     |
|                | Upper Division and Minor Courses | 15        |                 | Upper Division and Minor Courses | 15        |
| <b>Total</b>   |                                  | <b>15</b> | <b>Total</b>    |                                  | <b>15</b> |

### Bachelor of Science 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 of Science 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 2.00;
  3. Have completed ENGL 1101 with a grade of A, B, C, or K.

#### 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

Any 1000- or 2000-level courses with the following prefixes: AFAM, ART, CMS, COMM, ENGL, FREN, MUSC, PHIL, SPAN, THEA, and WST.

Social Sciences ..... 3-9 hours

Any 1000- or 2000-level courses with the following prefixes: AFAM, ECON, EDUC, HIST, POLS, PSYC, SOCI, WST.

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

Any 1000- or 2000-level MATH courses numbered 1113 or higher not already applied to Areas A or D and/or any

1000- or 2000-level BIOL, CHEM, or PHYS, or other science courses not already applied to Area D.  
 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 ..... 3 hours**  
 INTE 3901, Integrative Studies Practicum/Internship ..... 3-9 hours  
 Students may take up to 9 hours of INTE 3901, but students may only register for 1 semester of INTE 3901 per semester. Additional terms of INTE 3901 will be applied in the upper division.

**Upper Division Area Major Courses ..... 57 hours**  
 The Bachelor of Science in Integrative Studies requires students to complete five upper division (3000-4000 level) courses in a single disciplinary area or related course groupings as approved by the Integrative Studies Coordinator (HLTH/HCMG/ HFMG; MKTG/MGMT; HIST/POLS etc.). Additional courses may be drawn from any field, but must be in the student’s advised program of study. No more than 18 hours of 1000-2000 level coursework 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 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  | 3         | COMM 1002*      | Presentation Applications | 1         |
| Or SOCI 1101   | Introduction to Sociology |           | POLS 1101*      | American Government       | 3         |
| HIST 2111      | US History to 1877        | 3         | HIST 1111       | Pre-Modern World History  | 3         |
| Or HIST 2112   | US Since Reconstruction   |           | Or HIST 1112    | Survey of Modern History  |           |
| <b>Total</b>   |                           | <b>15</b> | <b>Total</b>    |                           | <b>14</b> |

| SOPHOMORE YEAR |                             |           |                 |                            |           |
|----------------|-----------------------------|-----------|-----------------|----------------------------|-----------|
| First Semester |                             |           | Second Semester |                            |           |
| Course         | Title                       | Hours     | Course          | Title                      | Hours     |
| 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    |                        |           |                 |                        |           |
|----------------|------------------------|-----------|-----------------|------------------------|-----------|
| First Semester |                        |           | Second Semester |                        |           |
| Course         | Title                  | Hours     | Course          | Title                  | Hours     |
|                | Upper Division Courses | 15        | INTE 3901*      | Practicum/Internship   | 3         |
|                |                        |           |                 | Upper Division Courses | 12        |
| <b>Total</b>   |                        | <b>15</b> | <b>Total</b>    |                        | <b>15</b> |

| SENIOR YEAR    |                        |           |                 |                        |           |
|----------------|------------------------|-----------|-----------------|------------------------|-----------|
| First Semester |                        |           | Second Semester |                        |           |
| Course         | Title                  | Hours     | Course          | Title                  | Hours     |
|                | Upper Division Courses | 15        |                 | Upper Division Courses | 15        |
| <b>Total</b>   |                        | <b>15</b> | <b>Total</b>    |                        | <b>15</b> |

### Minor in Women's Studies

Women's Studies (WST) at CSU integrates social science, science and humanistic approaches by using women's experience and feminist theory to analyze themes in the humanities, fine arts, social sciences, and natural sciences. WST further emphasizes the interdisciplinary study of women and gender, and an inclusive study of women that acknowledges differences such as race, class, sexuality, and national belonging. WST is designed to develop students' skills of critical thinking and reading, communication and analysis, writing and research, imagination and creative expression. WST promotes the study of intersections of gender and sexuality with race, ethnicity and nationality in comparative and global contexts. By considering a variety of controversial issues from different perspectives, it encourages critical reading, writing and thinking. Students develop their skills in oral and written expression. WST courses emphasize women's past and present roles in culture, society, politics, economy, family, leadership and the arts and sciences. They offer various theoretical approaches to topics such as the representation of gender, women and the state, psychology of women, gender and language and women in global issues.

To fulfill a minor in WST at CSU, students must complete 18 hours of WST coursework. There are 2 required courses for the WST minor, WST 2500 and WST 3500.

**Required Courses for WST Minor ..... 6 hours**  
 WST 2500 Introduction to Women's Studies ..... 3 hours

WST 3500 Feminist Theory ..... 3 hours

Students will choose an additional 12 hours of WST courses from the list below.

|  |                 |
|--|-----------------|
| <b>Upper Division WST Electives</b> .....                        | <b>12 hours</b> |
| WST/CMS 3020 Research and Methods.....                           | 3 hours         |
| ENGL 3300 Women and Literature .....                             | 3 hours         |
| WST 3300 Women and Sport.....                                    | 3 hours         |
| POLS 3382 Women and Politics .....                               | 3 hours         |
| WST 3400 Global Studies: Gender, Culture and Globalization ..... | 3 hours         |
| HLTH 3401 Contemporary Women's Health .....                      | 3 hours         |
| WST 3410 U.S. Women of Colors .....                              | 3 hours         |
| HLTH 3501 Aids Epidemic .....                                    | 3 hours         |
| CMS 3810 Women and Popular Culture .....                         | 3 hours         |
| HIST 4003 Women in U.S. History .....                            | 3 hours         |
| WST 4010 Feminist Media Studies .....                            | 3 hours         |
| PSYC 4110 Psychology of Gender.....                              | 3 hours         |
| CMS 4320 Women and Film.....                                     | 3 hours         |
| MGMT 4250 Women in Leadership.....                               | 3 hours         |
| WST 4800 Special Topics in Women's Studies.....                  | 3 hours         |
| ENGL 4810 Special Topics in Women and Literature .....           | 3 hours         |
| CMS 4810 Women and the Arts .....                                | 3 hours         |

**Total WST Minor Requirements** ..... **18 hours**

Courses taken in Area F or as upper division major electives (allowable by major) may be counted as coursework in the WST minor. Please note that all courses listed here are offered in rotation in their home departments.

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### Minor in African American Studies

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The African American (AFAM) Studies minor is an interdisciplinary program of coursework designed to expose students to the culture, literature, art, music, psychology, sociology, religion and the health issues of Africa and the African Diaspora.

To fulfill a minor in AFAM at CSU, students must complete 18 hours of AFAM coursework. There are 2 required courses for the AFAM minor, AFAM 2010 and HIST 3230, and students will take an additional 12 hours AFAM courses drawn from the list below.

|   |                |
|---|----------------|
| <b>Required Courses for AFAM Minor</b> .....            | <b>6 hours</b> |
| AFAM 2010 Introduction to African American Studies..... | 3 hours        |
| HIST 3230 History of Sub Sahara Africa .....            | 3 hours        |

|   |                 |
|---|-----------------|
| <b>Upper Division AFAM Electives</b> .....                    | <b>12 hours</b> |
| AFAM 3100 Harlem Renaissance .....                            | 3 hours         |
| ENGL 3410 African American Literature I .....                 | 3 hours         |
| ENGL 3420 African American Literature II .....                | 3 hours         |
| HIST 3225 Caribbean History.....                              | 3 hours         |
| HIST 4001 African American History .....                      | 3 hours         |
| POLS 4422 African American Political Thought .....            | 3 hours         |
| POLS 4453 Politics of Africa.....                             | 3 hours         |
| PSYC 3170 Psychology of the African American Experience ..... | 3 hours         |
| SOCI 3310 Race and Ethnicity .....                            | 3 hours         |

THEA 4520 African American Theatre ..... 3 hours

**Total African American Studies Minor Requirements..... 18 hours**

Courses taken in Area F or as upper division major electives (allowable by major) may be counted as coursework in the AFAM minor. Please note that all courses listed here are offered in rotation in their home departments.

## SCHOOL OF BUSINESS

EARNED EXCELLENCE



THE BEST BUSINESS SCHOOLS  
IN THE WORLD

AACSB International (The Association to Advance Collegiate Schools of Business) represents the highest standard of achievement for business schools worldwide. Founded in 1916 by seventeen of the nation's premier business schools, including Columbia University, Cornell University, Dartmouth College, and Harvard University, AACSB is committed to quality and continuous improvement in management education

To earn AACSB accreditation, a business school must undergo meticulous internal review, evaluation, and adjustment—a process that can take from three to seven years. During this period, schools develop and implement a plan intended to meet the 21 AACSB standards that require highly qualified faculty, as well as a commitment to continuous improvement and keeping curricula responsive to the needs of business.

There are over 500 institutions around the world that have earned specialized AACSB accreditation for their business schools. Clayton State is part of this elite group that makes up less than 15 percent of schools of the world's business schools that have achieved this designation.

### ADMINISTRATIVE OFFICERS

Jacob M. Chacko, *Dean*  
Diane Prince, *Associate Dean*  
Michael Tidwell, *Assistant Dean*

### FACULTY

Maria Bullen, *Accounting*  
Scott Butterfield, *Accounting*  
Ali Dadpay, *Economics*  
Michael H. Deis, *Management*  
Ronald E. Dulaney, *Management*  
Nikki M. Finlay, *Economics*  
David Furman, *Marketing*  
Craig A. Hill, *Supply Chain Management*  
Louis F. Jourdan, *Management*  
James S. Keebler, *Management*  
Reza Kheirandish, *Economics*  
Gregory S. Kordecki, *Accounting*  
Chen-Miao Lin, *Finance*  
Gary L. May, *Management*  
John Mascaritolo, *Management*  
George E. Nakos, *Marketing*  
C. R. Narayanaswamy, *Finance*  
Adel M. Novin, *Accounting*  
Judith S. Ogden, *Business Law & Taxation*  
John Emory Parkerson, Jr., *Business*  
Howard Charles Ralph, Jr., *Management*

Margaret Thompson, *Management*  
Anita Whiting, *Marketing*

### 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 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 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 Academic and Career Advisement is responsible for assisting students with the development of an academic plan, career plan, and academic success strategies. The office exists to provide advisement to ensure that students meet graduation requirements in a timely fashion and are informed of the program and services available to them at Clayton State (678) 466-4500.

### HONOR SOCIETIES AND CLUBS

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of Business students are the Accounting Club, Circle K, Financial Management Association, The Jonathan Howard Marketing Club, Society for the Advancement of Management, and the Beta Gamma Sigma.

### 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 Grade Point Average (GPA) of 2.00.
- b. Be in good Academic Standing at Clayton State University
- c. Earn 45 semester credit hours.
- d. Pass both parts of the Regents' Test (Essay and Reading).
- e. Complete the six Area F business courses with grades of C or better.
- f. Pass MATH 1231 with a grade of C or better.
- g. 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.)

Students who plan enroll in a BBA major (Accounting, General Business, Management, Marketing) will be admitted to Clayton State as pre-business majors. Upon meeting the aforementioned requirements, students are required to apply for admission to the School of Business. The application can be submitted online at <http://business.clayton.edu>. Students will be notified of acceptance via email within 48 hours of submission. Transfer students will be required to meet the same admission criteria.

A Student may 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 a BBA major 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. **Mathematics Requirement.** Along with Area A2 core curriculum Math requirements, B.B.A. students must complete MATH 1231, Introduction to Statistics, and MATH 1241, Survey of Calculus. Most students will use MATH 1111 or 1101 to fulfill Area A2. MATH 1231 will be used to fulfill Area D2 and MATH 1241 will be used as a non-business elective. Students with appropriate math placement scores are encouraged to use MATH 1241 in Area A2. MATH 1231 is prerequisite to BSUA 3101 and required for admission to the School of Business. MATH 1241 is prerequisite to FINA 3101.
2. **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.
3. **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 at Clayton State. Business courses are defined as any course with the following prefixes:
    - ACCT, FINA, MGMT, MKTG, BUSA (except BUSA 3101), BLAW
  - b. ECON 2105, ECON 2106, and BUSA 3101 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).
4. **Area F Grades.** Students must earn a grade of C or better in all Area F courses and MATH 1231. The GPA in these seven courses must be a 2.28 or higher. Students intending to major in Accounting must earn the grade of

a B or higher in ACCT 2101 and ACCT 2102 to progress into some upper division accounting courses.

5. **Upper Division Grades.** All upper division BBA 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).
6. **Transfer Credit.** The Office of the Registrar 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 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.
7. **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. The one exception to this is MATH 1241 (D) which is a prerequisite for FINA 3101. *A student may be removed from any course for which he or she has not met the prerequisite.* School of Business Administrators have the authority to waive prerequisites for School of Business courses.
8. **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 macroeconomics (ECON 2105), microeconomics (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. The third attempt of a course must be taken at Clayton State University. 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 CSU before this policy went into effect (Fall 2003) will be granted one more try.)

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### Bachelor of Business Administration in Accounting

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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 ..... 21 hours**  
BUSA 3101 Business Statistics ..... 3 hours  
FINA 3101 Corporate 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 ..... 18 hours**  
ACCT 3110 Managerial Cost Accounting ..... 3 hours  
ACCT 3250 Taxation of Individuals ..... 3 hours  
ACCT 3351 Intermediate Financial Accounting I ..... 3 hours  
ACCT 3352 Intermediate Financial Accounting II ..... 3 hours  
ACCT 4330 Accounting Information Systems..... 3 hours  
ACCT 4480 Auditing and Assurance Services ..... 3 hours

**Select six credit hours from the following ..... 6 hours**  
ACCT 4110 Advanced Managerial Cost Accounting ..... 3 hours  
ACCT 4250 Taxation of Business Entities ..... 3 hours  
ACCT 4352 Advanced Financial Accounting ..... 3 hours  
ACCT 4440 Governmental and Non-Profit Accounting..... 3 hours

**Choose six credit hours from the following list: ..... 6 hours**  
Students pursuing CPA certification in Georgia are recommended to take all 6 credit hours with ACCT prefix. A course will not be credited twice. Accordingly,

courses taken to satisfy the requirement in the preceding section may not be used again to satisfy this section.

|   |                 |
|---|-----------------|
| ACCT 4110 Advanced Managerial Cost Accounting .....                 | 3 hours         |
| ACCT 4220 Income Tax Preparation Program .....                      | 3 hours         |
| ACCT 4250 Taxation of Business Entities .....                       | 3 hours         |
| ACCT 4352 Advanced Financial Accounting .....                       | 3 hours         |
| ACCT 4440 Governmental and Non-Profit Accounting.....               | 3 hours         |
| ACCT 4800 Selected Topics in Accounting.....                        | 3 hours         |
| ACCT 4850 Accounting Internship/Cooperative Education .....         | variable credit |
| ACCT 4900 Independent Study/Directed Research & Readings.....       | variable credit |
| BLAW 3370 Intermediate Business Law .....                           | 3 hours         |
| BUSA 3700 Business Ethics and Corporate Social Responsibility ..... | 3 hours         |
| BUSA 3800 - Selected Topics in Business .....                       | 3 hours         |
| BUSA 4446 Managerial Economics.....                                 | 3 hours         |
| BUSA 4850 Internship/Cooperative Education .....                    | variable credit |
| BUSA 4900 Directed Research and Readings .....                      | variable credit |
| ECON 4800 Special Topics in Economics.....                          | 3 hours         |
| FINA 3100 Personal Financial Management .....                       | 3 hours         |
| FINA 4101 Investments .....   | 3 hours         |
| FINA 4102 Intermediate Finance.....                                 | 3 hours         |
| FINA 4103 Money and Banking: Domestic and International .....       | 3 hours         |
| MGMT 3105 Introduction to Transportation and Logistics .....        | 3 hours         |
| MGMT 3106 Principles of Supply Chain Management .....               | 3 hours         |
| MGMT 3520 Negotiation and Conflict Management.....                  | 3 hours         |
| MGMT 4101 Human Resource Management.....                            | 3 hours         |
| MGMT 4102 Organizational Behavior .....                             | 3 hours         |
| MGMT 4105 Global Sourcing in Supply Chain Management .....          | 3 hours         |
| MGMT 4111 Leadership.....   | 3 hours         |
| MGMT 4250 Women in Leadership.....                                  | 3 hours         |
| MGMT 4260 Freight Management.....                                   | 3 hours         |
| MGMT 4302 Case Studies in Performance Quality Management .....      | 3 hours         |
| MGMT 4311 Entrepreneurship .....                                    | 3 hours         |
| MGMT 4320 Creativity and Management of Change .....                 | 3 hours         |
| MGMT 4403 International Management.....                             | 3 hours         |
| MGMT 4510 Legal Issues in Human Resources .....                     | 3 hours         |
| MGMT 4800 Selected Topics in Management.....                        | 3 hours         |
| MKTG 3100 Personal Marketing .....                                  | 3 hours         |
| MKTG 3105 Introduction to Transportation and Logistics .....        | 3 hours         |
| MKTG 3302 Consumer Behavior.....                                    | 3 hours         |
| MKTG 3312 Services Marketing.....                                   | 3 hours         |
| MKTG 3520 Negotiation and Conflict Resolution .....                 | 3 hours         |
| MKTG 3580 Operations and Warehouse Management.....                  | 3 hours         |
| MKTG 4104 Marketing Research and Analysis .....                     | 3 hours         |
| MKTG 4105 Global Sourcing in Supply Chain Management .....          | 3 hours         |
| MKTG 4106 Advertising and Promotion Strategy .....                  | 3 hours         |
| MKTG 4207 Professional Selling.....                                 | 3 hours         |
| MKTG 4420 International Marketing.....                              | 3 hours         |
| MKTG 4510 Retailing .....   | 3 hours         |
| MKTG 4750 Marketing Management.....                                 | 3 hours         |
| MKTG 4800 Selected Topics in Marketing .....                        | 3 hours         |

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 information regarding CPA requirements.

**Business Capstone** ..... **3 hours**  
 MGMT 4750 Strategic Management..... 3 hours

**Non-Business Courses** ..... **6 hours**  
 MATH 1241 Survey of Calculus..... 3 hours  
 Free Elective from Outside the School of Business..... 3 hours  
 Non-Business Electives **MUST** be 3 credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN, ELEC, EMS, FINA, FSMG, HDSK, HSCI 2201, HCMG 3101, MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, SUPR, TECH, TELE, WCOM, WLAB.

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

**BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING  
 SUGGESTED DEGREE PROGRAM SEQUENCE FOR FULL TIME STUDENTS**

| 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 1111      | College Algebra        | 3         | ECON 2105       | Prin of Macroeconomics | 3         |
| CSU 1022       | University Foundations | 2         | MATH 1231       | Intro to Statistics    | 3         |
| Area B2        | Communication          | 3         | Area C2         | Fine Arts              | 3         |
| Area E1        | U.S. History           | 3         | POLS 1101       | American Government    | 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     |
| Area D1        | Natural Sciences                                 | 3         | Area E2         | Behavior Science                   | 3         |
| Area D1 Lab    | Natural Sciences Lab                             | 1         | Area E3         | Capstone Course                    | 3         |
| ACCT 2101      | Prin Financial Accounting                        | 3         | Area D1         | Natural Science II                 | 3         |
| CRIT 1101      | Critical Thinking                                | 3         | CPTG 2201       | Computer Applications              | 3         |
| BLAW 2106      | Legal Environ of Business                        | 3         | ACCT 2102       | Prin Managerial Accounting         | 3         |
| Area C1        | Literature, Philosophy, Foreign Lang. 2001, 2002 | 3         | ECON 2106       | Prin of Microeconomics             | 3         |
| <b>Total</b>   |  | <b>16</b> | <b>Total</b>    |                                    | <b>18</b> |
|                |  |           |                 | Apply for Admission to BBA Program |           |

| JUNIOR YEAR    |                            |       |                 |                             |       |
|----------------|----------------------------|-------|-----------------|-----------------------------|-------|
| First Semester |                            |       | Second Semester |                             |       |
| Course         | Title                      | Hours | Course          | Title                       | Hours |
| BUSA 3101      | Business Statistics        | 3     | ACCT 3352       | Int Financial Accounting II | 3     |
| MATH 1241      | Survey of Calculus         | 3     | MGMT 3102       | Perf/Quality Management     | 3     |
| ACCT 3351      | Int Financial Accounting I | 3     | FINA 3101       | Corporate Finance           | 3     |

|              |                         |           |              |                           |           |
|--------------|-------------------------|-----------|--------------|---------------------------|-----------|
| ACCT 3110    | Managerial Cost Acct    | 3         | MGMT 3120    | Managerial Communications | 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         | MGMT 4750       | Strategic Management      | 3         |
| ACCT 3250      | Income Taxation           | 3         | ACCT 4480       | Auditing & Assurance Svc. | 3         |
| MKTG 3420      | Global Business           | 3         |                 | Non-Business Elective     | 3         |
|                | Major Elective            | 3         |                 | Major Elective            | 3         |
|                | Major Elective            | 3         |                 | Major Elective            | 3         |
| <b>Total</b>   |                           | <b>15</b> | <b>Total</b>    |                           | <b>15</b> |

Students employed full-time are encouraged to limit enrollment each semester (6-9 credit hours) to assure sufficient time for course work. Part time students should consult an Academic Advisor in the School of Business to assist with academic planning.

**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 a broad-based undergraduate curriculum that allows students to customize programs of study in specific business areas that meet specific 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.

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**

**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 ..... 21 hours**

|  |         |
|--|---------|
| BUSA 3101 Business Statistics.....                               | 3 hours |
| FINA 3101 Corporate 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 ..... 30 hours**

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

|  |                 |
|--|-----------------|
| ACCT 3110 Managerial Cost Accounting.....                          | 3 hours         |
| ACCT 3250 Taxation of Individuals.....                             | 3 hours         |
| ACCT 3351 Intermediate Financial Accounting I.....                 | 3 hours         |
| ACCT 3352 Intermediate Financial Accounting II.....                | 3 hours         |
| ACCT 4110 Advanced Managerial Cost Accounting.....                 | 3 hours         |
| ACCT 4220 Income Tax Preparation Program.....                      | 3 hours         |
| ACCT 4250 Taxation of Business Entities.....                       | 3 hours         |
| ACCT 4330 Accounting Information Systems.....                      | 3 hours         |
| ACCT 4440 Governmental and Non-Profit Accounting.....              | 3 hours         |
| ACCT 4480 Auditing and Assurance Services.....                     | 3 hours         |
| ACCT 4800 Selected Topics in Accounting.....                       | 3 hours         |
| ACCT 4850 Accounting Internship/Cooperative Education.....         | 3 hours         |
| ACCT 4900 Directed Research and Reading.....                       | variable credit |
| BUSA 3700 Business Ethics and Corporate Social Responsibility..... | 3 hours         |
| BUSA 3800 - Selected Topics in Business.....                       | 3 hours         |
| BUSA 4446 Managerial Economics.....                                | 3 hours         |
| BUSA 4850 Internship/Cooperative Education.....                    | variable credit |
| BUSA 4900 Directed Research and Readings.....                      | variable credit |
| ECON 4800 Special Topics in Economics.....                         | 3 hours         |
| FINA 3100 Personal Financial Management.....                       | 3 hours         |
| FINA 4101 Investments.....   | 3 hours         |
| FINA 4102 Intermediate Finance.....                                | 3 hours         |
| FINA 4103 Money and Banking: Domestic and International.....       | 3 hours         |
| MGMT 3105 Introduction to Transportation and Logistics.....        | 3 hours         |
| MGMT 3106 Principles of Supply Chain Management.....               | 3 hours         |
| MGMT 3520 Negotiation and Conflict Management.....                 | 3 hours         |
| MGMT 4101 Human Resource Management.....                           | 3 hours         |
| MGMT 4102 Organizational Behavior.....                             | 3 hours         |
| MGMT 4105 Global Sourcing in Supply Chain Management.....          | 3 hours         |
| MGMT 4111 Leadership.....  | 3 hours         |
| MGMT 4250 Women in Leadership.....                                 | 3 hours         |
| MGMT 4260 Freight Management.....                                  | 3 hours         |
| MGMT 4302 Case Studies in Performance Quality Management.....      | 3 hours         |
| MGMT 4311 Entrepreneurship.....                                    | 3 hours         |
| MGMT 4320 Creativity and Management of Change.....                 | 3 hours         |
| MGMT 4403 International Management.....                            | 3 hours         |
| MGMT 4510 Legal Issues in Human Resources.....                     | 3 hours         |
| MGMT 4800 Selected Topics in Management.....                       | 3 hours         |

MGMT 4850 Management Internship/Cooperative Education ..... variable credit  
 MKTG 3100 Personal Marketing ..... 3 hours  
 MKTG 3105 Introduction to Transportation and Logistics ..... 3 hours  
 MKTG 3302 Consumer Behavior..... 3 hours  
 MKTG 3312 Services Marketing..... 3 hours  
 MKTG 3520 Negotiation and Conflict Management ..... 3 hours  
 MKTG 3580 Operation and Warehouse Management ..... 3 hours  
 MKTG 4104 Marketing Research and Analysis..... 3 hours  
 MKTG 4105 Global Sourcing in Supply Chain Management ..... 3 hours  
 MKTG 4106 Advertising and Promotion Strategy ..... 3 hours  
 MKTG 4207 Professional Selling..... 3 hours  
 MKTG 4420 International Marketing..... 3 hours  
 MKTG 4510 Retailing ..... 3 hours  
 MKTG 4750 Marketing Management..... 3 hours  
 MKTG 4800 Selected Topics in Marketing ..... 3 hours  
 MKTG 4850 Marketing Internship/Cooperative Education..... variable credit

**Business Capstone** ..... **3 hours**  
 MGMT 4750 Strategic Management..... 3 hours

**Non-Business Courses** ..... **6 hours**  
 MATH 1241 Survey of Calculus..... 3 hours  
 Free Elective from Outside the School of Business..... 3 hours  
 Non-Business Electives **MUST** be 3 credit hour course and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CUS, DSGN, ELEC, EMS, FINA, FSMD, HDSK, HSCI 2201, HCMG 3101, MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, SUPR, TECH, TELE, WCOM, WLAB.

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

**BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS  
 SUGGESTED DEGREE PROGRAM SEQUENCE FOR FULL TIME STUDENTS**

| 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 1111      | College Algebra        | 3         | ECON 2105       | Prin. of Macroeconomics                           | 3         |
| CSU 1022       | University Foundations | 2         | Area C2         | Fine Arts, Philosophy, or For. Language 2001/2002 | 3         |
| Area B2        | Communications         | 3         | MATH 1231       | Intro to Statistics                               | 3         |
| Area E1        | U.S. History           | 3         | POLS 1101       | American Government                               | 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 |
| ACCT 2101      | Prin. Financial Accounting | 4     | ACCT 2102       | Prin. Managerial Accounting | 3     |
| Area D1        | Natural Science I          | 3     | Area D1         | Natural Science II          | 3     |



|              |  |           |              |                                    |           |
|--------------|--|-----------|--------------|------------------------------------|-----------|
| Area D1 Lab  | Natural Science I Lab                              | 1         | ECON 2106    | Microeconomics                     | 3         |
| CRIT 1101    | Critical Thinking                                  | 3         | Area E3      | Capstone Course                    | 3         |
| Area C1      | Literature, Philosophy,<br>Foreign Lang. 2001/2002 | 3         | Area E2      | Behavior Science                   | 3         |
| BLAW 2106    | Legal Environment of Bus.                          | 3         | CPTG 2201    | Computer Applications              | 3         |
| <b>Total</b> |  | <b>16</b> | <b>Total</b> |                                    | <b>18</b> |
|              |  |           |              | Apply for Admission to BBA Program |           |

| JUNIOR YEAR    |                         |           |                 |                         |           |
|----------------|-------------------------|-----------|-----------------|-------------------------|-----------|
| First Semester |                         |           | Second Semester |                         |           |
| Course         | Title                   | Hours     | Course          | Title                   | Hours     |
| BUSA 3101      | Business Statistics     | 3         | FINA 3101       | Corporate Finance       | 3         |
| MKTG 3101      | Principles of Marketing | 3         | MGMT 3102       | Perf/Quality Management | 3         |
| MGMT 3101      | Mgmt. Prin. & Org. Beh. | 3         |                 | Major Elective          | 3         |
| MATH 1241      | Survey of Calculus      | 3         |                 | Major Elective          | 3         |
|                | Major Elective          | 3         |                 | Major 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 3120      | Managerial Comm.      | 3         | MGMT 4750       | Strategic Management | 3         |
| MKTG 3420      | Global Business       | 3         |                 | Major Elective       | 3         |
|                | Major Elective        | 3         |                 | Major Elective       | 3         |
|                | Major Elective        | 3         |                 | Major Elective       | 3         |
|                | Non Business Elective | 3         |                 | Major Elective       | 3         |
| <b>Total</b>   |                       | <b>15</b> | <b>Total</b>    |                      | <b>15</b> |

Students employed full-time are encouraged to limit enrollment each semester (6-9 credit hours) to assure sufficient time for course work. Part time students should consult an Academic Advisor in the School of Business to assist with academic planning.

## 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 such as Supply Chain Management, Finance, and Marketing.
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 ..... 21 hours**

|   |         |
|---|---------|
| BUSA 3101 Business Statistics .....                               | 3 hours |
| FINA 3101 Corporate 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 ..... 21 hours**

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

Select from among:

|   |                 |
|---|-----------------|
| ACCT 3110 Managerial Cost Accounting .....                  | 3 hours         |
| ACCT 3250 Taxation of Individuals .....                     | 3 hours         |
| ACCT 3351 Intermediate Financial Accounting I.....          | 3 hours         |
| ACCT 3352 Intermediate Financial Accounting II.....         | 3 hours         |
| ACCT 4110 Advanced Managerial Cost Accounting .....         | 3 hours         |
| ACCT 4220 Income Tax Preparation Program.....               | 3 hours         |
| ACCT 4250 Taxation of Business Entities.....                | 3 hours         |
| ACCT 4330 Accounting Information Systems.....               | 3 hours         |
| ACCT 4352 Advanced Financial Accounting.....                | 3 hours         |
| ACCT 4440 Governmental and Non-Profit Accounting.....       | 3 hours         |
| ACCT 4480 Auditing and Assurance Services .....             | 3 hours         |
| ACCT 4800 Selected Topics in Accounting.....                | 3 hours         |
| ACCT 4850 Accounting Internship/Cooperative Education ..... | variable credit |

|  |                 |
|--|-----------------|
| ACCT 4900 Directed Research and Reading .....  | variable credit |
| BLAW 3370 Intermediate Business Law .....  | 3 hours         |
| BUSA 3800 Selected Topics in Business .....  | 3 hours         |
| BUSA 4446 Managerial Economics.....  | 3 hours         |
| BUSA 4850 Internship/Cooperative Education .....   | variable credit |
| BUSA 4900 Directed Research and Readings .....   | variable credit |
| ECON 4800 Special Topics in Economics.....   | 3 hours         |
| FINA 3100 Personal Financial Management .....  | 3 hours         |
| FINA 4101 Investments .....  | 3 hours         |
| FINA 4102 Intermediate Finance.....  | 3 hours         |
| FINA 4103 Money and Banking: Domestic and International .....  | 3 hours         |
| MGMT 3105 Introduction to Transportation and Logistics .....   | 3 hours         |
| MGMT 3106 Principles of Supply Chain Management .....  | 3 hours         |
| MGMT 3520 Negotiation and Conflict Management.....   | 3 hours         |
| MGMT 4105 Global Sourcing in Supply Chain Management .....   | 3 hours         |
| MGMT 4250 Women in Leadership.....   | 3 hours         |
| MGMT 4260 Freight Management.....  | 3 hours         |
| MGMT 4302 Case Studies in Performance Quality<br>Management .....  | 3 hours         |
| MGMT 4311 Entrepreneurship .....   | 3 hours         |
| MGMT 4320 Creativity and Management of Change .....  | 3 hours         |
| MGMT 4403 International Management .....   | 3 hours         |
| MGMT 4510 Legal Issues in Human Resources .....  | 3 hours         |
| MGMT 4725 Dean's Senior Honors Seminar .....   | 3 hours         |
| MGMT 4800 Selected Topics in Management.....   | 3 hours         |
| MGMT 4850 Management Internship/Cooperative Education .....  | variable credit |
| MKTG 3100 Personal Marketing .....   | 3 hours         |
| MKTG 3302 Consumer Behavior.....   | 3 hours         |
| MKTG 3105 Introduction to Transportation and Logistics.....  | 3 hours         |
| MKTG 3312 Services Marketing.....  | 3 hours         |
| MKTG 3520 Negotiation Conflict Management .....  | 3 hours         |
| MKTG 3580 Operation and Warehouse Management .....   | 3 hours         |
| MKTG 4104 Marketing Research and Analysis.....   | 3 hours         |
| MKTG 4105 Global Sourcing in Supply Chain Management.....  | 3 hours         |
| MKTG 4106 Advertising and Promotion Strategy .....   | 3 hours         |
| MKTG 4207 Professional Selling.....  | 3 hours         |
| MKTG 4420 International Marketing.....   | 3 hours         |
| MKTG 4510 Retailing .....  | 3 hours         |
| MKTG 4750 Marketing Management.....  | 3 hours         |
| MKTG 4800 Selected Topics in Marketing .....   | 3 hours         |
| MKTG 4850 Marketing Internship/Cooperative Education.....  | variable credit |
| <b>Business Capstone .....</b>   | <b>3 hours</b>  |
| MGMT 4750 Strategic Management.....  | 3 hours         |
| <b>Non-Business Courses .....</b>  | <b>6 hours</b>  |
| MATH 1241 Survey of Calculus.....  | 3 hours         |
| Free Electives from Outside the School of Business .....   | 3 hours         |
| Non-Business Electives MUST be 3 credit hour course and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CUS, DSGN, ELEC, EMS, FINA, FSMD, HDSK, HSCI 2201, HCMG 3101, MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, SUPR, TECH, TELE, WCOM, WLAB. |                 |

Total Degree Requirements ..... 120 hours

**BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT  
SUGGESTED DEGREE PROGRAM SEQUENCE FOR FULL TIME STUDENTS**

| 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 1111      | College Algebra        | 3         | ECON 2105       | Prin of Macroeconomics                         | 3         |
| CSU 1022       | University Foundations | 2         | MATH 1231       | Intro to Statistics                            | 3         |
| Area B2        | Communications         | 3         | Area C2         | Fine Arts, Philosophy, Foreign Lang. 2001/2002 | 3         |
| Area E1        | U.S. History           | 3         | POLS 1101       | American Government                            | 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     |
| Area D1        | Natural Science                                 | 3         | Area D1         | Natural Science II                  | 3         |
| Area D1 Lab    | Natural Science Lab                             | 1         | ACCT 2102       | Prin. Managerial Accounting         | 3         |
| ACCT 2101      | Prin Financial Accounting                       | 3         | ECON 2106       | Prin. Of Microeconomics             | 3         |
| BLAW 2106      | Legal Environ of Business                       | 3         | Area E3         | Capstone Course                     | 3         |
| CRIT 1101      | Critical Thinking                               | 3         | Area E2         | Behavior Science                    | 3         |
| Area C1        | Literature, Philosophy, Foreign Lang. 2001/2002 | 3         | CPTG 2201       | Advance Computer Appl.              | 3         |
| <b>Total</b>   |   | <b>16</b> | <b>Total</b>    |                                     | <b>18</b> |
|                |   |           |                 | Apply for Admission to BBA program. |           |

| JUNIOR YEAR    |                         |           |                 |                         |           |
|----------------|-------------------------|-----------|-----------------|-------------------------|-----------|
| First Semester |                         |           | Second Semester |                         |           |
| Course         | Title                   | Hours     | Course          | Title                   | Hours     |
| BUSA 3101      | Business Statistics     | 3         | FINA 3101       | Corporate Finance       | 3         |
| MKTG 3101      | Principles of Marketing | 3         | MGMT 3102       | Perf/Quality Management | 3         |
| MGMT 3101      | Mgmt. Prin. & Org. Beh. | 3         | MGMT 4101       | Human Resource Mgmt     | 3         |
| MATH 1241      | Survey of Calculus      | 3         |                 | Major Elective          | 3         |
|                | Major Elective          | 3         |                 | Major 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 3120      | Managerial Comm.        | 3     | MGMT 4750       | Strategic Management | 3     |
| MGMT 4102      | Organizational Behavior | 3     | MKTG 3420       | Global Business      | 3     |
| MGMT 4111      | Leadership              | 3     |                 | Major Elective       | 3     |

|              |                       |           |              |                |           |
|--------------|-----------------------|-----------|--------------|----------------|-----------|
|              | Major Elective        | 3         |              | Major Elective | 3         |
|              | Non Business Elective | 3         |              | Major Elective | 3         |
| <b>Total</b> |                       | <b>15</b> | <b>Total</b> |                | <b>15</b> |

Students employed full-time are encouraged to limit enrollment each semester (6-9 credit hours) to assure sufficient time for course work. Part time students should consult an Academic Advisor in the School of Business to assist with academic planning.

**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: A broad based general and business education that prepares students to contribute to their organization, community and society as a whole:

1. To provide students with a strong knowledge base, hands on experience and create the mindset required for success in the dynamic field of marketing
2. To provide the student with the option of a specialized education in marketing
3. 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

**Upper Division Business Core Requirements ..... 21 hours**

- BUSA 3101 Business Statistics ..... 3 hours
- FINA 3101 Corporate 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 Marketing Major Courses ..... 9 hours**

|   |         |
|---|---------|
| MKTG 4104 Marketing Research and Analysis ..... | 3 hours |
| MKTG 4207 Professional Selling .....            | 3 hours |
| MKTG 4750 Marketing Management .....            | 3 hours |

**Marketing Electives ..... 9 hours**

At least nine credit hours (3 courses) MUST be from the following Marketing Courses:

|  |         |
|--|---------|
| MKTG 3105 Introduction to Transportation and Logistics ..... | 3 hours |
| MKTG 3302 Consumer Behavior .....                            | 3 hours |
| MKTG 3312...Services Marketing .....                         | 3 hours |
| MKTG 4106 Advertising and Promotion Strategies .....         | 3 hours |
| MKTG 4420 International Marketing .....                      | 3 hours |
| MKTG 4510 Retailing .....                                    | 3 hours |
| MKTG 4800 Special Topics in Marketing .....                  | 3 hours |
| MKTG 4850 Internship .....                                   | 3 hours |

**BUSINESS ELECTIVES ..... 12 hours**

At least six hours (2 courses) must be a 3000-4000 level Business courses that do **NOT** have a MKTG prefix. A course will not be credited twice. Courses taken to satisfy the requirements above may not be used again to satisfy this section.

Select from among:

|   |                 |
|---|-----------------|
| ACCT 3110 Managerial Cost Accounting .....                          | 3 hours         |
| ACCT 3250 Taxation of Individuals .....                             | 3 hours         |
| ACCT 3351 Intermediate Financial Accounting I .....                 | 3 hours         |
| ACCT 3352 Intermediate Financial Accounting II .....                | 3 hours         |
| ACCT 4110 Advanced Managerial Cost Accounting .....                 | 3 hours         |
| ACCT4220 Income Tax Preparation Program .....                       | 3 hours         |
| ACCT 4250 Taxation of Business Entities .....                       | 3 hours         |
| ACCT 4330 Accounting Information Systems .....                      | 3 hours         |
| ACCT 4352 Advanced Financial Accounting .....                       | 3 hours         |
| ACCT 4440 Governmental and Non-Profit Accounting .....              | 3 hours         |
| ACCT 4480 Auditing and Assurance Services .....                     | 3 hours         |
| ACCT 4800 Selected Topics in Accounting .....                       | 3 hours         |
| ACCT 4850 Accounting Internship/Cooperative Education .....         | variable credit |
| ACCT 4900 Directed Research and Reading .....                       | variable credit |
| BLAW 3370 Intermediate Business Law .....                           | 3 hours         |
| BUSA 3700 Business Ethics and Corporate Social Responsibility ..... | 3 hours         |
| BUSA 3800 Selected Topics in Business .....                         | 3 hours         |
| BUSA 4446 Managerial Economics .....                                | 3 hours         |
| BUSA 4850 Internship/Cooperative Education .....                    | variable credit |
| BUSA 4900 Directed Research and Readings .....                      | variable credit |
| ECON 4800 Special Topics in Economics .....                         | 3 hours         |
| FINA 3100 Personal Financial Management .....                       | 3 hours         |
| FINA 4101 Investments .....   | 3 hours         |
| FINA 4102 Intermediate Finance .....                                | 3 hours         |
| FINA 4103 Money and Banking: Domestic and International .....       | 3 hours         |
| MGMT 3105 Introduction to Transportation and Logistics .....        | 3 hours         |
| MGMT 3106 Principles of Supply Chain Management .....               | 3 hours         |
| MGMT 3520 Negotiation and Conflict Management .....                 | 3 hours         |
| MGMT 4101 Human Resource Management .....                           | 3 hours         |
| MGMT 4102 Organizational Behavior .....                             | 3 hours         |
| MGMT 4105 Global Sourcing in Supply Chain Management .....          | 3 hours         |

|   |                 |
|---|-----------------|
| MGMT 4111 Leadership .....  | 3 hours         |
| MGMT 4250 Women in Leadership.....  | 3 hours         |
| MGMT 4260 Freight Management.....   | 3 hours         |
| MGMT 4302 Case Studies in Performance Quality Management .....                        | 3 hours         |
| MGMT 4311 Entrepreneurship .....  | 3 hours         |
| MGMT 4320 Creativity and Management of Change .....                                   | 3 hours         |
| MGMT 4403 International Management .....  | 3 hours         |
| MGMT 4510 Relations Legal Issues in Human Resources .....                             | 3 hours         |
| MGMT 4725 Dean’s Senior Honors Seminar .....  | 3 hours         |
| MGMT 4800 Selected Topics in Management.....  | 3 hours         |
| MGMT 4850 Management Internship/Cooperative Education .....                           | variable credit |
| MKTG 3100 Personal Marketing .....  | 3 hours         |
| MKTG 3105 Introduction to Transportation and Logistics.....                           | 3 hours         |
| MKTG 3302 Consumer Behavior.....  | 3 hours         |
| MKTG 3312 Services Marketing.....   | 3 hours         |
| MKTG 3520 Negotiation and Dispute Resolution in Business<br>Conflict Management ..... | 3 hours         |
| MKTG 3580 Operation and Warehouse Management .....                                    | 3 hours         |
| MKTG 4105 Global Sourcing in Supply Chain Management.....                             | 3 hours         |
| MKTG 4106 Advertising and Promotion Strategy .....                                    | 3 hours         |
| MKTG 4420 International Marketing.....  | 3 hours         |
| MKTG 4510 Retailing .....   | 3 hours         |
| MKTG 4800 Selected Topics in Marketing .....  | 3 hours         |
| MKTG 4850 Marketing Internship/Cooperative Education.....                             | variable credit |

**Business Capstone** ..... **3 hours**  
 MGMT 4750 Strategic Management..... 3 hours

**Non-Business Courses** ..... **6 hours**  
 MATH 1241 Survey of Calculus..... 3 hours  
 Free Elective from Outside the School of Business..... 3 hours  
 Non-Business Electives MUST be 3 credit hour course and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CUS, DSGN, ELEC, EMS, FINA, FSMD, HDSK, HSCI 2201, HCMG 3101, MKMC, MGMT, MKTG, MEDA, OFFC, OMED, PARA, PHED, RGTE, RGTR, READ, SUPR, TECH, TELE, WCOM, WLAB.

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

**BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING SUGGESTED DEGREE PROGRAM SEQUENCE FOR FULL TIME STUDENTS**

| 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      | College Algebra       | 3         | ECON 2105       | Prin of Macroeconomics                         | 3         |
| CSU 1022       | University Foundation | 2         | MATH 1231       | Intro. To Statistics                           | 3         |
| Area B2        | Communications        | 3         | Area C2         | Fine Arts, Philosophy, Foreign Lang. 2001/2002 | 3         |
| Area E1        | U.S. History          | 3         | POLS 1101       | American Government                            | 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     |
| Area D1        | Natural Science i                               | 3         | Area D1         | Natural Science II                 | 3         |
| Area D1 Lab    | Natural Science Lab                             | 1         | ACCT 2102       | Prin Managerial Accounting         | 3         |
| ACCT 2101      | Prin. Financial Accounting                      | 3         | ECON 2106       | Prin of Microeconomics             | 3         |
| CRIT 1101      | Critical Thinking                               | 3         | Area E3         | Capstone Course                    | 3         |
| Area C1        | Literature, Philosophy, Foreign Lang. 2001/2002 | 3         | Area E2         | Behavior Science                   | 3         |
| BLAW 2106      | Legal Environment of Bus.                       | 3         | CPTG 2201       | Computer Applications              | 3         |
| <b>Total</b>   |   | <b>16</b> | <b>Total</b>    |                                    | <b>18</b> |
|                |   |           |                 | Apply for Admission to BBA Program |           |

| JUNIOR YEAR    |                         |           |                 |                            |           |
|----------------|-------------------------|-----------|-----------------|----------------------------|-----------|
| First Semester |                         |           | Second Semester |                            |           |
| Course         | Title                   | Hours     | Course          | Title                      | Hours     |
| BUSA 3101      | Business Statistics     | 3         | FINA 3101       | Corporate Finance          | 3         |
| MKTG 3101      | Principles of Marketing | 3         | MGMT 3102       | Perf/Quality Management    | 3         |
| MGMT 3101      | Mgmt. Prin. & Org. Beh. | 3         | BUSA 3700       | Bus.Ethics/Corp. Soc. Resp | 3         |
| MATH 1241      | Survey of Calculus      | 3         | MKTG 4207       | Professional Selling       | 3         |
|                | Major Elective          | 3         |                 | Major Elective [g]         | 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         |
| MGMT 3120      | Managerial Comm.         | 3         | MKTG 4750       | Marketing Management  | 3         |
| MKTG 3420      | Global Business          | 3         |                 | Major Elective        | 3         |
|                | Major Elective           | 3         |                 | Major Elective        | 3         |
|                | Non Business Elective    | 3         |                 | Non Business Elective | 3         |
| <b>Total</b>   |                          | <b>15</b> | <b>Total</b>    |                       | <b>15</b> |

Students employed full-time are encouraged to limit enrollment each semester (6-9 credit hours) to assure sufficient time for course work. Part time students should consult an Academic Advisor in the School of Business to assist with academic planning.

### Minor Program in Finance

The finance minor will offer Clayton State University students the opportunity to focus on a specific area of business that offers excellent employment opportunity in the Atlanta area.

**FINANCE MINOR PROGRAM REQUIREMENTS ..... 15 hours**



**Required Courses**..... **3 hours**  
 FINA 3101 Corporate Finance..... 3 hours

**Elective Courses** (Take any four of the following courses) ..... **12 hours**  
 FINA 3100 Personal Finance ..... 3 hours  
 FINA 4101 Investment..... 3 hours  
 FINA 4102 Intermediate Finance..... 3 hours  
 FINA 4103 Money and Banking: Domestic and International ..... 3 hours  
 ACCT 3351 Intermediate Financial Accounting..... 3 hours

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### Minor Program in Marketing

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The marketing minor will offer Clayton State University students the opportunity to focus on a specific area of business that offers excellent employment opportunity in the Atlanta area.

**Option: Minor in Marketing**..... **18 hours**

**Required Courses**..... **6 hours**  
 ECON 2106 Principles of Microeconomics..... 3 hours  
 MKTG 3101 Principles of Marketing..... 3 hours

**Elective Courses** (Take any four of the following courses) ..... **12 hours**  
 MKTG 3420 Global Business ..... 3 hours  
 MKTG 4104 Marketing Research and Analysis ..... 3 hours  
 MKTG 4207 Professional Selling..... 3 hours  
 MKTG 4750 Marketing Management..... 3 hours  
 MKTG 3105 Introduction to Transportation and Logistics..... 3 hours  
 MKTG 3302 Consumer Behavior..... 3 hours  
 MKTG 3312 Services Marketing..... 3 hours  
 MKTG 3520 Negotiation and Conflict Management ..... 3 hours  
 MKTG 4106 Advertising and Promotion Strategy ..... 3 hours  
 MKTG 4420 International Marketing..... 3 hours  
 MKTG 4510 Retailing ..... 3 hours  
 MKTG 4800 Selected Topics in Marketing ..... 3 hours

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### Minor in Business Administration for Non-Business Majors

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**Option: Minor in Business Administration**..... **18 hours**

**Required Courses**..... **15 hours**  
 ACCT 2101 Principles of Financial Accounting ..... 3 hours  
 ECON 2105 Principles of Macroeconomics..... 3 hours  
 ECON 2106 Principles of Microeconomics..... 3 hours  
 MKTG 3101 Principles of Marketing..... 3 hours  
 MGMT 3101 Management Principles and Organizational Behavior..... 3 hours

**Elective Courses** (Take one 3000 or 4000 designated course) ..... **3 hours**  
 These are examples of courses that students can take. None of these courses require admission to the School of Business:

|   |         |
|---|---------|
| MGMT 3106 Principles of Supply Chain Management .....       | 3 hours |
| MGMT 3520 Negotiation and Conflict Management.....          | 3 hours |
| MGMT 4101 Human Resource Management.....                    | 3 hours |
| MGMT 4102 Organizational Behavior .....                     | 3 hours |
| MGMT 4311 Entrepreneurship .....                            | 3 hours |
| MGMT 4320 Creativity and Management of Change .....         | 3 hours |
| MKTG 3302 Consumer Behavior .....                           | 3 hours |
| MKTG 3105 Introduction to Transportation and Logistics..... | 3 hours |
| MKTG 3312 Services Marketing.....                           | 3 hours |
| MKTG 3520 Negotiation and Conflict Management .....         | 3 hours |
| MKTG 4106 Advertising and Promotion Strategy .....          | 3 hours |
| MKTG 4510 Retailing .....                                   | 3 hours |

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**Minor in Supply Chain Management**

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This program will provide students the opportunity to obtain a Minor degree in Supply Chain Management.

**Option: Minor in Supply Chain Management ..... 18 hours**

**Required Courses.....15 hours**

|   |         |
|---|---------|
| MGMT 3101 Management Principles and Organizational Behavior ..... | 3 hours |
| MGMT 3105/MKTG 3105 Intro-Transportation & Logistics.....         | 3 hours |
| MGMT 3106 Principles-Supply Chain Management .....                | 3 hours |
| MGMT/MKTG 4105 Global Sourcing in Supply Chain Management.....    | 3 hours |
| MKTG 3580 Operations & Warehouse Management .....                 | 3 hours |

**Elective Courses (select one)..... 3 hours**

|  |         |
|--|---------|
| * MGMT 3102 Performance/Quality Management ..... | 3 hours |
| MKTG 3420 Global Business .....                  | 3 hours |

\*Requires admission to BBA program.

**Minor Requirements**

Students are limited to two minors per degree program. Minor requirements must be completed within a student degree program to be documented on a student's transcript. A minimum of six semester hours of minor requirements must be complete at Clayton State University. Students pursuing two minors must have at least six hours that are not used in the other minor. The grade of a C or higher is required for all business minor courses. Students pursuing a minor in business must meet all necessary pre-requisites for business courses. Students pursuing a business minor need to complete a Declaration/Change of Minor Form which can be found on the School of Business website <http://business.clayton.edu> and submit the form to the Office of Academic and Career Advisement in T 151. Students will also need to submit a minor supplement form by the appropriate deadline as part of the graduation application process.

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## Department of Health Care Management

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### ADMINISTRATIVE OFFICER

Peter G. Fitzpatrick, *Department Head*

### FACULTY

Debra J. Cody, *Health Care Management*  
Peter G. Fitzpatrick, *Health Care Management*  
Ronald M. Fuqua, *Health Care Management*  
Deborah M. Gritzmacher, *Health Care Management*  
Thomas McIlwain, *Health Care Management*  
M. Scott Stegall, *Health Care Management*  
Sanford B. Weinberg, *Health Care 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 Management offers one baccalaureate degree program:

- 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.
- In addition, the Department participates with the Departments of Nursing and Dental Hygiene in offering double major 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.

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## Bachelor of Science in Health Care Management

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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.

### 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 HLTH 3110 and HLTH 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 the College of Professional Studies.

#### **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**  
ACCT 2101 Principles of Accounting ..... 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<br>Introduction to Statistics .....                          | 3 hours          |
| <b>Upper Division Major Requirements .....</b>   | <b>39 hours</b>  |
| HLTH 3110 Interactive Communication.....   | 3 hours          |
| HCMG 3101 Introduction to Health Systems Management.....   | 3 hours          |
| HCMG 3320 Healthcare Economics.....  | 3 hours          |
| HCMG 3340 Healthcare Information Technology .....  | 3 hours          |
| HCMG 3401 Applied Human Resource Management in Health<br>Care Delivery .....                             | 3 hours          |
| HCMG 3501 Health Care Systems TQM.....   | 3 hours          |
| HCMG 3701 Introduction to Epidemiology .....   | 3 hours          |
| HCMG 3901 Marketing in Healthcare.....   | 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          |
| <b>Upper Division Specialty Courses .....</b>  | <b>9 hours</b>   |
| HCMG 3601 Introduction to Mental Health/Case<br>Management .....   | 3 hours          |
| HCMG 3801 Future Trends in Health Care .....   | 3 hours          |
| HCMG 4180 Health in Corporate Setting .....  | 3 hours          |
| HCMG 4201 Healthcare Consulting .....  | 3 hours          |
| HCMG 4220 International Healthcare .....   | 3 hours          |
| HCMG 4310 Public Health Administration.....  | 3 hours          |
| HCMG 4565 Financial Management of Primary/Long-term<br>Care .....  | 3 hours          |
| HLTH 3012 Alternative and Complementary Approaches<br>to Wellness: Therapies for Healthy Lifestyle ..... | 3 hours          |
| HLTH 3320 Communications with Families.....  | 3 hours          |
| HLTH 3341 Cultural Diversity .....   | 3 hours          |
| HLTH 3401 Contemporary Women's Health .....  | 3 hours          |
| HLTH 3420 Health Education.....  | 3 hours          |
| HLTH 3501 The AIDS Epidemic.....   | 3 hours          |
| HLTH 4153 Gerontology.....   | 3 hours          |
| MGMT 4311 Entrepreneurship .....   | 3 hours          |
| MKTG 4207 Professional Selling.....  | 3 hours          |
| <b>Internship or Clinical Requirements .....</b>   | <b>12 hours</b>  |
| 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          |
| <b>Total Degree Requirements .....</b>   | <b>120 hours</b> |
| <b>Other Program-Specific Graduation Requirements</b>  |                  |

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, BUSA, FINA, MGMT, and MKTG.

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**COLLEGE OF HEALTH****ADMINISTRATIVE OFFICERS**

Lisa Wright Eichelberger, *Dean*  
Vacant, *Associate Dean*

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**School of Nursing**

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**ADMINISTRATIVE OFFICERS**

Sue Ellen Odom, *Director*

**FACULTY**

Katrina R. Barnes  
Kathleen A. Cannella  
Jennell Charles  
Lisa W. Eichelberger  
Victoria Foster  
Sharon Ann Gautier  
Betty Lane  
Carol Mackusick  
Grace Nteff  
Sue Ellen Odom  
Lillian Parker  
Charlene Romer

Susan J. Sanner  
Sharon Janie Shaw  
Lynn Stover  
Marilyn A. Stroy  
Terri Williams Summers  
Deonna S. Tanner  
Susan A. Walsh  
Eunice Warren  
Karen E. Weaver  
Isadora E. Weir  
Katherine M. Willock

**MISSION AND GOALS**

Consistent with the mission statement of Clayton State University, the School of Nursing is committed to providing comprehensive nursing education to residents from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The following essential considerations inform and guide the programs offered by the School of Nursing:

- increasingly complex global context of contemporary life;
- promotion of community-based, experiential learning;
- continuous education and growth;
- promotion of health and human development of the global community in transition;
- provision of high quality educational services for the development of competent, caring, and committed professional nurses;
- development of programs which incorporates innovative health care and educational technologies.
- maintenance of standards of professional nursing practice that recognize and value the social, economic, ethnic and cultural diversity of individuals as central to the promotion of health and human development.
- promotion of collaborative, interdisciplinary practices models.

It is the faculty's mission to use those resources which will promote lifelong learning and enhance the acquisition of skill in modern technology. Mastery of critical thinking skills, comprehensive care, theory-based practice, research, and

communication is successfully accomplished by integrating theory, clinical practice, and advanced technologies. The curriculum facilitates the transition of students into professional nursing roles in a multifaceted and multicultural health care environment.

### **HONOR SOCIETIES AND CLUBS**

Honor societies, clubs, and service organizations are designed to support, augment, and supplement educational and professional development, and 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**

#### **Licensure Track**

The pre-licensure BSN track is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet the admission requirements.

The nursing application is in addition to application for admission to Clayton State University. The competitive application process for the basic licensure BSN track includes the following:

1. Application and acceptance to Clayton State University.
2. Completion of a minimum of 45 semester credit hours of the required 60 hours of lower division coursework with grades of C (or K or S) or better in all natural and behavioral science and math courses and minimum institutional GPA of 2.50 at time of application. All lower division coursework must be completed 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. (Note: meeting the minimum eligibility requirements does not guarantee program acceptance; the admission committee selects the most qualified applicants for the available space. Acceptance is contingent upon maintaining the admission standards).
3. Completion of the separate application to the basic licensure track BSN Program. An application fee is required. Application deadlines are announced by the School of Nursing. All supporting materials, including transcripts and required letters, must be postmarked by 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 Nursing).
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 entrance exam. Full details on this requirement are available on the web or from the program advisor.
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 most clinical facilities require criminal background checks and drug screenings and will not allow individuals to enter their facilities for clinical practice without a clear outcome. Students are required to pay for the cost of the criminal background checks and drug screenings required by the clinical facilities. Any student who thinks there may be a situation with their background or drug screen should notify the Associate Dean of Nursing 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 of Nursing upon admission to the program or contact the Board of Nursing for further information.
14. Students participating in Clayton State University's Honors Program are guaranteed admission to the BSN program if they meet all the admission standards. Candidates under this category must complete the nursing program application process by the deadlines established each year. Guaranteed admission is contingent upon continuing to meet the Honors program eligibility through the time of program admission.

#### **RN-BSN Licensure Track**

The RN-BSN track is available for registered nurses with an associate degree or diploma in nursing. Clayton State participates in the Georgia Statewide Articulation Model.

The program is designed to prepare graduates to practice professional nursing in diverse health care settings, including hospitals, homes, clinics, hospice, industry, and community. Progression 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. Nursing coursework includes professional issues, health assessment, interactive communication, leadership

and management, research, and electives. In addition, students will complete a 90-hour clinical experience to explore the various roles of the professional nurse. Nursing and general college course offerings promote critical thinking, interpersonal communication, expanded role development, and leadership skills, as well as a sensitive and analytical perception of self, the human condition, and the world.

Admission procedure for the RN-BSN student is:

1. Apply to the University
2. Meet with program advisor
3. Complete all required core courses
4. Submit the RN-BSN application

Specific programmatic admission requirements are:

1. Graduation from an accredited, state board approved associate degree or diploma program in nursing
2. Unrestricted current license in Georgia or eligibility for licensure
3. Completion of core requirements, Area F, and Pathophysiology (HLTH 3201)
4. Successful completion of the Regents Test and legislative requirements
5. Overall GPA of 2.5 or greater
6. Evidence of satisfactory health status, American Heart Association 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 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 Clayton State readmission application form. The School of Nursing Admissions and Progression Committee will review the request.
3. Consistent with university requirements, RN-BSN students must adhere to the laptop policies. Any online course requires students to bring a laptop computer to orientation.

After one year, a student who has been dismissed from Clayton State's Nursing Program may petition the Dean of the School of Nursing in writing for readmission. 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, policies, 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 School improve the curriculum. At the end of the program, a final assessment exam is administered, and successful completion is required for graduation.

Pre-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 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.
3. Any student who has been placed on program academic probation will remain on probation until graduation.

#### **Interruption of Progression for 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.

#### **Program Probation Policy**

Program Policy Probation may result as a consequence of any of the following behaviors:

- Failure to demonstrate clinical competency.
- Academic dishonesty.
- 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 Policy Probation decision is made by the Associate Dean of 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.

### Resumption of Progression

1. Prior to registration the student must notify the Associate Dean of 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-BSN 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 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 Nursing.

- 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 Nursing 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 Nursing 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.

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**Bachelor of Science in Nursing**

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Students holding baccalaureate or higher degrees in areas other than nursing may apply and be admitted to the basic licensure track. 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.) To be eligible for admission to the upper division nursing program, students in the baccalaureate program must have completed area F coursework and 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 ..... 3 hours
- BIOL 2250L Microbiology - Lab ..... 1 hour
- PSYC 2103 Introduction to Human Development..... 3 hours
- HSCI 2201 Measurement Science (Health Care Statistics),
- MATH 1231 (if not used in Area D2) or lower division elective ..... 3 hours

**Required Transition Course ..... 3 hours**

This course must be completed prior to enrollment in any 3000-level nursing course.

HLTH 3201 Pathophysiology ..... 3 hours

**Upper Division Major Requirements ..... 54 hours**

HLTH 3382 Clinical Pharmacology ..... 2 hours

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 3382L Seminar in Nursing Pharmacology ..... 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 3701 Health Illness Transitions II ..... 3 hours

NURS 3701L Health Illness Transitions II Practicum ..... 2 hours

NURS 4000 Developmental Transitions I ..... 3 hours

NURS 4000L Developmental Transitions I Practicum ..... 2 hours

NURS 4100 Nursing Research ..... 3 hours

NURS 4201 Development Transitions II ..... 3 hours

NURS 4201L Developmental 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, HLTH, HCMG, HFMG or HSCI prefixes.

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

Any upper division course 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 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 ..... 3 hours

BIOL 2250L Microbiology - Lab ..... 1 hour

PSYC 2103 Introduction to Human Development ..... 3 hours

HSCI 2201 Measurement Science, (Health Care Statistics), MATH 1231 (if not used in Area D2) or lower division elective ..... 3 hours

**Required Transition Course ..... 3 hours**

This course must be completed prior to enrollment in any 3000-level nursing course.

HLTH 3201 Pathophysiology ..... 3 hours

**Lower Division Career Block ..... 31 hours**

Upon successful completion of NURS 3101, RN's will receive 31 semester hours of block credit.

**Upper Division Major Requirements ..... 20 hours**

NURS 3101 Professional Issues ..... 3 hours

NURS 3110 Interactive Communications ..... 3 hours

NURS 3201 Health Assessment..... 2 hours

NURS 3202 Health Assessment Practicum for RN's ..... 1 hour

NURS 4100 Nursing Research..... 3 hours

NURS 4603 Organizational Transitions ..... 4 hours

NURS 4604 Advanced Organizational Transitions for RN's ..... 4 hours

**Major-Specific Electives ..... 6 hours**

Choose any two upper division electives with NURS, HCMG, HFMG, HLTH, or HSCI prefixes.

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

Select any upper division course except PHED, NURS, or courses identified in the catalog as career or institutional credit courses.

**Internship or Clinical Requirement ..... 3 hours**

NURS 4503 Clinical Practicum for RN's ..... 3 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 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 5 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**

| FRESHMAN YEAR  |  |           |                 |   |           |
|----------------|--|-----------|-----------------|---|-----------|
| First Semester |  |           | Second Semester |   |           |
| Course         | Title  | Hours     | Course          | Title   | Hours     |
| ENGL 1101      | English Composition I  | 3         | ENGL 1102       | English Composition II  | 3         |
| Area A2        | Refer to Core Curriculum for options (MATH 1101 or 1111 recommended) | 3         | Area D1         | Refer to Core Curriculum for options (CHEM1152/1152L recommended) | 4         |
| CRIT 1101      | Critical Thinking  | 3         | Area E2         | Refer to Core Curriculum for options                              | 3         |
| Area D1        | Refer to Core Curriculum for options (CHEM 1151/1151L recommended)   | 4         | Area E3         | Refer to Core Curriculum for options                              | 3         |
| POLS 1101      | American Government  | 3         | Area E4         | Refer to Core Curriculum for options (PSYC 1101 recommended)      | 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     |
| Area C1        | Refer to Core Curriculum for options                                  | 3         | Area B2         | Refer to Core Curriculum for options | 1-3       |
| Area D2        | Refer to Core Curriculum for options (MATH 1231 recommended)          | 3         | Area C2         | Refer to Core Curriculum for options | 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         |
| PSYC 2103      | Human Development   | 3         | BIOL 2250       | Microbiology                         | 2         |
| Area F         | HSCI 2201 or lower division elective (if MATH1231 applied in area D2) | 3         | BIOL 2250L      | Microbiology Lab                     | 2         |
|                |   |           | HLTH 3201       | Pathophysiology                      | 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 |
| 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 3701*   | Health-Illness Trans II       | 3         |
| NURS 3401*   | Health-Illness Trans I       | 3         | NURS 3701L*  | Health-Illness Trans II 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           |                         |              |                        |                                |              |
|-----------------------|-------------------------|--------------|------------------------|--------------------------------|--------------|
| <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> |
| NURS 4000*            | Develop Trans I         | 3            | NURS 4401*             | Health-Illness Trans III       | 3            |
| NURS 4000L*           | Develop Trans Pract     | 2            | NURS 4401L*            | Health-Illness Trans III Pract | 3            |
| NURS 4100*            | Nursing Research        | 3            | NURS 4500*             | Role Transitions               | 2            |
| NURS 4201*            | Develop Trans II        | 3            | NURS 4601*             | Organizational Trans           | 4            |
| NURS 4201L*           | Develop Trans II Pract  | 2            | NURS 4601L*            | Organizational Trans Pract     | 1            |
|                       | Major-Specific Elective | 3            |                        | Free Elective                  | 3            |
| <b>Total</b>          |                         | <b>16</b>    | <b>Total</b>           |                                | <b>16</b>    |

### 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 1101
  - c. ECON 2105
  - d. HSCI 2111 & 2111L.
3. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 3901, HCMG 4560, 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.

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## Department of Dental Hygiene

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### ADMINISTRATIVE OFFICER

Susan I. Duley, *Director*

### FACULTY

W. Gail Barnes, *Dental Hygiene*

Susan I. Duley, *Dental Hygiene*

Joanna L. Roof Harris, *Dental Hygiene*

Ximena Zornosa *Dental Hygiene*

### MISSION AND GOALS

The mission of the Department of Dental Hygiene is to provide career relevant education in the discipline of dental hygiene and to support the lifelong learning goals of individuals aspiring to careers in the dental field. The Department of Dental Hygiene offers the following options in baccalaureate degrees:

- Basic licensure track leading to a Bachelor of Science in Dental Hygiene (BSDH) with a curriculum that leads to eligibility for licensure as a Registered Dental Hygienist.
- RDH completion track leading to a Bachelor of Science in Dental Hygiene (RDH-BSDH) with a curriculum designed for the working Registered Dental Hygienist to expand their career opportunities.
- Both tracks have the option of 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 are the Student American Dental Hygienists Association (SADHA) and Sigma Phi Alpha, the dental hygiene honorary society.

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## Bachelor of Science in Dental Hygiene

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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 maintain their oral health, 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 selective 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 BSDH 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 BSDH degree provides students the opportunity to pursue graduate studies.

## ADMISSION AND READMISSION REQUIREMENTS

### Basic Licensure Track

The basic licensure BSDH 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. 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.

Acceptance to the University **does not** imply acceptance into the dental hygiene program. Enrollment is limited based on space available in clinical facilities. Admission is competitive with selections based on academic qualifications and professional potential.

The dental hygiene application is in addition to application for admission to Clayton State University. The competitive application process for the basic licensure BSDH track includes the following:

1. Application and acceptance to Clayton State University (this includes submission of supporting documentation). Upon admission to CSU students should declare their major as **pre-dental hygiene**. Transfer students must provide the University with updated transcripts between time of acceptance and enrollment at Clayton State.
2. Completion of a minimum of 45 semester credit hours of the required 60 hours of lower division coursework with grades of C (or K or S) or better and minimum institutional GPA of 2.50 at the time of application. Candidates who are not able to complete these requirements should wait to apply to the program. (Note: meeting the minimum eligibility requirements does not guarantee program acceptance; the admission committee selects the most qualified applicants for the available space. Acceptance is contingent upon maintaining the admission standards).
3. Completion of the separate application to the basic licensure track BSDH program. Application deadlines are announced by the department. (All supporting materials must be received by application deadline, including transcripts and required letter of dental office observation. Incomplete applications, including those incomplete due to failure to submit supporting documents, will not be considered.)
4. Successful completion of the Regents' Test for applicants who do not hold a previous baccalaureate degree.
5. Satisfactory completion of the admissions interview and writing assessment.
6. Evidence of satisfactory overall health status consistent with the performance standards for dental hygiene.
7. Evidence of satisfactory eye-exam; reasonable accommodation may be made on an individual basis.

8. Applicants 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.
9. The admission committee will also review the application of all basic licensure students applying to re-enter the program.
10. 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 Department Head when admitted to the program.
11. Applicants should also be aware that state, regional and national examining boards have the right to refuse licensure to any individual. Applicants who have been arrested or convicted of a misdemeanor or felony are required to disclose such violations on the application to take these professional exams. Any student who thinks he or she may have an applicable situation should speak with the Department Head upon admission to the program or contact the Board of Dentistry for further information.

#### **RDH-BSDH Licensure Track**

The RDH-BSDH track is available for registered dental hygienists who are graduates of associate degree dental hygiene programs. Clayton State participates in the Georgia Statewide Articulation Model.

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. 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 RDH. 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 dental hygienist in expanding the scope of his or her practice in a rapidly changing society and health care delivery system.

Integrated coursework includes advanced dental hygiene concepts in theory and application. This major prepares registered dental hygienists for advanced practice and for supervisory, administrative, or managerial positions in dental facilities. This program also provides opportunities to develop the skills necessary for graduates to market dental services and products to dental professionals and the general public.

Admission procedure for the RDH-BSDH track is as follows:

1. Apply to the university.
2. Met with departmental program advisor.
3. Complete all required core courses.

4. Submit the RDH-BSDH application.

Specific programmatic admission requirements are:

1. Graduation from a state board approved associate degree program in dental hygiene.
2. Unrestricted current license in Georgia
3. Completion of all lower division core requirements including Area F.
4. Successful completion of the Regents Test or any other legislative requirements.
5. Overall GPA of 2.5 or greater.
6. Evidence of satisfactory health status, AHA CPR certification, malpractice insurance, health insurance, and immunizations.

RDH-BSDH program specific progression requirements are:

1. Students may not register for any upper division coursework until they have been formally admitted into the RDH-BSDH dental hygiene program.
2. RDH-BSDH 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 CSU short application form. The admission committee will review the request.
3. Consistent with university requirements, RDH-BSDH students must adhere to the laptop policies. Any online course requires students to bring a laptop computer to orientation.

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 and availability of clinical space. 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 State University program, are not eligible for readmission.

#### **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

Basic licensure students are admitted to the dental hygiene 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.

In addition to meeting normal University progression standards, a BSDH student must maintain a program GPA of 2.50 or better in dental hygiene courses as well as maintain an institutional GPA of 2.50. Failure to comply with either of these requirements will result in the student being placed on program probation. If a student fails to raise either the grade point average in dental hygiene courses or the institutional GPA 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 BSDH program, a student earning a grade of *D* or *F* in any upper division program requirement will be immediately dismissed from the program.

### 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 registered dental hygienists.

The program probation decision is made by the Department Head for Dental Hygiene upon consultation with appropriate faculty. The Department Head 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 Department Head/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 DHYG prefix. A student will be dismissed from the dental hygiene program in the following cases:

3. **Academic Dismissal:** A student on program academic probation who earns an unacceptable grade in any upper division course will be dismissed from the dental hygiene program.
4. **Dental Hygiene Dismissal:**
  - c. **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 dental hygiene program. Dismissal of this nature will occur upon recommendation of appropriate faculty and the Department Head as confirmed by the Dean of the College of Professional Studies.
  - d. **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 Department Head, as confirmed by the Dean of the College of Professional Studies, 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 dental hygiene policy dismissal decision must file a written appeal with the Dean of the College of Professional Studies 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.

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## Bachelor of Science in Dental Hygiene

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Students holding baccalaureate or higher degrees in areas other than dental hygiene may apply and be admitted to the BSDH basic licensure track. Applicants with a baccalaureate degree who are applying to the dental hygiene 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.) To be eligible for admission to the upper division dental hygiene program, students in the baccalaureate program must have completed area F coursework.

### BACHELOR OF SCIENCE IN DENTAL HYGIENE DEGREE PROGRAM REQUIREMENTS – BASIC LICENSURE TRACK

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

All Dental Hygiene Core Curriculum requirements are shown in the suggested degree program. NOTE: ADA Accreditation Standards requirements for chemistry, psychology and social sciences/sociology must be completed in core curriculum.

#### 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)<br>or approved elective ..... | 3 hours |

#### Related Field Requirements ..... 8 hours

|   |         |
|---|---------|
| HLTH 3110 Interactive Communication ..... | 3 hours |
| HLTH 4330 Nutrition .....                 | 3 hours |
| HSCI 3382 Clinical Pharmacology .....     | 2 hours |

#### Upper Division Major Requirements ..... 46 hours

|   |         |
|---|---------|
| 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 |

**Electives .....** 6 hours

Any two upper division courses except PHED or courses identified in the catalog as career or institutional credit courses. Recommended courses include 3000 or 4000 level HFMG, HCMG, HLTH, HSCI. Also available is DHYG 3300.

**BACHELOR OF SCIENCE IN DENTAL HYGIENE DEGREE PROGRAM  
REQUIREMENTS - RDH-BSDH COMPLETION TRACK**

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

All Dental Hygiene Core Curriculum requirements are shown in the suggested degree program. NOTE: ADA Accreditation Standards requirements for chemistry, psychology and social sciences/sociology must be completed in core curriculum.

**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)<br>or approved elective ..... | 3 hours |

**Lower Division Career Block .....** 30 hours

R.D.H.'s receive 30 semester hours of block credit for program specific coursework taken as part of an associate degree in dental hygiene completed at an institution accredited by the Commission on Dental Accreditation.

**Upper Division Major Requirements .....** 24 hours

|   |         |
|---|---------|
| HCMG 4901 Applied Research .....                            | 3 hours |
| HLTH 3110 Interactive Communication .....                   | 3 hours |
| HSCI 3420 Health Education .....                            | 3 hours |
| HSCI 3520 Legal Issues in Health Care .....                 | 3 hours |
| DHYG 4301 Educational Strategies and Internship .....       | 3 hours |
| DHYG 4320 Advanced Periodontics .....                       | 3 hours |
| DHYG 4420 Management/Marketing in Dental Environments ..... | 3 hours |
| DHYG 4900 Independent Study in Dental Hygiene .....         | 3 hours |



**Electives..... 6 hours**

Any two upper division courses except PHED or courses identified in the catalog as career or institutional credit courses. Recommended courses include 3000 or 4000 lever HFMG, HCMG, HLTH, HSCI.

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

**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 State University graduates have performed exceptionally well on licensing examinations, successful completion of the program does not insure passing state, regional, and national board examinations.

**Other Bachelor of Science in Dental Hygiene Program Graduation Requirements**

1. No grade lower than C will be counted toward graduation in lower or upper division courses.
2. Students must take a minimum of 30 semester hours at Clayton State University with no fewer than 25 hours being taken in upper division dental hygiene 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 RDH licensure if in the RDH-BSDH track.
4. Time Limitation of Dental Hygiene Courses Policy  
Students are expected to progress in the dental hygiene major in a timely fashion. All required upper division dental hygiene courses must be completed within five years of matriculation into the clinical dental hygiene courses. To determine the status of academic credit taken greater than five years ago, the admissions committee must evaluate the course.
5. RDH-BSDH students are required to finish all coursework within seven years. Any extension must be approved by the Dean upon the recommendation of the Department Head.

**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         |
| Area A2      | Refer to Core Curriculum options (MATH 1101 recommended)                           | 3         | CRIT 1101*   | Critical Thinking  | 3         |
| Area D1      | Refer to Core Curriculum for options (CHEM 1151, 1151L, 1152 Sequence recommended) | 3         | Area D2      | Refer to Core Curriculum for options (CHEM 1151, 1151L, 1152 Sequence recommended) | 3         |
| Area D1      | Refer to Core Curriculum for options (CHEM 1151, 1151L, 1152 Sequence recommended) | 1         | Area D2      | Refer to Core Curriculum for options (MATH1231 recommended)                        | 3         |
| POLS 1101*   | American Government  | 3         | Area E3      | 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

| <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> |
| Area C1               | Refer to Core Curriculum for options                                     | 3            | SOSC 2501*             | Survey of Social Sciences            | 3            |
| PSYC 1101*            | Intro General Psychology   | 3            | BIOL 2250*             | Microbiology                         | 2            |
| Area F                | Statistics HSCI2201 or approved elective if MATH 1231 applied in area D2 | 3            | BIOL 2250L*            | Microbiology Lab                     | 2            |
| HSCI 2111*            | Health Care Environ  | 2            | Area C2                | Refer to Core Curriculum for options | 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>14</b>    |

### JUNIOR YEAR

| <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> |
| DHYG 3100*            | Dental Hygiene Profession  | 3            | DHYG 3200*             | Trans Dental Hygiene         | 2            |
| DHYG 3100C            | Clinical Dental Hygiene    | 2            | DHYG 3200C             | Trans Clin 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            |
| HLTH 3110*            | Interact Communications    | 3            | HSCI 3382*             | Clinical Pharmacology        | 2            |
|                       |                            |              |                        | Free Upper Division Elective | 3            |
| <b>Total</b>          |                            | <b>14</b>    | <b>Total</b>           |                              | <b>16</b>    |

\* summer  
DHYG 3300  
(elective)

### 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> |
| 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            |
| HLTH 4330*            | Nutrition                 | 3            |                        | Free Upper Division Elective | 3            |
| <b>Total</b>          |                           | <b>15</b>    | <b>Total</b>           |                              | <b>15</b>    |

\* A student may elect to attend the summer dental hygiene clinical course, DHYG 3300. The student may use the three credit DHYG 3300 course as an upper division elective.

### **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 1101, ECON 2105, HSCI 2111 and HSCI 2111L.
3. Complete the following courses: HCMG 3101, HCMG 3401, HCMG 3501, HCMG 4560, HCMG 3901, 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.

## COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

### ADMINISTRATIVE OFFICERS

Lila F. Roberts, *Dean*

Jeffrey W. Chastine, *Associate Dean*

### VISION STATEMENT

The College of Information and Mathematical Sciences (CIMS) aspires to create a community of innovative thinkers who can facilitate the adaptation to rapidly changing conditions of our global society. From our strategic location in the Southern Crescent of metropolitan Atlanta, CIMS will become a significant entity in the state in the preparation of diverse and highly qualified professionals in the mathematical, computer and information sciences and in mathematics education.

### MISSION AND GOALS

The mission of the College of Information and Mathematical Sciences (CIMS) is to provide a strong foundation in the core areas of Mathematics, Computer, and Information Sciences to meet the growing global need for professionals in these disciplines.

CIMS supports Clayton State University's strategic planning themes by

1. positioning the college as an academic unit that prepares its students to achieve in a rapidly changing technological society;
2. providing educational opportunities and student-centered approaches to teaching and learning that support student success in the programs of study and undergraduate research for our majors, the quantitative areas within the general education courses, and service courses for other degree programs across campus;
3. continually improving and expanding the college's academic programs to integrate research-based best practices in teaching and learning in mathematics and computing disciplines and to attract more students to CSU to study in these fields;
4. seeking external funding sources to support the college's programs in teaching, research, and improvement of our technology infrastructure;
5. building and nurturing a sense of community among the college's faculty and students;
6. engaging in active outreach efforts with community partners in education and industry.

### Code of Ethics<sup>\*</sup>

This Code of Ethics represents the College of Information & Mathematical Sciences' commitment to promoting and practicing the highest professional and ethical standards:

**Integrity:** We value and practice responsible, accountable, ethical behavior in an atmosphere of honest, open, and respectful communication.

**Innovation:** We value and practice creative risk-taking and enthusiastic pursuit of new ideas.

**Continuous Improvement:** We value and practice continuous improvement of our instruction, advisement, research, academic programs, services, and processes through academic achievement, professional development, and assessment.

**Unity of Purpose:** We dedicate ourselves to integrating diversity among us by harnessing the wealth of ideas, cultures, and viewpoints toward a common goal.

\* Adapted from ACM Code of Ethics and Professional Conduct and the Code of Ethics for Midstate College (<http://www.midstate.edu>).

### INSTRUCTIONAL ORGANIZATION

The College of Information and Mathematical Sciences is composed of several academic programs and offers the degrees listed below:

- Master of Arts in Teaching Mathematics
- Bachelor of Science in Computer Science
- Bachelor of Science in Mathematics
- Bachelor of Information Technology
- Online Bachelor of Science in Information Technology (WebBSIT)
- Dual-degree Engineering Program with the Georgia Institute of Technology
- Associate of Applied Science in Information Technology
- Associate of Applied Science in Computer Networking
- Certificate in Computer Networking
- Minors in Mathematics, Computer Science and Information Technology

The College offers a minor Information Technology with tracks to support business and science. In addition, it offers a minor in Computer Science and Mathematics as well as supporting courses for Teacher Education, Information Technology, and the general core.

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## Information Technology

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### PROGRAM COORDINATOR

Byron Jeff, *Information Technology*

### FACULTY

Shakil Akhtar, *Information Technology*  
Larry D. Booth, *Information Technology*  
John S. Burningham, *Information Technology*  
Jeffrey W. Chastine, *Information Technology*  
Mary Hudachek-Buswell, *Information Technology*  
Byron Anthony Jeff, *Information Technology*  
Sandra Jones, *Information Technology*  
Cherie Long, *Information Technology*  
Junfeng Qu, *Information Technology*  
Muhammad A. Rahman, *Information Technology*  
Lei Zhu, *Information Technology*

### MISSION AND GOALS

The Information Technology program offers the following degrees:

- Bachelor of Science in Computer Science (BSCS)
- Bachelor of Information Technology (BIT)
- Online Bachelor of Science in Information Technology (through the Georgia WebBSIT Consortium)
- Dual-degree Engineering program with the Georgia Institute of Technology
- Associate of Applied Science in Information Technology (AASIT)
- Associate of Applied Science in Computer Networking Technology (AASCNET)
- Minor in Information Technology with tracks for business and science
- Minor in Computer Science
- Certificate in Computer Networking Technician (CNET)

The objective of the Information Technology curriculum is to prepare students to enter the rapidly expanding job market and to contribute to the intellectual body of knowledge. Based on experience and personal expectations, graduating students are expected to comfortably enter employment or attend graduate school after completing the program.

The curriculum is designed to enable all graduates to meet the following learning outcomes. The level at which these outcomes are met (developing, mature, proficient) are listed with the appropriate curricula later in this section. Graduates of the BIT will be able to:

1. Use and apply current IT discipline-related concepts and practices.
2. Identify and analyze 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

The BS in Computer Science curriculum is designed to prepare students for research, either by attending graduate school or entering industry. After successfully completing the program, a graduate will:

1. Be able to solve complex and significant problems with professional skill by formulating efficient and effective algorithmic solutions to a wide variety of sophisticated problems normally encountered in computing and in academe.
2. Be able to express algorithms clearly and correctly in a variety of programming languages.
3. Be able to demonstrate foundational knowledge of the following subject areas of computer science: operating systems, databases, networks, graphics, software engineering, game design and implementation, and web technologies.
4. Have an understanding of ethical responsibilities related to the areas of computing and the workplace.
5. Have mastery of the theoretical underpinnings of Computer Science.
6. Apply computer science knowledge to either post-baccalaureate study or a career field.

#### 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 ACM Student Chapter, IEEE and ACM Student Memberships.

#### ADMISSION AND READMISSION REQUIREMENTS

There are no formal admission procedures for entry into the Certificate or AASCNET, AASIT or BIT. 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: ENGL 1101, MATH 1101, CRIT 1101, and ITFN 1101.

Students who choose to enter into the BSCS program must be prepared to take either pre-calculus or calculus I their first semester.

Students must be admitted as pre-Georgia WebBSIT students before taking any courses in the BSIT Area F other than Introduction to Information Technology or The Enterprise and IT. 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.

In order to be considered for admission to the College of Engineering at Georgia Tech as a dual degree transfer student, students must complete the prescribed program of study at the participating institution must meet the admissions requirements for their engineering major and meet the Georgia Tech GPA requirements. For Georgia residents, a **cumulative** overall GPA of 2.7 is required, including a mathematics GPA of 2.7 and a science GPA of 2.7.

## Bachelor of Information Technology

Upon successful completion of the Bachelor of Information Technology Degree program, students should attain a proficient level of mastery of the IT program outcomes. At the BIT level, students should 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.

### BACHELOR OF INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

|  |                 |
|--|-----------------|
| <b>Core Curriculum (Areas A – E)</b> .....                             | <b>42 hours</b> |
| CRIT 1101 Critical Thinking (Area B1) .....                            | 3 hours         |
| ENGL 1101 English Composition I (Area A1) .....                        | 3 hours         |
| ENGL 1102 English Composition II (Area A1) .....                       | 3 hours         |
| HIST 2111 or 2112 (Area E3) .....                                      | 3 hours         |
| MATH 1101 Mathematical Modeling (Area A2)* .....                       | 3 hours         |
| MATH 1221 Finite Mathematics (Area D2) .....                           | 3 hours         |
| POLS 1101 American Government (Area E1) .....                          | 3 hours         |
| COMM 1110 Spoken Communication (Area B2)** .....                       | 2 hours         |
| Area C1 (Literature, Philosophy, or Foreign Language).....             | 3 hours         |
| Area C2 (Fine Arts, or Intermediate Foreign Language) .....            | 3 hours         |
| Area D1 (Science Sequence).....  | 7 hours         |
| SOCI 1101 or PSYC 1101 (Area E 4) .....                                | 3 hours         |
| SOSC 2501 or HIST 1111 or HIST 1112 (Area E2) .....                    | 3 hours         |
| <b>Lower Division Major Requirements (Core Curriculum Area F).....</b> | <b>18 hours</b> |
| ITFN 1101 Foundations of Information Technology .....                  | 3 hours         |
| ITFN 1303 Foundations of Programming, C# *** .....                     | 3 hours         |
| ITFN 2313 Intermediate Programming, C# *** .....                       | 3 hours         |
| ITFN 2411 Intermediate Webmaster.....                                  | 3 hours         |
| CPTG 2201 Advanced Computer Applications .....                         | 3 hours         |
| MATH 1231 Introductory Statistics; or                                  |                 |
| MATH 2020 Introductory Discrete Mathematics; or                        |                 |
| MATH 2502 Calculus II; or  |                 |
| WBIT 2300 Discrete Mathematics for IT .....                            | 3 hours         |
| <b>Lower Division Major Requirements (IT Foundations) .....</b>        | <b>19 hours</b> |
| ITFN 1201 Foundations of Database Design .....                         | 3 hours         |
| ITFN 1401 Foundations of Webmaster .....                               | 3 hours         |
| ITFN 1501 Foundations of Networking and Security .....                 | 3 hours         |
| ITFN 2001 Professional Development Seminar .....                       | 1 hour          |
| ITFN 2012 Lower Division Capstone in Information Technology **** ..... | 2 hours         |
| ITFN 2123 Foundations of Project Management .....                      | 3 hours         |
| COMM 1110 Spoken Communication** .....                                 | 1 hour          |
| ITFN 2211 Intermediate Database Design; or                             |                 |
| ITFN 2511 Intermediate Networking and Security.....                    | 3 hours         |
| <b>Upper Division Major Requirements .....</b>                         | <b>15 hours</b> |
| ITFN 3112 Systems Analysis and Design .....                            | 3 hours         |
| ITFN 3314 Testing & Quality Assurance in Software Development .....    | 3 hours         |
| ITFN 3134 Secure Systems Development .....                             | 3 hours         |
| ITFN 3601 Operating Systems.....                                       | 3 hours         |
| ENGL 3900 Professional and Technical Writing; or                       |                 |
| ENGL 3901 Writing for Digital Media.....                               | 3 hours         |
| <b>Major Concentration.....</b>  | <b>9 hours</b>  |



Select 9 hours from one of the following areas:

E-Commerce emphasis

|   |         |
|---|---------|
| ITDB 4201 Advanced Database Modeling .....    | 3 hours |
| ITMM 3413 Infrastructure for E-Commerce ..... | 3 hours |
| ITMM 3423 Security for E-Commerce .....       | 3 hours |

Database Administration emphasis

|  |         |
|--|---------|
| ITDB 4201 Advanced Database Modeling .....               | 3 hours |
| ITDB 4202 Database Applications .....                    | 3 hours |
| ITDB 4203 Database Administration and Architecture ..... | 3 hours |

Information Technology and Security emphasis

|  |         |
|--|---------|
| 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 |

Software Development emphasis

|  |         |
|--|---------|
| ITSD 4301 Algorithms I .....               | 3 hours |
| ITSD 4303 Human Computer Interaction ..... | 3 hours |
| ITSD 4312 Algorithms II .....              | 3 hours |

**Upper Division Information Technology Electives ..... 6 hours**

**Upper Division Free Electives ..... 6 hours**

**Internship or Clinical Requirements ..... 5 hours**

|  |         |
|--|---------|
| ITFN 4003 Portfolio Development and Presentation ..... | 2 hours |
| ITFN 4014 Internship Cooperative .....                 | 3 hours |

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

\* Depending on math placement score, may take one of the following:  
MATH 1111, Math 1241, Math 1113, or Math 1501

\*\* Two hours of COMM 1110 count in Area B2, one hour counts as part of the required IT Foundation.

\*\*\* Programming options are: ITFN 1303/ITFN 2313 or CSCI 1301/CSCI 1302 or WBIT 1310/WBIT 2311. ITFN 2314 may be taken in place of ITFN 2313 or CSCI 1302 or WBIT 2311.

\*\*\*\* May substitute ITFN 2211 or ITFN 2511 if not already taken, or ITFN 1601. A substitution will result in one excess credit.

### 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)
2. ENGL 1101 & 1102; COMM 1110; CPTG 1010; CRIT 1101
3. Any MATH course counted toward AASIT or BIT.
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 AASIT program requirements are covered

in the freshman year - sophomore year program sequence and the BIT requirements are covered by the freshman year - senior year 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         |
| COMM 1110*     | Spoken Communication   | 3         | ITFN 2001*      | Prof Development Seminar           | 1         |
| MATH 1101      | Intro to Math Modeling | 3         | MATH 1221*      | Finite Mathematics                 | 3         |
| CRIT 1101*     | Critical Thinking      | 3         | ITFN 1201*      | Foundations of Database            | 3         |
| ITFN 1101*     | Foundations Info Tech  | 3         | ITFN 1401*      | Foundations of Webmaster           | 3         |
|                |                        |           | ITFN 1501*      | Foundations of Networking/Security | 3         |
| <b>Total</b>   |                        | <b>15</b> | <b>Total</b>    |                                    | <b>16</b> |

| SOPHOMORE YEAR |                            |           |                 |                             |           |
|----------------|----------------------------|-----------|-----------------|-----------------------------|-----------|
| First Semester |                            |           | Second Semester |                             |           |
| Course         | Title                      | Hours     | Course          | Title                       | Hours     |
| ITFN 2411*     | Intermediate Webmaster     | 3         | ITFN 2211       | Intermediate Database       | 3         |
| ITFN 1303      | Foundations of Programming | 3         | ITFN 2313       | Intermediate Programming    | 3         |
| CPTG 2201*     | Computing Applications     | 3         | ITFN 2123*      | Found Project Management    | 3         |
| MATH 2020      | Discrete Mathematics       | 3         | ITFN 2012       | Lower Div. Capstone in I.T. | 3         |
| POLS 1101*     | American Government        | 3         | HIST 2111       | US History to 1877          | 3         |
| <b>Total</b>   |                            | <b>15</b> | <b>Total</b>    |                             | <b>14</b> |

| JUNIOR YEAR    |                            |           |                 |                             |           |
|----------------|----------------------------|-----------|-----------------|-----------------------------|-----------|
| First Semester |                            |           | Second Semester |                             |           |
| Course         | Title                      | Hours     | Course          | Title                       | Hours     |
| ITFN 3601*     | Operating Systems          | 3         | ITFN 3134*      | Secure Systems Dev.         | 3         |
| ITFN 3112*     | Systems Analysis           | 3         | ITFN 3314*      | Testing & Quality Assurance | 3         |
| ENGL 3900      | Technical Writing          | 3         | ITFN 4003*      | Portfolio Development       | 2         |
| ENGL 2111      | World Literature I         | 3         | MUSC 2101       | Music Appreciation          | 3         |
| PHYS 1111      | Introductory Physics I     | 3         | PHYS 1112       | Introductory Physics II     | 3         |
| PHYS 1111L     | Introductory Physics Lab I | 1         |                 |                             |           |
| <b>Total</b>   |                            | <b>16</b> | <b>Total</b>    |                             | <b>14</b> |

| SENIOR YEAR    |                        |       |                 |                        |       |
|----------------|------------------------|-------|-----------------|------------------------|-------|
| First Semester |                        |       | Second Semester |                        |       |
| Course         | Title                  | Hours | Course          | Title                  | Hours |
|                | Major Concentration    | 6     |                 | Major Concentration    | 3     |
|                | Upper Div. IT Elective | 3     |                 | Upper Div. IT Elective | 3     |

|              |                          |           |              |                          |           |
|--------------|--------------------------|-----------|--------------|--------------------------|-----------|
|              | Free Elective            | 3         | ITFN 4014*   | Internship               | 3         |
| PSYC 1101    | Intro General Psychology | 3         |              | Free Elective            | 3         |
|              |                          |           | HIST 1112    | Survey of Modern History | 3         |
| <b>Total</b> |                          | <b>15</b> | <b>Total</b> |                          | <b>15</b> |

**Associate of Applied of Science in Information Technology**

Upon successful completion of the Associate of Applied Science in Information Technology, students should attain developing and mature levels of mastery of the IT program’s outcomes.

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 AASIT level, students are expected to obtain a mature level of mastery and 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.

**ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY DEGREE PROGRAM REQUIREMENTS**

- Core Curriculum (Areas A – E)..... 21 hours**
  - CRIT 1101 Critical Thinking (Area B1) ..... 3 hours
  - ENGL 1101 English Composition I (Area A1)..... 3 hours
  - ENGL 1102 English Composition II (Area A1)..... 3 hours
  - HIST 2111 or 2112 (Area E3)..... 3 hours
  - MATH 1101 Mathematical Modeling (Area A2)\* ..... 3 hours
  - MATH 1221 Finite Mathematics (Area D2)..... 3 hours
  - POLS 1101 American Government (Area E1)..... 3 hours
- Lower Division Major Requirements..... 34 hours**
  - ITFN 1101 Foundations of Information Technology ..... 3 hours
  - ITFN 1303 Foundations of Programming, C# \*\* ..... 3 hours
  - ITFN 2313 Intermediate Programming, C#\*\* ..... 3 hours
  - ITFN 2411 Intermediate Webmaster ..... 3 hours
  - CPTG 2201 Advanced Computer Applications..... 3 hours
    - MATH 1231 Introductory Statistics; or
    - MATH 2020 Introductory Discrete Mathematics; or
    - MATH 2502 Calculus II; or
    - WBIT 2300 Discrete Mathematics for IT ..... 3 hours
  - ITFN 1201 Foundations of Database Design ..... 3 hours
  - ITFN 1401 Foundations of Webmaster ..... 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
  - COMM 1110 Spoken Communication ..... 3 hours
- I.T. Options, choose one from among ..... 3 hours**
  - ITFN 2211 Intermediate Database Design ..... 3 hours
  - ITFN 2511 Intermediate Networking and Security..... 3 hours

**Internship or Clinical Requirements ..... 2 hours**  
 ITFN 2012 Information Technology Internship ..... 2 hours

**Total Degree Requirements ..... 60 hours**

\* Depending on math placement score, may take one of the following: MATH 1111, Math 1241, Math 1113, or Math 1501

\*\* Programming options are: ITFN 1303/ITFN 2313 or CSCI 1301/CSCI 1302 or WBIT 1310/WBIT 2311. ITFN 2314 may be taken in place of ITFN 2313 or CSCI 1302 or WBIT 2311.

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### **Minor in Information Technology**

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The Information Technology minor will help to prepare students for careers in business and the sciences where a deeper understanding of Information Technology would provide a benefit beyond the normal coursework in their major. To fulfill a minor in Information Technology, students must complete 18 semester hours of coursework with at least nine semester hours in the upper division. Courses taken to satisfy core areas A through E may not be counted as coursework in the Information Technology minor. ITFN 4700 Applied Research in Information Technology is required and allows students to map and direct their information technology skills to their chosen major. All courses and prerequisites must be passed with a grade of 'C' or better.

**Required Courses..... 9 hours**  
 ITFN 1101 Foundations of Information Technology..... 3 hours  
 ITFN 1303 Foundations of Programming ..... 3 hours  
 ITFN 4700 Applied Research in Information Technology ..... 3 hours

**Choose one track ..... 9 hours**

Track 1, Science Option ..... 9 hours  
     ITFN 2313 Intermediate Programming ..... 3 hours  
     ITFN 3601 Operating Systems ..... 3 hours  
     ITFN 3314 Testing and Quality Assurance ..... 3 hours

Track 2, Business Option ..... 9 hours  
     ITFN 2123 Project Management ..... 3 hours  
     ITFN 3112 Systems Analysis ..... 3 hours  
     ITFN 3134 Secure Systems Development ..... 3 hours

**Minor Information Technology Total ..... 18 hours**

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### **Online Bachelor of Science in Information Technology**

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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 State University; Georgia Southern University; Columbus State College, and Southern Polytechnic State University. The program is offered primarily at a distance via USG's centrally supported course management system. 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.

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.

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 outcomes 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 Digital Media .....                       | 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 Practices and Ethics.....                    | 3 hours |
| WBIT 4030 Senior Project .....                                      | 3 hours |
| WBIT 4112 Systems Acquisition, Integration and Implementation ..... | 3 hours |
| WBIT 4120 Human Computer Interaction.....                           | 3 hours |
| WBIT 4520 Information Assurance & Security.....                     | 3 hours |

**Major Concentration..... 9 hours**

Select all 9 hours from the following area:

|  |         |
|--|---------|
| WBIT 4601 Customer Relationship Management .....   | 3 hours |
| WBIT 4602 IT Strategy, Design, & Development ..... | 3 hours |
| WBIT 4610 IT Policy and Law .....                  | 3 hours |

**Free Electives ..... 9 hours**

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

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY 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         |
| 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 |                             |           |                 |                              |           |
|----------------|-----------------------------|-----------|-----------------|------------------------------|-----------|
| First Semester |                             |           | Second Semester |                              |           |
| Course         | Title                       | Hours     | Course          | Title                        | Hours     |
| 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> |

| JUNIOR YEAR    |                               |           |                 |                         |           |
|----------------|-------------------------------|-----------|-----------------|-------------------------|-----------|
| First Semester |                               |           | Second Semester |                         |           |
| Course         | Title                         | Hours     | Course          | Title                   | Hours     |
| 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 Digital Media | 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> |

| SENIOR YEAR    |                                  |           |                 |                                   |           |
|----------------|----------------------------------|-----------|-----------------|-----------------------------------|-----------|
| First Semester |                                  |           | Second Semester |                                   |           |
| Course         | Title                            | Hours     | Course          | Title                             | Hours     |
| WBIT 4520*     | Information Assurance & Security | 3         | WBIT 4602*      | IT Strategy, Design & Development | 3         |
| WBIT 4020*     | Professional Practices           | 3         | WBIT 4610*      | IT 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> |

**Bachelor of Science in Computer Science**

Upon successful completion of the Bachelor of Science in Computer Science (BSCS), students should attain a proficient level of mastery of the CS program's outcomes. At the BSCS level, students should demonstrate a superior level of knowledge and understanding. Students should be able to integrate and apply computer science theory and concepts across multiple areas both independently and as a team member.

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

- Core Curriculum (Areas A – E) ..... 42 hours**
- ENGL 1101 English Composition I (Area A1) ..... 3 hours
- ENGL 1102 English Composition II (Area A1) ..... 3 hours
- MATH 1113, MATH 1112A or 1501 (Area A2)\*..... 3 hours
- CRIT 1101 Critical Thinking (Area B1)..... 3 hours
- COMM 1001 or COMM 1002 Communications (Area B2) ..... 1 hour
- PHIL 2601 (Area C1) ..... 3 hours
- Area C2 (Fine Arts, or Intermediate Foreign Language)..... 3 hours
- Area D1 (Science Sequence)..... 8 hours
- MATH 1501 or 2502 - Calculus I or Calculus II (Area D2) ..... 3 hours
- POLS 1101 American Government (Area E1) ..... 3 hours
- SOSC 2501 or HIST 1111 or HIST 1112 (Area E2) ..... 3 hours
- HIST 2111 or 2112 (Area E3) ..... 3 hours
- SOCI 1101 or PSYC 1101 (Area E4) ..... 3 hours
- Lower Division Major Requirements (Core Curriculum Area F) .....20 hours**

|  |                  |
|--|------------------|
| CSCI 1100 Applied Computing .....                          | 3 hours          |
| CSCI 1301 Computer Science I.....                          | 3 hours          |
| CSCI 1302 Computer Science II.....                         | 3 hours          |
| CSCI 2302 Data Structures and Algorithms.....              | 3 hours          |
| CSCI 2305 Computer Org. & Architecture .....               | 3 hours          |
| Carry-over from MATH 1113, MATH 1501 and/or MATH 1501..... | 2 hours          |
| MATH 2020 Discrete Mathematics .....                       | 3 hours          |
| <b>Upper Division Major Requirements .....</b>             | <b>36 hours</b>  |
| CSCI 3300 Computer Ethics .....                            | 3 hours          |
| CSCI 3301 Game Design & Programming.....                   | 3 hours          |
| CSCI 3305 Operating Systems .....                          | 3 hours          |
| CSCI 3306 Computer Networks & Security.....                | 3 hours          |
| CSCI 3310 Database Design and Implementation.....          | 3 hours          |
| CSCI 3320 Software Engineering Design .....                | 3 hours          |
| CSCI 3333 Programming Languages .....                      | 3 hours          |
| CSCI 4301 Game Design and Programming II .....             | 3 hours          |
| CSCI 4304 Computer Graphics .....                          | 3 hours          |
| CSCI 4307 Artificial Intelligence.....                     | 3 hours          |
| CSCI 4315 Human Computer Interaction.....                  | 3 hours          |
| CSCI 4320 Software Engineering Practicum .....             | 3 hours          |
| <b>Required Electives (choose one) .....</b>               | <b>3 hours</b>   |
| CSCI 4333 Theory of Computation .....                      | 3 hours          |
| CSCI 4334 Algorithm Design .....                           | 3 hours          |
| <b>Computer Science Elective (choose one) .....</b>        | <b>3 hours</b>   |
| CSCI 4305 UNIX system programming & Admin .....            | 3 hours          |
| CSCI 4306 Computer Networks & Security.....                | 3 hours          |
| CSCI 4314 Multimedia Production and Development.....       | 3 hours          |
| CSCI 4316 Cluster and Grid Computing .....                 | 3 hours          |
| CSCI 4360 Computer Science Research .....                  | 3 hours          |
| CSCI 4370 Internship .....                                 | 3 hours          |
| CSCI 4398 Special Topics in Computer Science .....         | 3 hours          |
| <b>Additional Mathematics Requirements.....</b>            | <b>6 hours</b>   |
| MATH 1231 Introductory Statistics.....                     | 3 hours          |
| MATH 2140 Introductory Linear Algebra.....                 | 3 hours          |
| <b>Other Science Requirements (choose one) .....</b>       | <b>4 hours</b>   |
| PHYS 2211 and PHYS 2211L .....                             | 4 hours          |
| CHEM 1211 and CHEM 1211L.....                              | 4 hours          |
| BIOL 1107 and BIOL 1107L.....                              | 4 hours          |
| <b>Technical Writing.....</b>                              | <b>3 hours</b>   |
| ENGL 3900 Technical Writing .....                          | 3 hours          |
| <b>Other Science Requirements**.....</b>                   | <b>3 hours</b>   |
| General Elective .....                                     | 3 hours          |
| <b>Total Degree Requirements .....</b>                     | <b>120 hours</b> |

\* There are two mathematical entry points for Computer Science. For the pre-calculus sequence, MATH 1112A can be used in place of MATH 1113.

\*\* If starting with Calculus I (instead of Pre-calculus), you must complete a general elective.

### COMPUTER SCIENCE SUGGESTED DEGREE PROGRAM SEQUENCES

Students have the option of starting the Computer Science degree using either Pre-calculus or Calculus I in the first semester.

#### Pre-Calculus 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         |
| COMM 1001      | Presentational Speaking | 1         | CSCI 1302       | Computer Science II    | 3         |
| MATH 1113      | Pre-calculus            | 3         | MATH 1501       | Calculus I             | 4         |
| CSCI 1100      | Applied Computing       | 3         | MATH 2020       | Discrete Mathematics   | 3         |
| CSCI 1301      | Computer Science I      | 3         | CRIT 1101       | Critical Thinking      | 3         |
| POLS 1101      | American Government     | 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     |
| MATH 2502      | Calculus II               | 4         | CSCI 2305       | Computer Org & Arch.       | 3         |
| MATH 1231      | Intro to Statistics       | 3         | MATH 2140       | Intro. Linear Algebra      | 3         |
| CSCI 2302      | Data Structures           | 3         | PHYS 2212+L     | Princ. Of Physics II + Lab | 4         |
| PHYS 2211+L    | Princ. of Physics I + Lab | 4         | PHIL 2601       | Ethics                     | 3         |
| <b>Total</b>   |                           | <b>14</b> | <b>Total</b>    |                            | <b>13</b> |

| JUNIOR YEAR    |                        |           |                 |                           |           |
|----------------|------------------------|-----------|-----------------|---------------------------|-----------|
| First Semester |                        |           | Second Semester |                           |           |
| Course         | Title                  | Hours     | Course          | Title                     | Hours     |
| CSCI 3305      | Operating Systems      | 3         | CSCI 3306       | Comp. Networks & Sec.     | 3         |
| CSCI 3310      | Database Desg. & Impl. | 3         | CSCI 3333       | Prog. Languages           | 3         |
| CSCI 3300      | Computer Ethics        | 3         | CSCI 4301       | Adv. Gaming Desg. & Prog. | 3         |
| Science        | Science Elective       | 4         | Area C2         | Fine Arts/Language        | 3         |
| CSCI 3301      | Game Desg & Prog.      | 3         | Area E4         | SOCI or PSYC              | 3         |
| <b>Total</b>   |                        | <b>16</b> | <b>Total</b>    |                           | <b>15</b> |

| SENIOR YEAR    |                      |           |                 |                         |           |
|----------------|----------------------|-----------|-----------------|-------------------------|-----------|
| First Semester |                      |           | Second Semester |                         |           |
| Course         | Title                | Hours     | Course          | Title                   | Hours     |
| CSCI           | CS Elective          | 3         | CSCI 4307       | Artificial Intelligence | 3         |
| CSCI 3320      | Software Eng. Design | 3         | CSCI 4320       | Soft. Eng. Practicum    | 3         |
| CSCI 4304      | Computer Graphics    | 3         | CSCI Elect.     | CSCI 4334 or CSCI 4333  | 3         |
| ENGL 3900      | Technical Writing    | 3         | CSCI 4315       | Human Comp. Inter.      | 3         |
| Area E2        | SOSC/HIST            | 3         | Area E3         | History                 | 3         |
| <b>Total</b>   |                      | <b>15</b> | <b>Total</b>    |                         | <b>15</b> |

## Calculus 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         |
| COMM 1001      | Presentational Speaking | 1         | CSCI 1302       | Computer Science II    | 3         |
| MATH 1501      | Calculus                | 4         | MATH 2502       | Calculus II            | 4         |
| CSCI 1100      | Applied Computing       | 3         | MATH 2020       | Discrete Mathematics   | 3         |
| CSCI 1301      | Computer Science I      | 3         | CRIT 1101       | Critical Thinking      | 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     |
| MATH 1231      | Intro to Statistics       | 3         | CSCI 2305       | Computer Org & Arch.       | 3         |
| CSCI 2302      | Data Structures           | 3         | MATH 2140       | Intro. Linear Algebra      | 3         |
| PHYS 2211+L    | Princ. of Physics I + Lab | 4         | PHYS 2212+L     | Princ. Of Physics II + Lab | 4         |
| PHIL 2601      | Ethics (Area C1)          | 3         | Area C2         | Fine Arts/Language         | 3         |
|                |                           |           | Area E2         | SOSC/HIST                  | 3         |
| <b>Total</b>   |                           | <b>13</b> | <b>Total</b>    |                            | <b>16</b> |

| JUNIOR YEAR    |                        |           |                 |                           |           |
|----------------|------------------------|-----------|-----------------|---------------------------|-----------|
| First Semester |                        |           | Second Semester |                           |           |
| Course         | Title                  | Hours     | Course          | Title                     | Hours     |
| CSCI 3305      | Operating Systems      | 3         | CSCI 3306       | Comp. Networks & Sec.     | 3         |
| CSCI 3310      | Database Desg. & Impl. | 3         | CSCI 3333       | Prog. Languages           | 3         |
| CSCI 3300      | Computer Ethics        | 3         | CSCI 4301       | Adv. Gaming Desg. & Prog. | 3         |
| CSCI 3301      | Game Desg & Prog       | 3         | Area E4         | SOCI or PSYC              | 3         |
| Science        | Science Elective       | 4         | Area E1         | Social Science            | 3         |
| <b>Total</b>   |                        | <b>16</b> | <b>Total</b>    |                           | <b>15</b> |

| SENIOR YEAR    |                      |       |                 |                         |       |
|----------------|----------------------|-------|-----------------|-------------------------|-------|
| First Semester |                      |       | Second Semester |                         |       |
| Course         | Title                | Hours | Course          | Title                   | Hours |
| CSCI           | CS Elective          | 3     | CSCI 4307       | Artificial Intelligence | 3     |
| CSCI 3320      | Software Eng. Design | 3     | CSCI 4320       | Soft. Eng. Practicum    | 3     |
| CSCI 4304      | Computer Graphics    | 3     | CSCI Elect.     | CSCI 4334 or CSCI 4333  | 3     |
| ENGL 3900      | Technical Writing    | 3     | CSCI 4315       | Human Comp. Inter.      | 3     |
| Elective       | General Elective     | 3     | Area E3         | History                 | 3     |

|              |  |    |              |  |    |
|--------------|--|----|--------------|--|----|
| <i>Total</i> |  | 15 | <i>Total</i> |  | 15 |
|--------------|--|----|--------------|--|----|

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### Minor Program in Computer Science

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The objective of the minor is to more fully prepare students with strong mathematics backgrounds for careers where a deeper understanding of Computer Science would provide a benefit beyond the normal coursework in their major. Computing is integral to all disciplines. A foundation in object oriented programming is provided along with an in-depth understanding of the major computing disciplines and data structures. The computer science discipline augments the following essential student outcomes: critical thinking, reasoning, analysis and problem solving, and communication. Students will integrate and apply computing skills within their chosen major. All coursework must be passed with a 'C' or better. Courses taken to satisfy areas A through E may not be counted as coursework toward the computer science minor.

**COMPUTER SCIENCE MINOR PROGRAM REQUIREMENTS**

**Required Lower-Division Courses ..... 9 hours**  
 CSCI 1301 Computer Science I ..... 3 hours  
 CSCI 1302 Computer Science II ..... 3 hours  
 CSCI 2302 Data Structures ..... 3 hours

**Elective Upper-Division Courses ..... 9 hours**  
 Students are required to complete 9 hours of upper-division CSCI courses. CSCI 4800 can count for a maximum of 3 hours.

**Total Program Requirements ..... 18 hours**

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### Dual-Degree Engineering Program

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Through an agreement between Clayton State University and Georgia Institute of Technology (Georgia Tech), students who wish to study engineering may begin their undergraduate program at Clayton State University and later transfer to Georgia Institute of Technology through the Dual Degree Engineering Program.

Students who attend Clayton State University under the Dual Degree Engineering Program will complete a specified three-year curriculum in either computer science or mathematics at Clayton State and then attend Georgia Tech for approximately two years. After completion of the program of study at Georgia Tech, the student will receive either a Bachelor of Science in Computer Science or Bachelor of Science in Mathematics from Clayton State University and a Bachelor's degree in the student's chosen engineering discipline from Georgia Tech.

The Dual Degree Program requirements for Computer Science+Engineering at Clayton State include:

General Education Requirements (Areas A-E)..... 42 hours

|  |                     |
|--|---------------------|
| Major Requirements (Area F) .....            | 18 hours            |
| Required Lower-Level Courses (Area A1) ..... | 9-12 hours          |
| Required Upper-Division .....                | 21 hours            |
| Guided Electives.....                        | 8 hours             |
| <b>Total Semester Hours .....</b>            | <b>98-101 hours</b> |

The Dual-Degree Program requirements for Mathematics+Engineering at Clayton State include:

|  |                    |
|--|--------------------|
| General Education Requirements (Areas A-E) ..... | 42 hours           |
| Major Requirements (Area F) .....                | 18 hours           |
| Required Upper-Division .....                    | 12 hours           |
| Elective Mathematics Courses .....               | 12 hours           |
| Guided Electives.....                            | 8-11 hours         |
| <b>Total Semester Hours .....</b>                | <b>92-95 hours</b> |

The remainder of the 120-hour program of study will consist of upper division engineering courses, which are included in the program of study for the engineering degree program at Georgia Tech. It is the responsibility of the student to ensure they take the correct science and mathematics sequence – as they differ throughout the engineering disciplines. Students are strongly encouraged to speak with an advisor before entering this program of study.

#### **DUAL-DEGREE PROGRAM (COMPUTER SCIENCE+ENGINEERING) REQUIREMENTS**

|   |                 |
|---|-----------------|
| <b>Core Curriculum (Areas A – E).....</b>                                   | <b>42 hours</b> |
| ENGL 1101 English Composition I (Area A1) .....                             | 3 hours         |
| ENGL 1102 English Composition II (Area A1) .....                            | 3 hours         |
| MATH 1112A, MATH 1113, or MATH 1501 (Area A2)* .....                        | 3 hours         |
| CRIT 1101 Critical Thinking (Area B1).....                                  | 3 hours         |
| COMM 1001 or COMM 1002 Communications (Area B2) .....                       | 1 hour          |
| PHIL 2601 (Area C1) .....   | 3 hours         |
| Area C2 (Fine Arts, or Intermediate Foreign Language) .....                 | 3 hours         |
| Area D1 (Science Sequence).....   | 8 hours         |
| MATH 2502 Calculus II (Area D2)* .....                                      | 3 hours         |
| POLS 1101 American Government (Area E1) .....                               | 3 hours         |
| SOSC 2501 or HIST 1111 or HIST 1112 (Area E2).....                          | 3 hours         |
| HIST 2111 or 2112 (Area E3) .....   | 3 hours         |
| SOCI 1101 or PSYC 1101 (Area E4).....                                       | 3 hours         |
| <b>Major Program Requirements (Area F).....</b>                             | <b>18 hours</b> |
| MATH 1501 Calculus I (excess hour) .....                                    | 1 hour          |
| MATH 2502 Calculus II .....   | 1 or 4 hours    |
| MATH 2503 Calculus III .....  | 4 hours         |
| MATH 2140 Linear Algebra .....  | 3 hours         |
| CSCI 1371 Computer Science for Engineers.....                               | 3 hours         |
| Chose two if Calculus I is in Area A; choose 1 if Calculus II is in Area A: |                 |
| MATH 1231 Introduction to Statistics .....                                  | 3 hours         |
| MATH 2020 Discrete Mathematics .....  | 3 hours         |
| <b>Required Lower-Division Computer Science Courses.....</b>                | <b>9 hours</b>  |
| CSCI 1302 Computer Science II .....   | 3 hours         |
| CSCI 2302 Data Structures.....  | 3 hours         |
| CSCI 2305 Computer Organization & Architecture .....                        | 3 hours         |

**Required Lower-Division Math Course (if not taken in Area F)..... 0-3 hours**  
 MATH 2020 Discrete Mathematics ..... 3 hours

**Required Upper-Division Computer Science/Mathematics Courses 21 hours**  
 MATH 3303 Ordinary Differential Equations ..... 3 hours  
 CSCI 3305 Operating Systems ..... 3 hours  
 CSCI 3306 Computer Networks & Security..... 3 hours  
 CSCI 3310 Database Design and Implementation..... 3 hours  
 CSCI 3320 Software Engineering Design ..... 3 hours  
 CSCI 3333 Programming Languages ..... 3 hours  
 CSCI 4333 (Algorithms) or CSCI 4334 (Theory of Comp.) ..... 3 hours

**Guided Electives ..... 8 hours**

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen to satisfy the requirements of the particular engineering discipline at Georgia Tech. Depending on courses selected in Area F, within the electives, you must complete a second science\*\* sequence from:

PHYS 2211/2211L Principles of Physics I (with Lab)..... 1 or 4 hours  
 PHYS 2212/2212L Principles of Physics II (with Lab)..... 1 or 4 hours  
 CHEM 1211/1211L Principles of Chemistry I (with Lab) ..... 1 or 4 hours  
 CHEM 1212/1212L Principles of Chemistry II (with Lab) ..... 1 or 4 hours

**Total Semester Hours Taken at CSU ..... 98-101 hours**

- \* Note: Economics (ECON 2015 or 2106) is required for the Georgia Tech degree. This course may be taken at Clayton State
- \*\* Note: Biomedical Engineering requires BIOL 1107/1107L; Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

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**DUAL-DEGREE PROGRAM (MATHEMATICS+ENGINEERING) REQUIREMENTS**

**Core Curriculum – (Areas A – E)..... 42 hours**  
 ENGL 1101 English Composition I (Area A1) ..... 3 hours  
 ENGL 1102 English Composition II (Area A1) ..... 3 hours  
 MATH 1112A, MATH 1113 or MATH 1501 (Area A2)\* ..... 3 hours  
 CRIT 1101 Critical Thinking (Area B1)..... 3 hours  
 COMM 1001 or COMM 1002 Communications (Area B2) ..... 1 hour  
 Area C1 (Literature, Philosophy, or Foreign Language)..... 3 hours  
 Area C2 (Fine Arts, or Intermediate Foreign Language) ..... 3 hours  
 Area D1 (Science Sequence)..... 8 hours

Chose one of the following if not taken in other area:

MATH 1501 Calculus I (Area D2)\* ..... 3 hours  
 MATH 2502 Calculus II (Area D2)\* ..... 3 hours  
 POLS 1101 American Government (Area E1) ..... 3 hours  
 SOSC 2501 or HIST 1111 or HIST 1112 (Area E2) ..... 3 hours  
 HIST 2111 or 2112 (Area E3) ..... 3 hours  
 SOCI 1101 or PSYC 1101 (Area E4) ..... 3 hours

|  |                 |
|--|-----------------|
| <b>Major Program Requirements – (Area F)</b> ..... | <b>18 hours</b> |
| MATH 1501 (excess hour from Area D) .....          | 1 hours         |
| MATH 2502 Calculus II .....                        | 1 or 4 hours    |
| MATH 2503 Calculus III .....                       | 4 hours         |
| MATH 2140 Linear Algebra .....                     | 3 hours         |
| CSCI 1371 Computer Science for Engineers .....     | 3 hours         |

Chose two if Calculus I is in Area A or one if Pre-Calculus is in Area A [Biomedical Engineering (BME) and Chemical and Biomolecular Engineering (ChE) take at least one science]: BIOL 1107, CHEM 1211, CHEM 1212, PHYS 2211, PHYS 2212, MATH 1231, MATH 2020 ..... 3-6 hours

|  |                 |
|--|-----------------|
| <b>Required Upper-Division Mathematics Courses</b> ..... | <b>12 hours</b> |
| MATH 3005 Transitions to Higher Mathematics.....         | 3 hours         |
| MATH 3110 Survey of Algebra .....                        | 3 hours         |
| MATH 3520 Introduction to Analysis.....                  | 3 hours         |
| MATH 3303 Ordinary Differential Equations .....          | 3 hours         |

|   |                |
|---|----------------|
| <b>Upper-Division Mathematics Elective (choose 3)</b> ..... | <b>9 hours</b> |
| MATH 3220 Applied Statistics.....                           | 3 hours        |
| MATH 4303 Partial Differential Equations.....               | 3 hours        |
| MATH 4130 Applied Algebra.....                              | 3 hours        |
| MATH 4320 Numerical Methods .....                           | 3 hours        |
| MATH 4231 Modern Geometry .....                             | 3 hours        |
| MATH 4350 Graph Theory.....                                 | 3 hours        |
| MATH 4360 Combinatorics .....                               | 3 hours        |

|   |                |
|---|----------------|
| <b>Additional Upper-Division Mathematics Elective (choose 1 or 2)</b> ..... | <b>3 hours</b> |
| MATH 3003 Applied Mathematical Modeling .....                               | 3 hours        |
| MATH 4800 Selected Topics in Mathematics .....                              | 3 hours        |
| One additional course from the Upper-Division Math Electives .....          | 3 hours        |

|  |                   |
|--|-------------------|
| <b>Additional Requirements</b> .....         | <b>5-11 hours</b> |
| Choose one of the following:                 |                   |
| ECON 2105 Principles of Macroeconomics ..... | 3 hours           |
| ECON 2106 Principles of Microeconomics ..... | 3 hours           |

The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen to satisfy the requirements of the particular engineering discipline at Georgia Tech.

|   |              |
|---|--------------|
| PHYS 2211/2211L Principles of Physics I (with Lab).....     | 1 or 4 hours |
| PHYS 2212/2212L Principles of Physics II (with Lab).....    | 1 or 4 hours |
| CHEM 1211/1211L Principles of Chemistry I (with Lab) .....  | 1 or 4 hours |
| CHEM 1212/1212L Principles of Chemistry II (with Lab) ..... | 1 or 4 hours |

|  |                      |
|--|----------------------|
| <b>Total Semester Hours Taken at CSU</b> ..... | <b>92-95nh hours</b> |
|--|----------------------|

- \* Note: Economics (ECON 2015 or 2106) is required for the Georgia Tech degree. This course may be taken at Clayton State
- \*\* Note: Biomedical Engineering requires BIOL 1107/1107L; Chemical Engineering recommends BIOL 1107/1107L in addition to the required Physics and Chemistry sequences; Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

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## Certificate and Associate of Applied Science in Computer Networking

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The Computer Networking program offers a certificate that leads to the associate degree (AAS). 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), IP Telephony and Wireless LANs (WLANs).

Students must earn a grade of C or higher in all CNET and other career courses to meet program requirements. In addition, before attempting a course that has any prerequisite courses, students must first complete all prerequisites for that course with a grade of C or higher.

Students in the Computer Networking certificate program must exit from or exempt MATH 0099 and READ 0099 before attempting any CNET or ITFN courses.

### CERTIFICATE IN COMPUTER NETWORK TECHNICIAN PROGRAM REQUIREMENTS

|  |                 |
|--|-----------------|
| <b>Lower Division Requirements</b> .....                             | <b>54 hours</b> |
| ENGL 1101 English Composition I (Area A1).....                       | 3 hours         |
| ENGL 1102 English Composition II (Area A1).....                      | 3 hours         |
| MATH 1101 Mathematical Modeling or higher 1000-level MATH course ... | 3 hours         |
| CRIT 1101 Critical Thinking Across the Curriculum (Area B1) .....    | 3 hours         |
| POLS 1101 American Government (Area E1).....                         | 3 hours         |
| COMM 1110 Spoken Communications .....                                | 3 hours         |
| CPTG 2201 Advanced Computer Applications.....                        | 3 hours         |
| CNET 1130 Networking Fundamentals and LAN Switching .....            | 4 hours         |
| CNET 1131 Routing and WAN Technologies.....                          | 4 hours         |
| CNET 1132 CCNA Certification .....                                   | 1 hour          |
| CNET 2225 Fundamentals of Wireless LANs.....                         | 3 hours         |
| CNET 2226 Fundamentals of IP Telephony .....                         | 3 hours         |
| ITFN 1101 Foundations of Information Technology.....                 | 3 hours         |
| ITFN 1303 or CSCI 1301 or WBIT 1310 .....                            | 3 hours         |
| ITFN 2123 Foundations of Project Management .....                    | 3 hours         |
| Choose three (3) ITFN Lower-Division Electives .....                 | 9 hours         |
| <b>Total Program Requirements</b> .....                              | <b>54 hours</b> |

### ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING TECHNOLOGY DEGREE PROGRAM REQUIREMENTS

|  |                 |
|--|-----------------|
| <b>Lower Division Requirements</b> .....                             | <b>60 hours</b> |
| ENGL 1101 English Composition I (Area A1).....                       | 3 hours         |
| ENGL 1102 English Composition II (Area A1).....                      | 3 hours         |
| MATH 1101 Mathematical Modeling or higher 1000-level MATH course ... | 3 hours         |
| CRIT 1101 Critical Thinking Across the Curriculum (Area B1) .....    | 3 hours         |
| MATH 1113/1501/1221/1231/1241 or 2502 (Area D2) .....                | 3 hours         |
| POLS 1101 American Government (Area E1).....                         | 3 hours         |
| HIST 2111 or HIST 2112 (Area E3).....                                | 3 hours         |
| COMM 1110 Spoken Communications .....                                | 3 hours         |

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|   |                 |
|---|-----------------|
| CPTG 2201 Advanced Computer Applications.....             | 3 hours         |
| CNET 1130 Networking Fundamentals and LAN Switching ..... | 4 hours         |
| CNET 1131 Routing and WAN Technologies .....              | 4 hours         |
| CNET 1132 CCNA Certification .....                        | 1 hour          |
| CNET 2225 Fundamentals of Wireless LANs.....              | 3 hours         |
| CNET 2226 Fundamentals of IP Telephony .....              | 3 hours         |
| ITFN 1101 Foundations of Information Technology.....      | 3 hours         |
| ITFN 1303 or CSCI 1301 or WBIT 1310 .....                 | 3 hours         |
| ITFN 2123 Foundations of Project Management .....         | 3 hours         |
| Choose three (3) ITFN Lower-Division Electives .....      | 9 hours         |
| <b>Total Program Requirements .....</b>                   | <b>60 hours</b> |



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## Mathematics

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**PROGRAM COORDINATOR**

Nathan Borchelt, *Mathematics*

**FACULTY**

Catherine C. Aust, *Mathematics*  
 Christian Barrientos, *Mathematics*  
 Nathan A. Borchelt, *Mathematics*  
 Michael J. Dancs, *Mathematics*  
 Keith H. Driscoll, *Mathematics*  
 Anthony Giovannitti, *Mathematics*  
 Weihu Hong, *Mathematics*  
 Annita W. Hunt, *Mathematics*  
 Elliot J. Krop, *Mathematics*  
 Catherine A. Matos, *Mathematics*  
 Billie D. May, *Mathematics*  
 Linda E. Nash, *Mathematics*  
 Kelli Nipper, *Mathematics*  
 Christopher P. Raridan, *Mathematics*  
 Lila F. Roberts, *Mathematics*  
 Jelinda E. Spotorno, *Mathematics*  
 David B. Williams, *Mathematics*

**MISSION AND GOALS**

The mathematics program offers instruction in mathematics and computing and is responsible for the following programs and courses:

- Bachelor of Science Degree program in Mathematics.
- Minor in Mathematics.
- Upper division service courses that support Computer Science, Information Technology and Teacher Education baccalaureate programs.
- 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.

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## Bachelor of Science in Mathematics

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The program of study for the BS in Mathematics is designed to prepare the graduate for a career in a field that employs professionals with mathematical and/or computer science competence. At the same time, it provides 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 or CSCI 1371 Computing for Engineers .. | 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 for a total of 18 hours in Area F:

CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM 1212L, CSCI 1302, MATH 1231, MATH 2020, PHYS 2211 and PHYS 2211L, PHYS 2212 and PHYS 2212L

**Upper Division Major Requirements ..... 15 hours**

|  |         |
|--|---------|
| MATH 3005 Transition to Higher Mathematics ..... | 3 hours |
| MATH 3110 Survey of Algebra .....                | 3 hours |
| MATH 3303 Ordinary Differential Equations.....   | 3 hours |
| MATH 3520 Introduction to Analysis .....         | 3 hours |
| MATH 4988 Directed Undergraduate Research .....  | 2 hours |
| MATH 4989 Senior Capstone Project.....           | 1 hour  |

**Upper Division Math Electives ..... 12 hours**

Select at least three courses from the list below:

|  |         |
|--|---------|
| MATH 3220 Applied Statistics .....             | 3 hours |
| MATH 4303 Partial Differential Equations ..... | 3 hours |
| MATH 4130 Applied Algebra .....                | 3 hours |
| MATH 4320 Numerical Methods .....              | 3 hours |
| MATH 4231 Modern Geometry .....                | 3 hours |
| MATH 4350 Graph Theory .....                   | 3 hours |
| MATH 4360 Combinatorics .....                  | 3 hours |

Select one course from the list above or MATH 3303 Applied Mathematical Modeling or MATH 4800 Special Topics in Mathematics ..... 3 hours

**Electives ..... 33 hours**

At least 12 hours must be 3000 or above to complete the graduation requirement for upper division credits. Courses that will not be counted toward the degree are MATH 1101, MATH 1111, MATH 1112, MATH 1241, MATH 3020, MATH and MATH 4020.

Other Requirements: The student must also complete one of the following:

1. Complete a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 and BIOL 2250L
2. Select three courses at or above the 2000-level from ECON, FINA, and/or MKTG.
3. An approved minor other than Mathematics.

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

### BACHELOR OF SCIENCE IN MATHEMATICS 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     |
| 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 3003      | Applied Math Modeling       | 3         | MATH 4350       | Graph Theory                   | 3         |
| MATH 3303*     | Ord Differential Equations  | 3         | MATH 4303       | Partial Differential Equations | 3         |
| MATH 1231      | Intro to Statistics         | 3         | MATH 3110       | Survey of Algebra              | 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> |

| SENIOR YEAR    |                    |       |                 |                   |       |
|----------------|--------------------|-------|-----------------|-------------------|-------|
| First Semester |                    |       | Second Semester |                   |       |
| Course         | Title              | Hours | Course          | Title             | Hours |
| MATH 4130      | Applied Algebra    | 3     | MATH 4320       | Numerical Methods | 3     |
| MATH 3220      | Applied Statistics | 3     | MATH 3520*      | Intro to Analysis | 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 4989*   | Senior Capstone           | 1         |
| MATH 4988    | Directed Research     | 2         |              |                           |           |
| <b>Total</b> |                       | <b>13</b> | <b>Total</b> |                           | <b>15</b> |

### Bachelor of Science in Mathematics (Secondary Education Tract)

The program of study for the B.S. in Mathematics with a concentration in Secondary Education is designed to prepare the graduate for a career as a certified professional in the career of Secondary Education in Mathematics. I

#### BACHELOR OF SCIENCE IN MATHEMATICS (Sec. Ed.) 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) ... 15-18 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   |
| MATH 1231 Introduction to Statistics .....  | 3 hours   |

##### Lower Division Emphasis Options (Core Curriculum Area F)..... 0- 3 hours

Select a minimum of number of hours for a total of 18 hours in Area F:

CHEM 1211 and CHEM 1211L, CHEM 1212 and CHEM 1212L, CSCI 1302, MATH 2020, PHYS 2211 and PHYS 2211L, PHYS 2212 and PHYS 2212L

##### Upper Division Major Requirements (Sec. Ed.)..... 27 hours

|  |         |
|--|---------|
| MATH 3005 Transition to Higher Mathematics ..... | 3 hours |
| MATH 3100 History of Mathematic.....             | 3 hours |
| MATH 3110 Survey of Algebra .....                | 3 hours |
| MATH 3220 Applied Statistics .....               | 3 hours |
| MATH 3303 Ordinary Differential Equations.....   | 3 hours |
| MATH 3520 Introduction to Analysis .....         | 3 hours |
| MATH 4010 Modern Methods in Teaching Math. ....  | 3 hours |
| MATH 4231 Modern Geometry.....                   | 3 hours |
| MATH 4990 Senior Seminar.....                    | 3 hours |

##### Education related Electives ..... 27 – 30 hours

|  |         |
|--|---------|
| MATH 2020 Discrete Mathematics (If not in Area F) .....              | 3 hours |
| EDUC 2110 Invest. Critical & Contemp. Issues in Ed. ....             | 3 hours |
| EDUC 2120 Expl. Socio-Cultural Persp. on Diversity in Ed. Context .. | 3 hours |
| EDUC 2130 Expl. Teach. & Learning.....                               | 3 hours |
| EDUC 3030 Exploring-Exceptional Learner .....                        | 3 hours |
| EDUC 3200 Secondary School Curriculum & Assessment .....             | 3 hours |

|  |         |
|--|---------|
| EDUC 3210 Classroom Management           | 3 hours |
| EDUC 4003 Secondary Level Seminar        | 1 hour  |
| EDUC 4730 Secondary Education Internship | 8 hours |

**Electives..... 0 - 3 hours**

Courses that will not be counted toward the degree are MATH 1101, MATH 1111, MATH 1112, MATH 1241, MATH 3020, MATH and MATH 4020.

Other Requirements: The student must also complete one of the following:

4. Complete a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 and BIOL 2250L
5. Select three courses at or above the 2000-level from ECON, FINA, and/or MKTG.
6. An approved minor other than Mathematics.

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

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

In the sequence below, only courses marked with an asterisk (\*) are 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         | MATH 1231       | Intro to Statistics    | 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         | CRIT 1101*      | Critical Thinking      | 3         |
| COMM 1001      | Presentational Speaking  | 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     |
| 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         | EDUC 2120       | Exploring Socio-Culture    | 3         |
| EDUC 2110      | Exp.Soc.-Cult.Persp in Ed      | 3         | EDUC 2130       | Expl. Teach. & Learning    | 3         |
| <b>Total</b>   |                                | <b>17</b> | <b>Total</b>    |                            | <b>17</b> |

| JUNIOR YEAR    |                               |           |                 |                       |           |
|----------------|-------------------------------|-----------|-----------------|-----------------------|-----------|
| First Semester |                               |           | Second Semester |                       |           |
| Course         | Title                         | Hours     | Course          | Title                 | Hours     |
| MATH 3250      | Elementary Number Theory      | 3         | MATH 3220       | Applied Statistics    | 3         |
| MATH 3303*     | Ord Differential Equations    | 3         | MATH 4231       | Modern Geometry       | 3         |
| MATH 2020      | Discrete Mathematics          | 3         | MATH 3110       | Survey of Algebra     | 3         |
| EDUC 3030      | Exploring-Exceptional Learner | 3         | EDUC 3200       | Sec. Sch. Curr.       | 3         |
| SPAN 2001      | Intermediate Span. I          | 3         | SPAN 2002       | Intermediate Span. II | 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     |
| MATH 3100      | The History of Mathematics | 3         | EDUC 4003       | Secondary Level Seminar | 1         |
| MATH 3520*     | Intro to Analysis          | 3         | EDUC 4730       | Sec. Level Internship   | 8         |
| MATH 4010*     | Mod. Meth. in Teach. Math. | 3         | MATH 4990*      | Senior Seminar          | 3         |
| EDUC 3210      | Classroom Management       | 3         |                 |                         |           |
| <b>Total</b>   |                            | <b>12</b> | <b>Total</b>    |                         | <b>12</b> |

### Minor Program in Mathematics

The objective of the minor is to more fully prepare students for careers in business, computer science and information technology, the science fields, the government, etc. that require a deeper appreciation and a more sophisticated understanding of mathematics than normally found in their major.

#### MATHEMATICS MINOR PROGRAM REQUIREMENTS

**If MATH 1501 is taken in Area D..... 17 hours**

MATH 1501 Calculus I..... 1 hour carry over from Area D  
MATH 2140 Introduction to Linear Algebra ..... 3 hours  
MATH 2502 Calculus II..... 4 hours  
Approved 3000 or above level courses labeled MATH..... 9 hours

**If MATH 1501 is taken in Area A ..... 17-18 hours**

MATH 1501 Calculus I..... 1 hour carry over from Area A  
MATH 2140 Introduction to Linear Algebra ..... 3 hours  
MATH 2502 Calculus II..... 1 hour carry over from Area D  
Approved course in MATH or CSCI..... 3-4 hours  
Approved 3000 or above level courses labeled MATH..... 9 hours

#### Approved Courses for Minor

MATH 1231 Introduction to Statistics ..... 3 hours  
MATH 2020 Introduction to Discrete Mathematics ..... 3 hours  
MATH 2503 Calculus III..... 4 hours  
CSCI 1301 Computer Science I ..... 3 hours

CSCI 1302 Computer Science II ..... 3 hours  
Any MATH course 3000 or above excluding MATH 3010, MATH 3010S,  
MATH 3020, MATH 3020S, MATH 3030, MATH 3902, MATH 4010, and  
MATH 4020.

**Total Program Requirements ..... 17-18 hours**

## COURSE DESCRIPTIONS

All academic courses approved for offering by Clayton State University as of press time for this catalog (Fall 2009) are listed below. Listing of a course here does not obligate the University to offer the course in any given semester or academic year. Additional courses may be added during the year and will be reflected on the Clayton State DUCK registration system ([www.clayton.edu](http://www.clayton.edu)).

### Key to restrictions and symbols:

**Prerequisite.** This means that a student may not enroll in a course until he or she has passed the listed course(s). In the course descriptions that follow, prerequisites marked (C) require a grade of C or K or better. Only the dean of a school/college or his/her designee may waive a prerequisite.

**Corequisite:** This means that a student must take both corequisite courses in the same semester. However, if a student makes an acceptable grade in one but not both of the corequisite courses, the student only has to retake the course not satisfactorily completed.

**Prerequisite or Corequisite.** This means that the student may take the course(s) listed as “prerequisite or corequisite” either before or at the same time as the related courses.

**Absolute Corequisite.** This means that both “absolute corequisite” courses must be taken at the same time even if one part has previously been satisfactorily completed.

**Junior or Senior Standing.** To enroll in courses limited by class standing, the student must have completed the requisite number of hours (numbered 1000 or higher) prior to enrolling in the course. Junior standing = 60 hours; Senior standing = 90 hours.

**Other restrictions.** Some courses will have restrictions in addition to course prerequisites. They may include, but are not limited to, Learning Support, major, program admission, faculty or dean permission, etc. The student must abide by these restrictions.

**Recommendations.** Some course descriptions contain recommendations. These are not binding on the student, but they do reflect the faculty's advice about wise choices under usual circumstances.

**Course Hours.** The digits following each course refer to the weekly lecture (didactic) hours, weekly laboratory (practicum, clinical, intern) hours\*, and a total semester credit hours respectively. For example, a course listed as 2-3-3 would involve two hours per week of lecture and three hours per week in lab and would carry three hours of credit for the semester. Although online courses do not require actual presence in class (except on a limited basis), students should expect to spend an equivalent amount of time on task. See the Academic Information chapter for additional information on credit hours.

**Course Numbers.** In general, courses are numbered to reflect the stage at which they are most likely to be taken: 1000 (freshmen), 2000 (sophomore), 3000 (junior), and 4000 (senior). However, presuming that all prerequisites and



restrictions have been met, any student may take courses at any level. Upper division courses cannot be used in Areas A-F of the Core Curriculum. (Courses numbered lower than 1000 are remedial in nature and do not count toward graduation, grade point, or hours accumulation.)

**Career Courses.** The courses in some headings are identified as “career” courses. These courses do not normally count toward a baccalaureate degree (including as electives) except when they are included in the career block of a B.A.S. degree. Any exceptions to this rule must be approved in advance by the dean of the school/college of the student’s major. (Note: Courses in Information Technology [e.g., ITFN and ITSK] are not career courses for purposes of this policy.)

**Institutional Credit.** Courses identified as “institutional credit only” do not count in the semester hours needed for graduation. Passing such courses may, however, sometimes be a requirement for graduation. Normally such courses do not transfer to other institutions, but the final decision on transferability rests with the receiving institution.

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## Accounting (ACCT)

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### 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): MATH 1101 (D) or MATH 1111 (D) or higher based upon Math placement scores.

### 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 or MATH 1111 or higher based upon Math placement scores.

### 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 stresses, as well as current cost topics.

Prerequisite(s): ACCT 2102 (B) and admission to the School of Business.

### ACCT 3250 - Taxation of Individuals (3-0-3)

Analysis of basic concepts of federal taxation of individuals, including income, exclusions, deductions, credits, passive losses, and property transactions..

Prerequisite(s): ACCT 2101 (C) or ACCT 2102 (C) and admission to the School of Business.

### 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 asset creation, impairment, allocation, and disposal with corresponding income determination. Prerequisite(s): ACCT 2101 (B) and admission to the School of Business.

**ACCT 3352 - Intermediate Financial Accounting II (3-0-3)**

A continuation of ACCT 3351 with emphasis on the measurement, recording and reporting of debt and equity and the interdependencies of change effects on income determination. Accounting changes and adjustments and the related impact of professional pronouncements and information transparency are stressed. 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 4220 - Volunteer Income Tax Preparation (3-0-3)**

Students will be involved in all aspects of tax planning and preparation, and in program administration. Students will also participate in presentations in conjunction with Earned Income Tax Credit Day, and will prepare a memorandum dealing with a tax preparer ethical issue.

Prerequisite(s) ACCT 3250 (C)

**ACCT 4250 - Taxation of Business Entities (3-0-3)**

Primary emphasis is on C and S corporations and partnerships. Basic analysis of planning and compliance of most forms of corporate and partnership organization, operations, mergers, and dissolutions. Business planning is also considered. Prerequisite(s): ACCT 3250 (C).

**ACCT 4330 - Accounting Information Systems (3-0-3)**

Introduction to the operation and development of accounting information systems, e-business applications, and internal controls, Financial and managerial accounting concepts and procedures are extended into business information systems. 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) and ability to use Excel and Access software

**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. Selected topics in international accounting are introduced. Practice applications with integrated financial, managerial, and income tax accounting cases may be included. 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 - Auditing and Assurance Services (3-0-3)**

A study of the theory and practice of auditing and assurance services. Topics include the accounting profession, ethics, errors, irregularities, illegal acts and related liability, accounting and review standards, and auditing standards and procedures. Students experience workpaper 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 in the contemporary practice environment.

Prerequisite(s): ACCT 3352 (C).

**ACCT 4800 - Selected Topics in Accounting (3-0-3)**

A detailed examination of selected topics in the profession of Accounting. May be repeated when topics vary.

Prerequisite(s): 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 and permission of instructor.

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**African American Studies (AFAM)**

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**AFAM 2010 - Introduction to African American Studies (3-0-3)**

A course that introduces the field of African American Studies by focusing on social sciences, historical studies, literary studies, religious studies, and the arts, both music and visual art.

**AFAM 3100 - Harlem Renaissance (3-0-3)**

This course will explore the history, literature, music and art of the Harlem Renaissance.

Prerequisite: AFAM 2010.

**AFAM 3200 – Black Arts Movement (3-0-3)**

A course focusing on the history, literature, culture, and art of the Black Arts Movement.

Prerequisite: AFAM 2010

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**Art (ART)**

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**ART 1101 - Drawing I (3-0-3)**

As the first course in drawing, drawing I provides a systematic study in the basic concepts skills in drawing, through traditional approaches to contemporary visual languages. By working from direct observation, students will demonstrate through in-class exercises and formal assignments an understanding of the basic skills and concepts.

**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 - 2-D Design/Color Theory (3-0-3)**

This course develops students' understanding of the various organizations in designing for the 2-D surface. Basic elements of design, such as line, shape, value, texture, color contrast and color composition, as well as principles of design, such as unity and variety, balance, repetition, rhythm, movement and emphasis.

**ART 1301 - 3-D Design (3-0-3)**

This course is dedicated to the study of design in the three dimensions—space and volume. Students work with a variety of media to learn how to manipulate, construct and analyze 3-D forms and space.

Prerequisite: Drawing I.

**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 & 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.

Prerequisites: 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.

Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

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**Astronomy (ASTR)**

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**ASTR 1010 – Solar System Astronomy (3-0-3)**

Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system. This course is equivalent to SCI 1901A. A student may not receive credit for both ASTR 1010 and SCI 1901A.

Prerequisite(s): Exemption or exit from Math 0099.

**ASTR 1020 – Stellar and Galactic Astronomy (3-0-3)**

The study of the Sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe.

Prerequisite(s): ASTR 1010

Corequisite(s): ASTR 1020L.

**ASTR 1020L - Astronomy Laboratory (0-2-1)**

A series of laboratories designed to measure the physical properties of planets, stars, and galaxies. Corequisite(s): ASTR 1020.

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**Biology (BIOL)**

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**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 with a grade of C or higher 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.

Prerequisite(s): Exemption or exit from MATH 0099.

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 and 1111L.

**BIOL 1151 - Human Anatomy and Physiology I (3-0-3)**

A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.

Prerequisite(s): CHEM 1511 with a grade of C or higher, or CHEM 1211 with a grade of C or higher, or BIOL 1111 with a grade of C or higher, or BIOL 1107 with a grade of C or higher.

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 with a grade of C or higher and BIOL 1151L.

Corequisite(s): BIOL 1152L.

**BIOL 1152L - Human Anatomy and Physiology Laboratory II (0-2-1)**

Laboratory accompanying BIOL 1152.

Prerequisite(s): BIOL 1151 and BIOL 1151L  
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 with a grade of C or higher and BIOL 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 - Introductory Plant Biology (2-0-2)**

Survey of the plant kingdom with greatest emphasis on structure and function of angiosperms.

Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L.

**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 with a grade of C or higher, BIOL 1108L, CHEM 2412/2412L.

**BIOL 3222 - Off-Campus Internship (3-0-3)**

Internship program for selected students who perform supervised biological work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.

Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L and consent of the head of the department of Natural Sciences.

**BIOL 3223-On-Campus Internship (3-0-3)**

This is an internship program for selected students who will perform supervised work related to biology and/or pedagogy in conjunction with biology faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.

Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L with a grade of C or higher and consent of the head of the department of Natural Sciences.

**BIOL 3224 – Introductory Research (3-0-3)**

This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.

Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L with a grade of C or higher and consent of the head of the department of Natural Sciences.

**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 with a grade of C or higher, BIOL 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 with a grade of C or higher and BIOL 1108L.

**BIOL 3320 - Invertebrate Zoology (3-0-3)**

Invertebrate Zoology includes the study of the different phyla of invertebrates; their anatomy and physiology and evolutionary relationships. Invertebrate behavior and their interactions within different ecosystems will be examined.

Prerequisites: BIOL 1108 with a grade of C or higher, and BIOL 1108L.

**BIOL 3340 - Entomology (3-0-3)**

This course will cover insect taxonomy, morphology, and physiology with a focus on those insects most commonly found in our environment. It will also explore how insect morphology and physiological systems function in producing and shaping such insect behavior as navigation, reproduction, feeding, oviposition, defense, learning, and sociality.

Prerequisite: BIOL 1108 with a grade of C or higher, and BIOL 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 with a grade of C or higher and BIOL 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 with a grade of C or higher and BIOL 1108L.

**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 with a grade of C or higher, BIOL 1108L or 1112; MATH 1231.

**BIOL 3500L - Ecology Laboratory (0-3-1)**

Laboratory to accompany BIOL 3500, Ecology.

Prerequisite(s): BIOL 1108 with a grade of C or higher, BIOL 1108L, MATH 1231.

Prerequisite(s) or Corequisite(s): BIOL 3500.

**BIOL 3550 – Tropical Ecology (3-0-3)**

This study abroad course covers major tropical ecotypes and encompasses the ecology of terrestrial, aquatic, and marine tropical organisms. Emphasis will be on coral reef ecosystems, including taxonomy and identification of common invertebrates and vertebrates found in the Caribbean basin. Issues pertaining to coral reef conservation will be discussed. The majority of the course will take place at the Gerace Research Centre on the island of San Salvador in the Bahamas.

Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

**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 with a grade of C or higher and BIOL 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 3720 - Plant Taxonomy (2-2-3)**

Plant Taxonomy will explore the relationships between major plant families, the naming and classification of plants, plant identification procedures, and the relevance of plant taxonomy to other fields of science. The plants of Georgia will be a focus of this course.

Prerequisite: BIOL 2500

**BIOL 3740 – Economic Botany (3-0-3)**

Economic Botany explores the intimate relationship between plants and our lives.

Topics that will be covered in this course include our use of plants as medicines, food, beverages, and textiles. We will also explore our use of plants in ornamental gardening and forensics.

Prerequisite(s): BIOL 1108 with a grade of C or higher and BIOL 1108L with a grade of C or higher.

**BIOL 4100 - Animal Physiology (3-0-3)**

This course will examine animal physiology from four different perspectives. It will examine the mechanism that underlies different functions, the evolutionary origins of particular functions, how different animals perform similar functions, and how the environment an animal lives in impacts how they carry out particular functions. This course will explore physiology in a wide range of both invertebrate and vertebrate animals with a focus on food and energy, integrating systems, muscular systems, oxygen and carbon dioxide physiology, and water and salt physiology. The course will include modules that will explore in depth animal models that integrate physiology presented in the course. Prerequisite(s): BIOL 3650 and 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 4120 - Neurobiology (3-0-3)**

This class is an in-depth discussion of the biology of the nervous system. Topics include neuronal structure and function, communication at the synapse (electrical and action potentials), membrane receptors and intra- and intercellular signaling systems, gene regulation, gross organization of the brain and spinal cord, the processing of sensory information and development of the nervous system.

Prerequisite: BIOL 3200.

**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 with a grade of C or higher and BIOL 1108L.

**BIOL 4202L - Biotechnology Laboratory (0-6-3)**

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.

**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 and consent of the head of the department of Natural Sciences.

**BIOL 4325 - Parasitology (3-0-3)**

A study of the basic principles of parasitism and the morphology, taxonomy, and life cycles of important parasites of humans and other vertebrates.

Prerequisites: BIOL 3650 and BIOL 3650L.

**BIOL 4330 - Developmental Biology (3-0-3)**

This class will study cell differentiation and development using the tools of molecular genetics and cell biology. Some selected topics to be investigated are gametogenesis, fertilization, cell and tissue interactions and normal embryonic development.

Prerequisite: BIOL 3200.

**BIOL 4420 - Histology (3-0-3)**

This course will cover the microscopic structure of mammalian tissues and organs. Students will be taught how to recognize, using a light microscope, various tissues and organs. Emphasis will be placed on the relationship between the structure and functions of various tissues. The first part of the course will introduce basic histological procedures. This will include tissue and slide preparation. This is a junior or senior level intensive microanatomy course.

Prerequisite: BIOL 4100.

**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.

Pre-Requisites: BIOL 3200 with a minimum US grade of D.

**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 3200 and BIOL 4201.

**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.

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.

**BIOL 4620 - Applied and Environmental Microbiology (3-0-3)**

This course is designed to expose students to the importance of microorganisms in industrial processes and in the environment. The course will also focus on the applications of microorganisms to solve environmental problems and public health aspects of environmental microbiology.

Prerequisites: BIOL 3250 and BIOL 3250L

Co-requisite: BIOL 4620L

**BIOL 4620L - Applied and Environmental Microbiology Laboratory (0-3-1)**

Laboratory exercises focus on microbial growth, interactions between microorganism, microbial community analysis, impacts of environmental factors on microbial communities and use in industrial applications such as food production and sewage treatment.

Prerequisites: BIOL 3250 and BIOL 3250L

Co-requisite: BIOL 4620

**BIOL 4630 - Mycology (3-0-3)**

The focus of this course is the taxonomy, structure, and function of the members of the Kingdom Fungi.

Prerequisites: BIOL3250 and BIOL3250L

**BIOL 4900 – Biocomputing (3-0-3)**

The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. This course is considered a capstone course for the biology degree program. A student may not receive credit for both BIOL 3100 4900 and CHEM 31004900.

Pre-Requisites: BIOL 3250 with a minimum US grade of D And BIOL 3250L with a minimum US grade of D, BIOL 4201 with a minimum US grade of D and MATH 1231 with a minimum US grade of D.

**BIOL 4920 - Aquatic Ecology (2-2-3)**

Relationships between organisms and their environment within freshwater streams, rivers, ponds, lakes, and wetlands.

Prerequisites: BIOL 2500 and BIOL 3500

**BIOL 4930 - Environmental Toxicology (3-0-3)**

This course will establish the scientific principles underlying the toxic actions of various substances and will introduce the various challenges within the field of toxicology. The chemical nature of injurious substances, their uptake and metabolism by non-target organisms, and their mode of toxic action will be studied in addition to the methods used in safety evaluations and risk assessment.

Prerequisites: BIOL 3200

**BIOL 4999A - Senior Evaluation (0-0-0)**

The purposes of this class are to assess the biology degree program and to assist students in seeking employment or further schooling. Students are required to attend three class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the biology degree program. Students will take a two-hour standardized subject test in biology to assess their knowledge in biology. Students will also participate in an individually scheduled senior exit interview. A fee is required to pay for the standardized exam. Current fee is \$26.

Prerequisites: Graduating senior, BIOL 3200, BIOL 3250, BIOL 3250L, BIOL 3380, BIOL 3500, BIOL 3500L, BIOL 3650, BIOL 3650L, BIOL 4100, BIOL 4201, CHEM 4202, Departmental Approval.

**BIOL 4999B - Senior Evaluation (0-0-0)**

The purposes of this class are to assess the biology degree program and to assist students in seeking employment or further schooling. Students are required to attend two class meetings. Students will participate in a seminar on how to prepare for job searches and graduate and/or professional school. Students will complete a series of surveys to assess the quality of the biology degree program. Students will also participate in an individually scheduled senior exit interview.

Prerequisite: Graduating senior, Departmental Approval.

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**Business (BUSA)**

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**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 (C).

**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): 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.

**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) or BUSA 3111 (C) BSUR 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.

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**Business Law (BLAW)**

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**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): BLAW 2106 (C), or BUSA 2106 (C).

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**Career Planning (CAPL)**

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**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.

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**Chemistry (CHEM)**

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**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 and 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 for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.

High School Chemistry is required for this course. Students who have not taken Chemistry in High School, and who desire to take CHEM 1211, must first take and pass CHEM 1151 and CHEM 1151L.

Pre-requisites: MATH 1112A with a minimum US grade of D (can be taken concurrently), or MATH 1113 with a minimum US grade of D (can be taken concurrently), or MATH 1501 with a minimum US grade of D (can be taken concurrently).

Co-requisites: 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 3100 - Biocomputing (3-0-3)  
The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. A student may not receive credit for both BIOL 3100 and CHEM 3100.  
Prerequisite(s): BIOL 3250, 3250L, 4201; MATH 1231.

CHEM 3222 - Off-Campus Internship (3-0-3)  
Internship program for selected students who perform supervised chemical work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.  
Prerequisites: CHEM 1212 with a grade of C or higher and CHEM 1212L and consent of the head of the department of Natural Sciences.

CHEM 3223 – On-Campus Internship (3-0-3)  
This is an internship program for selected students who will perform supervised work related to chemistry and/or pedagogy in conjunction with chemistry faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.  
Prerequisites: CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher and consent of the head of the department of Natural Sciences.

CHEM 3224 – Introductory Research (3-0-3)  
This course is a supervised introductory research experience with Chemistry faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.

Prerequisites: CHEM 1212 with a grade of C or higher and CHEM 1212L with a grade of C or higher and consent of the head of the department of Natural Sciences.

**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 I (3-0-3)**

A study of the chemistry of biological systems. Topics typically include proteins, enzymes, carbohydrates, lipids and metabolism pathways.

Prerequisite: CHEM 2412 and 2412L.

**CHEM 4203 – Biochemistry II (3-0-3)**

A continuation of Biochemistry I. An extended study of metabolic pathways involving carbohydrates, lipids, amino acids, and nucleotides. Nucleic acids and hormonal regulation will also be addressed.

Prerequisite: CHEM 4202 with a grade of C or higher.

**CHEM 4204 - Forensic Chemistry (3-0-3)**

The study of the chemistry, and laboratory techniques used in forensic chemistry. Topics typically include the legal aspects of physical evidence collection and analysis, statistical analysis of data, drug analysis, forensic toxicology, explosives and arson residue analysis, glass analysis, fiber and paper analysis, paint and ink analysis, and gunpowder residue analysis. Various laboratory instruments and procedures will also be covered including mass spectrometry, infrared spectroscopy, UV-VIS spectroscopy, Raman spectroscopy, atomic absorption, immunoassay, chromatography, microspectrophotometry, and microscopy (light, polarized light, comparison, stereoscopic, scanning electron).

Prerequisite(s): CHEM 2412/2412L.

**CHEM 4205 - Medicinal Chemistry (3-0-3)**

A study of medicinal chemistry and the underlying principles of organic chemistry. Topics will include drug delivery, anesthetics, structure/function relationships, receptor theory, neurotransmitters, synthesis of various tranquilizer classes, synthesis of antidepressants, enzyme inhibition, antibiotics, and non-steroidal anti-inflammatory drugs (NSAIDs.)

Prerequisite(s): CHEM 2412 with a grade of C or higher.

**CHEM 4222 - Chemistry Research Practicum (3-0-3)**

Research experience for students in Chemistry. Practicum assignments must be approved by the student's major advisor and the Chemistry faculty. Course may be repeated for credit.

Prerequisite: CHEM 2412 and CHEM 2412L and consent of the head of the department of Natural Sciences.

**CHEM 4300 - Survey of Physical Chemistry (3-0-3)**

A study of elementary physical chemistry introducing general concepts such as quantum chemistry (particle in a box, harmonic oscillator, atomic structure, chemical bonding and spectroscopy), thermodynamics (ideal and real gases, chemical equilibria), and chemical kinetics (rates of reactions and transport properties of materials.) This is a non-calculus based physical chemistry course.

Prerequisite(s): CHEM 2412 with a grade of C or higher; CHEM 2412L; PHYS 1112, with a grade of C or higher.

**CHEM 4301 - Inorganic Chemistry (3-0-3)**

A study of inorganic chemistry. Topics typically include atomic structure, ionic bonding, lattice energy, valence bond theory, molecular orbital theory, coordination chemistry, nomenclature, reaction mechanisms, and an introduction to group theory.

Prerequisite(s): CHEM 4300 with a grade of C or higher.

**CHEM 4900 – Biocomputing (3-0-3)**

The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. This course is considered a capstone course for the biology degree program. A student may not receive credit for both BIOL 3100 4900 and CHEM 31004900.

Pre-Requisites: BIOL 3250 with a minimum US grade of D And BIOL 3250L with a minimum US grade of D, BIOL 4201 with a minimum US grade of D and MATH 1231 with a minimum US grade of D.

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**Citizenship (CITZ)**

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**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).

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**Communication (COMM)**

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**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.

Prerequisite(s): COMM 1110 (C) or permission of the Department of Communicative Arts and Integrative Studies; ENGL 1102 (C).

**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 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 1110 (C) and [CMS 3500 or ENGL 3900 (C)].

**COMM 4510 - Intercultural Communication (3-0-3)**

Intercultural Communication is a course dedicated to theories and practices of communicating across cultures. The students will learn how other cultures deal with conflict, context, and communication.

Prerequisite(s): COMM 1110(C).

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**Communication and Media Studies (CMS)**

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**CMS 2010 - Introduction to Media Studies (3-0-3)**

The course offers an overview of the cultural, social, political, and economic impact of mediated communication. Topics include the nature and function of media, core media institutions, and media in transition. Students will analyze media critically, including the contemporary mediascape, and develop a historical perspective on major media forms.

**CMS 2100 - Introduction to Film (3-2-3)**

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 3020 - Research Methods (3-0-3)**

This course provides CMS majors with the necessary skills to conduct independent, primary, interdisciplinary research in Media Studies and Cultural Studies. Students learn a variety of humanistic and social-scientific methodologies, which may include some or all of the following: in-depth interviewing, focus groups, archival research, content analysis, semiotics and textual analysis. Students choose an appropriate media topic to study through a variety of research modes and methods over the length of the semester. Open to students who have been admitted to the Communication and Media Studies (CMS) minor or BA programs. Prerequisites ENGL 1102 (C), CMS 2010, (C), CMS 2100 (C), COMM 1110 (C).

**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. Open to students who have been admitted to the Communication and Media Studies (CMS) minor or BA programs.

Prerequisite(s): CMS 2010, (C), 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), CMS 2010, (C), COMM 1110 (C), ENGL1102 (C).

Recommended: Completion of Areas C and E.3.

**CMS 3310 - Film History (3-2-3)**

A study of both artistic and technological developments in American and international cinema, with emphasis on significant film movements and filmmakers. Key films will be examined in depth. Attendance is required for weekly out-of-class screenings.

Prerequisites ENGL 1102 (C), CMS 2100 (C).

**CMS 3340 - National Cinemas (3-2-3)**

This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.). May be repeated when topics vary. Attendance is required for weekly out-of-class screenings.

Prerequisites: ENGL 1102 (C); CMS 2100 (C).

**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. Open to students who have been admitted to the Communication and Media Studies (CMS) minor or BA programs.

Prerequisite(s): CMS 2010, (C), CMS 2100 (C), COMM 1110 (C), ENGL1102 (C).

**CMS 3710 - 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 surveys the aesthetic, historical, and theoretical contexts that shape communication using digital media. It also offers hands-on experience in the development of hypertext and multimedia documents.

Prerequisites ENGL 1102 (C).

**CMS 3720 - 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) or CMS 3710 (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 majors only and CMS program permission.

**CMS 3902 - Internship: Teaching and Instruction (0-10-3)**

This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in teaching, training, and/or tutoring related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course may be repeated for credit.

Prerequisite: CMS majors only and CMS program permission.

**CMS 3903 - Advanced Media Production (0-10-3)**

This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in advanced media production related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval. The course may be repeated for credit.

Prerequisite: CMS majors only and CMS program permission.

**CMS 4310 - Film Analysis and Criticism (3-2-3)**

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.

Prerequisite(s): ENGL 1102 (C); CMS 2100 (C).

**CMS 4320 - Women and Film (3-2-3)**

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 4330 - Film Genres (3-2-3)**

An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them. Attendance is required for weekly out-of-class screenings. May be repeated when topics vary.

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.

Prerequisites: CMS 3101 (C), and [CMS 3020 (C), or COMM 3010 (C)].

**CMS 4560 - Public Relations Principles and Practices (3-0-3)**

A study of public relations theories and practices with emphasis on the various ways in which public relations and promotional messages are delivered to various audiences.

Prerequisites: CMS 3500 (C)

**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. Prerequisites: Junior-level status

**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: ENGL 1102 (C) and [ART 2302 or CMS 2100 (C), or PHIL 2401 (C), or THEA 1100 (C), or WST 2500 (C)];

**CMS 4900 - Directed Research in Communication and Media Studies (3-0-3)**

Independent study in Communication and Media Studies (credit varies)

Prerequisites: Junior-level status and CMS program permission.

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**Computer Networking (CNET)**

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**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 covered on the CompTIA A+ Core Hardware exam. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**CNET 1109 - Microsoft Windows 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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CNET 1105 (C).

**CNET 1110 - Microsoft Windows II (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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite or Corequisite: CNET 1109 (C).

**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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CNET 1105 (C).

**CNET 2109 - Microsoft Windows III (3-0-3)**

Students will learn to install, configure, and administer a Microsoft Network. The course will include practice in configuring the server environment, administering and troubleshooting network resources, optimizing system performance, and implementing security features. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): MATH 1101, CNET 1110 (C).

**CNET 2110 - Microsoft Windows IV (3-0-3)**

Students will use current Microsoft server technology to create and manage user, group, and computer accounts, and to manage file and share permissions, hardware devices, disk storage, software and print services. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite or Corequisite: CNET 2109 (C).

**CNET 2220 - Switching and Intermediate Routing (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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite or Corequisite: CNET 1120 (C).

**CNET 2221 - WAN Technologies (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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): MATH 1101, CNET 2220 (C).

**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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite or Corequisite: 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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisites: CNET 1105 (C).

**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. A grade of C or higher is required in this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite or Corequisite: CNET 2230 (C).

**CNET 2500 – Introduction to Routing & Switching (3-0-3)**

This course provides students with the fundamentals of computer networking with an emphasis on basic routing and switching required for passing the Cisco CCNA certification exam, including HDLC, PPP, 802.3, 802.11, TCP/IP, VLSM, CIDR, OSI Model, RIP, IGRP, EIGRP, Single Area OSPF, DNS, DHCP, CDP, ARP, Frame Relay, ISDN, Bridging, STP, VLANs, and ACLs. This is a condensed course designed for students who have a background in computer technology and need to prepare for the entry level Cisco CCNA certification exam. Students will be required to pass the Cisco certification exams required for the CCNA certification as part of the course requirements.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): Requires approval of faculty member or advisor.

**CNET 3210 - Advanced Routing (2-2-3)**

Students will learn how to implement enterprise class WANs with emphasis on utilizing OSPF, IS-IS, BGP, and policy-based routing. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): Cisco CCNA Certification or permission of the instructor is required.

**CNET 3220 - Multi-Layer Switching (2-2-3)**

Students will explore many of the switching algorithms and strategies that are used to forward packets through multi-layer networks. Cisco CCNA Certification or instructor approval required. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies degree program.

Prerequisite(s): CNET 3210 (C).

**CNET 3230 - Converged Wide Area Networks (2-2-3)**

Students will learn how to implement remote access networks, including VPNs, Frame Relay, and Broadband technology. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CNET 3210 (C) and CNET 3220 (C).

**CNET 4110 - IP Technology (2-2-3)**

This course will prepare the student to implement an IP Telephone solution. Topics covered will include the Public Switched Telephone Network (PSTN), Voice over IP (VoIP), Call Management, and Quality of Service (QoS) issues in both a wired and wireless infrastructure. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CNET 3220 (C).

**CNET 4210 - Network Security/Firewalls (2-2-3)**

This course provides students with the fundamentals of design and implementation of a secure network infrastructure. The focus will be on designing, configuring, and testing router and firewall security. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CNET 3210 (C) and CNET 3220 (C).

**CNET 4240 - Optimizing Converged Networks (2-2-3)**

Students will explore troubleshooting of enterprise class networks and will focus on optimizing converged networks for IP Telephony and Quality of Service (QoS). A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CNET 3210 (C), CNET 3220 (C) CNET 3230 (C), and CNET 4110 (C).

**CNET 4310 - Advanced Server Technology (2-2-3)**

This course provides students with an introduction to Server Virtualization, Storage Area Networks (SANs), and Load Balancing. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies degree program.

Prerequisite(s): Course requires Microsoft MCSA Certification or permission of instructor.

**CNET 4800 - Selected Topics in CNET (3-0-3)**

An exploration of selected topics and problems in the computer networking area under the guidance and supervision of a faculty member. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies degree program.

Prerequisite(s): Permission of Dean or Department Head required.

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**Computer Science (CSCI)**

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**CSCI 1100 - Applied Computing (2-2-3)**

This course covers applied topics in computing which will serve as tools for presentations, web development, and knowledge of basic operating systems. Topics include using PowerPoint, understanding and using email, remote file transfer and remote login using Secure Shell, building Websites using tools such as XHTML & Java Scripting, Windows basics, and Linux basics.

Prerequisite: MATH 1101 or higher (or equivalent placement score).

**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 2302 - Data Structures and Algorithms (3-0-3)**

This course is a systematic study of the main data structures of computer science: arrays, stacks, queues, linked lists, trees, graphs, hash tables. Implementation and analysis of the algorithms and programming techniques for searching, sorting, inserting into, and deleting from these structures; efficiency considerations.  
Prerequisite: A grade of C or better in CSCI 1302, MATH 2020.

**CSCI 2305- Computer Organization and Architecture (3-0-3)**

This course is a study of the organization and architecture of computer systems, beginning with the standard von Neumann model 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 3300 - Computer Ethics (3-0-3)**

This course is a study of professional codes of ethics and the responsibilities that they place on technology professionals. Investigation of the background and implications of ethical concerns in the application of technology and the use of moral reasoning to comprehend issues of privacy, security, ownership, protection, and law.  
Prerequisite: A grade of C or better in CSCI 2302 and MATH 2140.

**CSCI 3301 - Game Design & Programming (3-0-3)**

This course covers modern computer game design and programming techniques including real-time event-driven and multimedia programming techniques.  
Prerequisite: A grade of C or better in CSCI 2101, CSCI 2302, and MATH 2140.

**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 3305 - Operating Systems (3-0-3)**

This course is a conceptual and hands-on study of operating systems; operating system design and theory including process/processor, memory, file, I/O and networking management, evaluation of system requirements.  
Prerequisite: A grade of C or better in CSCI 2302 and MATH 2502.

**CSCI 3306 - Computer Networks & Security (3-0-3)**

This course covers Network systems including transmission media, packet transmission, circuit/packet switching technology, LAN technology and network topology, TCP/IP, internetworking; Network applications and security issues are investigated. An overview of LANs, WANs, data communication, and routing methods will be provided using software simulation tools.

Prerequisite: A grade of C or better in CSCI 2302 and CSCI 2305.

**CSCI 3310 - Databases Design & Implementation (3-0-3)**

This course covers database modeling drawing distinctions between data modeling, process modeling, and implementation. Topics include Entity-Relationship Modeling, Relational Database Modeling to include Relational Algebra and Normalization and Object Modeling and Object Databases. Implementation topics include SQL, PL/SQL, and database access using Web interfaces.

Prerequisite: A grade of C or better in CSCI 2302 and MATH 2020.

**CSCI 3320 - Software Engineering Design (3-0-3)**

This course covers analysis of system requirements, software systems design techniques, software processes, software life-cycle models, software economics, configuration management, user interfaces, software testing, and software maintenance. Students gain experience in the team approach to medium-scale system development. Ethical issues related to software design are discussed.

Prerequisite: A grade of C or better in CSCI 3306, CSCI 3310, and MATH 1231.

**CSCI 3333 - Programming Languages (3-0-3)**

This course is covers the concepts of syntax and semantics of grammars and languages. It includes the study and comparison of the organization and major constructs of various programming language paradigms, with in-depth study of several specific languages. Language Implementation and compiler/interpreter-related issues are addressed.

Prerequisite: A grade of C or better in CSCI 2302 and MATH 2020.

**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 4301 - Game Design & Programming II (3-0-3)**

This course covers advanced techniques in game programming, including graphics game engines, motion generation, and issues in multi-user interaction.

Prerequisite: A grade of C or better in CSCI 3301 and MATH 2502.

**CSCI 4304 - Computer Graphics (3-0-3)**

This course is an introduction to computer graphics and graphic systems, including: graphics hardware, 2D rendering, 2D and 3D transformations, animation, illumination, and modeling. Additional topics include user interface and interactive inputs.

Prerequisite: A grade of C or better in CSCI 3301, MATH 2140, and MATH 2502.

**CSCI 4305 - Unix (Linux) Systems Program and Administration (3-0-3)**

This course covers UNIX (Linux) and C/C++ standards, file I/O, file access and attributes, directories, the standard I/O library, systems administration files, the processes environment, process control, process relationships, signals, terminal I/O, daemon processes, interprocess communication, and pseudo terminals. Also included are relevant topics in Unix (Linux) system administration.

Prerequisite: A grade of C or better in CSCI 3305.

**CSCI 4306 - Computer Networks & Security II (3-0-3)**

This course covers the design and implementation of protocols and the vulnerabilities and risk associated with these implementations. Other topics include Cryptographic techniques and algorithms. Design and implementation of network routing protocols and security architecture will be done using software simulation tools.

Prerequisite: A grade of C or better in CSCI 3306.

**CSCI 4307 - Artificial Intelligence (3-0-3)**



This course is an introduction to artificial intelligence and machine learning. Topics include intelligent system design methodologies, search and problem solving, supervised and reinforced learning.

Prerequisite: A grade of C or better in CSCI 2302 and MATH 2502.

**CSCI 4310 - Advanced Issues in Databases (3-0-3)**

This course is an advanced in-depth study of indexing, security, query processing, transactions; introduction to data warehousing; parallel and distributed databases.

Prerequisite: A grade of C or better in CSCI 3310.

**CSCI 4314 - Multimedia Production & Development (3-0-3)**

This course covers the 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 multimedia production project. Cross-listed with ITMM 4404.

Prerequisite: A grade of C or better in (CSCI 210 and CSCI 2302) or (ITFN 2012, ITFN 3314, and ITFN 3134) and (ENGL 3900 or ENGL 3901).

**CSCI 4315 - Human Computer Interface (3-0-3)**

This course covers design and interfacing of computer input and output systems. Standard (mouse, keyboard, joystick, etc.) and new (head trackers, music controllers, gloves, etc.) input devices. Output mediums will include graphics, music, and 3-D sound. Hands-on laboratories and independent projects will be required.

Prerequisite: A grade of C or better in CSCI 3320.

**CSCI 4316 - Cluster and Grid Computing (3-0-3)**

This course covers the concepts of cluster and grid computing. Topics include communication, application, and management of technologies that make cluster and Grid computing possible.

Prerequisite: A grade of C or better in CSCI 3305.

**CSCI 4320 - Software Engineering Practicum (3-0-3)**

This course covers software development methods for large-scale software systems, management of software development projects, and software engineering standards. Students are expected to complete a large-scale software project. This course is considered the capstone course. Ethical issues related to software development are discussed.

Prerequisite: A grade of C or better in CSCI 3300 and CSCI 3320.

**CSCI 4333 - Theory of Computation (3-0-3)**

This course is a study of the main areas of theoretical computer science and the hierarchical interconnections. Basic results relating to formal models of computation are studied, with emphasis on grammars and languages, finite automata, turning machines, and computational complexity.

Prerequisite: A grade of C or better in CSCI 3333.

**CSCI 4334 - Algorithm Design & Analysis (3-0-3)**

This course covers analysis of the complexity of algorithms, including sorting, searching, and graph algorithms; use the implementation of graphs.

Prerequisite: A grade of C or better in CSCI 3333.

**CSCI 4360 - Computer Science Research (3-0-3)**

This course is designed for students who want to carry out special research and investigations in CS at the senior level. Topic and method of procedure must have approval of the supervising faculty member.

**CSCI 4370 - Internship in Computer Science (3-0-3)**

This course involves the student working with business partners to develop meaningful projects which integrate and apply knowledge in an actual work environment. These projects will be presented to faculty, students and industry partners. Each student is expected to work for a minimum of 200 hours. Application

must be made to Office of Experiential Learning and is subject to departmental approval.

Prerequisite: A grade of C or better in CSCI 2302 and MATH 2502.

**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 4800 - Special Topics in Computer Science (variable credit)**

This course is designed to cover current topics of interest in Computer Science.

Prerequisite: Permission of instructor and department.

**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.

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**Computing (CPTG)**

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**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)

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**Critical Thinking (CRIT)**

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**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.]

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## **Criminal Justice (CRJU)**

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### **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 3110 - Race and Crime (3-0-3)**

This course examines how the issues of crime and justice are played out in the context of a diverse society. The course will consider three major issues; 1) how the law affects and has affected different groups in American society; 2) the differential involvement in crime and the criminal justice system across groups; and 3) the differential responses of the justice system to various groups.

### **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 3230 - Law Enforcement Administration (3-0-3)**

This course examines the theories of motivation, leadership, and organization in the police context. Police administrative and management functions are studied emphasizing personnel management and organizational change.

Prerequisite: CRJU 1150

### **CRJU 3240 - Law Enforcement and the Community (3-0-3)**

This course examines the relationship between law enforcement agents and the community they serve. Topics include regular and meaningful police involvement in the community, quality of life conditions, problem solving and coordination with community service organizations, and policing in a culturally diverse society.

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 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.

**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(s): 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(s): 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.

Prerequisite(s): CRJU 1150, and ITFN 1101, and ITFN 1501, and CSCI 1301 or ITFN 1301 or ITFN 1302 or ITFN 1301

**CRJU 3600 - Juvenile Justice (3-0-3)**

This course provides students with an in-depth view of the juvenile justice system in the United States focusing on crime patterns, police-juvenile relations, juvenile courts, and corrections practices

**CRJU 4200 - Criminal Justice Ethics (3-0-3)**

This course examines the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, policy and management issues.

Prerequisite(s): CRJU 1150.

**CRJU 4410 - Comparative Criminal Justice (3-0-3)**

This course examines the criminal justice systems of six model nations. Topics include the discussion of legal families, political order, democracy, rule of law, crime control model, due process and organizational systems theory of foreign criminal justice systems.

Prerequisite(s): CRJU 1150 (C).

**CRJU 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.

**CRJU 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.

**CRJU 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.

**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.

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**Dental Hygiene (DHYG)**

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**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 (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: BSDH Admission

Corequisite: 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, 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 State University during the last semester of enrollment in the program.

Prerequisite(s): R.D.H. licensure in Georgia.

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**Economics (ECON)**

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**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.

Prerequisite(s): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

**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.

Prerequisite(s): MATH 1101 or MATH 1111 or higher based upon Math placement scores.

**ECON 4800 – Selected Topics in Economics (3-0-3)**

A detailed examination of selected topics in Economics.

Prerequisite(s): ECON 2105 (C) or ECON 2106 (C)

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**Education (EDUC)**

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**EDUC 2110 - Investigating Critical and Contemporary Issues in Education (3-0-3)**

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the contemporary contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

**EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts (3-0-3)**

Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

**EDUC 2130 - Exploring Learning and Teaching (3-0-3)**

Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all pupils in a variety of educational setting and contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

**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 3001 - Teacher Education Curriculum Seminar (1-0-1)**

Junior year seminar to meet specific requirements as related to EDUC 3350 field-based course. This seminar will address topics of discussion in preparation for and follow-up from field-based lectures and observations made in middle school buildings. It is required of all middle level education students, and must be taken with EDUC 3350 – Instructional Strategies for Individual and Interdisciplinary teaching.

Absolute Corequisite(s): EDUC 3350.

Concurrent Prerequisite(s): EDUC 3000 or 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 3030 - Exploring the Exceptional Learner (2-2-3)**

A survey of the basic characteristics and educational needs of children and youth who require special or exceptional education services in school. The course covers techniques that help the classroom teacher identify and refer students who may need special services. This course will assist pre-/in-service teachers apply their knowledge of each exceptionality by adapting their teaching techniques to meet the needs of special students. Emphasis will focus on recognizing attributes of emotional, intellectual, physical and social aspects of exceptional learners. School-site and/or special needs agency observations are required. (This course is designed to meet the requirements of Georgia House Bill 671).

**EDUC 3200 - Secondary School Curriculum and Assessment (3-1-3)**

This course is designed to offer a critical examination of standards and other influences on the modern secondary education curriculum. The course will provide an overview of the theories and application of developing the secondary school curriculum and instructional strategies, current trends, problems and challenges posed to the curriculum. Additionally, the course will study the rise of the assessment movement, its importance, and its use in the classroom. Candidates will explore teaching, learning and assessment strategies along with using instructional technologies, materials and resources for appropriate learning. Field experience is required. Candidates must be admitted to a secondary education program, have junior/senior standing and proof of liability insurance to participate in the course.

Prerequisite(s): EDUC 2110, EDUC 2120 and EDUC 2130

**EDUC 3210 - Classroom Methods and Management (3-1-3)**

This course is designed to examine theories of discipline and motivation. It will focus on principles of classroom management and organization, building relationships and rapport, and considering alternative behavior management plans. In addition, candidates will learn teaching methods such as the use of time, space, and materials for instruction as management techniques. Topics will address how knowledge of general teaching methods and classroom management may improve teacher quality and student outcomes, including closing the achievement gap. Candidates will learn

general methods for teaching English Language Learners (ELL), and differentiation of instruction for diverse learners. Field experience is required. Candidates must be admitted to a secondary education program, have junior/senior standing and proof of liability insurance to participate in the course.

Prerequisite(s): EDUC 2110, EDUC 2120 and EDUC 2130.

**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 students, and/or language arts). Arts and Sciences content-area faculty observe and assess this component of the internship.

Prerequisite(s): EDUC 4710.

Absolute Corequisite(s): EDUC 4720.

**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 CSU 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).

**EDUC 4730 - Secondary Level Internship (0-36-8)**

This course is a clinical experience in secondary education, during spring semester. Student teaching is a full-time (content-specific, in-field), 15-week, directed classroom experience (grades 6-12). Student teachers, under the direction of a mentor teacher, take increasing responsibility for learners and engage 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, utilizing technology, managing classrooms, understanding assessment, and familiarizing oneself with the school, its resources, and surrounding community. Additionally, interns must attend an on-campus seminar one afternoon per week taught by CSU faculty members and/or resource persons. Admission to a bachelor's program in biology, history, English, or mathematics with emphasis in secondary education and senior standing are required. Candidates must have proof of liability insurance to participate in the course.

Prerequisite(s): EDUC 3030, EDUC 3200 & EDUC 3210.

Absolute Co-requisite(s): EDUC 4003.

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## English (ENGL)

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**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 perspectives. (Works

are read in translation where necessary.) Critical thinking and communication skills are emphasized.

Prerequisite(s): ENGL 1102 (C).

**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 perspectives. (Works are read in translation where necessary.) Critical thinking and communication skills are emphasized.

Prerequisite(s): ENGL 1102 (C).

**ENGL 2121 –British Literature I (3-0-3)**

A survey of important works of British Literature from the Old English period through the neoclassical age. This includes English literature from its roots in Anglo-Saxon through its development in Great Britain and its global development outside the United States through approximately 1800.

Prerequisite(s): ENGL 1102 (C).

**ENGL 2122 -British Literature II (3-0-3)**

A survey of important works of British Literature from the Romantic Era to the present. This includes the global development of English literature outside the United States from approximately 1800 to the present.

Prerequisite(s): ENGL 1102 (C).

**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 (C).

**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 (C).

**ENGL 2200 - Literary London (3-0-3)**

A genre, author, and topic-based survey of British literature taught in the context of study abroad in London, England, this course features a survey of cultural experiences based in British literary history, including but not limited to museums visits, tours of historic sites, and attendance at theater performances. Required readings will incorporate poetry, prose, and drama and may be drawn from the Anglo-Saxon period to the present, including Old English works in translation, Middle English works in the original, and a broad selection of works in modern English. Reading lists will vary from year to year. Meets area C1 requirement. Enrollment with permission of instructor and grade of C or higher in ENGL 1102. Offered in Maymester. Major reading and writing assignments will be completed in the United States and submitted before travel begins. Three credit hours.

Prerequisites: ENGL 1102 (C).

**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 3140 - Introduction to Visual Rhetoric (3-0-3)**

Visual Rhetoric is defined as the art of using images to inform, argue, or persuade. Effective visual rhetoric always anticipates the question: "What are you looking at?" The use of visual imagery in advertising, art, and other texts can be subtle, direct, or provocative. In most cases, however, we are unaware of how powerful images are and how significantly they impact our understanding of the world. This course will

introduce students to the theory and practice of visual rhetoric in a variety of contexts. As part of their coursework, students will analyze, discuss, and write about the role of images in popular culture and they will learn to employ images effectively in print-based and electronic texts.

Prerequisite(s): ENGL 1102 (C).

**ENGL 3150 - Shakespeare (3-0-3)**

A survey of Shakespeare's dramatic works with primary emphasis on the major comedies and tragedies and some attention to the histories, problem plays, and romances.

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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

**ENGL 3210 - Advanced Grammar (3-0-3)**

A course surveying the history, theory, structure, and teaching and learning practices in English grammar. Also includes an overview of modern grammars, including structural and transformational, and research of grammar instruction. 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.

Corequisite(s) : ENGL 1102 (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 1102 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

**ENGL 3410 - African American Literature I (3-0-3)**

A course focusing on the major movements, issues, or themes in the study of African American Literature from 1750-1877.

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 3420 - African American Literature II (3-0-3)**

A course focusing on the major movements, issues, or themes in the study of African American Literature from 1877-present.

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 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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

**ENGL 3600 - Careers in Writing (3-0-3)**

An introduction to issues and practices relevant to careers in professional writing with an emphasis on understanding contexts, genres, and technologies and producing documents for a variety of professional writing communities and workplaces.

Prerequisite(s): ENGL 1102 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

**ENGL 3650 - Writing for Non-Profits (3-0-3)**

This writing course will be balanced with theory and be influenced by a strong service learning component. Small groups of students, under the guidance of the instructor, will work directly with a local or regional nonprofit organization, using their writing skills and rhetorical strategies to address a real need in the community.

Prerequisite(s): ENGL 1102 (C).

**ENGL 3700 - Response to Writing (3-0-3)**

An introduction to one-on-one writing instruction, classroom based writing consultancy, and the theories that guide these practices. Students will write many kinds of documents, including essays about tutoring and consulting, and they will have applied what they have learned in peer review situations.

Prerequisite(s): ENGL 1102 (C).

**ENGL 3800 - Introduction to Creative Writing (3-0-3)**

Introductory study in imaginative writing emphasized both selected readings in poetry, fiction, and creative portfolio and student writing in these genres.

Prerequisite(s): ENGL 1101 (B) and ENGL 1102 (B).

**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. Required to earn at least a C in the course, based on the program-entry-level assessments of writing skills built into the class.

Prerequisite(s): ENGL 1102 (C).

**ENGL 3910 - Professional Editing (3-0-3)**

This course focuses on editing documents from a variety of genres and authors. The course includes proofreading, copyediting, formatting, and recognizing and correcting grammar, punctuation, and mechanics in written documents.

Prerequisite(s): ENGL 1102 (C).

**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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

**ENGL 4150 - Contemporary American Literature (3-0-3)**

A survey of contemporary American Literature during the period of 1945 to the present.

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 4200 - Medieval Literature (3-0-3)**

Major works of literature from Old and Middle English, including Chaucer, medieval plays, and examples of other early British literary traditions.

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 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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].



- ENGL 4222 - Eighteenth Century Literature (3-0-3)  
A course focusing on the major movements, issues or themes in the study of Eighteenth Century Literature in Britain, 1689-1783.  
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 4241 - Seventeenth Century Literature (3-0-3)  
A course focusing on the major movements, issues, or themes in the study of Seventeenth Century Literature in Britain.  
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 4242 - Victorian Literature (3-0-3)  
A survey of British literature written during the period extending from 1830 through 1900, with emphasis on traditional Victorian poets and prose writers and on rediscovered authors.  
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 4250 - Modern British Literature (3-0-3)  
Major works of British poetry, prose, and drama from 1900 to the present.  
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 4300 - Advanced Poetry Writing (3-0-3)  
Advanced instruction in poetry.  
Prerequisite(s): ENGL 3800 (C).
- ENGL 4315 - Advanced Fiction Writing (3-0-3)  
A workshop intensive instruction in fiction writing. Students will study the fiction writing craft and technique and produce their own short fiction.  
Prerequisite(s): ENGL 3800 (C).
- ENGL 4320 - Advanced Creative Nonfiction Writing (3-0-3)  
A practical study of the techniques and craft of writing the creative nonfiction essay, article, or interview.  
Prerequisite(s): ENGL 3100 (C) and ENGL 3800 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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) and ENGL 4011 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (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 1102 (C) and [ENGL 2111 (C), ENGL 2112 (C), ENGL 2121 (C), ENGL 2122 (C), ENGL 2131 (C), or ENGL 2132 (C)].

**ENGL 4820 - Studies in Drama (3-0-3)**

This course focuses on drama covering a variety of time periods, issues, and cultures. Video viewings, guest speakers, and attendance at live performances may supplement lectures and class discussion. Topics may vary.

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 4900 - Directed Research (3-0-3)**

Individual study, reading, or other research project(s) under the supervision of a faculty director.

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)].

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**Experiential Learning (EXLA, EXLI, EXLP)**

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**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.

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**Fashion Merchandising (FSMD)**

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**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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**Finance (FINA)**

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**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 - Corporate 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 or MATH 1113 or MATH 1501.

**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).

**FINA 4800 - Selected topics in Finance (3-0-3)**

This course will involve a detailed examination of selected topics in finance. The course may be repeated when new topics are addressed.

Prerequisite(s): FINA 3101 (C).

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**French (FREN)**

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**FREN 1001 - Elementary French I (3-0-3)**

Introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Humanities.

**FREN 1002 - Elementary French II (3-0-3)**

Continued listening, speaking, reading, and writing French with further study of the culture of French-speaking regions. Open to native speakers of French only by permission of the Department of Humanities.

Prerequisite(s): FREN 1001 or two years of high school French.

**FREN 2001 - Intermediate French I (3-0-3)**

Grammar review and continued development of the student's reading, conversation and composition skills, with readings from Francophone literary sources. Open to native speakers of French only by permission of the Department of Humanities.

Prerequisite(s): FREN 1002 or FREN 1999.

**FREN 2002 - Intermediate French II (3-0-3)**

Grammar review and continued development of the student's reading, conversation, and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of French only by permission of the Department of Humanities.

Prerequisite(s): FREN 2001.

**FREN 3000 - French Grammar and Composition (3-0-3)**

This course will improve the student's command of the French language through an advanced study of grammar, syntax, and vocabulary via the consideration of a variety of texts and styles, with refinement of writing skills through the composition of multiple drafts of essays ranging in subject and length from a descriptive paragraph to a literary research paper. Conducted in French.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

**FREN 3101 - French Conversation (3-0-3)**

This course will refine and develop students' oral and comprehension skills. Acquiring a more precise vocabulary ranging from the colloquial to the most refined of discourses, students will be able to recognize and use words and expressions in the proper register for a variety of situations. Conducted in French.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

**FREN 3110 - French Culture and Civilization I (3-0-3)**

This course will introduce students to the historical, sociological, philosophical, literary, and artistic developments of France from the Revolution to modern times. Conducted in French.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

**FREN 3120 - French Culture and Civilization II (3-0-3)**

This course will introduce students to the historical, sociological, philosophical, literary, and artistic developments of France from the Revolution to modern times. Conducted in French.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

**FREN 4030 - Introduction to French and Francophone Literature (3-0-3)**

This course will introduce students to selected, thematic readings of French and Francophone texts in their social, historical, and linguistic context, with an emphasis in

teaching students to read critically and develop their analytical writing ability. Conducted in French.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

**FREN 4200 - The Francophone World (3-0-3)**

Within a framework concerning the historical and conceptual aspects of “la Francophonie,” students will study the cultures and literatures of countries or regions where French is used either as an official language or is the language of a significant segment of the population. In the second part of the semester, the course will concentrate on one specific area (for instance, the Caribbean, or West Africa, or Quebec, etc., on a rotating basis). Conducted in French.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

**FREN 3999-4999 - Study-Abroad (up to 9 hours).**

An intensive study of French language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad.

Prerequisite: French 2002 with a minimum grade of C, or by permission of the instructor.

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**Health Care Management (HCMG)**

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**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 3320 - Healthcare Economics (3-0-3)**

This course provides students an overview of the economic influences and underpinnings of the healthcare delivery system. It looks at the importance of economics in health care decisions, both demand and supply-side factors, and how public policy influences the economy 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 underlying technologies including hardware, applications, the Internet, and E-Health; planning and project management and the future of information technology in healthcare management.

Prerequisite(s): [HSCI 2111 (C) or HCMG 3112 (C)] and HCMG 3101 (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. A model for mental health care management is introduced.

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 patients 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 explores 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 provides 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)**

Applied Research provides the novice researcher with skills in identifying appropriate research studies, understanding the development of a research proposal and the basic concepts of research in the health care setting.

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 is 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.

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**Health Fitness Management (HFMG)**

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**HFMG 1001 - 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.

**HFMG 1003 - 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.

**HFMG 1006 - Fit For Life: Jogging (0-2-1)**

This course is designed to increase student's knowledge and understanding regarding the value of properly performed cardiorespiratory conditioning exercises, primarily running for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program. Students will participate in a running program to enhance aerobic fitness.

**HFMG 1009 - 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.

**HFMG 1010 - Fit For Life: Walking (0-2-1)**

This course is designed to increase student's knowledge and understanding regarding the value of properly performed cardiorespiratory conditioning exercises, primarily walking for fitness. Specifically, this course is designed to introduce students to the proper fundamentals and techniques utilized in an aerobic conditioning program. Students will participate in a walking program to enhance aerobic fitness.

**HFMG 1011 - 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.

**HFMG 1013 - 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.

**HFMG 1050 - Fit For Life: Physical Conditioning (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.)

**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 2001 - Introduction to Master Fitness Trainer (3-0-3)**



This course is a contemporary study of U.S. Military health, physical fitness, and weight control programs, publications, policies, and research applications all designed to: (1) prepare military warriors for combat operations within various environmental conditions, (2) promote and practice healthy lifestyles during peacetime, and (3) administer wellness assessments in accordance with (IAW) branch-specific regulations, field manuals, and software.

**HFMG 2110 - First Aid and CPR (2-2-3)**

This course is designed to teach the student basic first aid and emergency management procedures and skills for a variety of injuries and sudden illnesses. 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 qualitative movement analysis. The biomechanical etiology of various injuries will be studied.

Prerequisite or Corequisite: 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.

Prerequisite or Corequisite: 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 3121 – Injury Prevention and Rehabilitation (2-2-3)**

This course is designed to provide a fundamental understanding of the most common musculoskeletal injuries of the spine and extremities. Broad-based methods of rehabilitation for these regions will also be taught. The course contains both a lecture and lab component.

Prerequisite(s): HFMG 2110, HFMG 3101 or permission of instructor.

**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): HFMG 3101, or permission of instructor.

**HFMG 3140 - Exercise Testing & Prescription (2-2-3)**

A variety of health & fitness assessment principles and techniques are covered with a focus on both measurement expertise and safe and effective exercise prescription.

Prerequisite(s): HFMG 3101, HFMG 3102, HFMG 3130 or permission of instructor.

**HFMG 3382 - Substance Use in Health Fitness (3-0-3)**

This course will provide students with the background to determine the safety and efficacy of nutritional supplements and ergogenic aids. This course will also provide students with an understanding of the most commonly used nutritional supplements and ergogenic aids. This course will also examine the physiological mechanisms, as well as the risks and benefits, of these substances.

Prerequisite(s): BIOL 1151 and BIOL 1151L.

**HFMG 4060 Personal Nutrition for Health (3-0-3)**

The goal of this course is to promote healthful eating and physical activity by using information from the Food Guide Pyramid, Dietary Guidelines for Americans and food labels. Students will learn how to identify, purchase, and prepare healthful foods. Course information presents a wide variety of topics including cultural diversity, the obesity epidemic, food technology and safety of our food supply.

Prerequisite(s): BIOL 1151, BIOL 1151L, BIOL 1152, and BIOL 1152L.

**HFMG 4110 - Health and Fitness Management (3-0-3)**

The study of the management and operation of programs and facilities in the health and fitness field. The topics will include but are not limited to the organization, planning, design, equipment, and staff of health fitness facilities. Management theories and operational models for health fitness programs will also be covered.

Prerequisite(s): HFMG 3130, HFMG 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 Program Coordinator.

Prerequisite(s): senior status.

**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 and the internship. Discussions will also be conducted on the state of the field today and projections for the future.

Prerequisite(s): Senior status.

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**Health (HLTH)**

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**HLTH 3012 - Alternative and Complementary Approaches to Wellness: Therapies for a Healthy Lifestyle (3-0-3).**

This course will provide the participants with an in-depth understanding of the practice, theories, and interventions used in various alternative healthcare therapies. Some of the topics that will be discussed will be the use of herbal therapies, nutritional therapies, aromatherapy, massage and bodywork therapy, acupuncture, chiropractic and spinal manipulation, spiritual, mind body therapies, and homeopathy. The participants will be able to make an informed decision when deciding to use an alternative form of health care.

**HLTH 3110 - Interactive Communication (3-0-3)**

This course focuses on ways to improve interpersonal skills in personal and professional settings. Students learn a specific set of communication techniques, identify their strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes relationship development, assertiveness, giving and taking criticism, group dynamics, crisis intervention, conflict resolution and problem solving. (Same as NURS 3110.)

Prerequisite(s): Junior standing.

**HLTH 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 or CHEM 1211, CHEM 1211L.)

Prerequisite or corequisite(s): BIOL 1152, BIOL 1152L

**HLTH 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

**HLTH 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.

**HLTH 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.

**HLTH 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.

**HLTH 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 in various settings. Emphasis will be placed on the process of program development, implementation, and evaluation. Principles of teaching/learning and instructional strategies will be explored. Opportunities to practice teaching strategies will be provided.

Prerequisite(s): Junior Standing.

**HLTH 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.

**HLTH 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.

**HLTH 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

**HLTH 4900 – Special Topic for Nursing (3-0-3)**

This course focuses on the exploration of various health care topics and issues in the field of nursing. It may be repeated for credit when topic varies. In order to be on the cutting edge of nursing, many innovative and creative topics will be offered to students to expand their nursing knowledge in various arenas.

Prerequisite(s): Junior standing or permission.

**HLTH 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.

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**Health Science (HSCI)**

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**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 is designed to introduce students to the theory, application and use of computer based statistics. Applications may include the use of a standard database that will assist students in the process of developing computer skills using a statistical software package (Statdisk). Methods of descriptive statistics and probability are emphasized including describing, exploring, and comparing data. Inferential statistics relative to population parameters and hypotheses testing are also explored.

**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 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.

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**History (HIST)**

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**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.

**HIST 2500 Historical Methods (3-0-3)**

An introduction to the historian's craft and the research techniques and philosophies used in the writing of history. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 2750 - Critical Trends and Issues in Recent World History (3-0-3)**

An examination of the global significance of critical political, social, cultural, economic, and international trends and issues since the fall of Communism. Prerequisite: Any 1000 or 2000 level HIST course

**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)] 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. Fall course is reserved for all middle level teacher education students with social science majors and course offered Spring is for history and other 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).
- HIST 3125 - The Age of Jefferson and Jackson (3-0-3)  
The history of the U.S. from the Early Republic through 1845. Major themes include territorial expansion, the market revolution, the rise of social reform movements, constitutional developments, the first and second party systems, and the growth of sectional tensions.  
Prerequisite(s): HIST 2111 (C).
- HIST 3130 - Sectionalism, Civil War, and Reconstruction, 1845-1877 (3-0-3)  
The origins of the American Civil War, its course, and subsequent efforts at reconciling North and South. 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 2112 (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 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).
- 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 2111 (C) or HIST 2112 (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).
- HIST 3215 - Latin American-U.S. Relations (3-0-3)  
A study of political, cultural, economic interaction between the United States and the many and diverse countries of Latin America since 1823. Prerequisite: Any 1000 or 2000 level HIST course.

**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 3225 - Caribbean History - (3-0-3)**

Survey of the history of the Caribbean, from pre-Columbian cultures to the present. The course will emphasize slavery and emancipation, the rise of nationalist movements, independence, and the post-colonial states. In addition, this course will link the shared experiences of the Caribbean with the American South.

Prerequisites: HIST 1112 or HIST 2112 (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 3245 - History Through Film (3-0-3)**

This course introduces students to critical issues in history and representation, utilizing film to analyze central historical issues. The specific thematic content is variable. Course may be repeated for up to 9 credits. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 3250 - East Asian History (3-0-3)**

This course serves as an introduction to the major political, social, and cultural traditions of East Asia from circa 2000 B.C.E. to the present. It focuses on the creation of the distinct Chinese, Japanese, and Korean cultural identities and the emergence of a comprehensive East Asian civilization.

Prerequisites: HIST 1112 (c).

**HIST 3255 – Modern East Asian History (3-0-3)**

From the Qing Dynasty to present in China, the Meiji Restoration to present in Japan, and in Korea, from the Tonghak Rebellion of 1894-1895 to the present. Prerequisite: Any 1000 or 2000 level HIST course.

**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 3270 - History of Russia (3-0-3)**

A survey from the mythic founding Kievan Rus in A.D. 862 to the post-Soviet present. Broad political, social, cultural, and religious topics will be stressed. Detailed themes include the impact of the Mongol invasion, serfdom, the Romanov Dynasty of 1613-1917, the Bolshevik Revolution of 1917, the Stalin years, World War II, the Gorbachev era, and the fall of the Soviet Union.

Prerequisite(s): HIST 1112 (C).

**HIST 3275 – Modern Russian History (3-0-3)**

From Tsar Alexander I to the present. Prerequisite: Any 1000 or 2000 level HIST course.

**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 3450 - U.S. Military History (3-0-3)**

A study of the American military art from the earliest days of frontier offensives to present-day global concerns. Focuses on the creation of American military institutions, the genesis of policy-making and maintenance of civilian control over that process, the inter-relationship between foreign and military policy, the conduct of war, and the influence of American society upon the armed forces as social institutions.

Prerequisite(s): HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112.

**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).

**HIST 3700 - U.S. Historical Geography (3-0-3)**

Study of the interplay between and among natural factors of climate, soils, vegetation, and landforms, and human factors of settlement, economic activity, transportation, warfare, technology, and cultural traits. Required for all middle level and secondary teacher education students with a major or minor concentration in social studies or history. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 3800 - World Historical Geography (3-0-3)**

Provides students with a comprehensive spatial global view and with the basic analytical and conceptual skills required to study the diverse regions of the world, while focusing on the instructional theme of human/environment interaction, especially



how geographical factors helped to shape history. Required for all middle level and secondary teacher education students with a major or minor concentration in social studies or history. Prerequisite: Any 1000 or 2000 level HIST course

**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 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 4004 - American Environmental History (3-0-3)**

Changing attitudes about nature and wilderness, political decisions, supervisory institutions, and environmental problems which accompanied utilization of America's natural resources, from colonial times to the present. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 4010 - U.S. Intellectual History (3-0-3)**

This course teaches the basics of American thought, as reflected in literature, politics, religion, science, and laws. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 4020 - History of the Old South (3-0-3)**

This course primarily explores the origins of southern society and culture, the growth of southern distinctiveness, and the ultimate attempt to create a separate though short-lived southern nation. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 4030 – History of the New South (3-0-3)**

Analysis of the change and continuity in the American South from the end of the Civil War through the present. Prerequisite: Any 1000 or 2000 level HIST course.

**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 4110 – Ancient Greece and Rome (3-0-3)**

The history of the Hellenes, from the Minoan civilization through Alexander's legacy, and the development of ancient Rome from its origins in Italy, through the rise as an Empire embracing the entire Mediterranean World and Western Europe, to Christianity and the foundation of Constantinople. Prerequisite: Any 1000 or 2000 level HIST course.

**HIST 4115 - History of the Middle Ages (3-0-3)**

Medieval European civilization as it emerged, from the declining Roman Empire through its apogee in the 13th century. Prerequisite: Any 1000 or 2000 level HIST course.

**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 4200 - Nineteenth Century European History, 1815 to 1914**

The rise of modern Europe, the spread of liberalism, nationalism, and democratic forces; the industrial revolution and the resulting imperialistic and democratic rivalries among the great powers. Prerequisite: Any 1000 or 2000 level HIST course.

**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 or HIST 1112.

**HIST 4401 - Readings in Archival Studies (3-0-3)**

The course will provide students with core knowledge in specialized archival topics through selected readings and research. Students will concentrate in four of the following subject areas: administration, appraisal and acquisition, arrangement and description, electronic records, preservation and conservation, records and information management, reference and access, and the history and nature of the archival profession.

Prerequisite(s): HIST 3401.

**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 interested 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)] 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).

**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.

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).

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**Humanities (HUMN)**

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**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 Humanities.

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## **Human Services (HMSV)**

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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 be taken before HMSV 3010.  
Prerequisite(s): PSYC 1101 or SOCI 1101.

HMSV 3230 - Human Services in Multicultural Context (3-0-3)  
Exploration of how cultural diversity within the U.S. and around the world influences the structure and delivery of human services. Emphasis will be on larger organizations such as CARE, Girl Scouts, World Vision, and Amnesty International.  
Prerequisite(s): HMSV 3010.

HMSV 3300: Community-Based Development (3-0-3)  
Study of factors influencing the socioeconomic and interpersonal health of neighborhoods and larger communities. Using a case studies approach, topics include group/organizational initiatives, internal versus external change agents, leadership issues, and advocacy.  
Prerequisite(s): HMSV 3010.

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 designing print-based promotional materials, creating organizational websites, 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 3501.

HMSV 4490 - Internship/Practicum in Human Services (0-V-3)  
A directed and supervised internship or practicum. Requires permission of course instructor.

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 describing how it reflects the outcomes of the program, and share the results with fellow seminar members.

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## **Homeland Security Emergency Management (HSEM)**

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HSEM 3000 Homeland Security (3-0-3)  
An introductory course which surveys the context of crisis and the policies, practices, challenges which confront the field of homeland security. It provides an overview of

the various agencies associated with the field of homeland security and their domains of action and response. Course focuses on the attempts to align federal, state, local, tribal, private sector and other nongovernmental agencies for emergency preparedness and response efforts. This is a required course for the Homeland Security/Emergency Management degree programs.

**HSEM 3003 Emergency Management (3-0-3)**

This course surveys the context of natural and man-made disasters that pose challenges for emergency managers. Policies, practices and challenges which confront the field of emergency management are identified and explored. It provides an overview of the various agencies and their strategies of mitigation, planning, response and recovery. The roles and responsibilities of Emergency Managers at local, state and national levels are investigated. This is a required course for the Homeland Security/Emergency Management degree programs.

**HSEM 3500 Counter-Terrorism (3-0-3)**

This course surveys the history of domestic, national and international terrorism. Special attention is focused on the tools, tactics and strategies of counter-terrorism available to the agencies of homeland security. In addition, current terrorist threats and responses will be addressed. This is a required course for the Homeland Security/Emergency Management degree programs.

Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 3850 Medical Management in Mass Emergencies (3-0-3)**

This course is intended to address the unique issues facing medical managers in a catastrophic situation creating mass casualties. These categories may be man-made or natural disasters, but threaten to overwhelm normal first responder, EMT, Ambulance and emergency room systems. Short-term and long-term recovery and management responses, as well as advanced planning and preparation are discussed. This is an elective course for the Homeland Security and Emergency Management degree programs. Cross-Listed as HCMG 3850.

Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 4000 Research in Homeland Security/Emergency Management (3-0-3)**

This course focuses on the sources of information and research relevant to Homeland Security/Emergency Management. Special attention is focused on the collection of relevant data and the development of valid and reliable measures of assessment and analyses. Students may elect to pursue a Six Sigma Black Belt as an optional activity. This is a required course for the Homeland Security/Emergency Management degree programs.

Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 4098 Internship in Homeland Security/Emergency Management (3-0-3)**

Under the supervision and direction of a member of the faculty of the Homeland Security/Emergency Management faculty the student will have an opportunity for a placement and field experience in one of the agencies appropriate to homeland security/emergency management. In addition, students will participate in a series of group seminars with other internship participant to share and discuss their experiences and insights. Students also will be required to complete a report summarizing their internship experience and relate it to the concepts, principles and foundations of the field of homeland security/emergency management.

Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 4500 Disaster Planning and Response (3-0-3)**

This course provides an overview of community, state and national-level responses to natural and man-made disasters and the planning and operational processes that agencies employ. The course focuses the National Response Plan, the National Incident Management System and also reviews past practices and experiences and the lessons learned. This is a required course for the Homeland Security/Emergency Management degree programs.

Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 4600 Intelligence and Analyses (3-0-3)**

This course examines the essentials of the intelligence system, the intelligence process and creative problem solving skills in an intelligence environment. Specifically, students will learn the who's who in the intelligence community (IC), vision, mission, goals, locations, objectives and strategies of IC groups. This is an elective course in the Homeland Security/Emergency Management degree programs. Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 4700 Legal Issues in Homeland Security/Emergency Management (3-0-3)**

This course is designed to provide students with a detailed view of the relationship between the needs of homeland security/emergency management, the Patriot Act and the "traditional concepts" of the legal system. Special emphases are placed on the role of public law, the government's demands for more power and civil liberties. This is a required course in for Homeland Security/Emergency Management degree programs. Cross-Listed as PARA 4700 Prerequisite(s): HSEM 3000 or permission of instructor.

**HSEM 4710 BioDefense (3-0-3)**

This course is intended to address the potential dangers and responses to bioterrorism, including the identification of the major biological agents and their prevention, control and treatment. Emphases will be placed on the social and economic consequences of these agents and their responses, as well as the physical consequences of bioweapons. Healthcare management responses to bioterrorism will be stressed. This is an elective course in the Homeland Security/Emergency Management major. Cross-Listed as HCMG 4710. Prerequisite(s): HSEM 3000 or permission of instructor.

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**Information Technology: Database Administration  
(ITDB)**

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**ITDB 4201 - Advanced Database Modeling (3-0-3)**

An advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Structured Query Language (SQL), Entity-Relationship modeling, relational algebra, normalization and relational database modeling, integrity constraints, and database security. Student teams design a database to integrate concepts learned.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

**ITDB 4202 - Database Applications (3-0-3)**

An advanced course in update processing and database applications. Topics include serializability, locking, levels of isolation, transaction recovery, checkpoints and media recovery, system catalogs, views, procedural constraints, and security. Additional topics include object databases, SQL, procedures, functions, and triggers. Student teams implement a database to integrate concepts learned.

Prerequisite(s): ITDB 4201 (C).

**ITDB 4203 - Database Administration and Architecture (3-0-3)**

An advanced course in database architecture and database administration with emphasis on concepts and applications of database processing, multi-tier and client-server architectures, distributed and parallel database systems, and database maintenance.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and ITFN 2211 (C).

**ITDB 4204 - Special Topics in Database (3-0-3)**

This course addresses new and developing topics, which shape the discipline. Topics include data mining, text mining, information retrieval, biodata, XMLDB, and database ontologies.

Prerequisite(s): ITDB 4203 (C).

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**Information Technology: Foundations (ITFN)**

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**ITFN 1101 - Foundations of Information Technology (3-0-3)**

As 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): 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):[WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

**ITFN 1201 - Foundations of Database Design (3-0-3)**

This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.

Prerequisite(s): [WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

**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):[WBIT 1100 (C), or 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):[WBIT 1100 (C), or 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):[WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

**ITFN 1401 - Foundations of Webmaster (3-0-3)**

This course will focus on the hands-on business of writing HTML code, knowledge of basic control structures, language syntax, and file structures. Students will learn to plan and design web sites for target audiences. Students will learn techniques for client interfacing, project development, and web page mock-up. A best practices didactic will focus on hypertext design and navigation, application interface, copyright and ownership issues, ethics, and privacy, licensing and trademark issues. Prerequisite(s): [WBIT 1100 (C) or 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): [WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

**ITFN 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): [WBIT 1100 (C), or 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): [WBIT 1100 (C), or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C).

**ITFN 2012 – Lower Division Capstone in Information Technology (0-V-2)**

A capstone course to focus and apply information technology skills. Students may apply for internships with local businesses or may conduct a special project in information technology supervised by information technology professionals or faculty. Hours may vary, but generally range between 15-30 hours per week, for a minimum of 150 hours per semester. Employers and/or IT professionals coordinate with the University to evaluate student performance. Students must articulate clear goals and objectives and document their progress. Application must be made to the IT Department for approval. Application may also be required to the Office of Experiential Learning. Applications are due four weeks before start of semester.

Prerequisite(s): ITFN 1201 (C), ITFN 1401 (C), ITFN 1501 (C), ITFN 2001 (C), and [CSCI 1301 (C), or ITFN 1303 (C), or WBIT 1310 (C)], and [ITFN 2211 (C), or ITFN 2411 (C), or ITFN 2511 (C)].

Prerequisite or corequisite: ITFN 2123 (C).

**ITFN 2123 - Foundations of Project Management (3-0-3)**

An introduction to information technology systems development with a focus on project management techniques and tools including resource and personnel management and allocation, product testing, scheduling, and project management software.

Prerequisite(s): [WBIT 1100 (C) or ITFN 1101 (C)], MATH 1101 (C), ENGL 1101 (C), CRIT 1101 (C), COMM 1110 (C), and CPTG 2201 (C).

Prerequisite or corequisite: ENGL 1102.



**ITFN 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. Database application design and development is covered including control mechanisms, forms, reports and menus as well as accessing databases via the Internet. Student teams build an integrated database application using high-level tools.

Prerequisite(s): ITFN 1201 (C), ITFN 1303 (C).

**ITFN 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).

**ITFN 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 1301 (C) or WBIT 1310 (C).

**ITFN 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).

**ITFN 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) or WBIT 1310 (C).

**ITFN 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): ITFN 1401 (C).

**ITFN 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 ITFN 2411 (C).

**ITFN 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).

**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 (C), or ITFN 1302 (C), or CSCI 1301 (C) or ITFN 1303 (C) or WBIT 1310 (C) .

**ITFN 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): ITFN 1601 (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 3112 - Systems Analysis and Design(3-0-3)**

This course provides an in-depth study of established and evolving methods of information system design and implementation. As a project based class, it demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies are contrasted with object oriented analysis and prototyping.

Prerequisite(s): ITFN 2123 (C) and [CSCI 1301 (C), or ITFN 1303 (C), or WBIT 1310 (C)].

**ITFN 3134 - Secure Systems Development (3-0-3)**

A high-level course in systems development which delineates the cross-functional role 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): ITFN 3112(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): [CSCI 1302 (C), or WBIT 2311 (C), or ITFN 2313 (C)] and ITFN 3112 (C).

**ITFN 3601 - 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, file systems, and device peripherals, will be studied.

Prerequisite(s): [CSCI 1302 (C), or WBIT 2311 (C), or ITFN 2313 (C)] and [MATH 1231 (C), or MATH 2020 (C), or MATH 2502 (C), or WBIT 2300 (C)].

**ITFN 4003 - Portfolio Development and Presentation (2-0-2)**

This capstone course for B.I.T. majors includes a study of ethics in the information technology arena. Students must complete a digital portfolio representing skills acquired and projects completed.

Prerequisite(s): ITFN 3112 (C).

**ITFN 4014 - Internship Cooperative (0-V-V)**

All students will complete this capstone course in cooperation with local industry. Working with business partners, students will develop meaningful projects, which integrate and apply knowledge in an actual work environment. Work hours and credit vary. 3 credits: 14-20 hours per week, for a minimum of 200 hours per semester; 6 credits: 25-40 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. Credits in excess of 3 may be counted toward free electives, not IT electives. Application due four weeks before start of semester.

Prerequisite(s): ITFN 4003 (C), substantial senior-level course work, and permission.

**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. 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. 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. Senior standing recommended.

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## Information Technology: Information Design and Production (ITMM)

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### ITMM 3413 - Infrastructure for E-Commerce (3-0-3)

This course concentrates on the infrastructure necessary to develop e-commerce websites. Topic includes e-commerce business models, network architectures and security, and e-commerce architectures. The relationship between web clients, web/commerce servers and back-end systems will be covered as well as the design elements of storefront implementation. Also discussed: tuning and load balancing, server management tools, and secure electronic transactions. Students will evaluate a variety of vendor solutions.

Prerequisite(s): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

### ITMM 3423 - Security for E-Commerce (3-0-3)

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): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

### ITMM 4404 - Multimedia Production and Development (3-0-3)

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), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (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), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

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## Information Technology: Network Planning, Design and Management (ITNW)

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### 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), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

### ITNW 4502 - Secure Networks and Communications Protocols (3-0-3)

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), ITFN 3601 (C), ITFN 2411, and ITFN 2511 (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 (3-0-3)**

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

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## Information Technology: Software Development (ITSD)

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**ITSD 4301 - Algorithms I (3-0-3)**

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), ITFN 3601 (C), ITFN 2411, and [ITFN 2211 (C) or ITFN 2511 (C)].

**ITSD 4303 - 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): ITFN 3134 (C), ITFN 3314 (C), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

**ITSD 4304 - Advanced Client-Server Software Development (3-0-3)**

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), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

**ITSD 4305 - Special Topics in Software Development (3-0-3)**

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), ITFN 3601 (C), ITFN 2411 (C), and [ITFN 2211 (C) or ITFN 2511 (C)].

**ITSD 4312 - Algorithms II (3-0-3)**

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).

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**Information Technology Skills (ITSK)**

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**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.

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**Integrative Studies (INTE)**

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**INTE 3901 - Integrative Studies Practicum/Internship (0-10-3)**

This course is the principal "experiential learning" component of the Integrative Studies program. 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): Admission to the Integrative Studies Program

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**International Studies (INTL)**

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**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.

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**Internet (INET)**

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**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 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 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.

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## **Journalism (JOUR)**

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**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 College of Arts and 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 College of Arts and 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 nine semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and 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 nine semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the College of Arts and Sciences.

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## **Language Arts/Reading (LART)**

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**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.

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**Learning Support**

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**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 0099 - Intermediate Algebra (3-0-3)**

This is a second course in elementary algebra including the following topics: properties of the real numbers system, linear inequalities, algebraic solutions of linear systems, rational expressions and equations, roots and radicals, factoring, quadratic equations, graphing of linear and non-linear equations, and functions. This course emphasizes conceptual understanding and problem solving as well as computational skills.

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.)

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**Management (MGMT)**

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**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 ECON 2105 (C), or ECON 2106 (C), or TECH 3111 (C), or BUSA 3111 (C), or BSUR 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 3105 - Introduction to Transportation and Logistics (3-0-3)**

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): ECON 2106 (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 job preparations. The official writing assessment and oral presentation assessments for B.B.A. students are administered in this course.

Prerequisite(s): Admission to the School of Business, ENGL 1102 (C).

**MGMT 3520 – Negotiation and Conflict Management (3-0-3)**

This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined.

Prerequisite(s): MGMT 3101 (C) and MKTG 3101 (C).

**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. This course will not count toward a College of Professional Studies B.A.S degree.

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 Sourcing in Supply Chain Management (3-0-3)**

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 (C), MGMT 3106 (C).

**MGMT 4111 - Leadership (3-0-3)**

A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness.

Prerequisite(s): Admission to the School of Business, MGMT 3101 (C).

**MGMT 4250 - Women in Leadership (3-0-3)**

This course is a survey of women in leadership from an historical and strategic perspective. Focus is on identification of useful theories and the application of appropriate strategies to promote the development of women in the business world.

Prerequisite(s): Junior standing (60 hours or more), Admission to the School of Business or the Women's Studies minor or permission by instructor

**MGMT 4260 – Freight Management (3-0-3)**

This course will focus on modes of transportation that make-up the intermodal transportation network. Students will study and learn the different strategies used by these modes along with the different costing/pricing methodologies used to gain revenue. Prerequisite: MKTG 3105 (C) or MGMT 3105 (C) or MGMT 3106 (C)

**MGMT 4302 – Case Studies in Performance Quality Management (3-0-3)**

Building on MGMT 3102, this course begins with an analysis of recent industrial applications of TQM and related readings from the current literature. A team project will require students to develop a plan for using TQM concepts to improve quality and productivity in their own work domain.

Prerequisite(s): MGMT 3102 (C).

**MGMT 4311 - Entrepreneurship (3-0-3)**

The operation of a small business enterprise; the essentials of entrepreneurship, comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis.

Prerequisite(s): MGMT 3101 (C) or HCMG 3101(C).

**MGMT 4320 - Creativity and Management of Change (3-0-3)**

An introduction to methods and strategies used for improving individual and group creativity and for managing planned change in organization. Effective planned change will be studied along with techniques involved in implementing change.

Prerequisite(s): MGMT 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) or Corequisite(s): MKTG 3420 (C).

**MGMT 4510 – Legal Issues in Human Resources (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): BLAW 2106 (C) or BUSA 2106 (C), BLAW 3370 (C), or TECH 3115 (C).

**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. The course provides an opportunity to formulate a business strategy and manage a company in a business simulation. 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), 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).

**MGMT 4850 - Internship/Cooperative Education (Variable Credit)**

Individually designed learning program involving a managerial 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 for a maximum of 6 credits.

Prerequisite(s): Admission to the School of Business.

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**Marketing (MKTG)**

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**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), or ECON 2105 (C), or ECON 2106 (C), or TECH 3111 (C), or BUSA 3111 (C), or BSUR 3111 (C), or HCMG 3112 (C) or HSCI 2111 (C).

**MKTG 3105 - Introduction to Transportation and Logistics (3-0-3)**

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): ECON 2106 (C).

**MKTG 3302 - Consumer Behavior (3-0-3)**

An analysis of the psychological, social, and economic influences which affect attitude formation and decision-making processes of consumers. An overview of the research methods used in determining characteristics of buyers is included. Students are strongly recommended to take PSYC 1101 prior to enrolling in MKTG 3302.

Prerequisite(s): MKTG 3101 (C).

**MKTG 3312 - Services Marketing (3-0-3)**

This course focuses on developing marketing strategies for service industries, which is different than tangible products marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associate, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations.

Prerequisite(s): MKTG 3101 (C).

**MKTG 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) or Corequisite(s): MKTG 3101 (C), MGMT 3101 (C).

**MKTG 3520 - Negotiation and Conflict Management (3-0-3)**

This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined.

Prerequisite(s): MGMT 3101(C), MKTG 3101 (C).

**MKTG 3580 - Operations and Warehouse Management (3-0-3)**

Operations & Warehouse Management – This course is an introduction to the vast area of operations and warehouse management which has a profound effect on both manufacturing and supply chain management. The goal of this course is to present a broad and practical introduction to the field of operations management in a realistic and functioning manner and to understand how warehousing and strategic operational decision impact the performance of a company and how warehousing adds value to a firm's entire supply chain. In this exposure, the student will have a solid understanding of the role and importance operations and warehouse management plays in today's global organization, thus providing them with a substantial part in their educational and career development process.

Prerequisite(s): ENGL 1102 (C), CRIT 1101 (C), and POLS 1101 (D).

**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).

**MKTG 4105 - Global Sourcing in Supply Chain Management (3-0-3)**

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 (C), MGMT 3106 (C).

**MKTG 4106 - Advertising and Promotion Strategy (3-0-3)**

This course focuses on the promotion component of the marketing mix. While it covers all aspects of the promotional function, special emphasis is given to advertising. It examines the techniques used by profit and non-for profit organizations to communicate effectively with their target markets.

Prerequisite(s): MKTG 3101 (C).

**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) or Corequisite(s): MKTG 3420 (C).

**MKTG 4510 - Retailing (3-0-3)**

A study of the basic concepts and practices associated with a modern, successful retail establishment. Emphasis is focused on store location, merchandising, promotion, and overall coordination and control.  
Prerequisite(s): MKTG 3101 (C).

**MKTG 4750 - Marketing Management (3-0-3)**

This capstone course is intended to integrate basic principles throughout the overall marketing mix resulting in effective management of marketing functions in profit or not-for-profit organizations. Focus is on analytical skills including the impact of internal and external environments on decision-making for each element of the marketing mix, and on the application of pertinent marketing principles to develop a marketing strategy and marketing plan. Case studies and/or computer simulation are utilized. This course must be taken at Clayton 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).

**MKTG 4850 - Internship/Cooperative Education (Variable Credit)**

Individually designed learning program involving marketing 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, for a maximum of 6 credit.

Prerequisite(s): Admission to the School of Business.

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**Marketing & Merchandising (MKMC)**

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**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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**Mathematics (MATH)**

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**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. (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. (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 1112A - Trigonometry & Analytic Geometry (3-0-3)**

A study of trigonometry including angle measurement, solving triangles, fundamental trigonometric identities, solving trigonometric equations, and an introduction to trigonometric functions of real numbers and their graphs. Also covered are conic sections and their graphs.

Prerequisite(s) or corequisite(s): A grade of C or better in MATH 1111.

**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): A grade of C or better in MATH 1111 and MATH 1112 or equivalent mathematics placement scores.

**MATH 1221 - Finite Mathematics (3-0-3)**

This course is a mathematical preparation for the understanding of various quantitative methods in modern management, information technology and social sciences. Topics include: sets, logic and circuits, basic combinatorics including permutations and combinations, probability and probability distributions, systems of linear equations, matrix theory, and linear programming using a geometric approach. Additional topics that may be included are elementary statistical distributions, Markov chains, and game theory.

Prerequisite(s): A grade of C or better in MATH 1101 or 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): A grade of C or better in MATH 1101 or 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): A grade of C or better in MATH 1101 or 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): A grade of C or better in MATH 1113 or a grade of C or better in MATH 1111 or 1112A (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): A grade of C or better in MATH 1113, MATH 1221, 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): A 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): A 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): A grade of C or better in MATH 2502.

**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 multiple regression, analysis of variance, and other selected inference methods. Topics will be selected from chi-square tests, non-parametric statistical methods, analysis of variance using simple experimental designs, and multiple regression methods, including model checking, analysis of residuals, and model building. Throughout the course, real data and computer software will be utilized.

Prerequisite A grade of C or better in MATH 1231 or PSYC 2105 and a grade of C or better in MATH 1241 or MATH 1501 or CHEM 2412 or BUSA 3101.

**MATH 3303 - Ordinary Differential Equations (3-0-3)**

This course provides an introduction to methods for solving ordinary differential equations. Course material will include modeling and methods of solution for linear and nonlinear first order equations, modeling and methods of solution for second and higher order linear equations and series solutions around ordinary points. Further topics (e.g. series solutions around regular singular points, Laplace transform methods and introductory methods for solving systems of ordinary differential equations) may be added at the instructor's discretion.

Prerequisites: A grade of C or better in MATH 2502 and or a grade of C or better or concurrent enrollment in MATH 2140.

**MATH 3520 – Introduction to Analysis (3-0-3)**

This is a rigorous introduction to analysis of functions on Euclidean space. Topics include limits, continuity, sequences, series, differentiation, integration, and sequences and series of functions.

Prerequisites: A grade of C or better in MATH 2503, MATH 3005.

**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 4231 - Modern Geometry (3-0-3)**

This course begins a study of Euclidean and non-Euclidean geometries. Topics will be explored through historical perspectives, formal geometric proofs, technology-based investigations, and modern applications.

Prerequisite: A grade of C or better in MATH 3005 (C).

**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 and MATH 3303.

**MATH 4320 - Numerical Methods (3-0-3)**

This course is an introduction to numerical techniques used in applied mathematics. Main topics will be chosen from various modules, including, but not limited to: direct and iterative methods for solutions of linear systems; numerical differentiation and integration; interpolation and splines; initial value and boundary value problems for ordinary differential equations; least squares problems; Monte Carlo methods; initial and boundary value problems for partial differential equations.

Prerequisites: A grade of C or better in MATH 3005, MATH 3303, and CSCI 1301.

**MATH 4350 - Graph Theory (3-0-3)**

This course is a study of the fundamental concepts of graphs, trees, connectivity, Eulerian and Hamiltonian graphs, planar graphs, graph colorings, network flows, matching theory and applications.

Prerequisites: MATH 3005 or both (MATH 2020 and MATH 2140) with a minimum grade of C or better.

**MATH 4360 - Combinatorics (3-0-3)**

This course is a study of combinatorial problem solving techniques. Topics are selected from counting principles, generating functions, recurrence relations, principle of inclusion and exclusion, pigeon-hole principle, Polya theory, combinatorial designs, matroids, and latin squares.

Prerequisites: MATH 3005 or both (MATH 2020 and MATH 2140) with a minimum grade of C or better.

**MATH 4800 - Selected Topics in Mathematics (3-0-3)**

Topics of interest in mathematics not covered in listed courses.

Prerequisite: Permission of department and MATH 3005 with a grade of C or better.

**MATH 4988 – Directed Undergraduate Research (0-1-1) (repeatable up to 2 credit hours)**

Students conduct individual research in preparation for their senior capstone project in the B.S. in Mathematics degree program. Research will be closely supervised by one or more faculty members.

Prerequisite: Permission of the mathematics program.

**MATH 4989 – Senior Capstone Project (1-0-1)**

Students will summarize their directed, individualized research. A research paper and public presentation are the required output for the course. Several techniques for effective public speaking and effective mathematical writing will be presented. Students will learn to use the tools that professional mathematicians use in the preparation of their research for publication.

Prerequisite: Permission of the mathematics program.

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**Music (MUSC)**

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**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 MUSC 1001 with a grade of C or better.

**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 with a grade of C or better.

**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 with a grade of C or better.

**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 elementary phonetics and International Phonetic Alphabet (IPA) and application of IPA to practical work in the pronunciation of Ecclesiastical Latin and Italian. Offered each Spring. Major program outcomes: assists vocal performance and music education 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 with a grade of C or better.

**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 with a grade of C or better.

**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 with a grade of C or better.

**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 with a grade of C or better.

**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 for B.M., Composition, or Music Education Students (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 for B.M., Performance, or B.A. Students (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 German, English, and the Austro-German dialect of Latin, using the International Phonetic Alphabet. Offered each Fall. Major program outcomes: assists vocal performance and music education 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.

Pre-requisite: 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 (1-2-2)**

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 1012

**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 2011.

**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 2011.

**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 2011.

**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 2011.

**MUSC 3450 - String Methods and Materials (0-3-2)**

Methods and materials of playing and teaching string 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 (0-2-1)**

Methods and materials of playing and teaching percussion instruments. Evaluation of methods and materials. Music majors only.

Prerequisite(s): MUSC 2011 (C).

**MUSC 3453 - Woodwind Methods and Materials (0-3-2)**

Methods and materials of playing and teaching woodwind instruments. Learning teaching methods and materials. Observation in the public schools.

Prerequisite(s): MUSC 2011 (C).

**MUSC 3500 - Applied Music for B.A. Students (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 2011.

**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 3911 – Secondary General Music Methods (1-0-1)**

Principals and techniques for teaching music to students in primarily nonperformance courses, grades 6-12. Includes musical development of the adolescent students, program goals and content, methods, and assessment strategies in addition to a brief overview of the methods and materials of instrumental music education for the vocal/general student.

Prerequisite: MUSC 2900 (C) and MUSC 3910 (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 - Strings, Woodwinds, Brass, and Percussion Methods and Materials (0-3-2)**

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 for B.M., Composition, or Music Education Students (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 for B.M., Performance, or B.A. Students (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 (2-0-2)  
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 for Educ. (1-0-1)  
Methods and materials of teaching instrumental music. Evaluation of methods and materials.  
Prerequisite(s): MUSC 2012 (C).

**MUSC 4923 - Instrumental Educ: Methods (2-0-2)**

Methods and Materials of teaching elementary instrumental music. Evaluation and implementation of methods and materials.

Prerequisite(s): MUSC 2012 (C) and MUSC 3910 (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.

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**Nursing (NURS)**

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**NURS 3101 - Professional Issues (3-0-3)**

This course is designed to enhance the registered nurses 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.

Prerequisite(s) or Concurrent Corequisite(s): NURS 3110.

**NURS 3110 - Interactive Communication (3-0-3)**

This course focuses on ways to improve interpersonal skills in personal and professional settings. Students learn a specific set of communication techniques, identify their strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes relationship development, assertiveness, giving and taking criticism, group dynamics, crisis intervention, conflict resolution and problem solving.

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

Absolute 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 RN'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.

Absolute 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 3382L - Clinical Pharmacology Seminar (0-3-1)**

This seminar will examine clinical application of pharmaceutical agents as they relate to clients experiencing acute and chronic health conditions. Students will identify important considerations in the health maintenance and management of clients across the life span as recipients of pharmacotherapy.

Absolute Corequisite(s): HLTH 3382.

Prerequisite(s): BSN Admission.

**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) or Concurrent Corequisite(s): NURS 3301; NURS 3201; NURS 3110.

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) or Concurrent Corequisite(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 3701- 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 3401.

Corequisite(s): NURS 3701L.

**NURS 3701L - 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 3401 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 3401L.

Absolute Corequisite(s): NURS 3701.

**NURS 4000 - 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 3501; NURS 3701.

Absolute Corequisite(s): NURS 4000L.

**NURS 4000L - 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 3501L; NURS 3701L.

Absolute Corequisite(s): NURS 4000.

**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) and (NURS 3101 or NURS 3701).

**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 3701.

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 3701L.

Absolute Corequisite(s): NURS 4201.

**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 4000.

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 4000L.

Absolute Corequisite(s): NURS 4401.

**NURS 4500 - Role Transitions (2-0-2)**

This course is for students in the 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.

Prerequisite(s) or Concurrent Corequisite(s): NURS 4201; NURS 4000.

Prerequisite/Corequisite: NURS 4401; NURS 4601.

**NURS 4503 - RN Practicum (0-9-3)**

This clinical practicum course requires RN students to accomplish individual learning objectives negotiated with their faculty facilitators and designated preceptor at the onset of the course. Individual objectives allow students to achieve course outcomes. The practicum will enable RN's to expand their clinical expertise, broaden their exposure to different specialty areas, and apply theory learned throughout the BSN curriculum to meet the needs of clients. The practicum will also enable the RN student to implement the professional roles of a BSN registered nurse in the areas of leadership/management, education, and community practice.

Prerequisite: NURS 3101; NURS 3201; NURS 3202

Prerequisite or Corequisite: NURS 4603.

**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 4000, NURS 4201.



Absolute Corequisite(s): NURS 4601L.

**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.

Prerequisite(s): NURS 4000L; NURS 4201L.

Absolute Corequisite(s): NURS 4601.

**NURS 4603 - Organizational Transitions for RNs (4-0-4)**

This course is designed to examine leadership and management theories as they apply to groups and aggregate populations in various health care settings. The student, as a leader, 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(s): NURS 3101, RN License.

**NURS 4604 - Advanced Organizational Transitions for RNs (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, education, 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) or Concurrent Corequisite(s): NURS 4603.

**NURS 4800 - Directed Readings in Nursing (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.

Prerequisite(s): BSN Admission

**NURS 4801 - Perioperative Nursing**

This course provides the student with an in-depth look at the practice of Perioperative nursing. Didactic and clinical experiences are provided in area hospitals with students functioning in all aspects of intraoperative nursing including scrubbing, circulating, and recovering surgical patients.

Prerequisite: Junior Nursing Status.

**NURS 4950 - Independent Study [variable credit]**

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.

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**Office (OFFC)**

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**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): Students required to exit from or exempt READ 0099 and ENGL 0099.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**OFFC 1111 - Word Processing I (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 for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**OFFC 1112 - Word Processing II (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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1111 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1101 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1100 and OFFC 1111 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1111 or successful completion of credit by exam.

**OFFC 2202 - Business Math (3-0-3)**

Knowledge & application of business mathematics, including topics such as trade and cash discounts, bank reconciliation, payroll & payroll taxes, present value, markups, principal and interest, annuities, installment buying, sales tax, insurance, and stocks and bonds. 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program. Prereq(s): Students required to exit from or exempt MATH 0099.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1100 or successful completion of credit by exam or ENGL 1101. Corequisite(s): OFFC 1111 or successful completion of credit by exam.

**OFFC 2206 - Presentation Software (3-0-3)**

This course will teach presentation (PowerPoint) software to prepare students for MOS certification. Emphasis will be on presentational speaking. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s) or Corequisite(s): OFFC 1101 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s) or corequisite(s): OFFC 1101 or successful completion of credit by exam.

**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. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 2209 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1100 and OFFC 1112 or successful completion of credit by exam

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1112 or successful completion of credit by exam.

**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. Credit by exam is available prior to enrollment in this course. See advisor for information. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s) or corequisite(s): OFFC 1101 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): OFFC 1112, 2209, and 2214 or successful completion of credit by exam.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): Permission of program advisor.

**OFFC 3510—Advanced Office Software Applications**

This course focuses on the advanced functions of MS Office, including Word, Power Point, Excel and Access. Topics will include working with forms and templates, advanced tools, automation through macros, security and file sharing.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): MGMT 3101 and TECH 3104 or MGMT 3101 and OFFC 3110.

**OFFC 4800 - Selected Topics in Administrative Management (Varies from 1-3 credit hours)**

A study of selected topics/problems to student needs under the guidance and supervision of an advisor. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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**Paralegal Studies (PARA)**

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**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 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 2203, PARA 2205, and PARA 2209.

**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 2203, PARA 2205, PARA 2209, and six (6) hours of ENGL.

**PARA 2203 - 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 2205 - 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 1101.

**PARA 2207 - 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 2209 - 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 2211 - 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 2203, PARA 2205, PARA 2209

**PARA 2213 - 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 2221 - 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 2203, PARA 2205, and PARA 2209.

**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.

**PARA 2223 - 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 and PARA 2209.

**PARA 2225 - 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 2203, PARA 2205, and PARA 2209.

**PARA 2227 - 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 2203, PARA 2205, and PARA 2209.

**PARA 2229 - 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 2203, PARA 2205, and PARA 2209.

**PARA 2231 - 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 2203, PARA 2205, and PARA 2209.

**PARA 2233 - 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 2203, PARA 2205, and PARA 2209.

**PARA 2235 - 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 2203, PARA 2205, and PARA 2209.

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**Philosophy (PHIL)**

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**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 2601 - 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).

**PHIL 3200 - Ancient Philosophy (3-0-3)**

The course studies philosophical literature of the eighth century B.C.E. throughout the third century C.E., including Pre-Socratic thought, Epicureanism, Stoicism, and Skepticism, with special emphasis on Socrates, Plato, and Aristotle. Completion of CRIT 1101 and Area C recommended.

Prerequisite(s): ENGL 1102 (C).

**PHIL 3400 - Medieval Philosophy (3-0-3)**

The course studies philosophical literature of the third through fourteenth centuries B.C.E., including Porphyry, Boethius, Augustine, Anselm of Canterbury, Peter Abelard, Thomas Aquinas, Henry of Ghent, John Duns Scotus, William of Ockham, and John Buridan. Completion of CRIT 1101 and Area C recommended.

Prerequisite(s): ENGL 1102 (C).

**PHIL 3600 - Modern Philosophy (3-0-3)**

The course studies philosophical literature of the 16th through the 18th centuries, through careful examination of, and critical engagement with, such figures as Hobbes, Descartes, Pascal, Locke, Leibniz, Spinoza, Berkeley, Hume and Kant. Recommend completion of Area C and CRIT 1101.

Prerequisite(s): ENGL 1102 (C).

**PHIL 3800 - Contemporary Philosophy (3-0-3)**

An examination of works of major thinkers of the 20<sup>th</sup> century. Philosophers to be studied include Martin Heidegger, Jean-Paul Sartre, and Simone De Beauvoir, from Germany and France, and C.S. Peirce and John Dewey, from the U.S.

Prerequisite(s): ENGL 1102 (C).

**PHIL 4200 - Philosophy of Religion (3-0-3)**

This course studies world literature on the philosophy of religion. Topics include proofs of God's existence, science and religion, the problem of evil, reason and religion experience, religious pluralism, free will, and life after death. Completion of CRIT 1101 and Area C recommended.

Prerequisite(s): ENGL 1102 (C).

**PHIL 4400 - Philosophy of Culture (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).

**PHIL 4600 - Logic and Philosophy (3-0-3)**

The course studies propositional and predicate logic against a backdrop of literature on the philosophy of logic. Recommend completion of Area C.

Prerequisite(s): ENGL 1102 (C) and CRIT 1101.

**PHIL 4900 - Directed Study in Philosophy (3-0-3)**

The student, with the advice and permission of the directing professor, selects the topic and submits a prospectus for department approval before the semester in which the course is to be taken. Prerequisite(s): Departmental Approval.

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**Physics (PHYS)**

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

An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also



include thermodynamics and waves. Elementary algebra and trigonometry will be used.

Prerequisite(s): MATH 1112A with a minimum grade of D, or MATH 1113 or higher.

Corequisite(s): PHYS 1111L.

**PHYS 1111L - Introductory Physics Laboratory I (0-2-1)**

Laboratory accompanying PHYS 1111.

Corequisite(s): PHYS 1111.

**PHYS 1112 - Introductory Physics II (3-0-3)**

An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include 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 mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary 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 electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary 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 2454 – Statics (3-0-3)**

This is a pre-engineering/applied mathematics course that will cover the following topics: forces, moments, couples, equilibrium, equipollent systems, resultants, distributed forces, equilibrium analysis, free-body diagrams, practical examples, trusses, methods of joint and sections, multi-force members, shear-force and bending-moment diagrams, statics and structural design, coulomb friction, centroids and center-of-mass.

Prerequisite(s): PHYS 2211.

**PHYS 3223 – On-Campus Internship (3-0-3)**

This is an internship program for selected students who will perform supervised work related to physics and/or pedagogy in conjunction with physics faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.

Prerequisite(s): PHYS 1112 with a grade of C or higher and PHYS 1112L with a grade of C or higher and consent of the head of the department of Natural Sciences.

**PHYS 3224 – Introductory Research (3-0-3)**

This course is a supervised introductory research experience with Physics faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.

Prerequisite(s): PHYS 1112 with a grade of C or higher and PHYS 1112L with a grade of C or higher and consent of the head of the department of Natural Sciences.

**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 3650L – Modern Physics Laboratory (0-2-1)**

Laboratory accompanying PHYS 3650.

Prerequisite(s): PHYS 3650 (can be taken concurrently)

**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.

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**Political Science (POLS)**

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**POLS 1101 - American Government (3-0-3)**

An introductory level survey of the American political system in an international context, emphasizing across 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.]

Prerequisite(s): POLS 1101.

**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.]

Prerequisite(s): POLS 1101.

**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 factors across the states are incorporated into the course.

Prerequisite(s): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**POLS 3386 - Mass Media and Politics (3-0-3)**

Mass Media and Politics examines the role of the mass media in society. Emphasis is placed on the media's role in the social, legal and political processes in the United States, as well as other democratic and non-democratic countries.

Prerequisite(s): POLS 1101.

**POLS 4420 - Political Philosophy (3-0-3)**

Political Philosophy is a survey of the political thought of such great thinkers as Machiavelli, Hobbes, Locke, Rousseau, Burke, Hume, Hegel, Mill and Marx

emphasizing the aspects of their thought most relevant to the development of Western political institutions.

Prerequisite(s): POLS 1101.

**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): POLS 1101.

**POLS 4422 - African American Political Thought (3-0-3)**

African American Political Thought examines major African American Political thinkers and activists. Historical and contemporary thinkers will be included.

Prerequisite(s): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**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): POLS 1101.

**POLS 4427 - Equal Rights in America (3-0-3)**

Equal Rights in America provides an in-depth investigation into the major accomplishments and shortfalls of the Civil Rights Movement from 1954-1968. It will also cover current equality issues that arose from and after this movement. These would include: gender, sexual orientation, immigration and economic inequalities.

Prerequisite(s): POLS 1101

**POLS 4450 - American Foreign Policy (3-0-3)**

American Foreign Policy explores the conduct, substantive policy issues and problems associated with American foreign policy. The contemporary aspects and problems evolving out of and confronted by American foreign policy.

Prerequisite(s): POLS 1101.

**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.

Prerequisite(s): POLS 1101.

**POLS 4452 - Politics of Asia (3-0-3)**

Politics of Asia examines contemporary sociopolitical and economic characteristics needed to understand the many countries of Asia. 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): POLS 1101.

**POLS 4453 - Politics of Africa (3-0-3)**

Politics of 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): POLS 1101.

**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): POLS 1101.

**POLS 4455 - Politics of Latin America (3-0-3)**

Politics of Latin America is designed to acquaint students with political institutions and processes of nations in the region. 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): POLS 1101.

**POLS 4490 - Internship/Practicum in Political Science (3-0-3) may be repeated**

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 Political Science program coordinator, the Office of Experiential Learning and the department head.

Prerequisite(s): POLS 1101.

**POLS 4491 - Internship/Practicum (3-0-3) may not be repeated**

Internship/Practicum in Political Science 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 Office of Experiential Learning and the Social Sciences Department Head.

Prerequisite(s): POLS 1101.

**POLS 4500 - Senior Seminar in Political Science (3-0-3)**

Senior Seminar is open only to political science 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): POLS 1101.

**POLS 4800 - Selected Topics in Political Science (3-0-3)**

Selected Topics in Government course will present significant topics in political science not covered by other courses in the curriculum.

Prerequisite(s): POLS 1101.

POLS 4900 - Independent Study in Political Science with Directed Research and Readings (3-0-3)

Independent Study in Political Science may be 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): POLS 1101.

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## Psychology (PSYC)

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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. [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): PSYC 1101.

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. [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 2105-Statistics for Psychology (3-0-3)

This course is designed to introduce students to basic statistical methods for the design and analysis of research in psychology. Subject areas include: measurement; organizing and displaying data (e.g. graphs and tables), descriptive statistics (e.g. mean, median, mode, variance, standard deviation), elementary probability, correlation and regression, hypothesis testing, sources of error, power, effect size, and an introduction to analysis of variance and factorial designs.

Prerequisite(s): PSYC 1101, MATH 1101, MATH 1111 or equivalent.

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 and PSYC 2103.

PSYC 3120 - Introduction to Therapeutic Intervention (3-0-3)

An exploration into the strategies used in therapeutic situations. Approaches from a variety of perspectives such as psychodynamic, cognitive, behavioral, and humanistic will be examined and applied using a variety of strategies including modeling and role playing. Issues related to functioning effectively as a helping professional will also be explored.

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 3140 - 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 3150-Group Dynamics (3-0-3)**

This course is designed to prepare students for work in mental health settings with task-oriented, psycho-educational, and support groups. The course is designed to prepare students for internships and entry-level positions in mental health and human services settings requiring them to co-facilitate and lead groups.

Prerequisite(s): PSYC 1101 and PSYC 2103.

**PSYC 3160 - Educational Psychology (3-0-3)**

Educational psychology is the study of the psychology of learning and how development and differences among individuals influence learning.

Prerequisite(s): PSYC 1101

**PSYC 3170 - Psychology of the African American Experience (3-0-3)**

This course will explore the experiences of people of African descent in America. It will examine their cultural and historical influences and will consider the core values, beliefs and behaviors found among African Americans.

Prerequisite(s): PSYC 1101

**PSYC 3180 - Cross-Cultural Psychology (3-0-3)**

This course includes studies of multicultural trends including characteristics and concerns of diverse groups; attitudes and behavior based on factors as age, gender, race, social class, sexual orientation, ethnicity and culture, etc. This course is meant to encourage students to reflect on the effect of culture on their own behavior, cognitions, and affect.

Prerequisite(s): PSYC 1101

**PSYC 3210 - Abnormal Child Psychology (3-0-3)**

Abnormal Child Psychology provides an introduction to the historical and contemporary perspectives, etiologies, research, and treatment modalities for atypical child development. By the end of the course, students should have a better understanding of the 1.) evolution of theories regarding atypical child development 2.) distinction between abnormal development and normal developmental deviance 3.) putative etiologies of childhood disorders 4.) symptoms of disorders commonly diagnosed during childhood and 5.) empirically-supported interventions to ameliorate maladjustment in children.

Prerequisite(s): PSYC 1101 and PSYC 2103.

**PSYC 3300 - Applied Ethics in the Helping Professions (3-0-3)**

This course is to stimulate students to think about major issues related to professional practice in human services and to challenge students to formulate positions on these issues. Students will become familiar with the various ethics codes and develop an ability to apply these codes to a variety of specific problem situations. The course also examines ethical and legal standards, risk management, professional credentialing, and standards for the helping profession.

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 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 and MATH 1231 or PSYC 2105.

**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 and PSYC 2103.

**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 3560-Research Methods in Psychology (3-0-3)**

This course provides students with an introduction to research design and methods in psychology. Topics include learning to review the primary literature; developing a research idea and the development, execution, and interpretation of findings from common research designs; basic analysis of research results; and the basics of an effective written presentation of project and results. Upon completion of this course, students will have a solid foundation in the methods used to study psychological functioning.

Prerequisite(s): PSYC 1101, PSYC 2103, and MATH 1231 OR PSYC 2105.

**PSYC 3800 - Selected Topics in Psychology (3-0-3)**

An exploration of various topics and issues in the fields of psychology & human services. May be repeated for credit up to two times, when topic varies

Prerequisite(s): PSYC 1101

**PSYC 4110 - The Psychology of Gender and Sexuality (3-0-3)**

A study of the social construct of "gender" and its impact on individuals and societies; its interactions with biological aspects and determinants of sex; its variations across cultures; and various aspects of human sexual behavior, including their relationship to conceptualizations of gender.

Prerequisite(s): PSYC 1101 and PSYC 2103.

**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 and BIOL 1111 or 1107.

**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 4160-Death and Dying (3-0-3)**

This course is a senior-level seminar providing students with an examination of the psychological foundations and correlates of attitudes toward death, death anxiety and grief; cross-cultural perspectives; death education; stages of children's' awareness; coping with grief and fears; legal issues surrounding death; and attitudes towards the afterlife. The course maintains a focus on death and dying issues in the dynamic context of life and living.

Prerequisite(s): PSYC 1101 and PSYC 2103.

**PSYC 4170-Advanced Theories: Psychoanalytic and Existential (3-0-3)**



This course provides students with a thorough examination of two important theories that have been influential both in understanding personality development and in the practice of psychotherapy: psychoanalytic and existential theories. Both theories will be studied in depth and the student will read primary sources for some of the major theorists, including Freud and Yalom.

Prerequisite(s): PSYC 1101, PSYC 2103, and *either* PSYC 3120 *or* PSYC 3520.

**PSYC 4190 - Adolescent Psychology (3-0-3)**

The purpose of this course is to provide the student with an introduction to characteristics and theories of adolescent development. The course will cover theoretical foundations and transitions of adolescence. This class also examines contexts that affect adolescent development, such as peers and the family. The final portion of the class will examine problems (e.g., depression and suicide, substance abuse, and delinquency) and opportunities (e.g., career development) encountered by adolescents.

Prerequisite(s): PSYC 1101 and PSYC 2103.

**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, PSYC 3110, and senior status.

**PSYC 4500 - Senior Seminar and Internship/Practicum in Psychology II (0-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, and senior status.

**PSYC 4540 - 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 4550-Introduction to Program Evaluation (3-0-3)**

This course provides students with an overview of the purpose, functions, key concepts, applications, and theories of the interdisciplinary field of program evaluation. Students are provided the opportunity to design a competent evaluation for a community agency, while being aware of the potential tradeoffs between rigor and pragmatic considerations. The selection, use, and interpretation of appropriate statistics will be examined, as well as a consideration of ethical concerns in evaluation practice.

Prerequisite(s): PSYC 1101 and MATH 1231 or PSYC 2105 and HMSV 3010.

**PSYC 4590 - Applied Research Practicum I (3-0-3)**

A student-driven research course designed to further build and expand students' research skills. Students will spend the semester identifying a topic, exploring the literature, developing their research question, designing their study, and, culminating with a complete research proposal. Course goals include: (1) further enhancement of research skills; (2) exploration and application of research methodology to topics exposed to in previous courses; (3) application of information learned in previous courses; (4) providing and encouraging faculty/student mentorship opportunities.

Prerequisites: PSYC 1101, PSYC 3560, and either PSYC 2105 OR MATH 1231

**PSYC 4600 - Applied Research Practicum II (3-0-3)**

A student-driven research course that incorporates a "lab" component designed to provide an opportunity for students who would like to scientifically investigate specific questions in Psychology and gain research experience. Students enrolled in the

course will spend the semester primarily focused on data collection, analysis, and writing and presenting their final research project. Course goals are as follows: (1) exploration and application of research methodology to topics exposed to in previous courses; (2) application of information learned in previous courses; (3) providing and encouraging faculty/student mentorship opportunities; (4) obtaining experience in addressing specific issues in Psychology that may lead to career advancement.  
Prerequisite(s): PSYC 4590

**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 up to two times 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.

**PSYC 4999A - Senior Evaluation**

This course is designed to provide formal assistance for senior students as they prepare for employment and/or graduate school application and to provide data of use in assessing the Psychology & Human Services curriculum. Students are required to attend four class meetings that include the following components: seminars on job search strategies and application for graduate/professional school; completion of surveys assessing the quality of the psychology degree program; a standardized subject test in psychology to assess student's knowledge in comparison to national norms; a senior exit interview.  
Approval of the Department Head is required for registration.

**PSYC 4999B - Senior Evaluation**

This course is designed to provide formal assistance for senior students as they prepare for employment and/or graduate school application and to provide data of use in assessing the Psychology & Human Services curriculum. Students are required to attend four class meetings that include the following components: seminars on job search strategies and application for graduate/professional school; completion of surveys assessing the quality of the psychology degree program; a standardized subject test in psychology to assess student's knowledge in comparison to national norms; a senior exit interview.  
Approval of the Department Head is required for registration.

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**Reading (READ)**

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**READ 0099 - Reading Skills (3-0-3)**

See the Learning Support course listings.

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**Regents' Essay Skills (RGTE)**

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**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 State University should exhibit. The course is designed to ensure that all graduates of Clayton State University possess certain minimum essay writing skills. Students write practice essays and work on individualized assignments designed to address specific writing problems.

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**Regents' Reading Skills (RGTR)**

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**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 State University should exhibit. Students work on improving their comprehension of material drawn from a variety of subject areas with various modes of discourse.

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**Science (SCI)**

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**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 - 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; 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 - 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 - Physical Science II (3-1-3)  
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching optics, atomic physics, nuclear physics, inorganic chemistry, and organic chemistry in the middle grades. Includes laboratory. *This course is open only to Middle Level Teacher Education students.*  
Prerequisite(s): SCI 3110 and 3110L.
- 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 3140 - Physical Science III (3-0-3)

This course will examine Earth science and space science concepts encountered in the middle-grades curriculum. Topics will include Earth materials, geological structures and dynamics, hydrology, meteorology, planetary and stellar astronomy, and space exploration. *This course is open only to Middle Level Teacher Education students.*  
Prerequisite(s): SCI 3120.

SCI 3222 - Off-campus Internship (credit varies)

Internship Program for selected students who perform scientific work in conjunction with 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.

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**Social Science (SOSC)**

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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. This is a required course 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.

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**Sociology (SOCI)**

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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 3010 - Sociology Theory (3-0-3)**

A comparative study and critique of social thought and sociological theories. Special study is made of major sociological theories of the 19th and 20th centuries and the role of theory in empirical social science.

Prerequisite(s): SOCI 1101.

**SOCI 3130 - Drugs and Society (cross-listed as CRJU 3130) (3-0-3)**

This comprehensive course explores alcohol and illegal drug use and abuse in society. The primary goal of the course is to engage students in a process of critical thinking about the topic of drugs in American society. Included will be a historic overview, the role of culture in the use of drugs, legal and social implications of illegal drug use.

Prerequisite: SOCI 1101.

**SOCI 3210 - Family Formation and Development (3-0-3)**

This course examines theories of how family systems are formed, developed, and change throughout the life span of individuals and the life cycles of families.

Prerequisite(s): SOCI 1101 and SOCI 2293.

**SOCI 3220 - Adolescence (3-0-3)**

The social definitions of adolescence in cross-cultural and historical perspective. Social roles of adolescents in the institutional structures of urban-industrial societies with special emphasis on the family, education, and the economy. The relationship of adolescents' social roles to processes of social change and stability.

Prerequisite(s): SOCI 1101 and SOCI 2293.

**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.

**SOCI 3320 - Social Inequality and Stratification (3-0-3)**

This course investigates the nature of inequality and stratification, including its forms, causes, and consequences. Literature will be examined from a number of perspectives, including economic inequality, racial inequality, sex and gender inequality, status inequality, and the inequality connected with social movements. A number of field research components are included to aid in the study of structural inequality from an experiential basis.

Prerequisite(s): SOCI 1101.

**SOCI 3410 - Sociology of Religion (3-0-3)**

A study of the nature of religion, including the individual, societal and cultural dimensions of religion, the role of religion in social change, the status of religion in contemporary society.

Prerequisite: SOCI 1101.

**SOCI 3420 - Social Problems (3-0-3)**

An in-depth study of major social problems, including population, hunger, drug use, science and technology, and poverty.

Prerequisite: SOCI 1101.

**SOCI 3510 - Social Statistics (3-0-3)**

Introduction to statistics, including measures of central tendency and dispersion, probability, statistical inference and hypothesis testing, regression and correlation, and analysis of variance.

Prerequisite(s): SOCI 1101.

**SOCI 3610 - Juvenile Delinquency (3-0-3)**

This course will examine the most current theories on the causes and correlates of juvenile delinquency. The course will examine important individual, sociological, and developmental views of delinquency. Emphasis will be placed on the current research studies and policy issues concerning the field of juvenile delinquency.

Prerequisite(s): SOCI 1101.

**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.

**SOCI 3320 - Social Inequality and Stratification (3-0-3)**

This course investigates the nature of inequality and stratification, including its forms, causes, and consequences. Literature will be examined from a number of perspectives, including economic inequality, racial inequality, sex and gender inequality, status inequality, and the inequality connected with social movements. A number of field research components are included to aid in the study of structural inequality from an experiential basis.

Prerequisite: SOCI 1101.

**SOCI 4210 - Family Life Education (3-0-3)**

This course presents an understanding of the general philosophy and broad principles of family life education, in conjunction with the ability to plan, implement, and evaluate such educational programs.

Prerequisite(s): SOCI 1101, SOCI 2293

**SOCI 4501 - Research Methods (3-0-3)**

This course is designed to introduce the assumptions, theories, and practices of qualitative research methods. The course places emphasis on developing specific qualitative research skills, including the application of theories, issues and problems encountered in doing qualitative research.

Prerequisite(s): SOSC 1101.

**SOCI 4901 - Sociology Practicum (3-0-3)**

The practicum will constitute an independent (individual or small group) sociological research project. The student will prepare and submit a significant sociological paper and/or project. Requires the approval of the sociology experiential learning coordinator and the department head.

Prerequisite(s): Completion of the Upper-Division Sociology Core.

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**Spanish (SPAN)**

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**SPAN 1001 - Elementary Spanish I (3-0-3)**

Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.

**SPAN 1002 - Elementary Spanish II (3-0-3)**

Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.

Prerequisite(s): SPAN 1001 or two years of high school Spanish.

**SPAN 2001 - Intermediate Spanish I (3-0-3)**

Grammar review and continued development of the student's reading, conversation, and composition skills with readings from literary sources in Spanish. Open to native speakers of Spanish only by permission of the Department of Humanities.

Prerequisite(s): SPAN 1002 or SPAN 1999 or permission of the Department of Humanities.

**SPAN 2002 - Intermediate Spanish II (3-0-3)**

Grammar review and continued development of the student's reading, conversation and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of Spanish only by permission of the Department of Humanities.

Prerequisite(s): SPAN 2001 or permission of the Department of Humanities.

**SPAN 3131 - Advanced Grammar & Composition (3-0-3)**

This course will improve the student's command of the Spanish language through an advanced study of grammar, syntax, and vocabulary via the consideration of a variety of texts and styles, with refinement of writing skills through the composition of multiple drafts of essays ranging in subject and length from a descriptive paragraph to a literary research paper. Conducted in Spanish.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

**SPAN 3529 - Spanish for Medical Professionals (3-0-3)**

This course is designed to provide a working knowledge of Spanish for personnel in the healthcare industry by reviewing basic Spanish grammatical structures, emphasizing medical terminology (semi-technical vocabulary and idiomatic expressions used by patients and doctors), and anatomy. The acquisition and comprehension of medical terminology will enable students to communicate with patients and co-workers at a basic level. Conducted in Spanish.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

**SPAN 3530 - Spanish for Business Professionals (3-0-3)**

This course is an introduction to the vocabulary and business practices of the Hispanic world. This course is designed to give students a solid foundation in the cultural concepts that inform the business world in Spanish-speaking societies. Conducted in Spanish.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

**SPAN 4231 - Introduction to Spanish-American Literature (3-0-3)**

The course will introduce students to significant trends in Spanish American literature from colonial times to the present and will acquaint students with the major social, historical, and literary influences on the development of that literature, with an emphasis on teaching students to read critically and develop their analytical writing ability. Conducted in Spanish.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

**SPAN 4234 - Introduction to Contemporary Spanish Literature (3-0-3)**

This course will introduce students to selected, thematic readings of the literature of Spain from the 17<sup>th</sup> century and afterwards, in its social, historical, and linguistic context, with an emphasis in teaching students to read critically and develop their analytical writing ability. Conducted in Spanish.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.



**SPAN 4334 - Contemporary Spanish Culture & Civilization (3-0-3)**

This course will study the development and construction of Spanish culture and civilization from pre-Roman times to the present, focusing on history, geography, art, literature, and other cultural manifestations. Conducted in Spanish.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

**SPAN 4335 - Latin American Culture & Civilization (3-0-3)**

This course will introduce students to the diverse cultures of Spanish America from their inception in the Conquista to the present in a study of the political, social and artistic components that contributed to the unique cultural development of Spanish America. Conducted in Spanish

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

**SPAN 3999-4999 Study-Abroad (up to 9 hours).**

An intensive study of Spanish language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad.

Prerequisite: Spanish 2002 with a minimum grade of C, or by permission of the instructor.

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**Supervision (SUPR)**

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**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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**Technology (TECH)**

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**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: TECH 3113 (C)

**TECH 3104 - Ethics for Administrative and Technology Managers (3-0-3)**

This course will use case studies in which ethical decisions were made. Each case will be examined from the point of view of each stakeholder (ex. consumers, employees, and members of society). Ethical conduct will be defined and discussed so that students will be conscious of the complexities of the concept of ethics, the consequences of making decisions, and the importance of ethics in business and society. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: CRIT 1101 (C).

**TECH 3111 - Applied Economics (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 managers. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: Math 1101 or higher; Junior Status (This course will also serve as a prerequisite for Mgmt 3101)

**TECH 3112 - Applied Accounting (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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: Junior Status

**TECH 3113 - Survey of Statistical Methods in Technology (3-0-3)**

This is an investigation of management decision making and the role that research plays in this process. 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: Junior Status

**TECH 3120 - Fleet Planning and Scheduling (3-0-3)**

This course provides a survey of the processes of airline fleet planning and scheduling with a focus on understanding the overall impact of sound fleet planning techniques and the complexity of airline scheduling as it pertains to administrative decisions.

**TECH 3130 - Leadership in the Aviation Industry (3-0-3)**

This course provides a survey of the traditional functions of aviation administration with a primary focus on air transportation regulators, airline certification, management and organization, forecasting methods, marketing, scheduling, fleet planning, labor relations, financing and international aviation.

**TECH 3160 - Technology Entrepreneurship (3-0-3)**

This is a course focusing on the fundamentals of entrepreneurship and technology for both technical and applied business-minded students from all majors. This course explores the key theoretical and empirical perspectives on entrepreneurship relevant to the current global technology world. This course also provides students with the tools necessary to create and grow a successful, innovative technology enterprise. Topics covered include discovering and analyzing new opportunities, preparing strategies of engagement and organizational implementation within an evolving technological environment.

**TECH 4115 - Global Technology (3-0-3)**

This course examines the impact of globalization in a technological environment. Using a systems approach, students will consider the challenges and opportunities that globalization creates and will explore how international forces shape decisions of organizations operating domestically and trans-nationally.

**TECH 4120 - Introduction to Airport Operations (3-0-3)**

Introduction to airport operations with a broad focus on the history and growth in aviation systems and facilities operation.

**TECH 4130 - Aviation Labor Relations (3-0-3)**

Students are introduced to some of the many policies and procedures connected with Aviation Labor Relations with emphasis on the air transport labor laws in the United States as well as the impact of government intervention (legislation). Additional topics addressed will include introduction to transportation policy, collective bargaining genesis, major collective bargaining legislation, organized labor (Union) policies and procedures, negotiating union agreements, and grievances and their procedures.

**TECH 3900 - Professional Organizational 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): ENGL 1102 and 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): MGMT 3101 and TECH 3104 or MGMT 3101 and TECH 3110.

**TECH 4101 - Human Resources for Administrative and Technology Managers (3-0-3)**

This course covers principles and practices of human resource 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: MGMT 3101 (C).

**TECH 4111 - Leadership for Administrative and Technology Managers (3-0-3)**

This course will study leadership styles and the impact of these styles in organizations. 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. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite: MGMT 3101 (C).

**TECH 4800 - Selected Topics in Technology Management (Varies 1-3 credit hours)**

A study of selected topics/problems under the guidance and supervision of a faculty member. Requires approval of dean or department head. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

**TECH 4850 - Seminar in Administration and Technology Management (1-0-1)**

This is a "capstone" course designed to be taken in a student's senior year. Relevant topics in today's workforce will be examined for their impact on Administrative and Technology Mgmt. A grade of C or higher is required for this course to count toward graduation in a College of Professional Studies certificate or degree program.

Prerequisite(s): CRIT 1101 (C) and MGMT 3101 (C).

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**Theater (THEA)**

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**THEA 1100 - Introduction to Theatre (3-0-3):**

Taking a historical approach, this introductory course in Theatre will develop in the student a basic understanding of the world of Theatre. The student will develop a respect for the artists involved in the process of Theatre, a greater understanding of the position of Theatre in the world and in the student's life. (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 1700 - Introduction to Theatre Design (3-0-3)**

A study of the history of design in theatre. Emphasis will be placed on the theatre design process from inception to performance and the application of the principles and elements of design.

**THEA 1880 - Introduction to Acting (3-0-3)**

An introduction to basic acting techniques. The course includes an exercise regimen as well as skill development in stage combat, mime, voice production, and role preparation.

**THEA 1990 - Play development (3-0-3)**

A practical application in the creation and development of a theatrical production from inception to completed presentation.

**THEA 2100 - Stagecraft (3-0-3)**

Practical work in theatre crafts, including carpentry, properties, costumes, scene painting, and sound. Special emphasis on safety and risk management will be included with each area.

**THEA 2900 - Directing (3-0-3)**

A foundational study of the principles of directing contemporary theatre with an emphasis on current trends in theatrical production.

**THEA 3101 - Theatre, 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.

Prerequisite: THEA 1100

**THEA 3800 - Play writing (3-0-3)**

A study in the basic mechanics of writing theatrical work with an emphasis on plot and dialog. (The student will be required to purchase play writing software for the laptop and will be instructed in its use.)

Prerequisite: THEA 1100

**THEA 3880 - Acting Styles (3-0-3)**

A study advanced acting with an emphasis on creating characters and understanding performance beyond a basic study in Theatrical Realism.

Prerequisite: THEA 1880

**THEA 3900 - Directing Project (3-0-3)**

A concentrated exploration of the principles and practices of directing contemporary theatre with an emphasis in directing a project for presentation.

Prerequisite: THEA 2900

**THEA 3901- Practicum/Internship (3-0-3)**

A practical internship with a professional theatre company in the Atlanta area one of three areas: artistic, technical, or management.

Prerequisite: Admission to the Theatre Program

**THEA 3990 - Play Development II (3-0-3)**

Advanced application in the creation and development of a theatrical production from inception to completed presentation.

Prerequisite: THEA 1990

**THEA 4101 - Theatre Concepts (3-0-3)**

A directed discussion class concerned with the collaborative overview of the professional Theatre with an emphasis on experience in Equity Theatres.

Prerequisite: Junior Standing and THEA 1100

**THEA 4102 - Lighting Design (3-0-3)**

A study of design principles and practices, history of design, and practical applications in lighting.

Prerequisite: THEA 1700 and THEA 2100

**THEA 4103 - Set Design (3-0-3)**

A study of principles and practices, history, and practical applications in set design.

Prerequisite: THEA 1700 and THEA 2100

**THEA 4104 - Costume Design (3-0-3)**

A study principles and practices, history, and practical applications in costume design.

Prerequisite: THEA 1700

**THEA 4511 - World Theatre (3-0-3)**

A study of nonwestern Theatre styles and concepts as they relate to contemporary American Theatre.

Prerequisite: Junior Standing and THEA 1100

**THEA 4520 - African American Theatre (3-0-3)**

A study of the history and contributions of African Americans to American theatre.

Prerequisite: Junior Standing and THEA 1100

**THEA 4530 - Music Theatre (3-0-3)**

A study of New Music Theatre forms including but not limited to the American Musical.

Prerequisite: Junior Standing and THEA 1100

**THEA 4500 - Capstone project (3-0-3)**

A theatre major's final Theatre project, particular to the major's interest in either acting, directing, play writing, or design; presented in the Theatre for the general public.

Prerequisite: Admission to the Theatre Program and THEA 1100

**THEA 4800 - Selected Topics (3-0-3)**

A seminar in Theatre topics. May be repeated when topics vary.

Prerequisite: Junior Standing and THEA 1100

**THEA 4901 - Theatre Collaboration (3-0-3)**

A class in creating new work for the theatre in collaboration with a professional Equity Theatre.

Prerequisite: Admission to the Theatre Program and THEA 1100

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**University Foundation (CSU)**

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**CSU 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 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.)

**CSU 1022 - University Foundations (2-0-2)**

University Foundations helps new students make a successful transition to Clayton State University and prepares them to meet the challenges of higher level learning and the demands of their chosen field. The course connects students and faculty who share a common interest by building a community of learners committed to achieving excellence. University Foundations refines academic goals, encourages a greater sense of personal responsibility, creates intentional learners, and provides the information and support that students need to earn a college degree. This discussion-based seminar helps students to learn how to improve their basic skills in areas such as written communication, oral communication and critical thinking. (Institutional credit only; counts in GPA)

**CSU 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.

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**WebBSIT (WBIT)**

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**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, 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)**

This course 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.

Prerequisites: WBIT 1310 Programming and Problem Solving I, WBIT 2000 The Enterprise and IT.

**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, WBIT 3010, 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 Digital Media (3-0-3)**

This course covers the basic design principles and tools for creating and editing digital media elements. Examples of these elements include graphics, animation, audio, video, virtual space and simulation.

Prerequisites: WBIT 1100 Introduction to Information Technology

**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 1310.

**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 1310.

**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: WBIT 3500 Architecture and Operating Systems.

**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)**

The emphasis of this course is on 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.

Prerequisites: WBIT 2311 Programming & Problem Solving II, WBIT 3400 Introduction to Digital Media

**WBIT 4520 - Information Assurance and Security (3-0-3)**

This course is an introduction to information assurance and 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: WBIT 3500 Architecture and Operating Systems

Pre or Co-requisite: WBIT 3510 Data Communication and Networking.

**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 4602 - IT Strategy, Design and Development (3-0-3)**

Students will gain an understanding of the complexities of IT systems development and will demonstrate effective strategies commonly used by IT professionals. The course will include surveys of security issues, 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 information technology systems. Students will develop prototypical systems.

Prerequisites: WBIT 3600 Introduction to E-commerce, WBIT 3200 Database Design and Development, WBIT 3111 IT Project Management, WBIT 4120 Human-Computer Interaction.

**WBIT 4610 - IT Policy and Law**

This course will focus on the legal implications of conducting business in the information technology age. Topics will include current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will examine cutting-edge cases relating to security, e-commerce, and emerging ethical issues and trends. Prerequisite(s): WBIT 3600 Introduction to E-Commerce.

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**Writing Lab (WLAB)**

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**WLAB 1999 - Writing Skills Laboratory I (1-0-1)**

A structured and graded laboratory administered by the Department of English 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 English 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.)

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## **Women's Studies (WST)**

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### **WST 2500 - Introduction to Women's Studies (3-0-3)**

In this course we will examine women and gender from an interdisciplinary perspective, borrowing from Humanities and Social Science fields such as English, psychology, philosophy, art history, sociology, film studies, women's health, and cultural studies. At the same time, we will consider the ways that gender roles vary across time and in different cultural contexts, paying particular attention to analysis of interrelated gender, race, sexuality, and class oppressions.

Prerequisite(s): CRIT 1101 (C) and ENGL 1102 (C).

### **WST 3300 - Women and Sport (3-0-3)**

This course provides an introduction to current debates and scholarship in the field of women and sport. The course examines the cultural production of the female athlete and explores the underpinning historical, social, economic and political implications of women in sports. Topics include: media representations of female athletes, media coverage of women's sport, women's sporting bodies, female physicality, and the iconic image of the athlete in U.S. culture.

### **WST 3400 - Gender, Culture, and Globalization (3-0-3)**

This course will review recent scholarship on globalization, gender and culture in several advanced and developing countries. Putting gender at the center of globalization discourses highlights the historical and cultural variability of gender relations intersecting with class, race and nationality, and highlights the impact of restructuring on workers, organizations and institutions at the local, national and regional levels. Topics for the course will include: ERSAP (Economic Reform and Structural Adjustment Programs), transnational families, migration, global gender gap, sex segregated employment, the service economy, and cultural flow of commodities, capital, information, technology, and labor.

### **WST 3410 - U.S. Women of Colors (3-0-3)**

This course provides students with a better understanding of the unique positionalities and standpoints of women of colors living in the U.S. and focuses on Native American, African American, Latina and Asian American women. The historical and contemporary experiences of U.S. women of colors will be at the center of the course, and students will use critical theories of race, class, gender and sexuality to examine these experiences in terms of the contributions U.S. women of colors have made in shaping the nation. Course content and class discussions will focus on visual representations, ethnographies and writings of U.S. women of colors.

### **WST 3500 - Feminist Theory (3-0-3)**

This course is designed to provide students with an overview of western and non-western feminist thinkers from a variety of disciplines. Students will be trained to use theory as a tool of analysis. Through the lens of interdisciplinary feminist theory students will critically examine and explore global, social, and cultural issues.

Prerequisite(s): WST 2500 (C) or PHIL 2201 (C) or PHIL 2401 (C).

### **WST 4010 - Feminist Media Studies (3-0-3)**

This course explores the intersection of media culture (i.e., production, representation, reception, and identity), commercial media imperatives, feminism, and gender, examining the development, direction and contributions of scholarly/research approaches to these areas. Topics include: feminist media histories, gender roles in the media, feminist cultural studies, women and advertising, cultivation theory, the culture industry, agency through consumption and decades of women on television.

WST 4800 - Special Topics in Women's Studies (3-0-3)

This course will be conducted as a revolving- topics seminar that may be repeated when topics vary. Topics will address relevant themes in Women's Studies; for example, possible themes might include major historical and/or cultural movements, women's work, women's creative works, representations of women, or women in cross- cultural perspectives, as facilitated by the direction and expertise of the instructor.

Prerequisite(s): WST 2500 (C).

## UNIVERSITY SYSTEM OF GEORGIA

Thirty-five 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 community 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 35 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-five institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State

Senate. Regular terms of Board members are seven years.

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**Members of the Board of Regents**

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|                            |                |                     | Current Term |
|----------------------------|----------------|---------------------|--------------|
| Kenneth R. Bernard, Jr.    | Douglasville   | Thirteenth District | 2007-2014    |
| James A. Bishop            | Brunswick      | First District      | 2007-2011    |
| Hugh A. Carter, Jr.        | Atlanta        | State-at-Large      | 2000-2009    |
| William H. Cleveland       | Atlanta        | State-at-Large      | 2001-2009    |
| Robert F. Hatcher          | Macon          | State-at-Large      | 2006-2013    |
| Felton Jenkins             | Madison        | State-at-Large      | 2006-2013    |
| W. Mansfield Jennings, Jr. | Hawkinsville   | Eighth District     | 2006-2013    |
| James R. Jolly             | Dalton         | Ninth District      | 2001-2015    |
| Donald M. Leebern, Jr.     | Atlanta        | State-at-Large      | 1998-2012    |
| Elridge McMillan           | Atlanta        | Fifth District      | 2003-2010    |
| William NeSmith, Jr.       | Athens         | Tenth District      | 2008-2015    |
| Doreen Stiles Poitevint    | Bainbridge     | Second District     | 2004-2011    |
| Willis J. Potts, Jr.       | Rome           | Eleventh District   | 2006-2013    |
| Wanda Yancey Rodwell       | Stone Mountain | Fourth District     | 2005-2012    |
| Kessel Sterling, Jr.       | Alpharetta     | Sixth District      | 2008-2015    |
| Benjamin J. Tarbuton III   | Sandersville   | Twelfth District    | 2006-2013    |
| Richard L. Tucker          | Lawrenceville  | Seventh District    | 2005-2012    |
| Allan Vigil                | Morrow         | Thirteenth District | 2003-2010    |

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**Colleges and Universities**

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**COMPREHENSIVE AND SPECIAL PURPOSE UNIVERSITIES**

Georgia Institute of Technology  
 225 North Avenue, N.W.  
 Atlanta, Georgia 30332  
 (404) 894-2000—GIST 222-5051

Medical College of Georgia  
 1120 Fifteenth Street  
 Augusta, Georgia 30912  
 (706) 721-0211—GIST 331-2301

Georgia State University  
 P.O. Box 3965  
 Atlanta, Georgia 30303-3083  
 (404) 413-2000—GIST 223-2560

University of Georgia  
 Athens, Georgia 30602  
 (706) 542-3000—GIST 241-1214

**REGIONAL UNIVERSITIES**

Georgia Southern University  
 P.O. Box 8055  
 Statesboro, Georgia 30460  
 (912) 478-4636—GIST 364-5211

Valdosta State University  
 1500 North Patterson Street  
 Valdosta, Georgia 31698  
 (229) 333-5800—GIST 343-5952

## STATE UNIVERSITIES

Albany State University  
504 College Drive  
Albany, Georgia 31705-2717  
(229) 430-4600—GIST 341-4604

Armstrong Atlantic State University  
11935 Abercorn Street Ext.  
Savannah, Georgia 31419-1997  
(912) 344-2503—GIST 369-5258

Augusta State University  
2500 Walton Way  
Augusta, Georgia 30904-2200  
(706) 737-1632—GIST 337-1440

Clayton State University  
2000 Clayton State Boulevard  
Morrow, Georgia 30260-0285  
(678) 466-4000—GIST 220-3531

Columbus State University  
4225 University Avenue  
Columbus, Georgia 31907-5645  
(706) 507-8800—GIST 251-2211

Fort Valley State University  
1005 State University Drive  
Fort Valley, Georgia 31030-4313  
(478) 825-6211—GIST 327-6315

Georgia College & State University  
P.O. Box 23  
Milledgeville, Georgia 31061  
(478) 445-5004—GIST 324-5269

Georgia Southwestern State University  
800 Georgia Southwestern State Univ. Drive  
Americus, Georgia 31709-4693  
(800) 338-0082—GIST 345-1360

Kennesaw State University  
1000 Chastain Road  
Marietta, Georgia 30144-5591  
(770) 423-6000—GIST 228-6033

North Georgia College & State University  
82 College Circle  
Dahlonega, Georgia 30597  
(706) 864-1400—GIST 244-1993

Savannah State University  
3219 College Avenue  
Savannah, Georgia 31404  
(912) 356-2186—GIST 362-2240

Southern Polytechnic State University  
1100 S. Marietta Parkway  
Marietta, Georgia 30060-2896  
(678) 915-7778—GIST 224-7230

University of West Georgia  
1601 Maple Street  
Carrollton, Georgia 30118  
(678) 839-5000—GIST 232-6442

## STATE COLLEGES

Abraham Baldwin Agricultural College  
2802 Moore Highway  
Tifton, Georgia 31793  
(229) 391-5000—GIST 342-3242

College of Coastal Georgia  
3700 Altama Avenue  
Brunswick, GA 31520  
(912) 279-5700

Dalton State College  
650 College Drive  
Dalton, Georgia 30720  
(706) 272-4436—GIST 235-4438

Gainesville State College  
PO Box 1358  
Gainesville, GA 30503  
(678) 717-3639

Georgia Gwinett College  
1000 University Center Lane  
Lawrenceville, GA 30043  
(678) 407-5000

Gordon College  
419 College Drive  
Barnesville, Georgia 30204-1762  
(800) 282-6504—GIST 258-5015

Macon State College  
100 College Station Drive  
Macon, Georgia 31297  
(478) 471-2800—GIST 323-2712

Middle Georgia College  
1100 Second Street, SE  
Cochran, Georgia 31014-1599  
(478) 934-6211—GIST 325-3011

**TWO-YEAR COLLEGES**

Atlanta Metropolitan College  
1630 Metropolitan Parkway, S.W.  
Atlanta, Georgia 30310-4498  
(404) 756-4000--GIST 279-4441

Georgia Highlands College  
3175 Cedartown Highway, SE  
Rome, GA 30161  
(706) 802-5000

Bainbridge College  
2500 East Shotwell Street  
Bainbridge, GA 39819.  
(229) 248-2500

Georgia Perimeter College  
3251 Panthersville Road  
Decatur, Georgia 30034-3897  
(678) 891-2300—GIST 275-2364

Darton College  
2400 Gillionville Road  
Albany, Georgia 31707-3098  
(229) 317-6000—GIST 341-6705

South Georgia College  
100 West College Park Drive  
Douglas, Georgia 31533-5098  
(912) 260-4200--GIST 347-4202

East Georgia College  
131 College Circle  
Swainsboro, Georgia 30401-2699  
(478) 289-2017—GIST 333-4200

Waycross College  
2001 South Georgia Parkway  
Waycross, Georgia 31503-9248  
(912) 449-7600—GIST 368-6134

**INDEPENDENT RESEARCH UNIT**

Skidaway Institute of Oceanography  
10 Ocean Science Circle  
Savannah, GA 31411  
Phone: (912) 598-2400



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**UNIVERSITY PERSONNEL**

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**Administrative Offices and Staff**

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**PRESIDENT'S OFFICE**

Thomas J. (Tim) Hynes, Jr., Interim President

**ACADEMIC AFFAIRS**

John Micheal Crafton, Interim, Provost and VP for Academic Affairs  
Thomas Eaves, Associate Provost  
Mark May, Dean of Retention and Student Success  
Narem Reddy, Director of Institutional Research and Planning  
John Parkerson, Director of International Programs  
Adam Tate, Director of the Honors Program  
Kevin Demmitt, Assistant VP of Academic Outreach  
Mannie Hall, Director of Academic Outreach  
Jill Lane, Director of the Center for Instructional Design

**COLLEGE OF ARTS AND SCIENCES**

Nasser Momayezi, Dean  
John Campbell, Associate Dean

**SCHOOL OF BUSINESS**

Jacob M. Chacko, Dean  
Diane Prince, Associate Dean

**SCHOOL OF NURSING**

Lisa Wright Eichelberger, Dean  
Sue Odom, Associate Dean

**COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES**

Lila F. Roberts, Dean  
Jeffrey W. Chastine, Associate Dean

**SCHOOL OF GRADUATE STUDIES**

Thomas Eaves, Graduate Dean

**ENROLLMENT SERVICES**

Vacant, Assistant Vice President  
Rebecca Gmeiner, Registrar  
Patricia Barton, Director of Financial Aid  
Betty Momayezi, Director of Admissions and Recruitment

**CENTER FOR ACADEMIC SUCCESS**

Mark F. Daddona, Director

**CENTER FOR INSTRUCTIONAL DEVELOPMENT**

Jill Lane, Director  
Helen L. Brackett, Instructional Designer

**LIBRARY**

Gordon Baker, Director

**ATHLETICS**

H. Mason Barfield, Athletic Director

**CAMPUS LIFE**

Brian Haynes, Vice President  
Elaine Manglitz, Assistant Vice President  
Jeff Jacobs, Director of Judicial Affairs  
Angelyn Hayes, Director of Career Services  
Christine Smith, Director of Counseling  
Lou Bedrossian, Director of Disability Services

**INFORMATION TECHNOLOGY AND SERVICES**

John Bryan, Executive Director

**OPERATIONS, PLANNING, AND BUDGETING**

Corlis Cummings, Vice President  
Linda Corva, Assistant Vice President

**SMALL BUSINESS DEVELOPMENT CENTER**

Kyle Hensel, Director  
Donna Kelsick, Business Consultant

**SPIVEY HALL**

Sam Dixon, Executive Director

**EXTERNAL RELATIONS**

B.G. (Ret) Robert L. Stephens, Jr., Vice President  
Gid Rowell, Director of Alumni Relations  
Reda Rowell, Director of Development  
John Shiffert, Director of University Relations

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**Corps of Instruction --  
Faculty with Academic Rank and Librarians**

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Renee I. Ahmann, Instructor of Office Administration

B.A., State University of New York, 1972; M.B.A., California State University,  
San Bernardino, 1982.

Augustine O. Agyeman, Assistant Professor of Chemistry

B.Sc., University of Science and Technology, 1999; Ph.D., Loyola University,  
2007.

Shakil Akhtar, Professor and Head of Information Technology

B.S., University of Peshawar, 1980; M.S., University of Petroleum and Minerals,  
1982; Ph.D., Wayne State University, 1986.

Shaun M. Amos, Associate Professor of Music

B.A., David Lipscomb College, 1988; M.M., University of Alabama, 1991;  
D.M.A., University of Alabama, 1994.

Catherine C. Aust, Professor of Mathematics

B.S., University of Georgia, 1968; Ph.D., Emory University, 1973.

- Augustine E. Ayuk, Assistant Professor of Political Science  
B.B.A., Georgia College and State University, 1990; M.P.A., Georgia College and State University, 1991; Ph.D., Clark Atlanta University, 2000.
- Gordon Baker, Director of Library Services and Librarian  
B.S., Valdosta State University, 1975; M.L.S., Atlanta University, 1978; Ed.D., Nova Southeastern University, 1997.
- Harold R. Banke, Senior Lecturer of Science Education  
B.A., University of Georgia, 1971; M.Ed., Georgia State University, 1980.
- W. Gail Barnes, Assistant Professor of Dental Hygiene  
Certificate of Dental Hygiene, Howard University, 1983; B.S., The University of North Carolina at Chapel Hill, 1985; M.S., The University of North Carolina at Chapel Hill, 1987, Ph.D., The Ohio State University, 1999.
- Katrina R. Barnes, Assistant Professor of Nursing  
B.S.N., Emory University, 1972; M.S., Georgia State University, 1979.
- Christian Barrientos, Assistant Professor of Mathematics  
Licentiate in Mathematics, Catholic University of Valparaiso, Chile, 1990; M.Sc. University of Puerto Rico, 1997; Doctor of 3<sup>rd</sup> Cycle, Polytechnic University of Catalonia, Spain, 2004.
- Joan W. Bass, Lecturer of Office Administration  
B.S.Ed., University of Georgia, 1974; M.Ed., Georgia State University, 1979.
- Virginia Bass, Lecturer of Technical Education  
B.S., University of Georgia, 1976; M.S., Georgia Southwestern State University, 1991; Ed.S., Columbus State University, 1994.
- Rodger A. Bates, Professor of Sociology  
A.B., The College of William and Mary, 1966; M.A., University of Memphis, 1968; Ph.D., University of Delaware, 1976.
- Karen Beasley, Associate Professor of Sociology  
B.S., University of California, 1979; B.A., University of California, 1979; M.A., University of California, 1982; Ph.D., University of California, 1987.
- Virginia Bonner, Associate Professor of Film and Media Studies  
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, Associate Professor of Information Technology  
B.A., University of Washington, 1972; M.S., University of Evansville, 1988.
- Nathan A. Borchelt, Assistant Professor of Mathematics  
B.S., Newberry College, 1994; M.S.T., University of Florida, 1996; Ph.D., Georgia State University, 2004.
- Jere A. Boudell, Associate Professor of Biology  
A.S., Tidewater Community College, 1993; B.A., Northeastern State University, 1995; Ph.D., Arizona State University, 2004.

- James R. Braun, Professor of Chemistry  
B.A., Knox College, 1971; A.M., Washington University, 1974; Ph.D., Washington University, 1976.
- Eric M. Bridges, Assistant Professor of Psychology  
Ph.D., University of Georgia, 2004; M.S., Georgia State University, 1997; B.A., Georgia State University, 1993.
- Larry C. Bryant, Lecturer of Teacher Education  
B.S., Saint Cloud State University, 1997; M.S., Saint Cloud State University, 1999; M.S., The University of Wisconsin-Madison, 2003; Ph.D., The University of Wisconsin-Madison.
- Maria L. Bullen, Associate Professor of Accounting  
B.S., University of California-Berkeley, 1969; M.B.A., University of California-Berkeley, 1970; Ph.D., University of California-Los Angeles, 1982.
- Stephen C. Burnett, Associate Professor of Biology and Coordinator of the Biology Program  
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.
- Wendy Burns-Ardolino, Assistant Professor and Director of the Office of Interdisciplinary Studies  
B.A., University of Hull, 1990; M.A., George Mason University, 1997; Ph.D., George Mason University, 2004.
- Christie H. Burton, Associate Professor and BAS Program Coordinator  
B.B.A., Eastern Michigan University, 1986; M.S., Central Michigan University, 1993; Ed.D., The George Washington University, 2003.
- Scott Butterfield, Associate Professor of Accounting  
B.A., Weber State University, 1992; M.S., San Diego State University, 1993; Ph.D., Georgia State University, 2002.
- Brigitte F. Byrd, Assistant Professor of English  
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- Ruth R. Caillouet, Associate Professor of English and Coordinator of the Masters of Arts in Teaching English Program  
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Jacob M. Chacko, 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.

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B.S. College of William & Mary, 1976; B.S.N., Medical College of Virginia, 1978; M.S.N., East Carolina University, 1985; Ph.D., Medical College of Virginia, 1996.

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B.M.E., Valdosta State University, 1994; M.S.C.S., Georgia Institute of Technology, 1999; Ph.D., Georgia State University, 2007.

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B.A., Mercer University, 1981; M.A., University of South Carolina, 1986; Ph.D., Bowling Green State University, 1990.

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B.A., College of William and Mary, 1995; B.S., College of William and Mary, 1995; Ph.D., Georgia Institute of Technology, 2001.

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A.S.N., Northeast Mississippi Junior College, 1971; B.S.N., Mississippi University for Women, 1976; M.S.N., Georgia State University, 1985.

Benie A. Colvin, Lecturer of English

B.A., Emory University, 1966; M.A., Georgia State University, 1972; Ph.D., Indiana University of Pennsylvania, 2008, Composition and TESOL.

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B.A., University of Georgia, 1979; M.Ed., Virginia State University, 1986; Ph.D., The Catholic University of America, 2000.

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B.A., State University of New York at Buffalo, 1979; J.D., Emory University, 1982.

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B.A. University of Pittsburgh, 1994; Ph.D., Temple University, 2004; M.A., Temple University, 1996.

John Micheal Crafton, Interim Provost for Academic Affairs

B.S., University of Tennessee, 1978; M.A., University of Tennessee, 1980; Ph.D., University of Tennessee, 1985.

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B.S., Southern Connecticut State College, 1982; M.Ed., University of South Florida, 1986; Ph.D., The University of Georgia, 2000.

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B.Sc., Sharif University, 1997; M.Sc., Institute of Research and Planning, Iran, 2000; M.A., Virginia Polytechnic Institute and State University, 2001; Ph.D., University of Wisconsin-Milwaukee, 2007.

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B.S., Penn State University, 1997; Ph.D., Penn State University, 2002.

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B.A., Augusta State University, 1995; M.A., University of Florida, 1999; Ph.D., University of Florida, 2008.

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B.S., Vanderbilt University, 1991; M.Ed., Vanderbilt University, 1995; M.A., Georgia State University, 2000; Ph.D., Georgia State University, 2002.

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B.S.N., Duke University, 1978; M.S.N., Yale University, 1980; Ph.D., University of Rhode Island, 1991.

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B.S.I.M., University of Cincinnati, 1968; M.B.A., University of Dayton, 1974; Ed.D., Nova Southeastern University, 1995.

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B.A., Oregon Bible College, 1983; M.A., Arizona State University, 1986; Ph.D., Purdue University, 1990.

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B.A., Georgia State University, 1971; M.L.M., Georgia State University, 1978.

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B.S., Ohio State University, 1985; M.S., Ohio State University, 1987; M.S., Ohio State University, 1991; Ph.D., University of Arkansas, 2001.

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B.G.S., Virginia Commonwealth University, 1984; M.A., Kennesaw University, 2004.

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B.S., University of Detroit, 1978; M.S., University of Detroit, 1981; Ed.S., University of Detroit, 1983; Ed.D., Western Michigan University, 1989.

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B.A., Tift College, 1974; M.Ed., State University of West Georgia, 1977.

Joshua M. Dyer, Assistant Professor of Physics

B.S., University of Illinois at Urbana-Champaign, 2000; B.S., University of Illinois at Urbana-Champaign, 2000; M.S., Michigan State University, 2001; Ph.D., Michigan State University, 2007.

Thomas Eaves, Associate Provost, Dean of Graduate Studies, and Professor of Education

B.S., North Carolina State University, 1967; M.S., North Carolina State University, 1970; Ed.D., North Carolina State University, 1976.

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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.

Rosemary Fischer, Public Services Librarian

M.L.S., University of South Carolina.

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.

Gregory James Flail, Assistant Professor of English

B.A., University of Pittsburg, 1991; M.A., New York University, 1996; Ph.D., Georgia State University, 2006.

John W. Flinn, Assistant Professor of Music

B.M., Morehead State University, 1994; M.M., University of Cincinnati College, 1996.

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B.S.N., Tuskegee University, 1988; M.S.N., Armstrong Atlantic University, 1997.

Samantha R. Fowler, Assistant Professor of Biology

B.S., University of Central Florida, 1997; M.A., University of South Florida, 2000; Ph.D. candidate, University of South Florida, Secondary Science Education.

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B.B.A., Georgia State University, 1975; M.B.A., Georgia State University, 1977; Ph.D., Georgia State University, 2000.

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B.A., Coe College, 1968; M.B.A., Southern Illinois University, 1983; Ph.D., Oklahoma State University, 2004.

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B.A., University of Georgia, 1996; Ph.D., Auburn University, 2002.

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B.S.N., California State University-Los Angeles, 1979; M.S.N., University of Phoenix, 1999.

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B.S., University of Alabama, 1986; M.A., Auburn University, 1994; Ph.D., University of Iowa, 2003.

Anthony Giovannitti, Department Head of Mathematics and Professor of Mathematics

B.S., Gannon College, 1973; M.S., New Mexico State University, 1978; Ph.D., New Mexico State University, 1981.

Brian M. Goldman, Assistant Professor of Psychology

B.A., State University of New York, 1995; M.S., University of Georgia, 2001; Ph.D., University of Georgia, 2004.

Randall S. Gooden, Assistant Professor of History

B.A., West Virginia University, 1984; M.A., West Virginia University, 1985; Ph.D., West Virginia University, 1995.

Barbara Goodman, Chair of the Department of English and Professor of English

B.A., Kalamazoo College, 1977; M.A., University of London, 1986; Ph.D., University of London, 1996

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.

Alexander Hall, Assistant Professor of Philosophy

B.A., University of California at Davis, 1992; M.A., San Francisco State University, 1998; Ph.D., Emory University, 2004.

Mannie Hall, Director of Academic Outreach and Assistant Professor of Academic Outreach

B.S., The University of Southern Mississippi, 1982; M.S., The University of Southern Mississippi, 1983; Ph.D., The University of Southern Mississippi, 1996.



- Gwendolyn Harold, Professor of English  
B.S., Troy State University, 1980; M.A., University of South Alabama, 1990;  
Ph.D., Florida State University, 1995.
- Joanna L. Roof Harris, Instructor of Dental Hygiene  
B.S., University of North Carolina, 2004; M.S., University of North Carolina,  
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- Sandra M. Harrison, Professor of Psychology  
A.B., Mercer University, 1968; A.M., Indiana University, 1975; Ph.D., Emory  
University, 1987.
- Gina L. Harvey, Assistant Professor of Music  
B.A., University of Nebraska at Kearney, 1994; M.M., Ohio University, 1997;  
D.M. (Anticipated), University of Colorado.
- Craig A. Hill, Associate Professor of Supply Chain Management  
B.S., South Dakota State University, 1980; M.B.A., University of Minnesota,  
1985; Ph.D., Vanderbilt University, 1998.
- Lisa D. Holland-Davis, Assistant Professor of Criminal Justice  
B.S., University of Nebraska, 1997; M.A., University of Florida, 1999; Ph.D.,  
University of Florida, 2006.
- Mary Nix Hollowell, Associate Professor of Education and Coordinator for  
Educational Field Experiences  
B.S., Davidson College, 1986; M.A.T., University of North Carolina-Chapel Hill,  
1991; Ph.D., University of North Carolina-Chapel Hill, 1994.
- Weihu Hong, Associate Professor of Mathematics  
B.S., Nankai University (China), 1982; M.S., Montana State University, 1986;  
Ph.D., University of South Carolina, 1991.
- Susan F. Hornbuckle, Associate Professor of Chemistry  
B.S., Columbus State University, 1985; M.S., Auburn University, 1987; Ph.D.,  
Emory University, 1992.
- Christina Thompson Howell, Assistant Professor of Music  
B.M., Furman University, 1991; M.M., Cleveland Institute of Music, 1995;  
D.M.A., University of South Carolina, 2001.
- Mary H. Hudachek-Buswell, Assistant Professor of Information Technology  
B.S., Mary Washington College, 1980; M.A.M., Auburn University, 1993.
- Annita W. Hunt, Professor of Mathematics  
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- Ronald L. Jackson, Professor of Philosophy and Coordinator of the Philosophy  
Program  
B.A., University of North Carolina, 1972; J.D., Western State University of Law,  
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- Todd Janke, Associate Professor of Philosophy

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